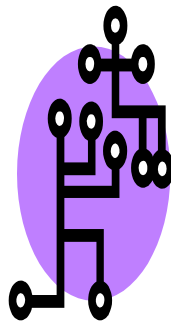


Our Lady Queen of Peace Extended Care



2010 – 2011

Revised 16 July 2010



PHILOSOPHY

The Our Lady Queen of Peace Extended Care Program strives to construct an enjoyable Christian atmosphere with varying activities, including vigorous play, homework time, reading time, and indoor games for children of parents who are working and need a place for their child to be supervised both before and after school.

The program is designed to develop the child in a number of ways:

- Spiritually - Extended Care will provide the child the opportunity to become Christ-like in their daily activities.
- Physically - Extended Care will provide the opportunity to stimulate creativity and interest in play.
- Intellectually - Extended Care will assist children with homework and will encourage reading and academic learning games.
- Culturally - Extended Care will provide the opportunity for the child to learn respect of cultural heritages and to build upon the positive values inherent in the various cultures.
- Socially - Extended Care will foster the principles of friendship and respect.

ADMISSION POLICIES

Only students enrolled in Our Lady Queen of Peace School will be admitted to the Extended Care Program. Admission begins after the parents/guardians sign the "Our Lady Queen of Peace School Extended Care Program Agreement" AND the

"Handbook Receipt Form". If a child has any sort of a communicable disease, he/she will not be permitted to attend the Extended Care Program.

DAILY RELEASE

Whoever picks up a child must write down their name, the relationship to the child, and the time the child was picked up on the "Daily Release Form" which will be provided. The supervisor will release the child **AFTER** the name and relationship to the child is verified with the original contract. Exceptions to this rule will **NEVER** be made!

PERMISSION TO DISPENSE MEDICATION

If your child is taking medication during the school day, the principal will make a copy of the school form, and provide a copy to Extended Care. If a child does not take medication during school time, but needs it before or after school, a form (from the school office) **must be completed**.

IMPORTANT: All medication must be in its original container. The container must be marked with the child's name, when the medication should be given, and the correct dosage.

PROGRAM FEES

The extended care program at Our Lady Queen of Peace is based on a flat fee.

TIME OF CARE	COST FOR BEFORE AND AFTER SCHOOL CARE
6:30 - 7:30AM	\$2.75 per day for one child, flat fee
7:00 - 7:30AM	\$2.00 per day for one child, flat fee
2:40 - 3:00PM	\$1.50 per day for one child, flat fee
2:40 - 3:30PM	\$2.75 per day for one child, flat fee
2:40 - 4:00PM	\$4.00 per day for one child, flat fee
2:40 - 4:30PM	\$5.50 per day for one child, flat fee
2:40 - 5:00PM	\$6.50 per day for one child, flat fee
2:40 - 5:30PM	\$8.00 per day for one child, flat fee
2:40 - 6:00PM	\$9.00 per day for one child, flat fee
After 6:00PM	\$9.00 plus \$2.50 per minute

Families with 3 or more children using Extended Care will be charged as follows:
\$5.50 from 2:40-3:30 pm and \$11 from 2:40-4:30 pm.

YOUR BILL MUST BE PAID IN FULL AT THE END OF EACH MONTH. It is understood that all fees must be paid before the next grade promotion or transfer may take place.

LATE FEE CHARGE: Our Lady Queen of Peace School Extended Care Program closes promptly at 6:00 p.m. If you are late, a staff member will stay with your child until

you arrive. After 6:00 p.m. you will be charged the \$9.00 fee plus a \$2.50 per minute charge until the child is picked up.

EMERGENCY PROCEDURES

Parents can contact the supervisor by calling Extended Care @ 672-1784.

NUTRITION

Parents are required to provide snacks for their child. We encourage nutritional snacks. Please send snacks even when your child is there for a short time.

RECORDS

All records are confidential and will be shared only with those who have a legal right to know.

DISCIPLINE

Each child is required to abide by the rules of the program, respect staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her alone for a short period of time. If the child does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and at that time the child may be dismissed from the Extended Care Program.

Extended Care Program Rules

1. No child may go back to his/her classroom to get a forgotten item or go to any other room in the building, or leave the supervision of the teacher.
2. No foul language or profanity will be tolerated.
3. Any child, who consistently misbehaves, is non-cooperative, or fails to comply with stated rules will be reported to the principal. A conference with the parents will follow. After a second conference, the child may be dismissed from the Program.
4. No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
5. Running in the halls or down/up steps is dangerous and cannot be permitted.
6. Each child will be expected to help clean up his/her toys, books or other materials, and to generally straighten the room.
7. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.
8. Children are not to bring toys or other articles from home without permission from the supervisor.

SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

The Extended Care Program must have file copies of any custody decrees or other documents relating to a parent's contact with a child if both parents do not have custody of the child. Extended care should have access to this information so that staff will know when, if ever, a child may be released to a non-custodial parent. (For example, some non-custodial parents have weekend visitation rights. It may be entirely appropriate for the non-custodial parent to pick up the child at the program site on a Friday afternoon.) If there are questions, the teachers should confer with the principal who may contact the custodial parent. If there is doubt as to the appropriate course of action, the legal consultant for the school will be consulted before any action is taken.

Other relatives can sometimes present a problem for the Extended Care staff. Only parents or their designees will be allowed to discuss the child with staff members. This requirement applies to aunts, uncles, cousins, and grandparents. Relatives who wish to share or obtain information will be referred to the principal.

PLEASE NOTE

OUR LADY QUEEN OF PEACE may refuse to accept the care of a child/student in the event that the parent/guardian allows the account to go past due. If this should happen, the parent/guardian will be notified and must make arrangements to pick up their child/student immediately after school.

OUR LADY QUEEN OF PEACE EXTENDED CARE PROGRAM AGREEMENT

RETURN this signed sheet to the school office BEFORE your child is admitted into the Extended Care Program. This form must be completed in its entirety. Failure to provide requested information may cause delay in the acceptance of your child into the program.

We, the parents of: _____
PRINT FIRST NAME AND FAMILY NAME OF CHILD

We agree to make timely payments of required fees as well as the \$2.50 per minute fee after 6:00 p.m. and to adhere to all rules and regulations of the program. We understand that our failure to meet the conditions of this agreement may result in our child being dismissed from the program.

PERSONAL INFORMATION

Last Name of Child _____ First Name of Child _____

Nickname of Child _____ Birth Date of Child _____

Address _____ City _____ Zip Code _____

Father's Name _____ Father's Work Phone # _____

Mother's Name _____ Mother's Work Phone # _____

Emergency Contact _____ Emergency Contact Phone # _____

Emergency Contact's Relationship to the Child _____

Doctor's Name _____ Doctor's Phone # _____

List Allergies _____

Name of Insurance Carrier _____ Insurance Phone # _____

My child is to be released only to the following people: (EXCEPTIONS WILL NEVER BE MADE)

Name _____ Phone # _____

Name _____ Phone # _____

Parents must sign and date this agreement prior to entering the Extended Care Program.

Mother _____ Date _____

Father _____ Date _____

OUR LADY QUEEN OF PEACE EXTENDED CARE PROGRAM HANDBOOK RECEIPT

No child will be admitted into the Extended Care Program unless the handbook is read and understood. This receipt form is signed verifying that it was read and understood, and that the agreement has been completed as requested and signed by the parents or guardian.

CHILD'S NAME _____

CHILD'S ADDRESS _____ CITY _____

ZIP CODE _____ PHONE NUMBER _____

We hereby acknowledge that we, the parents/guardians of

PRINT THE NAME OF THE CHILD

has received, read, and understood the contents of the Extended Care Program Handbook for the school year 2010-2011, and agree to abide by its contents.

We understand that this HANDBOOK has the force of a printed contract between the parents and Our Lady Queen of Peace School. The legal concept is that this Handbook is a contract. (Archdiocese of Milwaukee #5101)

We further understand that this paper, marked FORM #5101 is to be returned to the School Office before any child is admitted into the program. The receipt of this Handbook is mandatory and will be kept on file.

Mother's Signature _____ Date Signed _____

Father's Signature _____ Date Signed _____

FORM 5101

