

# St. Philip Neri School

EXTENDED CARE PROGRAM

HANDBOOK

St. Philip Neri School  
Extended Care Program

**Staff**

Administrator: Dr. Carol Stack

Program Director: Cynthia Guidry

Morning Care Supervisors: Cynthia Guidry  
Lesley Terminie

After Care Supervisors: Cynthia Guidry  
Ray Nell Burns  
Mary Joseph  
Charlotte Shelley  
Evie Vollenweider

Business Manager Christine Grote

**Contacts**

Extended Care Cell Phone: (504) 615-9311

**Hours of Operation**

Before School Care: 7:00-8:00 a.m.

After School Care: 3:30-6:00 p.m

## **St. Philip Neri School Extended Care Program**

### **Philosophy**

St. Philip Neri School recognizes the challenge faced by many parents to find appropriate, safe care for their children prior to, and after, the normal school day when parents are still at work. In an effort to respond to the needs of the times, St. Philip Neri Parish and School administration acknowledges that it is a logical extension of the school's ministry to offer child-care before and after school.

### **Mission Statement**

St. Philip Neri School's Extended Care Program is intended to supplement, but not substitute for, the parent's responsibility for the child's protection, development, and supervision, when it is necessary for the parent or child to be away from home. We are dedicated to providing a safe, nurturing environment staffed by adults who can serve as significant role models for children. Our extended care program is a practical and effective means for Catholic education to echo anew Christ's invitation for children to come to Him.

### **Admissions Policy**

Only students enrolled in St. Philip Neri School are allowed to enroll in the extended care program. **Parents are required to register their children for the program and to provide all necessary information required for the health and safety of their children.**

Parents and students are required to adhere to all policies, rules, and regulations governing the program in order to continue to participate in the extended care program. In an effort to maintain the program effectively, for students, parents, and the school, a contract outlining agreements and expectations must be signed by parents and students prior to entering the program.

### **Program**

The St. Philip Neri Extended Care Program is designed to provide a secure and enriching environment for students before and after school hours.

**Before-School Care - (7:00-8:00 a.m.)** Students have the options of indoor free-play, reviewing homework/studying for tests, or watching educational programs/tapes on TV.

Students will be escorted to their homeroom class lines at 8:00 when supervision by the school begins. PK students will be escorted directly to their classrooms at 8:15.

**Please Note: There is no adult supervision on St. Philip Neri School campus prior to 8:00. If your child arrives on campus prior to 8:00 he/she should be registered in our Extended Care Program.**

### **After-School Care- (3:30-6:00 p.m.)**

We strive to construct an enjoyable atmosphere with varying activities, including vigorous play, art activities, homework time, and indoor games.

**Please Note: There is no adult supervision on St. Philip Neri School campus after 3:45. Any child in PK3-PK4 who has not been picked up by 3:45 will be sent to after-care and charged the usual extended care tuition. Any child in K-7 not picked up by 3:45 will be sent to after-care and charged the usual extended care tuition. Parents who pick up their children after 6:00 p.m. will be charged \$10 per minute. Repetitive late pick-ups may result in withdrawal from program.**

### **Fee Requirements**

Tuition for extended care is as follows:

Registration Fee	\$10
Before school care only	\$5/Day
After school care only	\$10/Day

### **Attendance**

All students attending either before or after care must sign-in immediately upon arrival. Small children (PK-K) should be accompanied by an adult (morning-care) or teacher (after-care) into the Assembly Hall.

If a child is ill before coming to school, or becomes ill during the school day and leaves, he/she may not attend extended care. However, if a child leaves school during the day for a doctor's appointment, and returns to school, he/she may attend after-care.

Students who are participating in a school-sponsored extra-curricular activity (sports, scouts, drama, academic games, cheerleading, etc), will be signed in by the activity moderator indicating the time of arrival in the After-Care Program. In order for proper supervision to take place, all students MUST sign in. If a parent requires unscheduled after-school care, the parents must send a note to the teacher or call the office before 3:30 to verify that the child will remain for after-school care. Office personnel may verify verbal notification. All unscheduled extended care services will be invoiced on the first day of the month. **There will be NO AFTER CARE on early dismissal days (Record Days or SACS meetings).**

### **Discipline Code**

Every child is expected to abide by the rules and to respect staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him by himself for 5 to 30 minute period (depending on the age of the child). If the child does not respond to this and the problem behavior persists, the parents will be called in for a conference with the program director. Should there continue to be problems, a second conference will be arranged with the parent, the program director, and the principal. At that time the child's continued participation in the SPN Extended Care Program will be determined.

### **SPN Extended Care Program Rules**

1. Each child is expected to participate in all activities to the best of his/her abilities.
2. No child is to leave the supervision of his/her adult supervisor without expressed permission
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking, name-calling, or other physical or verbal abuse to another individual will be tolerated.
5. Running in the Assembly Hall, on the breezeway, or on the stairs is dangerous and cannot be permitted.
6. Inappropriate/dangerous use of playground equipment will not be allowed.
7. Each child will be expected to help clean their space.
8. Do not bring toys or other articles from home.
9. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.

### **Communication**

If there is a need for parents to immediately contact the program director for any reason, they may call the following numbers between 3:30-6:00 p.m. (888-6470). If parents wish to contact the director to set up an appointment, to express a concern or to provide some non-emergency information, they may also contact the director via e-mail at [cguidry@stphilipneri.org](mailto:cguidry@stphilipneri.org).

Parents will be notified at least one week in advance if extended care will not be available on certain days. All communication regarding the extended care program will be sent in the most timely manner possible. Parents may also check the school's website for any pertinent information regarding extended care at [www.stphilipneri.org](http://www.stphilipneri.org)

Only parents or their designees are allowed to discuss the child with staff members. This requirement applies to aunts, uncles, cousins, and grandparents. Any relative wishing to give any information, and/or, if a possible divorce or other problem is present, must be referred to the principal. No information will be given to relatives without the consent of the parent.

### **Daily Release**

Parents or authorized individuals must come to the Assembly Hall to sign children out of after-care. The receiving adult must indicate in the sign-out book the child's name, the adult's name and the time of pick-up. A child will be released from the Extended Care Program only to parents or to an individual who has been authorized by the parents to pick up the child.

The school requires that parents designate *in writing* those persons who may pick up their children. **Exceptions will never be made!!!** An extended care supervisor may request a valid ID from the adult who is picking-up a child. It may even be requested of an unrecognized parent. **Please do not take offense to this request. It is for the safety and well-being of your child.**

### **Health and Safety**

The Extended Care Program should have access to all health information that the school has on file. Parents will be required to fill out duplicate health and emergency forms for their children. Emergency phone numbers should be kept up-to-date at all times. This is the parent's responsibility. Even though you have notified the school office, you must also notify the extended-care director of any change in contact number.

Children who are ill will not be allowed to remain in after-care. Parents will be contacted to come pick-up their children. On a day when a child is absent from school, he/she may not attend extended care; if a child is dismissed from school during the day due to illness, he may not return for after-care.

If a student requires medication during after-care hours, parents MUST complete the appropriate forms. Even though a child may receive medication during the school day, a separate form must be completed for the Extended Care Program.

**Reminder: All medication must be in its original container. The container must be marked with the child's name. ALL MEDICATIONS MUST BE BROUGHT TO THE SCHOOL OFFICE IN THE MORNING. STUDENTS SHOULD NOT EVER HAVE ANY MEDICATIONS IN THEIR POSSESSION.**

### **Emergency Procedures**

In the case of illness or injury during extended care, parents will be notified immediately. Parents will be called at home and/or at work. If the parent cannot be reached, emergency contacts indicated by the parent on the emergency card will be contacted. **Parents must provide the extended care director with a minimum of two (2) emergency contacts. IT IS THE PARENT'S RESPONSIBILITY TO UPDATE ANY EMERGENCY CONTACT NUMBERS.**

In the event of a disaster requiring the evacuation of the building, students will be brought to the St. Philip Neri Parishioners' Center or to St. Philip Neri Church for security and shelter. **In the event of an evacuation, parents may contact school officials at the following number (615-9311)**

### **Nutrition**

**Parents should provide our After-School Care students with a snack.** Please know that we encourage healthy snacks for our students at all times. We strongly suggest that parents do not send sugary breakfast foods for Before-School Care, nor sugary snacks and drinks for After-Care. **Please Note: Drinks/snacks in pull-tab cans are not permitted.**

### **Records**

In addition to emergency contact, and health alert information, The Extended Care Program should have access to any records the school may have regarding custody decrees or other documents relating to a parent's contact with a child if both parents do not have custody. This is necessary for the staff to know when, if ever, a child may be released to a non-custodial parent.

### **Visitors**

St. Philip Neri School's Extended Care Program has an open door policy with regard to parental visits. However, these visits must not interfere with the program or with other children. Only parent visitors or their designated representatives are allowed on the program site unless on appropriate official business. In such a case, the visitor will be accompanied by a school official at all times. **All visitors (including parents) must sign-in as a visitor!**

### **Evaluation**

Evaluation is an integral part of any educational program. We welcome comments, questions, concerns and input regarding our extended care program. At the end of the school year, parents will be asked to complete an evaluation form regarding the quality of our program. However, if there are any suggestions or concerns, we hope you will not hesitate to discuss them either with the program director or the principal.

St. Philip Neri School  
Extended Care Program  
Contract

We, the parents of \_\_\_\_\_, in consideration of acceptance into the St. Philip Neri School Extended Care Program, agree to make timely payments of required fees and to adhere to all rules and regulations of the program. We understand that our failure to meet the conditions of this agreement may result in our child's being dismissed from the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

**ST. PHILIP NERI SCHOOL  
EXTENDED CARE POLICIES**

**EXTENDED CARE FEES**

Tuition for extended care is as follows:

Registration Fee	\$10
Before School Care Only	\$5/Day
After School Care Only	\$10/Day
After School Care Late Fee	\$10/Minute

**BEFORE CARE – 7:00AM – 8:00AM**

During Before Care, students have the option of reviewing homework/studying for tests or watching educational programs on the TV.

All students attending before care will be signed in immediately upon arrival.

**PARENT PROVIDED BREAKFAST IS FROM 7:00AM – 7:45AM. BREAKFAST WILL NOT BE ALLOWED AFTER 7:45AM. PLEASE ONLY BRING DISPOSABLE DRINKS (SUCH AS JUICE BOXES OR WATER BOTTLES); SIPPY CUPS WILL NOT BE ALLOWED.**

Students will be escorted to their homeroom class lines at 8:00AM when regular school begins. Pre-K students will be escorted directly to their classrooms at 8:15AM.

**\*\*\* PLEASE NOTE:** There is no adult supervision on St. Philip Neri School campus prior to 8:00AM. If your child arrives on campus prior to 8:00AM he/she should be registered in our Extended Care Program.

**AFTER CARE – 3:30PM – 6:00PM - PICKUP AFTER 6:00PM WILL BE \$10 PER MINUTE**

We strive to construct an enjoyable atmosphere with a variety of activities including outdoor play, art activities, indoor games, and homework time.

After care children will be signed in at 3:45PM. If a child becomes ill during the school day and leaves, he/she may not attend extended care. However, if a child leaves school during the day and returns to school, he/she may attend after care.

Snack must be provided by the parent. Snack should be placed in a brown bag with child's name and after care printed across the bag. Please only bring disposable drinks (such as juice boxes or water bottles); sippy cups will not be allowed.

**\*\*\* PLEASE NOTE:** There is no adult supervision on St. Philip Neri School campus after 3:45PM. Any child in Pre-K3-Pre-K4 who has not been picked up by 3:30PM will be sent to after care. Any child not picked up by 3:45PM will be sent to after care and will be charged the usual extended care tuition.

**PARENTS WHO PICK UP THEIR CHILDREN AFTER 6:00PM WILL BE CHARGED A LATE FEE. IF A CHILD IS PICKED UP AFTER 6:00PM THREE (3) TIMES THEY WILL NOT BE ALLOWED TO RETURN TO AFTER CARE.**

Students participating in extracurricular activities that are not picked up on time will be sent to aftercare and will be charged accordingly.

We enjoy taking care of your little Vikings! If you ever need assistance with extended care please call Cyndy Guidry, Director of Extended Care, at 504-615-9311 or [cguidry@stphilipneri.org](mailto:cguidry@stphilipneri.org).

**ST. PHILIP NERI SCHOOL  
EXTENDED CARE REGISTRATION FORM**

HOURS:

MORNING CARE 7:00AM 8:00AM

AFTERCARE 3:30PM-6:00PM

**PICKUP AFTER 6:00PM WILL BE \$10 PER MINUTE**

PHONE:504-615-9311 (EXTENDED CARE USE ONLY)

CHILD'S NAME:

HOMEROOM:

PARENT/GUARDIAN:

PHONE NUMBER:

ALTERNATE PHONE NUMBER:

A registration fee of \$10 will be charged on the first invoice issued. Before care charges are incurred any time a child arrives on campus prior to 8:00AM. After care charges are incurred when a student is not picked up by 3:45PM. After care ends promptly at 6:00PM. **A fee of \$10 per minute will be charged anytime a child is not picked up by 6:00PM.**

**If a child is picked up after 6:00PM three (3) times they will not be allowed to return to extended care.**

Invoices will be emailed on or about the first day of the month. A late fee of \$15 may be assessed to all past due accounts. Payments may be made by cash, check, or credit card.

**I HAVE READ, UNDERSTAND, AND ACCEPT THE POLICIES REGARDING THE ST. PHILIP NERI EXTENDED CARE PROGRAM.**

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NAME

DATE

Please list the name and phone number of each person authorized to dismiss your child from extended care. Please be certain that the phone numbers are valid between 7:00AM and 6:00PM.

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NAME

PHONE NUMBER

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NAME

PHONE NUMBER

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NAME

PHONE NUMBER

Please list any medical conditions and/or special instructions that the extended care staff may need to know:

ST. PHILIP NERI SCHOOL  
EXTENDED CARE PROGRAM  
EVALUATION

Do you believe our program has  
Provided good care to your  
Child(ren)? Y      N

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been satisfied with the after-  
School program? Y      N

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend the program  
To your friends? Y      N

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have your children been happy and  
Enthusiastic about coming? Y      N

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any concerns about the program? Y      N

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_