



Extended Care Handbook 2025-2026

Saint Joseph Catholic School

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*

St. John Chrysostom

Welcome to Saint Joseph Catholic School! In choosing Saint Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Extended Care Handbook reflects the policies of Saint Joseph Catholic School for the 2025-2026 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Joseph School during the 2025-2026 school year.

The faculty and staff of Saint Joseph School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Kevin Rice

Principal

Mission Statement of Saint Joseph School

St. Joseph Catholic School, inspired by Catholic Values, prepares children for their future by promoting their academic growth, nurturing their faith in Jesus Christ through prayer and Catholic teaching, and cultivate life-long service within the larger community.

Philosophy

Saint Joseph School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Indianapolis.

- To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
- To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Philosophy of the Extended Care Program

Saint Joseph School Extended Care Program provides a safe welcoming environment for the students of Saint Joseph School to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

Attendance

When a student enrolled in Extended Care is absent from school, a parent should call the School Office by 10:00 AM each day of the absence and leave a message stating that their child will not be attending the Extended Day Program on that day. This allows the Director to plan for the number of staff members that will be needed each day. Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

Students in attendance at school and enrolled in the Extended Day Program must notify the school if their child will not be attending the Extended Day Program.

Students who are enrolled in Extended Day Program will be charged for the entirety of the month. If a student is not picked up at dismissal by 3:00p.m., that student will automatically be enrolled in Extended Care at the daily rate of \$20/day.

Admission Information

Nondiscriminatory Policy

Saint Joseph Catholic School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Extended Care Requirements:

- Completed Application
- Enrollment Fee of \$25.00 per child

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Joseph School Extended Care Program. The recommendation and decision of the Director in collaboration with the Principal is final.

Financial Obligations

2025-2026 Fee Schedule

Registration.....\$25.00 per child

Monthly rate per child.....\$240.00 per month

Daily “Drop-in” rate.....\$20.00 per child/per day

There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.

The cost per day includes a nutritious snack and drink. Cost for markers, papers, other materials, games, equipment, and proper staffing.

Payments:

- Invoices will be sent/given to parents on the first school day of the month. Payment is due by the 15th day of the following month.
- There will be a \$40 returned check fee for all checks made payable to Saint Joseph School that do not clear the bank.
- All Application Fees are **NON-REFUNDABLE**.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.

Payment Options:

- Check, Master Card®, Visa®, Discover®
- Cash cannot be accepted by the Director
- There will be a \$40 returned check fee for all checks made payable to Saint Joseph School that do not clear the bank.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the Extended Care Program.

Allergy Policy

Saint Joseph Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers/Epipens® is vital. Children are encouraged to carry their reliever rescue medication. Parents are asked to ensure that the school is provided with a current labeled rescue medication.

2. Record Keeping

At the beginning of each school year, or when a child joins Saint Joseph Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy register which is available for all school and Extended Care staff. If medication changes in between times, parents are required to inform the school and the Extended Care Director.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Extended Care Program that are potential triggers for children with asthma/allergies. Be advised that no school or Extended Day Program can guarantee that a child will not come in contact with a substance that may trigger an attack.

Allergic Reaction/Emergency

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Buckley Amendment

Saint Joseph School has consciously chosen to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Extended Care Program so that the student(s) is released to the custodial parent or guardian.

Bullying and Cyberbullying

Saint Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Cell Phones, I-Pads and other Electronic Devices

Students participating in the Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. **Items taken away from students will be returned to the parent(s)/guardian(s) from the office in person.**

Child Abuse Laws

Saint Joseph Catholic School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Extended Care Director in collaboration with the Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, or laser lights are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) in person from the office.**

Crisis Plan

Saint Joseph School has implemented a “crisis plan” in the event of a lockdown emergency. All teachers and Extended Care Staff are aware of the procedure to follow to keep all children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure locations.

Delinquent Accounts

Accounts are considered delinquent once they fall a month behind. The student(s) will not be able to attend Extended Care until the account has been returned to good standing. Families utilizing the Daily Drop-in rate face similar consequences if their account exceeds \$200.

Gum

Students should not chew gum at school at any time that they are at school this includes during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

Harassment

Harassment of any type is not tolerated. The Director of the Extended Care Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Saint Joseph School Extended Care Program will send correspondence as necessary.

Hours of Operation

The Extended Care Program is open from 3:00 PM – 5:30 PM any day that the school is open. The Extended Care Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays, and other days when the school is not in session.

All students should be picked up by 5:30 PM each day. Students who are not picked up by 5:30 PM will incur an additional charge of \$2.00 per minute. If students have not been picked up by 6:00 PM, the Director will call the Corydon Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

Lost and Left

See same policy located in Parent/Student Handbook.

Medication

No medication is given during the Extended Care Program. Students who need medication between 3:00 PM and 5:30 PM should make arrangements with the School Office prior to coming to Extended Care.

Office Records

Since the Extended Care Program utilizes the school data base, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms

Students in the Extended Care Program will wear their school uniforms at all times. Students are not allowed to change into play clothes.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, a message will be sent to the cell phone and e-mail account listed on a student's file via the FlockNote system. The Extended Care Program will also be closed if school closes due to inclement weather. The school also reserves the right to close the Extended Care Program due to expected incoming weather and communication will be sent via FlockNote.

Right to Amend

Saint Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication.

Parent Signature Page

I have read the 2025/2026 Saint Joseph School Extended Care Handbook and agree to follow the policies and procedures as stated.

Family
Name _____

Parent signature Date

Parent signature Date

**SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A
STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.**