

# **St. Leo School Extended Day Care Handbook**

## Philosophy:

The extended day care strives to construct an enjoyable atmosphere with varying activities, including vigorous play indoor and outdoor, art activities, and homework time.

## Admission Policies:

St. Leo School enrolled students may attend the Extended Day Care.

## Schedule:

Extended Day Care is only open when school is open. It is not open on snow days or when school is closed for the day due to a holiday or teacher profession development day.

## Rates:

\$8.00 per day, per child.

## Daily Schedule:

2:50-3:30: Snack

3:30-4:15: Outdoor/Indoor play

4:15-5:30: Homework/Center Time/Library

Communication: Parents will have written/oral communications when there are important announcements or concerns about students.

## Daily Sign In and Sign Out:

Students must sign in on a daily basis and be signed out by the adult who picks them up.

Children will only be released to persons whose names appear on your application form or if a written and signed note is received (Drivers license must be shown if we have verbal permission from the parent for pick up).

## Late Pick Up:

Students must be picked up no later than 5:30pm. If you pick up after 5:30pm you will receive a notice. After 3 notices, you will be charged \$2.00 per minute that you are late. If you have more than 5 late pick ups, your child will not be allowed to attend Extended Day Care.

## Discipline Code:

Every child is expected to: abide by the rules of Extended Day Care. Respect staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating the child by themselves for a 5 to 30 minute period. If the child does not respond to this and the problem behavior persists, the parents will be given a written note. Should there continue to be problems, a conference between EDC faculty, principal, and parents will be set up and at that time the child may be dismissed.

#### Extended Day Care Rules:

1. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern.
2. Each child is expected to participate in all activities to the best of his/her ability.
3. No child is to leave the supervision of his/her teacher without expressed permission.
4. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
5. Each child will be expected to help clean up his/her toys, craft supplies, and to generally straighten the room.
6. Please do not bring toys or other articles from home without permission from EDC staff.

Often, unknowingly, a child may have a problem with another child. If this happens and it has not been called to our attention, we cannot do anything about it. If your child has a problem with someone, please make this known to the EDC staff.

#### Health and Safety

Extended care administrators have medical release forms and medical information on hand at all times.

Students who have communicable disease will not be permitted to attend the program. Students who have a fever or vomiting will not be permitted to attend the program.

If a student exhibit signs of illness during the program hour, parents will be notified immediately.

#### Emergency Procedures

In the event of an emergency, parents will be called at home and/or at work. If the parent cannot be reached, emergency contacts indicated on the emergency form will be contacted.

St. Leo School Extended Day Care reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

If you have any questions, please contact  
Lindsay Bentley at [lbentley@saintleoky.org](mailto:lbentley@saintleoky.org)

\*\*\*Please fill out and return the EDC Application Form if your child will be attending EDC any time during the year.