



GUARDIAN ANGELS SCHOOL EXTENDED DAY PROGRAM

6539 Beechmont Avenue
Cincinnati, Ohio 45230
(513) 624-3141

POLICIES FOR EXTENDED DAY PROGRAM

I. Registration Policy

1. Any child attending Guardian Angels School may enroll in the GA Extended Day Program.
2. Each individual student must be registered on a separate form, and a **\$50.00 non-refundable registration fee** per family is due yearly at the time of registration.

II. Fee/Payment

1. The fees are as follows:
 - \$12.00 per day for one child
 - \$23.00 per day for two children in the family
 - \$28.00 per day for three children in the family
2. Guardian Angels is partnering with the FACTS Management Company for tuition and Extended Day payments. All Extended Day payments will be made through FACTS. Billing will be one month in arrears and payment is due and paid by the last day of each month and will be separate from tuition billing and payment. There will be no other payment option available for Extended Day. Once a family completes the FACTS payment application for tuition, no additional payment application is necessary for Extended Day. As with tuition, payment options will include: Check Payments – make checks payable to FACTS Management Company, Electronic Fund Transfer (EFT) – automatic withdrawals from a bank account, and Credit Card – a 2.5% convenience fee will be added to your credit payment.
3. The charge for late pick-up (after 6:00 p.m.) will be **\$1.00 per minute per child**. This late fee must be paid in **cash** at the time of pick-up. Habitual tardiness may be reason for dismissal from the program. Parents must establish back-up plans in case of tardiness.

III. Extended Day Program Place and Hours

1. The Extended Day Program is held in the undercroft of church, the parking lot/playground, and Room 24.
2. The Extended Day Program begins at the end of the school day and ends at 6:00.
3. The Extended Day Program operates only when school is opened for the full day (8:00 a.m. to 3:00 p.m.). **If school closes early, so does the Extended Day Program.** (e.g. Early dismissal because of snow)
4. Students will be dismissed at the end of the school day and are to report to the Extended Day Teacher.

5. After check-in the children will have a snack. If your child is allergic to certain types of food, please let us know. If your child has needs for medication or uses an epi-pen or inhaler, please inform us by completing the appropriate form.
6. After the snack, the children will have play-time, either inside or outside, until
7. 4:00 p.m. Playground equipment and games will be provided. Personal electronic devices from home are not permitted.
8. At 4:00 p.m., the children will work on their homework until completed. If the older children do not have homework, we encourage them to read a book quietly until 4:45 p.m.
9. After the homework session is over, the children will have games to play with.

IV. Emergency and Safety Procedures

Since each child's safety is of utmost importance, the following Emergency and Safety Procedures are established.

1. Parents/Guardians must complete the Guardian Angels School Extended Day Program Registration Form and return to the school office.
2. Parents/Guardians/Authorized Adults must not take their child/ren from parish property without signing them out with the Extended Day Program Director.
3. If an emergency arises and the parent/guardian cannot pick up a child by 6:00 p.m., please have a back-up plan to pick up your child/ren. You must notify the Director of the Extended Day Program and give the names and a brief description as to who will be picking up your children. Please have your back-up person carry picture identification with them.
4. Children who will be leaving the Extended Day Program for another activity must either hand-deliver a note to the Director or check to make sure that the parent has left the appropriate message for their dismissal.
5. The Director of the Extended Day Program must be notified of any activities on Guardian Angels Parish property in which your child/ren will be participating during the hours of the program. Examples of these activities are sports, scouts, band, chorus, drama club, writing club and chess club. Any child arriving late or leaving early directly from the Extended Day Program for an activity on parish property must provide written permission from their parent.

V. Absentee Policies

In the event of your child's illness, please notify the school's Attendance Line when you call your child in sick in the morning that your child will also not be attending the Extended Day Program. The School Secretary will inform the Extended Day Director of your child's absence. If your child has contracted a communicable disease or infection (such as chicken pox or lice), please inform us so that we can take the appropriate action.

VI. Discipline Policies

Children are expected to behave and follow Guardian Angels School's Discipline Policy and Golden Rule Policy in the Extended Day Program. Behavioral problems will be dealt with in the following ways;

1. The Director of the Extended Day Program/teacher will talk with the child.
2. If negative behavior continues a second time, the child will receive a time out or another appropriate punishment..
3. If behavioral concerns continue a third time, parents will be notified. A parent-teacher-director-principal conference may be warranted.
4. The Director of the Extended Day Program may issue a suspension from the program for a child who continues negative behavior.
5. In the event of a second suspension, the child may be dismissed from the program.
6. Negative behaviors include:
 - a. disrespect to child-care workers or other students
 - b. bullying or harassment of another child
 - c. physical fighting
 - d. refusing to follow directives of a teacher or the director
 - e. running away from the group
 - f. destroying school's property
 - g. destroying another student's property
 - h. stealing
 - i. rough play
 - j. inappropriate language or gestures

VII. Afternoon Snacks

An afternoon snack and drink will be provided to the students. If you wish to send an additional snack, please feel free to do so. Gum and hard candy are not permitted.

VIII. Miscellaneous Information

- 1. Please notify the Extended Day Program Director of any changes in phone numbers, addresses, employment or emergency phone numbers!**
2. Please feel free to schedule a meeting with any of the personnel of the Extended Day Program Director.
3. Please remember to send the children with appropriate clothing. (Eg. Appropriate winter clothing for outdoor play.) When in doubt, send a coat or jacket with your child.
4. Children may bring a change of clothes to play in.
5. No personal **electronic devices** are allowed to be used during Extended Day hours.