



## **Introducing St. John Fisher School Extended Care!**

St. John Fisher School Extended Care Program is being established to provide quality and consistent care before and after school for students of St. John Fisher School. It follows all regulations set forth by the Children's Care Division of the State of Oregon.

Our goal is to provide students with a positive atmosphere where they will have opportunities to continue their learning through hands-on activities and recreational fun. Additionally, for those students with homework, a designated staff member will assist students in completing their assignments. A schedule of events will be available as well as annual newsletters and web postings.

### Operating Schedule

- Our Extended Care Program will be held in our cafeteria.
  - 7101 SW 46<sup>th</sup> Ave-lower entrance by field
- Extended Care begins the first day of school
  - Grades 1-8 September 7, 2010,
  - Kindergarten September 13, 2010
- Extended Care ends the last day of school
  - June 16, 2011
- Care will be provided on early release days and teacher inservice days. National holidays, Christmas, spring and summer break will not have extended care.
- The morning care program will operate before school Monday through Friday from 7:00 a.m. to 8:00 a.m. Students will then be dismissed to their classrooms. We will not have morning care on inclement weather closings.
- Our after school program will operate from school dismissal time until 6:00 p.m.
- To leave a message for extended care, please call (503) 246-3234 and/or E-mail Chris Vancil at [chrisv@sjfschool.org](mailto:chrisv@sjfschool.org).

### Arrival and Departure Policy

- There will be an attendance sheet for parents/guardians to sign for each day their child/ren uses the program. In the best interest of the child/ren, we require a parent/guardian signature upon arrival and departure. This means parent/guardian must accompany the child into the cafeteria in the morning and sign in, and come into the cafeteria to sign out when the child is picked up.
- Children will not be released to parties, meetings, sports or other activities without prior written authorization from a parent/guardian (signed and dated).
- There will be an established schedule for programs and activities during the afternoon session to include free and structured play, homework time, arts and crafts. The schedule will be posted in the cafeteria.

### Staffing

Only St. John Fisher School students may participate in the Extended Care Program. Children will be supervised by an adult caregiver at all times at the recommended ratio (one adult per 15 students) under Children's Care Division guidelines for daycare.

### Guidance and Discipline Policy

The St. John Fisher School Extended Care program is sponsored through St. John Fisher School and therefore operates in cooperation with all school policies. Our goal is to provide a positive atmosphere where respect, consideration and courtesy is given and received by all who participate in the program. Any disciplinary action for inappropriate or unacceptable behavior will be in accordance with St. John Fisher School policies.

If a child is involved in a physical dispute (or serious disruption) or if there is continued display of disrespect for others, the parent will be notified and appropriate measures will be taken. These measures could include a conference with the caregivers and the parents, or dismissal from the program.

### Illness and Emergencies

In case of injury, staff members, according to instruction by the American Red Cross, will administer first aid. Minor injuries will be treated and the child will remain in Extended Care. In event of an injury requiring the attention of a physician, the parent will be notified and asked to take responsibility.

All parents/guardians must give Extended Care written authorization to act according to the best judgment of caregivers if immediate action is necessary in case of illness or accident and the parent/guardian cannot be reached.

### Emergency Closings

The Extended Care Program will follow St. John Fisher School closings due to weather, etc. In the event of an emergency closing to weather or unforeseen reasons, please listen for an announcement on the radio or watch the local news channels. The school website will also have the information you will need if closure or late start is warranted. Do trust your judgment and stay home if you feel the risk is too great to come to school.



**Extended Care**  
**Fees Schedule for 2010-2011**

To help accommodate parents' work schedules, a monthly calendar will be available through our Extended Care program on the 10<sup>th</sup> of each month to sign up for the following months care. Families need to return the calendar with requested dates of care for the following month by the 20<sup>th</sup> of the current month. Payment for care, via check made to St. John Fisher School Extended Care, is due with the request. Checks will be deposited on the 1<sup>st</sup> of the month.

**Registration Fee**

All children who plan on attending the St. John Fisher School Extended Care must formally register. The registration form can be found in our school office or on our school website under "forms." The annual registration fee is \$50 per child (Maximum \$100 per family)

\*Registration for the 2010-2011 year is waived through the month of September!\*

**Cost of Care**

**While school is in session**

Before care alone is \$5.00 a morning

After care alone is \$12.00 a day

Before and after care \$14.50 a day

**Noon Dismissal Days (pre registration required)**

For children who attend Extended Care on a regular basis 3 days a week or more: \$15.00

For children who attend less than 3 days a week: \$25.00

**Teacher Inservice Days (pre registration required)**

For children who attend Extended Care on a regular basis 3 days a week or more: \$25.00

For children who attend less than 3 days a week: \$45.00

**Drop In Care:**

St. John Fisher School must receive a registration form and payment for drop-in care no later than 5:00 p.m. the day before service. The cost for drop in care is \$20 per day.

**Late Fees:** A \$1.00 per minute charge will be applied after 6:00 p.m. A phone call is appreciated, but the late charge will still be applied to help defray the cost of staff overtime.

**Late Payment:** A \$10.00 late fee will be charged if payment is not received by the 1<sup>st</sup> of each month.