

2009 -2010 EXTENDED DAY PROGRAM POLICIES AND PROCEDURES

Please keep a copy of these policies and procedures for your records.

The Pope John Paul II Catholic Academy Extended Day Program strives to provide a safe and active place for your children. Here are the policies and procedures for the program.

Program Hours

Before School- Monday – Friday, 6:30am – 7:30am

After School- Monday – Friday, 2:30pm – 6:00pm

There is no After School care provided on early release days, holidays or snow days.

Program Costs

Before School Program (Monday – Friday, 6:30 am – 7:30 am)

Parents may choose to enroll their child(ren) in the program 1 to 5 days per week. Students attending the Before School program will receive a nutritious breakfast. ***If your child is eligible for free and reduced breakfast and you want your child to have breakfast you must sign up for the Before School program.***

The per child rate: \$7.00 per day

Please note: There are no sibling discounts for the Before School Program.

After School Program (Monday – Friday, 2:30pm – 6:00 pm)

Parents have the option to enroll their child(ren) 1 to 5 days per week from 2:30 pm to 6:00 pm with three optional pickup times of 3:30, 4:30 and 6:00 pm. The **1 child** hourly rate is:

2:30 - 3:30	\$5.00 per day
2:30 - 4:30	\$10.00 per day
2:30 – 6:00	\$15.00 per day

There is a **20% family discount** for 2 or more children.

Same day service is available but parents will need to notify the Campus Main office by 1:00 pm .

Same day 1 child hourly rate: \$10 per hour.

20% family discount for 2 or more children

Late Fees

If your child is not picked up by 6:00pm, you will be charged a late fee.

Late fee: \$1.00 per minute for each child. No exceptions.

Late fee is to be paid immediately upon your arrival; failure to pay this fee and consistent tardiness will result in a suspension or termination from the program.

Invoices and Payments

Invoices will be provided to you at the end of each program week on Fridays. Payments are due the following Wednesday. Payments can be made by check or money order.

- Non-payments of outstanding balances will result in student suspension from the program.
- If a check is returned for insufficient funds, a \$25.00 bounced check fee will be added to your total invoice. At that time only money orders will be accepted for payments.
- **Vouchers** - We have been approved to accept Vouchers issued by the Office of Child Care Choices for **before and after-school services only**. Please contact Joel Lovering in the Regional office at 617-265-0019 ext. 7001 or by email at joel.lovering@popejp2catholicacademy.org, to review your voucher status prior to attending the program.
- Please remember: It is the parent/guardian's responsibility to pay promptly each week.

Schedule Changes/ Withdrawal Policy

Changes or cancellations must be made at least one week in advance. These requests must be sent in writing or by e-mail and confirmed by your Campus Site Coordinator.

Drop - Off and Pick-Up

Before School program: All students must be signed in by a parent/guardian each morning. This is a strict policy to ensure the safety of the children at our campuses.

After School Program: The names that you provide on your 2009-2010 Extended Day Program Application are the only adults that will be allowed to pick up your child unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with proper identification. During the first few weeks of the program, we will ask for a valid ID each time your child is picked up until our Site Coordinators becomes familiar with individuals picking up children.

Discipline Policy

The Before and After School program is a continuation of the school day. The same Code of Conduct applies to the program. (Please refer to the Student Handbook)

Snack

We will provide your child with a snack every day. Please be aware that we are a peanut free program. If your child is allergic to specific foods please be sure this is indicated on your Health Emergency Form.