

ST. DOROTHY EXTENDED DAY

PROGRAM



PROGRAM COORDINATOR - Ms. Mary Stevens

Principal - Mr. Robert J. Zeegers

School year 2004-'05

St. Dorothy School Extended Day Program provides a safe place where students receive care and attention before or after regular school hours on school days.

The program is organized so that students are given time for study, snacks, activities, and physical exercise. St. Dorothy Extended Day is a self-supporting program that operates under the administration of the school principal.

Hours of Operation

6:00 A.M. to 7:45 A.M.

3:00 P.M. to 6:00 P.M.

Early Dismissal Days

Dismissal at 6:00 P.M.

The Extended Day Program is in operation only on school days. It is normally in operation on Early Dismissal Days. One exception will be on Report Card Pick-up Day in April.

REGISTRATION

Parents/guardians are required to complete the Extended Day Registration Form *before* the child is admitted to the program.

ELIGIBILITY

- Students currently enrolled in St. Dorothy School on a first come basis.
- Parents/guardians with unpaid tuition are ineligible for enrollment in the program.

BEFORE SCHOOL ARRIVAL

Parents are asked to bring their children to the Front Door in mornings. It will be necessary for the parent to SIGN IN the child for the Before School Program.

BEFORE SCHOOL SCHEDULE

Arrival and Sign In
Quiet Activities or Study

AFTER SCHOOL SCHEDULE

3:00	-	3:20	SNACK
3:20	-	5:00	Homework, Reading, Writing, Practice, or Review
5:00	-	6:00	Structured Play/Games/Activities

Depending on the use of gym facilities and the weather, times for these activities may be rotated by various Extended Day classes.

PICKING UP CHILDREN

- The parent/guardian or designated adult must come to the school office and complete the SIGN-OUT FORM before the child is released.
- If someone other than the parent/guardian or designated adult will pick up the student, it is the responsibility of the parent/guardian to inform the Extended Day Coordinator in advance.

ACCIDENTS/MEDICATION

- In case of accident, the parent/guardian will be contacted immediately.
- All medical emergencies will be handled through the Chicago Fire Department Paramedics and will be taken to the nearest hospital.
- Students taking prescribed medication will be monitored by the Extended Day Coordinator in the school office according to regular school procedures.

SNACKS

Daily snacks are provided for children in the After School Program. These snacks include, but are not limited to: juice, milk, crackers, cookies, pretzels and fruit.

FEES

BEFORE SCHOOL PROGRAM ONLY

1 child	\$20.00	per week
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2 children	\$30.00	per week
3 children	\$35.00	per week
Occasional use:	\$ 7.00	per day – per child

AFTER SCHOOL PROGRAM ONLY

1 child	\$35.00	per week
2 children	\$55.00	per week
3 children	\$70.00	per week
Occasional use:	\$ 9.00	per day – per child

BEFORE AND AFTER SCHOOL PROGRAM

1 child	\$45.00	per week
2 children	\$70.00	per week
3 children	\$85	per week

REFUNDS OR CREDITS WILL NOT BE ISSUED FOR ABSENCES
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MANDATORY INSURANCE

All students enrolled in either the Before School or After School Program MUST purchase School Accident Insurance. There is a one time fee per student and it must be paid before the child begins the Extended Day Program. This is a separate payment payable directly to the Student Accident Insurance Company.

PAYMENT PROCEDURES

- The first payment is due on the 1st Monday that school begins. Please include your child’s name, grade and the name of the parent/guardian on the envelope.
- Payment is always due on the FIRST day of the school week.
- Payment may be made by money order or check.
- There is no grace period in the Extended Day Program. Children whose parents are late with the Extended Day Fees or who submit an NSF check will not be permitted to remain in the program until the amount owed is paid by money order.
- There is a \$35 fee charged for NSF checks which must be paid with the amount owed.
- Passing an NSF check withdraws the privilege of writing a check for the Extended Day Program or any other school collections. All future payments must be made by money order.
- Beginning at 6:05 P.M., a \$5.00 LATE FEE will be charged for the first five minutes and \$1.00 will be charged for each minute thereafter. This fee must be paid in CASH the same day or no later than the following day.

CLOTHING

Usually students in St. Dorothy Extended Day Program wear their school or gym uniforms during program hours.

SUPERVISION

- Students are supervised at all times inside and outside the school building.
- The program is staffed by the Extended Day Coordinator, who is assisted by regular school personnel.

CONCERNS/COMPLAINTS

- Any concerns or complaints with the Extended Day Program shall be first discussed with the staff member in charge of your child.
- If this does not resolve the concern, please bring the concern to the Extended Day Coordinator.
- If, after discussing the problem with the Program Coordinator, there is still no resolution, the parent/guardian, the Extended Day Coordinator and the principal will meet in an attempt to clarify and resolve the problem.

RIGHT TO REFUSE STUDENTS

- St. Dorothy School Extended Day Program retains the right to refuse students whose behavior is not acceptable with program and staff expectations.
- Parents/guardians will be notified in cases of inappropriate behavior so that the student has the opportunity to correct the unacceptable behavior.
- Decisions to refuse continued participation in St. Dorothy School Extended Day Program will be made with the Extended Day Coordinator and school personnel involved in the child's care.