

## OUR LADY OF REFUGE EXTENDED DAY PROGRAM

- PURPOSE:** The “Extended Day Program” is an auxiliary service which provides before and after care for students in grades K-8 at Our Lady of Refuge School. The program is under the sponsorship of the school and parish Administration and is supervised on a daily basis by the program director and staff.
- REGISTRATION:** Pre-registration begins in the spring with the regular school registration. A \$25.00 non-refundable fee is required at this time; unless enrollment is denied due to lack of space. If registration exceeds capacity, priority will be given to families making the most frequent and regular use of the program.
- HOURS:** On all regular school days, the before school sessions will be available starting at 7:00 am. The after school session will begin immediately after school and end **promptly** at 6:00 pm.
- FEES:** Rates are \$7.00 per hour for the first child in a family, \$5.00 per hour for each child thereafter.
- BILLINGS:** Payment is due at the end of each month. Payment by check, made out to Our Lady of Refuge, is due the following FRIDAY. Continuing participation in the program depends on timely payment of fees; unpaid balances may result in exclusion from the Extended Day Program.
- LATE FEES:** The Extended Day Program closes promptly at 6:00 pm. If a child is not picked up by that time, a late fee of \$5.00 per 15 minutes will be charged per child. If you have not called in to make arrangements by 6:15 pm the staff will attempt to contact the persons designated on your emergency card for pickup.
- SIGN-IN/SIGN-OUT:** Children must be signed in and signed out on a daily attendance sheet. Children must be brought to the extended day room and be picked up there. Please do not plan to drop children off at the door or in the parking lot or have them come out to meet you at your car.
- CALENDAR:** The Extended Day Program will be in operation on every school day EXCEPT for the first day of school and at dismissal on the last day of school. It will not be in session during vacations or announced snow days. Services will not be available on early release days (½ days of school).
- SNACKS:** Students are welcome to bring their own snacks for both the before and

after school sessions. Snacking will be limited to a specific time period. We do have snacks and water on a daily basis.

**CLOTHING:** Children are free to change into play clothes and tennis shoes after attendance in the PM session. In order to avoid confusion, please mark the student's name on all personal belongings.

**DISCIPLINE POLICY:** All discipline methods are intended to encourage self-control, self-esteem and cooperation. If there is a problem, a staff member will first discuss it with the child. If the problem continues, the child may be separated from the group for a short time. For persistent problems, parents will be notified. Finally, children whose behavior is a disruption to the well being of the program will be sent to the office and possibly be asked to withdraw.

**GENERAL POLICY:**

1. Children will show respect for all program staff members.
2. Children will show respect for other students both in their actions and their conversation.
3. Running (except during outside playtime) and "rough-housing" activities are not acceptable.
4. Children are to remain with the group and may not be in other parts of the building. Children may leave the premises only when signed out by a parent.
5. Children are responsible for clean up after snacks, games or activities.
6. Snacks will be limited to certain times and/or places.
7. Use of rest rooms will be monitored.

**PHONE:** During Extended Day hours, communication may be made with the staff through the school office. Students and their cell phones are to abide by school rules for cell phones during extended day hours.

**ACTIVITIES/  
SCHEDULE:**

As children arrive in the morning, they are free to have a snack, study, play quiet games, or watch a movie. The after school schedule is intended to be flexible in meeting the various interests and needs of the children but at the same time to provide some routine and structure to the

afternoon.

All students are expected to have a reading book with them at all times.

Attendance taken, change clothes

Student's Choice:

- Snack time
- Homework
- Draw or color on paper
- Play a quiet game
- Watch a movie
- If weather permits, play outside

**ROOMS:** The program will make use of the Science room in the school.

The Science room exterior door will be used by students and parents arriving and leaving Extended Day.

**FORMS:** Each child will have on file:

- a registration form
- child information card
- health form – and alert staff of any allergy

It is **MANDATORY** that the State of Michigan Child Information Record and emergency forms will be filled out for each student before placement is accepted.

**DROP IN:** Students, without prior written arrangements, not picked up after school by 4:25 P.M.; as stated in the Parent Student Handbook will be sent to the Extended After Care Program assessed a Drop In rate charge of \$12.00 per hour.

Dear Principal/Teacher:

My child, \_\_\_\_\_, has permission to attend the  
OLR Extended Day Program beginning \_\_\_\_\_.

My child is scheduled to attend:

Monday    Tuesday    Wednesday    Thursday    Friday

Thank you for your co-operation.

---

Signature

---

Date

Terri DiVirgilio  
248-682-3422