

MATER DOLOROSA EXTENDED CARE PROGRAM

The Extended Care Program is designed to meet the needs of those parents who need an earlier drop-off or who are unable to pick up their child(ren) at the regular dismissal time. We provide a safe and familiar environment with adequate adult supervision, including certified teachers and teacher assistants.

FEES AND COSTS

Costs are determined each year based on time and duration of the program. For the 2020-2021 school year, the cost is **\$4.00 for the first hour and \$2.00 per half (1/2) hour after that for the After School Program.**

OPERATIONS

The Before School Program is from 7:00-7:30A.M. at a cost of \$2.00. The After School Program operates on school days between **2:30 P.M. - 5:30 P.M. and on half days from 11:30 A.M. - 5:30 P.M.** All students who attend Mater Dolorosa School are eligible to participate in the program which is held in the school cafeteria. Any parent who is not at the school by **5:30 P.M. to pick up their child on time will be charged a \$10.00 additional fee.**

COVID Protocols

- All students will need to wash or sanitize their hands before entering The Extended Care Program space. Backpacks and belongings will be kept in the hallway, allowing more space for the students to social distance by grade level cohorts in the cafeteria.
- Students will bring only their snack and any homework/books with them into the cafeteria.
- Masks will be required of ALL students when entering and exiting The Extended Day Program. Students in grades 2-8, and all adults working in the program, will wear masks at all times. If able to social distanced by 6 feet, students may take mask breaks. Mask wearing will be encouraged, but not required, for students in preschool thru 1st grade.
- Students will be social distanced around the cafeteria or space they are occupying by grade level cohorts.
- Windows will be open, when allowable, for ventilation.
- Weather permitting, students will be going outside for fresh air
- Upon exiting, students will sanitize hands.
- Students will be dismissed to the parent/person picking them up at the after-school door and will be signed out there. This will limit the number of visitors entering the school.
- The Extended Care space will be cleaned before and after students leave the program. Toys, games, materials used by students will be rotated in and out and cleaned after use. Parents are encouraged to send a plastic closing bag or small container with items (i.e. pencils, crayons, eraser, markers, and scissors) that only your child will use while at The Extended Care Program. Please label your child's materials.

ACTIVITIES

Snack time (children are strongly encouraged to bring a snack), outdoor activity time (weather permitting), games, and videos are all part of activity time. Independent homework and reading time will also be made available to the students. **Homework help will be made available in the After School Program to all students as part of the regular After School Program.**

BILLING

Bills are sent home bi-monthly. Payment is due within 11 days of receipt. A late fee of **\$5.00** will be added to delinquent bills. Checks are to be made out to Mater Dolorosa School. The Extended Care Program is a self-funded, non-profit program. **PLEASE NOTE THAT ALL CHARGES MUST BE PAID IN FULL. YOUR CHILD WILL NOT BE ABLE TO ATTEND THE AFTER SCHOOL PROGRAM IS YOU ARE MORE THAN 30 DAYS IN ARREARS.**

PARTICIPATION

Each participating child needs to be registered by means of the Parent Contract (attached). Children may participate as necessary and "Walk-Ins" are always welcome ONLY if there are spots available on that day. However, we ask that you call the office or send a note so that we will know to expect your child(ren).

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PARENT CONTRACT

In consideration of my child's participation in the Mater Dolorosa School Extended Care Program, I agree to the following:

1. I agree to follow COVID guidelines/protocols for the Extended Day Program. I will do my best to schedule ahead the days my child(ren) will attend the Extended Day Program and will given as much notice as possible, if needing drop-in service.
2. I agree to pay as my share of the cost the After School Program an amount determined by the number of sessions my child is attending and specified herein.
3. I agree that if my child is dropped off at the school prior to 7:30 a.m., I will incur a Before School Care charge of \$2.00.
4. I agree that I will pick up my child by 5:30 p.m. or earlier and I understand that it is my responsibility to provide alternative arrangements for picking up my child if I am unavailable. In the event that my child is not picked up by 5:30 p.m., my emergency contact will be called.
5. I agree to personally pick up my child and to sign him/her out for the day except when I have authorized, in writing, alternative arrangements
6. I agree that the Mater Dolorosa Extended Care Program will be held free and harmless from any and all injuries occurring to my child, except as to such injuries that directly result from acts of negligence on the part of the school.
7. In the event of an emergency, I give my permission to the teachers to have my child treated by medical personnel. The staff members in charge shall make reasonable attempts to contact me prior to any emergency medical treatment.
8. I understand that in the event of continued late payments (over 30 days in arrears), late pick-up of my child, repeated misbehavior, or for any other good cause, Mater Dolorosa School reserves the right to remove my child from the Extended Care Program.

PARENT/GUARDIAN

DATE

PRINICIPAL

DATE

(OVER PLEASE)