

# Extended Care Handbook 2025-2026



Director and Supervisor: Bryanna VanVreede

Extended Care Staff: Grace Herrick, Serenity Leonard,  
Morgan Marynik, and Danny McKendry

**Extended Care HOURS: 3:10pm – 5:30pm**

**NO EXTENDED CARE ON HALF DAYS**

**Extended Care Phone Number: 414-771-5577 Ext. 139**

If you have any questions or concerns with the information in this packet,  
please contact Ms. Bryanna VanVreede at 414-771-5577 Ext 120.

## **Extended Care Facility**

St. Joseph School Extended Care Program is a service for families that need child care after school. The program is located at the far north end of the school building across from the K3 classroom. It is equipped with age-appropriate furniture and materials as well as safe outdoor/indoor play equipment. The Extended Care Program reinforces the school's philosophy of teaching Catholic values. Fun learning activities are balanced with free play activities. Older students will be provided with a study area to work on homework. All extended care staff have completed The Safeguarding requirements.

## **Extended Care Schedule**

Extended Care will be open on **all full days of school** from 3:10-5:30pm for all children needing supervision in grades K3-8<sup>th</sup> grade. **There is no afternoon care on half days.**

### **Daily Schedule:**

**3:10 - Snack**

**3:30 - Outdoor Playtime (weather permitting)**

**3:45 - Homework Time**

**4:00 - Continued Playtime**

## **Extended Care Procedures**

- Students are to report to extended care immediately following school dismissal.
- We will be outdoors for at least 15 minutes after school every day, weather permitting.
- Parents and students, not Extended Care staff, are responsible for ensuring that homework is complete and done correctly.
- *Cell phones may not be used in Extended Care and must be turned into the supervisor upon arrival each day.*

## **Late Pick Up**

If you will be later than expected to pick up your child, please call the afternoon Extended Care supervisor Bryanna VanVreede. If the school closes unexpectedly during the day for any reason, you will need to pick up your child immediately. **If you pick your child/children up later than 5:30 pm a late fee of \$5.25 will be charged.**

## **Registration Fees**

An annual registration fee of \$40 is required for the Extended Care program.

## **Extended Care Fees**

K3-8<sup>th</sup> grade: \$5.25/hour from 3:10pm - 5:30pm. There is a 20% multiple children discount.

## **Supply Fee**

Rather than having students bring in the supplies specified on an Extended Care supply list, **there is a supply fee of \$15 per child.** All students who attend Extended Care are assigned this fee. The fee allows for more flexibility in purchasing the necessary quantities and types of supplies needed for children who attend Extended Care.

## **Snack Fee**

**K3-8 Extended Care students will be charged a snack fee of \$1.00/child/day for snack and milk.** This fee will be included in your monthly bill. All snacks will be pre-packaged individual serving size snacks. Students may bring their own snacks if preferred.

## **Payment**

Statements will be sent home once a month by the 10th of the month. Checks must be made out to St. Joseph School Extended Care. Payments must be made within ten (10) days of receiving the bill. **A late fee of \$10 will be added to bills that are paid after the due date. If bills are not paid, students will not be allowed to return to Extended Care.**

## **Disciplinary Policy**

The disciplinary policy as described in the St. Joseph School parent handbook will be the basis for the discipline in Extended Care. If negative behaviors continue, families may lose the extended care option for their child/ren.

## **Illness**

If your child becomes ill during the time he/she is in Extended Care, you will be notified. **You are expected to pick up your child when you receive this notification.**

## **Medication, Allergies, and Injuries**

On occasion, it may be necessary for the Extended Care staff to administer medication to a child. The parent needs to complete a Medication Consent Form that remains on file in Extended Care. It is important to let us know of any allergies your child has. If your child is injured in the course of an Extended Care day, you will be notified.

**No child will be allowed to be unsupervised after school.  
They must be enrolled in the Extended Care Program.**