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The Program
The Holy Spirit Extended Day Care program offers a comfortable, relaxed and creative environment for children who need care both before and after school hours, on vacation days or during summer vacation. The program strives to provide individual attention, security, consistency, and a level foundation for self esteem.

About our staff
The program is staffed by experienced and committed individuals, who strive to be role models for the children through leading by example. Our staff members are caring, compassionate and love working with children. The staff works together to build strong relationships with each child and help them grow in maturity and self respect as well as to maintain an atmosphere where respect and understanding for others is realized. We encourage friendship with others by providing a caring environment where your child’s needs are our first priority. All staff members are trained and certified in First Aid and CPR.

Hours
Extended Day Care is open from 6:30 a.m. - 8:00 a.m. and from 2:50 p.m. - 6:00 p.m. on days Holy Spirit is in session. During the summer and select vacation days during the year, we are open from 6:30 a.m. to 6:00 p.m.

Site information
Drop off and pick up is via the main entrance (on Albert Street).
Children should report to Extended Day at times agreed upon at registration.
We are located in Keefe Hall. We have access to activity rooms, the gymnasium, and an outdoor playground.

Activities
The daily activities provided at Holy Spirit Extended Day are pre-planned, age appropriate activities. The children participate in arts and crafts projects, imaginative/dramatic play, sports, playtime, quiet time, games, reading, and homework as well as recreation and enrichment activities.

Outings (fieldtrips) include various parks, entertainment centers and events throughout the metro area. Transportation will be provided by MTC buses or school buses in accordance with all city, state and Holy Spirit School regulations. A signed consent form will be required for each outing.

A Typical Day
Morning
Breakfast is offered until 7:30 a.m. There are various activities in which children can participate. Board games, art/craft projects, or homework. All children go outside by 7:55 a.m. and come in with their class. Staff remain on duty until 8:15 a.m.

Breakfast
A simple breakfast (cereal, milk, Nutri Grain bars etc.) will be offered until 7:30 a.m. There is no additional cost for breakfast.
Afternoon
A snack is offered while attendance is taken. Each day, weather permitting, children will go outside. In the event of rain or bad weather, the children will have free time in the Flames Gym or the locker bay. Once children return to the Extended Day room, they will have homework/quiet choice time. Children may then choose to take part in a daily craft/activity or choose free play.

Snacks
Each afternoon a snack and beverage will be offered. A typical snack includes milk, crackers, cheese, cookies, popcorn, fruits, and vegetables. We provide a sufficient snack and drink for all of the children in the afternoon.

Chewing gum, soda pop and candy are prohibited while at Extended Day.

A listing of anyone with food allergies will be posted in the kitchen.

Good hygiene practices as they relate to food are followed by children and staff. Everyone must wash their hands before preparing or eating snack food.

Non School Days (school year)
Registration for non-school days is required in advance. In case of low enrollment, Extended Day will be closed. Notification of activities along with permission slips will be available approximately two weeks in advance.

Breakfast will be available to those children who arrive before 7:30. Children will participate in free time, structured activities, games outside or in the gym and possibly a movie or cooking activity. Every child is required to bring a bag lunch. Milk will be provided. An afternoon snack will also be provided.

Summer
Registration packets will be available in April each year. In order to determine staffing needs and make field trip reservations, parents will need to sign permission slips for their children in advance. Charges will apply for ALL days children are signed up for whether they attend or not. Children may sign up after the deadline IF space is available.

Although we try to absorb the cost into the regular operating costs of the Extended Day program, some activities may have additional fees. Unless mentioned, children are not permitted to bring more than $5.00 spending money for a field trip.

Field trips include various parks, events, movies and displays throughout the metro area. Transportation will be provided by Metro Transit or school buses. This transportation will be provided in accordance with all city, state and Holy Spirit Safety regulations. A permission slip must be signed for field trips.

Communication
Family folders are located near the sign in table. Please check these often. Children’s papers/art work are in these folders and on the bulletin boards. It is your responsibility to check these folders daily. Monthly newsletters as well as information about non-school days etc will be emailed to all Extended Day families. Paper copies will also be posted outside the Extended Day room.
Parents are encouraged to spend a few minutes each week talking with the staff about the program and their children.

Parents may request a conference to speak with Extended Day staff members. The conference will be arranged for a time when Extended Day staff members will be able to give you their undivided attention.

If you have a message for the staff, please put it in writing, email or leave it on our answering machine.

Please inform us if someone is going to be picking up your child who is not on the child's emergency form or if your child is going home with another family from Extended Day.

If your child participates in piano lessons, karate, Girl Scouts, or if your child is a patrol you must let us know in advance.

It is your responsibility to:

- Have your child check in with Extended Day before attending one of these activities
- Arrange drop off/pick up for your child

If your child has not signed in by 3:10 you will be telephoned. You will be charged for any days your child is signed up for. This includes absences due to illness, vacation, etc.

**Missing Child**

If your child will not be in Extended Day it is important that you notify us. Please call us at 651-698-3353 ext. 230 (it is alright to leave a message) or email (schmitzs@holy-spirit.org) so we know where your child is.

**Persons Authorized To Pick Up Children**

Parents/guardians must provide Extended Day with the names of persons authorized to pick up their child and the names of persons specifically NOT authorized to pick up their child. If a person not previously authorized is picking up the child, the parent/guardian must call to inform Extended Day staff. Staff will check the photo I.D. of any persons whom they are not familiar. Children will not be released to anyone without proper photo identification.

Each child must be signed in/out when the parent/guardian or authorized person arrives. **Sign out with initials and time of day.** This is the responsibility of the parent/guardian or authorized person picking up the child.

**Missing Parents**

If a parent/guardian fails to pick up a child or contact the program about being late, the following steps will occur:
1. Staff will attempt to contact parent or guardian at home and place of business.
2. Staff will notify the Director.
3. Staff will attempt to notify parent/guardian or emergency contact every 15 minutes.
4. If contact cannot be made with either parent/guardian or emergency number by 8:00 p.m., the proper authorities will be notified.

**Adverse Weather**

In case of Holy Spirit School cancellation we will be closed also. Please stay tuned to WCCO 830 AM radio for all official school cancellations. Holy Spirit School will usually follow the St. Paul Public School closing policy. Please tune in for an announcement rather than calling the school.

If school is dismissed due to severe weather/maintenance problems, the following will occur:

- Those children who normally attend after school care will come to the Extended Day room.
- Staff will contact parents upon notification of closure. If the child normally walks home, parents will be notified before the child leaves the school.
- If the staff is unable to reach parents, staff will contact those individuals listed as emergency contacts to come and pickup the child. A staff member will remain until all children are picked up.

**Personal Belongings/Lost and Found**

Children may change into play clothing after school. Please help by labeling all belongings. We ask that the children wear shoes at all times while at Extended Day Care.

Personal toys and other items from home are not allowed at Extended Day. Extended Day cannot be responsible for any lost or damaged items.

Any lost items will be placed in the school lost and found. You will need to check this often. Please remember to put names in all clothing.

**Enrollment**

The Extended Day Care Program provides care for school age children. Age appropriate activities will be provided for children in grades kindergarten through sixth grade.

Holy Spirit does not discriminate on the basis of race, creed, sex or national origin. A $25.00 non-refundable annual registration fee will be required per family ($50 late registration fee).

Information on file, especially phone numbers of home, work and back-up emergency must be kept current. Enrollment information is confidential, but if needed, is available to Extended Day staff, Holy Spirit School staff and State and Child licensing departments.
School Year
Registration Forms **Required BEFORE attending**
- Parent fee contract containing child's weekly schedule
- Emergency forms
- Health care forms (If applicable)

2017-2018 Fees:
*Morning*:
- If your child is regularly scheduled to be in Extended Day in the mornings, the fee is $7.00 per day
- If your child is not regularly scheduled to be in Extended Day in the morning, the drop in fee is $9.00 per day

*Afternoon*:
- If your child is regularly scheduled to be in Extended Day in the afternoon, the fee is $12.00 per day
- If your child is not regularly scheduled to be in Extended Day in the afternoon, the drop in fee is $15.00 per day

*Non-School Days*:
- Registration before the deadline, the fee is $40.00 per day
- Registration after the deadline, the fee is $45.00 per day

**Summer**
Registration Forms **Required BEFORE attending**
- Parent fee contract containing child's summer schedule
- Emergency form
- Field trip permission form
- Pool permission form
- Movie permission form
- Discipline/behavior expectations form
- T-shirt form/fee

**Fees**:  
- The summer 2017 fee is $40.00 a day
- Field trips are included in the daily fee unless otherwise noted

**Financial Policy**
**Fees**
Please see the Fee Contract Form for details. Payment/Billing
Billings are handed out the first week of the month. The bill will reflect charges for the previous month of care. Payment is due no later than the 10th day of the month. Please make all checks payable to Holy Spirit. Timely payments are required for registered days of care even if the child is absent.

**Late Payment**
There may be a $10.00 late fee for families with any outstanding balances.
Late Pick Up Fee
Extended Day closes at 6:00 pm. You need to be here before this time and leave the building in a
timely manner. Please be considerate of the staff closing and be on time.

Parents picking up their child/children after 6:00 p.m. will be charged an additional $5.00 per child
per 5 minutes; (One dollar per minute will be charged). No exceptions will be granted to this policy.
Late fees resulting from pick-up after 6:00 pm will be documented and added to your bill.
Repeated late pick-up may result in dismissal from the program.

Withdrawal Procedures
A formal written notice must be given two weeks prior to withdrawal from the program. If this
notification is not given, you will be billed for two weeks of care.

Health
Medication
Medication will only be administered if it is prescribed by a doctor. For medication prescribed for two
weeks or longer, a written order signed by the prescribing health professional and the
parent/guardian is required. Such orders must be renewed annually or whenever medication, dosage,
or administration changes. For medication prescribed for less than two weeks, a written request
signed by the custodial parent/guardian is required.

Medication must be in the original bottle. Please ask your pharmacist to divide the medication into
two completely labeled containers; one for home and one for school.

Illness
When a child becomes ill during Extended Day hours, a staff member will notify a parent/guardian to
come and pick-up the child. If neither parent/guardian can be reached, we will call the names listed
on the emergency form.

Accident/First Aid/Emergency
First Aid and CPR certification is held by all Program staff. A first aid kit is located in the staff office.
This kit will be taken on all activities when away from the School facilities.

In the event of an accident, an accident report will be written. This excludes minor scratches and
abrasions. If a child has a minor injury, appropriate first aid will be administered and the parent will
be notified upon arriving to pick up the child.

In the event of an emergency, where the need of medical attention is acute, staff will initiate the
911 number. The acuteness of the child’s condition would take precedence and the procedure to
call parent/guardian would follow.

Behavior Expectations
With the child’s safety and well-being in mind, the following safety and behaviors will apply:

1. A child may only leave with the persons who are named on the contract form.
Exception must be written by a parent except in extreme emergencies.
2. **Playground rules:** Children must play within the staff member's sight at all times. No child will be allowed off Holy Spirit School grounds without permission. No child may go into the street. A staff person will retrieve a ball, etc. that may go into the street.

3. **Inside rules:** No child will be allowed past exit signs, up the stairwells and out of sight of a staff member (without approval).

4. Everyone shall wash their hands before preparing and eating snacks.

5. All children shall sit when eating.

6. Children are to clean up after themselves... after snack, games, projects, etc. We ask that when you pick your child up that you make sure that he or she cleans up his or her mess in its entirety before leaving at night.

7. Harmful objects may not be thrown (i.e., snowballs, rocks, sticks, etc.). The child will be redirected and if necessary, the behavior will be reported to parents/guardians.

8. Unacceptable language is not permitted and will be reported to the parent/guardian.

9. Violence of any form will not be tolerated. The definition of violence can be found in your Holy Spirit School Handbook.

10. No child may hit, kick, bite, or intentionally harm another child or staff member. If this occurs, the child will be removed from the situation, and the parents will be notified. In extreme cases, the parent may be asked to come and take the child home. If this behavior occurs again, the child will be removed from the program for two days. If this behavior continues there after, the child will be suspended from the program.

11. Staff members, as well as children, will respect each other. This includes no "put downs," listening to one another when spoken to and being kind to other in the program.

**Discipline**

When conflict arises, it is the staff's goal to work through these steps:

1. Help resolve conflicts by listening to the needs of the individual by using effective communication, redirecting a child's attention to a more appropriate activity.

2. If inappropriate behavior or conduct continues the child will be issued a verbal warning.

3. If the inappropriate behavior or conduct continues the child will not be allowed to participate for a short period of time. A break away from the activity or area where the conflict arises, will be given. An incident report will be written and a copy will be given to the parent.

4. If the problem behavior is not resolved in the above manner, the Extended Day staff will meet with the child and parent to work on solutions to the problem. The child then needs to write a plan with specific goals and what will happen if the goals are not met by the child.

5. If disruptive behavior continues, the Extended Day staff and administration from Holy Spirit School will meet with the parents/guardians. It will be explained that this behavior may not continue. If this behavior continues, the child may be removed from the program.

6. If a child intentionally destroys property owned by Extended Day, parents/guardians are monetarily responsible for replacing such items.