



## **EXTENDED DAYCARE**

The main purpose for the extended day care program is to provide a safe, nurturing, and guided supervision before and after-school.

### **GOALS:**

1. To provide extended day care in a Christian atmosphere.
2. To create a family bond among children of different ages and grade levels.
3. To provide relaxation time before/after busy school days.
4. To provide quiet study time for homework.
5. To provide recreation activities such as games, books, puzzles, art projects, etc.
6. To provide active playtime in a well supervised play area.

### **ELIGIBILITY:**

Any student in any grade, Preschool through Eighth grade, enrolled at Notre Dame Academy can be accepted into the program based on space availability. The Extended Day Care program follows all admission policies of the school. A Registration form is required for each student to participate.

### **CALENDAR:**

Extended daycare is available only on days Notre Dame Academy is in session. Refer to the school calendar for a list of holidays.

### **HOURS:**

M-TH: 7:00 – 7:30 a.m. and 3:00 p.m. - 5:30 p.m.  
Fridays/Minimum Days: Dismissal - 5:00 p.m.

## Location

Notre Dame Academy Extended Day Care for preschool students is in the preschool classrooms. Day care for students in grades K-8 is provided in the Learning Resource Center and/or the library. The students will be taken to the playground for outdoor play time.

## **Signing your student in/out of extended day care:**

### 1. Sign in

- Any student dropped off before 7:30 a.m. must be checked into daycare. There is no yard supervision before 7:30 a.m. or after 3:00 p.m.
- IT IS THE LAW: all students must be signed in by parent in A.M. daycare.
- In P.M. daycare, each student will be signed in as they come from school. All students will be walked to the Extended Day Care area by their classroom teacher. The students will be signed in by the Day Care Staff. If your student has been signed in by the Day Care Staff, you will be charged the appropriate hourly rate.
- Students not picked up 15 minutes after their designated dismissal times will be required to attend the daycare program. Regular fees will apply. For their own safety, no student will be allowed on the school premises unsupervised. If a student is directed to the daycare program for any reason, he/she must be signed out by an authorized person before leaving the program.
- Students will be signed into day care following sports practices or games if parents do not pick students up on time.

### 2. Sign Out

- The parent or authorized person picking up student from day care must sign the student out. If a signature and time are not present on the sign-out sheets, the family will be charged until 6:00 pm. No student will be released without parent present. Students may not sign themselves out.
- A student will not be released to any person whose name is not on the signature card. The Parent must notify the Director in writing if someone not listed is to pick up their student. If the written note does not match our signature card, the student will not be released.

- Students will not be sent home in a taxi unless prior arrangement and identification has been made. If a taxi is used frequently, the parent must stipulate this on the signature card.
- Parents will accept all responsibility after their student leaves the daycare program and the school grounds.

#### RATES AND LATE PICK UP FROM DAYCARE

**Rate: \$8.00 per hour. Daycare fees will be charged in addition to regular tuition.**

#### Late Pick up:

- Failure to pick up your child by 5:30pm will result in a \$5.00 fee for each 15 minutes. The **late charge** must be paid immediately by the pickup person. Frequent lateness in picking up a child will be grounds for terminating the student's participation in the program.

#### Emergency Information

A separate Extended Day Care emergency form must be completed for each family to be kept on file. Notre Dame Academy Extended Day Care will only release students to a pre-designated person. Therefore, a written release form is required if your student is to be picked up by anyone but the designated parent or parents.

#### Illness or Accident

In the event of illness or an accidental injury, the Extended Day Care Staff will immediately attempt to contact you. You will be expected to pick up your student as soon as possible after being called. If your student is ill, he/she will not be permitted to attend the program. Any student, who does not attend school for the day, may not attend the Extended Day Care program for that day.

Each student will have an Emergency Card on file at the Day Care Center. This file is separate from school office files. The names listed will be contacted in listed order until someone is notified of the student's illness or injury.

Special instructions must be listed on the Emergency Card. (Diabetes, asthma ...etc.)

#### Medication

If a student needs medication while attending the Extended Day Care program, the Day Care Staff will follow the same rules listed for school:

1. The appropriate form must be completed by the parent and the physician giving the Extended Day Care Staff permission to administer medication to their student.
2. Medication dosage and times must be clearly indicated with physician instructions.
3. Medication must be delivered to the school office in the original container bearing the original pharmacy label.

#### Rules for Students in Extended Day Care

- In addition to the rules of Notre Dame Academy, Day Care students are expected to:
- Show respect to all fellow students and the Extended Day Care Staff
- Use appropriate language
- Play peacefully and work out problems with words
- Take good care of school equipment, games, and toys
- Clean up after themselves

#### Daycare Program Schedule

Students are expected to always follow all school rules. Discipline procedures and consequences used in the school will be followed in day care. Parents will be notified if behavior becomes a problem. Students, whose behavior problems are not corrected, will not be allowed in daycare.

Following taking of attendance, students attending the daycare program will be given time for snack, supervised outdoor play, homework, reading, and other activities.

Study time provided is not a guarantee that all homework will be completed; only that time may be available for the student to start homework. It is the responsibility of the parents to check the student's work nightly.

#### Snack

A light, nutritious snack and juice drink will be provided for students in the Extended Day Care. Students staying late are encouraged to bring an additional snack. On minimum days, students must bring their own lunch. A snack will be provided.

#### DROP - IN

This service is available to parents who may need to leave their student after school in an emergency or as the need arises. A few open spaces will be maintained daily; however, space may be limited. Please call the school in advance to insure an available space. A note to the teacher is also necessary so that they can be advised to send your student to day care.