

Kearns-Saint Ann School
430 East 2100 South
Salt Lake City, UT 84115
801-486-0741



Extended Day Program

2016-2017

MEDICATION

Children requiring medication must have instructions completed on the medication form, and deliver medication (in its original prescription bottle) directly to the office, accompanied by instructions for prescribed dosages.

HOMEWORK

Each day a homework period is scheduled. It is the child's responsibility to know his/her assignments and to use the resources available. Kindergarten students are assigned to another room with an aide.



Photo by Thomas McMahon

EMERGENCIES

With your child's safety and well-being in mind, each parent must keep your child's emergency information current. In case of injuries requiring emergency medical treatment, the program coordinator will contact 911 first.

ATTENDANCE

A written note must always be sent to the coordinator when the child has been absent. If you know in advance that a child will be absent from the program for any amount of time, please notify the coordinator in writing. The excuse must be dated and signed by a parent/guardian. At no time during the extended day session shall students be allowed to leave the school grounds except by previous arrangements with the parent/guardian, and with the permission of the coordinator. If your child must be excused from the program, the following procedure is to be followed:

- a) a note from the parent to be sent to the director prior to the child's dismissal, and
- b) the parent must sign the child out. Parents or guardians should not send persons whose signatures are not on the emergency list to ask for the release of children. For the child's safety the release will not be granted. Phoning for release of a child is not acceptable. Only an authorized parent/guardian can sign a child out. If someone else must pick up your child, written permission from the parent/guardian is required as well as a phone call to Extended Day Care.

HEALTH

If a student becomes ill during extended day hours, the program coordinator will carry out the instructions given on the emergency card. Parents are expected to take sick children home. The extended day program does not have facilities for transportation of children.

Dear Parents,

This handbook has been prepared to provide you with information about the policies and day-to-day operations of our extended day program. We hope you find it helpful.

Mrs. Rox Anne Close
Principal

WHAT IS AN EXTENDED DAY PROGRAM?

It is a before and after school care program for regularly enrolled children, Pre-School through Eighth Grade. It is staffed by school personnel, serves only the children enrolled at the school and operates only on days when school is in session. Check your school calendar for days we are in session.

The period of time during which this program will be actively operational will be used by participants for completion of homework and for study in a controlled, supervised environment. Upon completion of homework, students, at the discretion of the program's coordinator, may be allowed to engage in supervised recreation. Within a large community environment, the program strives to provide individual attention, security, consistency, and fair treatment for children of working parents. Supervision of the students will be maintained until each student is picked up by a parent or guardian at 6:00 P.M.

FACILITIES

The Kearns-Saint Ann School Extended Day Program will use the Extended Day rooms and other rooms as needed, the gym, the playground, and school restrooms.

HOURS

Extended Care is available on Fridays from 7:00 A. M. to 6:00 P. M.
(Available Only to Students Registered in Extended Care)

FEES

The fee charged is for the 180 school day year and is payable in 9 monthly installments. Extended Day Care Monthly Fees are due on the 10th of each month beginning September 10, 2016, and ending May 10, 2017. This is a total of 9 equal payments. Your child will not be allowed to continue in our program if full payment is not made by the 10th of each month. Fees are the sole support of the Kearns-Saint Ann School Extended Day Program. A \$15.00 fee will be assessed for each returned check. **There is a late fee of \$1.00 for each minute your child stays after 6:00 P.M.**

REGISTRATION FEE (Non-refundable) \$35 per family
SUPPLY FEE \$60 per student

Before School Care (Preschool-8) \$60/month
(7:00 A.M. – 8:00 A.M.)

Kindergarten through Eighth Grade
After School Care (K-8) \$195/month
(3:00 – 6:00 P.M.)

Preschool- 3 days a week
Before and After Preschool until 6:00 P.M. \$260/month

Pre-Kindergarten-5 days a week \$390/month
Before or After Pre-K until 6:00 P.M.

Day Care
8:00 A.M. –6:00 P.M. \$260/month

DROP-IN-RATES

7:00 A. M. to 8:00 A. M.-Monday-Friday \$5 per student
3:00-6:00 P.M.—Monday-Thursday \$15 per student
12:30-6:00 P.M.—Friday \$25 per student

Drop-In Students must be registered with Extended Care.
Only Cash/Check will be accepted for Drop-ins.
Fee must be paid at time of Drop-in.

ARRIVAL

Morning session begins at 7:00 A.M., or 8:00 A.M. for those needing morning care. All students must be walked to the Extended Day Center and signed in by their parent/guardian.

DEPARTURE

Parents or guardians are required to sign children out. Staff members are employed until 6:00 P.M. It is common courtesy to respect the time of closing. **STUDENTS WHO ARE NOT PICKED UP BY 6:00 P.M. WILL BE CHARGED \$1.00 PER MINUTE FOR EACH ADDITIONAL MINUTE AFTER 6:00 P.M. THIS FEE WILL BE GIVEN DIRECTLY TO THE COORDINATOR AT THE TIME OF PICKUP**

PARTICIPANTS

All participants must be registered students of Kearns-Saint Ann School and then, in turn, be registered into the program. No other students will be accepted. Drop-ins who are regular Kearns-Saint Ann School students may be accepted as long as they are registered into the program.

EXPECTATIONS FOR BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. In order to maintain a professional atmosphere, we ask that parents do not address staff members by first name in front of students.

SNACKS

A nutritional snack will be served to each student each day. The supply fee of \$60.00 partially covers the cost of the snacks per child.