

BEHAVIOR WHICH COULD LEAD TO REMOVAL FROM THE PROGRAM

1. Sexual behavior.
2. Disruptive behavior.
3. Biting, pinching, hitting, name calling, etc.
4. Damage to building and/or property.
[For the above offenses, the child will be removed at the time of the offense for one week. The child then will return on probation.]
5. Consistent rudeness, inappropriate vocal, facial and/or body language, etc. will constitute a week's suspension followed by probation.
6. After two suspensions, the child will be removed from the Program if the disruptive rude behavior continues.
7. Any student who is continually late in being picked up will be asked to leave the Program.
8. The Parent's Guide to Regulated Child Care is posted outside of the 8th grade classroom.

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Faith. Academics. Service.

St. Columba School
Extended School
Program
www.stccatholic.org
2021-2022



PURPOSE

This program is designed to meet the needs of working parents of students attending St. Columba School.

SCHEDULED ACTIVITIES

[These activities are subject to change if need arises.]

BEFORE CARE 6:45 – 7:45 A.M.

Study/read quietly, color/draw, play games, play with Legos, etc.

DELAYED OPENING:

If school is delayed 1 hour, the Program will open at 7:45 A.M. If school is delayed 2 hours, the Program will open at 8:45 A.M.

AFTER CARE DISMISSAL – 6:00 P.M.

3:00-3:15 PK-8 Snack time. Please do not send gum, candy, rich cakes, or sodas.

3:15-4:00 K Outside Activities
1-8 Homework

4:00-4:30 K-3 Outside Activities
4-8 Homework

4:30-5:00 Extended Homework, if needed

K-8 Inside/Outside Activities
5:00-6:00 Inside/Outside Activities

REGISTRATION

Registered students will be considered to be St. Columba students who have a completed registration packet on file which includes the following:

- Registration fee
- Registration Form
- Emergency Form (OCC 1214)
- Current Health Inventory Form (OCC 1215)
- Updated immunization form

HEALTH INVENTORY FORMS

AS REQUIRED BY LAW, CURRENT HEALTH INVENTORY FORMS MUST BE ON FILE BEFORE A CHILD CAN USE THE PROGRAM. THESE MUST BE UPDATED ANNUALLY.

FEES

Registration Fee of \$40 per family. This fee will not be applied to any other billing. This fee is non-refundable and must be paid before the student can participate in the Program.

LATE PICKUP FEES are charged when children are not picked up from the Program by 6:00 P.M. Beginning at 6:00 there will be a charge of **\$1.00 per minute**. **When school closes early on inclement weather days or after school activities are cancelled, the Program will close at 4:00 P.M. A charge of \$1.00 per minute will begin at 4:01 P.M. for late pickups.**

INSUFFICIENT CHECKS: There will be a \$35 charge for each check returned for insufficient funds.

PENALTY FEE: In order to make sure that all payments are made in a timely manner, the following steps will be taken:

- A penalty fee of \$10.00 will be added after two weeks of no payment.
- After two missed payments, the child will not be allowed to use the Program. If the child is dropped off at the Program, parents will be called to pick up child immediately. After receiving three penalty fees for late payments, parents must pay in advance and draw on the account. Any parent who cannot abide by these rules will have to remove their child(ren) from the Program for the remainder of the year.

NON-REGISTERED USE Students that are not registered and use the Program on an emergency basis will be charged \$15.00 per day. A \$30.00 fee will apply if it is a noon dismissal day. After two uses of the Program on an emergency basis, students **must** register otherwise a \$30.00 per day rate applies.

BILLING

Full-time	1 Child Mon/Yr	2 Children Mon/Yr	3 Children Mon/Yr	4 Children Mon/Yr
AM	\$75/ \$750	\$100/ \$1,000	\$150/ \$1,500	\$225/ \$2,250
PM	\$200/ \$2,000	\$300/ \$3,000	\$400/ \$4,000	\$500/ \$5,000
Both	\$250/ \$2,500	\$375/ \$3,750	\$525/ \$5,250	\$700/ \$7,000
Drop-in Daily Rate		Per Child		
AM		\$8.00		
PM*		\$15.00		
Both		\$23.00		
12:00 noon Dismissal		\$30.00		

Full-time care is payable through TADS only on the 1st of each month beginning September 1, 2021. The final payment will be due June 1, 2022. Drop-in care must be paid through TADS at the end of each week of service. All accounts must be current to continue using the Extended Care Program. All TADS tuition management provisions will apply to ESP.

*Students picked up by 4pm on a regular dismissal day will be charged \$8 for the first hour only. Any students picked up at 4:01 pm or later will be charged the daily drop-in rate of \$15.

*Students picked up by 1pm on a noon dismissal day will be charged \$8 for the first hour only. Any students picked up at 1:01 pm or later will be charged the daily drop-in rate of \$30.

RULES AND REGULATIONS

1. All rules and regulations as stated in the St. Columba Handbook apply to the St. Columba Extended School Program.
2. Homework, study or reading time is mandatory for all students except Pre-K and K.
 - Students must have their assignments written in planners/agendas.
 - Students must have necessary equipment – pencils, pens, paper, and all textbooks to be used for assignments.
 - They must remain in their assigned areas.
3. Teachers will assist students with their homework from 3:15 – 5:00.
4. There is no running in the hall except during an organized and supervised game.
5. All children must sit in their seats properly.
6. There will be absolutely no playing or fooling around in the bathrooms.
7. Requests for students to change into dance/sports uniforms must be in writing.
8. Be sure your child's name is on all clothing and on book bags and lunch boxes.
9. All students will show respectful behavior to each other and to all teachers.
10. Voices must be kept low. Screaming will not be permitted.
11. Each student will be responsible for picking up after himself/herself. This includes homework materials and games. Students must pick up game or activity they are playing with before leaving with parents.
12. A child may not get another game, etc. until the one which was used is properly put back in place.
13. Parents or person designated to pick up student, upon arrival, must personally come into the building, sign their name, and record the time the child is picked up.
14. Parents must provide the names of all individuals who may pick up their child. No student will be released to individuals who are not on the official registration form.
15. No student is to touch another student nor verbally abuse another student at any time. This includes no play fighting nor horseplay.
16. For minor infractions of rules, your child will be given a "sit out time".

17. For serious infractions, parents will be called to pick up their child.