



Extended Care Program

Policies & Information

Vision:

Our Extended Care Program is dedicated to providing a structured, enjoyable, and purposeful environment for students that aligns with the overall vision of our school. We envision a program that fosters academic growth, social development, and personal enrichment for all participants. By providing a purposeful and nurturing atmosphere that assists students in being accountable and growing in virtue, we aim to empower students to thrive both inside and outside the classroom.

Structure:

The structure of both morning and after care is as follows:

- All students who are not picked up from school on time will be sent to extended care and families will be billed.
- Extended Care will primarily take place outside in the main courtyard, unless it is raining or below 60 degrees Fahrenheit. Please make sure your child is dressed weather appropriate.
- All play activities (including games and toys) will be enjoyed outside.
- Inside is reserved for homework and studying purposes. If a student chooses to be inside the classroom during Extended Care, they are there to complete homework, study, read, or draw.
- In after care M-Th, there will be a teacher available to help students with homework.
- In case of bad weather (*if it is raining or the temperature is below 60 degrees fahrenheit*), Extended Care will take place inside. For after care, bad weather days are Movie Days.

**Billing:**

- The cost of Extended Care is \$10 per hour per child. Families will be billed through renweb by the 10th of each month for the previous month. This bill is due the 20th of each month.
 - Anytime a student is checked in to extended care, the cost is \$10 for the first hour, whether that student stays for the whole hour or not.
 - For every 30 minutes after the first hour, the cost is \$5 per student.
 - Morning Care: From 7am-8:10am, the cost is \$12 per student. If a student arrives anytime after 7:10am, the cost is \$10 per student.
- If a student is picked up past the hours of operation (6pm), the family will be charged \$10 from 6pm to 6:05pm and then an additional \$10 for every 5 minutes that they are late.
- All students (TK-7th/8th) who are not picked up from school on time will be sent to extended care and families will be billed.
- All students (TK-7th/8th) who arrive at school before 8:10am, will be checked in to morning care and families will be billed \$10, no matter when they arrive.
- If you have questions about billing, please email Jacque Roberson at robersonj@sjaclassical.org. You may also call the front office and ask to speak with her.

Location:

- Morning care, Monday-Friday, will be held in the main courtyard, and in 2nd grade in case of bad weather. Students will enter through the main gate by ringing the bell.
- After care will be held in the main courtyard and will rotate classrooms each day on a consistent schedule. Parents will pick up students from the main gate (by ringing the bell at the gate).
 - M/W in 3rd grade
 - T/Th in 4th grade
 - Fridays in 7th grade



Hours of Operation:

- Morning care is from 7:00am to 8:10am, Monday-Friday.
- After care is from 3:30pm to 6:00pm, Monday-Thursday.
- After care is from 12:50pm to 6:00pm, Fridays.
- The program will not operate on school holidays

Enrollment and Registration:

- All students participating in the Extended Care Program must be enrolled students at Saint Joseph Academy.
- All participating students must have an active enrollment including emergency contact information and any medical needs or allergies.
- Monthly payments must be made on time to secure a place in the program.
- All students (TK-7th/8th) who are not picked up from school on time will be sent to extended care and families will be billed.
- All students (TK-7th/8th) who come into school before 8:10am, will be checked in to morning care and families will be billed.
- 8th graders are required to attend extended care until September 13th. If the 8th grade student shows responsibility by checking in to extended care and abiding by all of the extended care rules, they will be allowed to be released from the program and supervision of extended care. Please see 8th grade privilege for before and after school 2024-25 hand out from Mr. Kerekes for more information.

Safety & Security:

Student safety and security are top priorities in the Extended Care Program.

- A sign-out sheet will be maintained. Only direct family members may pick up their children from extended care, and they must sign out the child.
- Students are never to be unsupervised or in any part of the campus without direct permission from an extended care provider.
- Students are not permitted to open the main gate or main front doors for anyone. Please wait for an adult to let you onto school grounds.



- Students must remain in the designated areas (courtyard & classroom) at all times.

Procedures for Morning Care:

- Students will ring the bell at the main gate and be let in by the morning care provider.
- Students will get checked in with the morning care provider.
- Students will neatly place backpacks and belongings along the outside wall of the classroom. Belongings should not block the walkway. All belongings must touch the wall.
- All students will be dismissed and checked out of morning care at 8:10am and released to their classrooms.

Procedures for After Care:

- Check in:
 - Students will wait for their teacher to dismiss them before heading to after care.
 - Students will line up neatly outside the classroom door and wait silently to be checked in by an after care supervisor.
 - Once checked in, students will neatly place backpacks and belongings along the outside wall of the classroom. Belongings should not block the walkway. All belongings must touch the wall.
- **FOR PARENTS:** Pick up / Sign out:
 - Parents will come to the main gate and ring the doorbell, where an after care provider will come to let them in. For safety reasons, please do NOT ask students to open the gate. Please wait for an adult to come let you in.
 - Parents must sign out their child on the sign out sheet when they arrive to pick up their child.
 - The child should clean up what they are playing with before leaving.



Extended Care Expectations for Students:

Students are expected to follow the same behavioral standards in the Extended Care Program as during regular school hours. The expectations below apply to both morning care and after care.

- **General Rules:**
 - Follow the directions of the extended care provider and treat her with respect and obedience.
 - Follow the rules of the classroom and the rules of the courtyard. We have procedures and rules in place to create a safe and enjoyable play/learning environment for all students and teachers.
 - Students must check in with the extended care provider as soon as they arrive at extended care.
 - Students should place backpacks along the outside wall of the classroom and avoid blocking the walkway.
 - All students must remain in the designated extended care area, unless given explicit permission by an extended care provider.
 - Any materials that are borrowed from the extended care carts must be returned.
 - Students must ask the extended care provider to use the restroom. This is to keep track of the location of students for safety and security purposes.
 - Students may not open the main gate for any reason. The gate should only be opened by an adult.
 - Any physical interaction of any kind between students is never allowed. No wrestling, tackling, nudging, bumping, hitting, kicking etc.
 - Students must always clean up after themselves.
- **Classroom rules:** Everyone must respect the space of the classroom and the teacher who allows us to use the space for extended care.
 - No running, crawling, jumping in the classroom. The classroom is a calm environment where both teachers and students are working.



- No yelling or raising your voice in the classroom. The classroom is a quiet place where teachers and students are working, so we will keep our voice levels always just above a whisper.
- No eating in the classroom. All snacks/food is to be consumed outside.
- No playing with toys or socializing in the classroom. Those activities are meant for outside enjoyment. (Board games are permitted.)
- No touching or using anything in the classroom, including things inside desks and on shelves. If a student needs materials, they may ask a teacher/care provider.
- Courtyard rules:
 - No yelling or screaming in the courtyard. The sound carries and disturbs the work of teachers and students around campus.
 - No physically aggressive games of any kind (wrestling, tackling, jumping on each other, etc).
 - No leaving the courtyard without permission from an extended care provider.
 - No throwing things. The courtyard is not meant for sports activities. No balls or frisbees, and toys should be used for their intended purpose.
 - The toy cart will be kept outside the classroom where students can access the materials for play. When a student borrows games or toys, that student (or students) is responsible for cleaning up and returning them before moving on to another activity. All games and toys are to be used outside in the courtyard area.

Behavior Infractions Policy

In order for Extended Care to be a successful, safe, and enjoyable experience for everyone, students who do not follow rules and expectations have the possibility of being expelled from the Extended Care Program. The policy for this is as follows.

- Misbehavior will be communicated to the parents on an unofficial basis as they occur so that parents may have the opportunity to correct the issue at home. These moments of communication may be in-person (at pick up), emails, notes,



etc. These are not considered Official Behavior Notices, but can lead to one if the misbehavior is not corrected or improving.

- Misbehaviors may include breaking any of the above rules and expectations or not following procedures.
- An Official Behavior Notice signifies a consistent misbehavior or one significant misbehavior event. These notices will be recorded and communicated to the parents. A significant misbehavior event may be:
 - Bullying, causing harm or showing aggression towards a student, teacher, or self
 - Screaming at another student or teacher out of anger or aggression
 - Repeatedly ignoring the directions of the extended care provider or another teacher in a blatant or disrespectful manner
 - Putting self or others in an unsafe situation
 - Blatant, disrespectful behavior towards an extended care provider or teacher
- The first Official Behavior Notice for a singular student will result in at least a 1 day suspension from the program. Any additional Official Behavior Notices may result in a parent meeting with the headmaster and/or an increase in suspension time up to and including expulsion from the program indefinitely.
- If a student is suspended or expelled from the Extended Care Program, and he/she is not picked up from school on time (before 3:30pm), that student will have to wait in the main office to be picked up. Families will be charged \$10 for every 5 minutes that they are late picking up their child from school: after 3:30pm M-Th, after 12:50 Fridays.