

AFTERCARE PICK UP COMMUNICATION POLICY

To ensure the safety of all students and allow all adequate time to communicate changes to aftercare staff, all pick up changes or transportation updates must be submitted no later than 1:30pm.

If a change is needed after 1:30pm, parents or guardians must call the school office to confirm the change and pickup status. Emails, text messages, or written notes sent after 1:30pm will not be considered received unless the office has been contacted directly by phone and has confirmed the change. This policy helps ensure that all pick up changes are communicated accurately and that every child is dismissed safely.

GENERAL INFORMATION

A time and space will be provided for the children who would like to start their homework. We will try to assist them if asked, but we are not responsible for the completion of their work. Please go over their assignments at home.

Extended Care is not open when school is closed or when there is an early dismissal schedule in effect. Check the school calendar for all dates regarding closings and early dismissals.

If you have any questions or problems, please contact the Director, Mrs. Dwyer, for a meeting through the school office. This program was designed to help our school families. It can only function properly if we work together.



EXTENDED CARE PROGRAM

PARENT HANDBOOK

Fr. Ryan Brady
Pastor

Mrs. Carrie Spano
Principal

Mrs. Amy Dwyer
Program Director

EXTENDED CARE PHONE NUMBERS

773.445.2969

During school hours call the school office where you may leave a message for the Extended Care staff.

773.445.9446

After 3:00 p.m. call the Extended Care Office or email
extendedcare@stchristina.org

ST. CHRISTINA EXTENDED CARE PROGRAM

PRIMARY GOALS OF THE PROGRAM

This program provides a service for the working parents of our parish who desire a Catholic education for their child/children. Our goal is to provide individual attention, security, consistency, and fair treatment for all of the children. The safety and individual needs of each child are the primary concerns of our caring personnel.

REGISTRATION

There is a one-time yearly registration fee per family. Included in the packet are release and emergency forms which must be completed and returned to the director by the first day that your child attends the program; otherwise, they may not attend.

BILLING

Regular and prompt payment of fees is essential to keep the program running efficiently. Extended Care charges will be applied to your family's tuition statement monthly. Due to the billing cycles of Blackbaud (our tuition system), there is a two-month lag in charges (i.e., September's extended care charges will appear on November's tuition statement). Payment can be made by logging into your Blackbaud tuition account or by check payable to St. Christina.

Please keep receipts for income purposes. The EIN number for tax purposes is: 362847854.

DISCIPLINE

If there is a disciplinary problem with your child, the staff will make every effort to

resolve the problem in a caring yet firm manner. It is part of our goal to promote respect for others and self. If a conflict continues, you will be contacted. Respect for the staff, facility and each other is expected and will be enforced.

FIRST AID

First Aid will be administered by the staff for minor injuries only. If medications need to be taken during the time your child is in the program, please follow the guidelines listed in the school policy and information book.

We strongly urge you to administer any medications after your child has been picked up. In case of serious illness/injury, the staff will make every effort to carry out the instructions on your Extended Care emergency form.

Please keep all information and phone numbers current so you can be reached if needed. If those instructions cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Important: If your child has any special conditions, i.e., allergy to bee stings or food allergies please make a note of it on the Special Instructions section of the emergency form and tell us how it needs to be handled.

DISMISSAL/PICK UP PROCEDURES

All children will be dismissed out the doors with their teacher unless they have a written note stating they should attend Extended Care. Only these children will go directly to the gym and report to extended care or have initialed the box stating they will always attend.

Parents must pick up all their children enrolled in the program at the same time, i.e., a "family pick up". This program is designed to assist working parents who are unable to pick up their children at our 2:30 p.m. dismissal time.

Only parents or designated parties, as listed on the Emergency Form, may sign children out at pick up time. No one other than those listed will be allowed to pick up your child unless written notice is given to the Extended Care staff with the date and signature of a parent stating your permission.

Children must be picked up by 5:45 p.m. Please be prompt. A late charge of \$10.00 until 6:00 p.m. and \$20.00 from 6:00 until 6:15 p.m. will be charged. If you will be late, please call the Extended Care office at (773)445-9446 by 5:30 p.m.

