



SACRED HEART SCHOOL

RELIGION ♥ ACADEMICS ♥ ATHLETICS

EXTENDED CARE PROGRAM

PURPOSE:	Extended Care is offered as a service to the working parents of Sacred Heart School. It is held before and after the regular school day. The program is open to students in 4 year old preschool – 8th grade . It is a self-supporting program, funded entirely by Extended Care tuition.								
PROGRAM:	The Extended Care Program is designed to be as home-like as possible. This program is not designed, nor intended, to be an academic extension of the school day. The program consists of outside play during good weather, snack time, homework time, and free activity time. It is supervised by experienced child care workers who are employed by Sacred Heart School.								
HOURS:	<ul style="list-style-type: none">• 6:45am–7:40am ~ Students are dismissed to their classrooms @ 7:40am• 2:35pm – 6pm• There is Afternoon Extended Care on days with an early dismissal beginning at 1:30pm.								
LOCATION:	<ul style="list-style-type: none">• Both Morning & Afternoon Extended Care are held in the Upper Hall (lunchroom).• Parents should ring the bell outside the west Upper Hall door for admittance.• Parents must sign students IN for Morning Extended Care and OUT for Afternoon Extended Care each day.								
FEES:	<ul style="list-style-type: none">• There is a \$40 registration fee per family, per school year and it must be paid PRIOR to the first day of school. The fee must be provided with the completed and signed Extended Care Program Agreement form. The form is under School Forms on the school website - www.SHSLombard.org• Hourly charges are rounded up to the nearest quarter hour. <table><tr><td><u>Morning Extended Care:</u></td><td><u>Afternoon Extended Care:</u></td></tr><tr><td>\$5 per day for one (1) child</td><td>\$6.25 per hour per day for one (1) child</td></tr><tr><td>\$9 per day for two (2) children</td><td>\$10.50 per hour per day for two (2) children</td></tr><tr><td>\$12 per day for three (3) children</td><td>\$14 per hour per day for three (3) children</td></tr></table>	<u>Morning Extended Care:</u>	<u>Afternoon Extended Care:</u>	\$5 per day for one (1) child	\$6.25 per hour per day for one (1) child	\$9 per day for two (2) children	\$10.50 per hour per day for two (2) children	\$12 per day for three (3) children	\$14 per hour per day for three (3) children
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LATE FEES:	<ul style="list-style-type: none">• A late fee of \$1 per minute, per child, will be billed for all children picked up after 6pm.								
PAYMENT:	<ul style="list-style-type: none">• Parents are required to register their child/children in the Extended Care Program PRIOR to using it.• You will be billed on the 30th of each month and payment is due by the 15th of the following month.• You will be asked to withdraw your child from the program if payment is not made in a timely manner.								
CONDUCT:	<ul style="list-style-type: none">• As members of a Catholic community, children are expected to respect each other, staff members, program materials, and the program environment.• Children are expected to clean up after snack time and to put away materials when finished.• Discipline issues will be referred to the Principal by the Extended Care staff. If behavior is a continual problem, the child will be dropped from the program. The Principal is the final source of appeal on all issues related to the program.								
SNACKS:	<ul style="list-style-type: none">• Children should bring their own snack and beverage for Afternoon Extended Care.• Snacks should be of nutritional value, such as fruit, vegetables, cheese and crackers, etc.• Candy and gum are NOT allowed.• Soda Pop is NOT permitted as a beverage.								