



Immaculate Conception School

Extended Care Handbook

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Introduction

Immaculate Conception School Extended Care Program provides a safe and welcoming environment for the students of Immaculate Conception School to learn, play, and foster relationships outside of the classroom. Parents are reassured knowing that their child is in a safe and caring environment.

ICEC is an important part of Immaculate Conception School. We support its mission to provide a Christ-centered experience that will help to develop the whole child - spiritually, academically, and socially.

The staff of our Extended Care Program look forward to working with you to promote a positive experience for both you and your child.

Admission Information

- Completed Application
- Enrollment Fee of \$35.00 per new student and \$25.00 for each returning student (non-refundable)
- Completed Emergency Form for each child

Hours of Operation

The Extended Care Program is open from 6:45-8:00am and from 3:10-6:00pm, (Wednesdays from 2:00-6:00pm) on days that the school is open. The Extended Care Program is closed any days when the school is closed.

Weather Emergencies

If school closes due to inclement weather, the EC program will also be closed.

Fees

- One child - \$5.00 per hour
- Two children in one family- \$9.00 per hour
- Three children in one family - \$11.00 per hour
- Four children in one family - \$12.00 per hour
- Late pickup: if a child is picked up after 6:00pm a fee of \$5 for the 1st 15 minutes and \$1.00 per minute after that will be charged.
- If a student is signed up to come and does not, (for any reason,) half credit for that day will be added to the next week's bill.

Payments

- There will be a \$35 returned check fee for all checks that do not clear the bank.
- All Application Fees are NON-REFUNDABLE.
- Returning students must reserve their spot by paying the enrollment fee by the date designated.
- The school reserves the right to hold report cards for students with an outstanding balance for Extended Care.

Payment Options

- Check or Give Central
- Unless previous arrangements have been made, payment is expected prior to services.

Communication

- Weekly schedules are due by noon the Thursday before. There is a \$5 late fee for any schedules handed in after that.
- There will be weekly communication requesting schedules, sending bills, notifications about changes, etc.

Daily Schedule

Mon.-Fri.

6:45-8:00am

- Free choice or movie

3:10 (2:00 on Wednesdays)

- Preschool & Kindergarten - Free Choice
- Grades 1-8 - Homework Club. Students are divided by grades. All students will be involved in study, reading, or review. Students in Grades 5-8 may utilize a longer period of time for study if needed.

4:15-4:30

- Snack (4-8 first, then PreK-3)

4:15-6:00pm

- Gym play, board games, coloring, reading or free play

*Wednesday & Friday - After homework is completed, Grades 4-8 are welcome to use their personal electronics. The school is not liable for personal electronics.

Attendance

When a student enrolled in Extended Care is absent from school, a parent should call the Extended Care Office by 10:00 AM and leave a message for the Director stating that their child will not be attending that day. This allows the Director to plan for the number of staff members that will be needed each day. If the office does not receive a call, a parent will be contacted and the child's account will be charged for that day.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

If students are in attendance at school and enrolled in the Extended Care Program, parents must notify the school if their child will not be attending the Extended Care Program. If parents do not notify the Director, the student's account will be charged for that day.

Custody

It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the director so that the student is released only to the custodial parent or guardian.

Conduct

All Extended Care students will respect the dignity and uniqueness of every individual, and will be considerate of the rights of others in all interactions. All students are expected to cooperate with the supervisors, show courtesy to all students and concern for the environment

Bullying is not tolerated. The Director of the Extended Care Program (in collaboration with the Assistant Principal) investigates all complaints of bullying. Students involved in bullying behavior can face detention, suspension, and/or expulsion.

The Extended Care Director reserves the right to determine the appropriateness of an action if any doubt arises.

Cell Phones, iPads and other Electronic Devices

Students participating in the Extended Care Program may not make calls, text, take photographs, play games, listen to music, or watch videos on their electronic devices. Items taken away from students will be returned to the parent(s)/guardian(s). The only exception is on Wednesday and Friday for students in Grades 4-8.

Gum

Students are not allowed to chew gum during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

Medication

No medication is given during the Extended Care Program. Students who need medication between 3:10 PM and 6:00 PM must make arrangements with the director.

Allergies

Immaculate Conception Extended Care Program recognizes that allergies are a condition affecting many school children. Please inform the Director of any allergies your child has. In the event of a suspected allergic reaction 911 will be called.

No snacks are served that contain peanuts or are made in a factory that contains peanuts.

Asthma

Immediate access to inhalers could be vital. Children are encouraged to carry their inhaler. Parents are asked to ensure that the school is provided with a spare inhaler labeled with the child's name.

Child Abuse Laws

Immaculate Conception Extended Care abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of suspected abuse and/or neglect be reported to The Department of Children and Family Services (DCFS).

Crisis Plan

Immaculate Conception School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. Depending on the emergency, the building will be on lockdown or evacuated and the students will be moved to Church.

Lost and Found

Any items found after Extended Care will be placed in the Lost and Found.

Withdrawal Policy

Families must notify the Director in writing if a student is withdrawn from the Extended Care Program.

Office Records

Please notify us of any change of address, custody, phone numbers, e-mail addresses and/or emergency contacts. If there are changes in medications, please notify the Director.

Right to Amend

Immaculate Conception Extended Care reserves the right to amend this Handbook.

Parent Signature Page

I have read the Immaculate Conception Extended Care Handbook and agree to follow the policies and procedures as stated. I agree that failure to uphold this agreement may result in my child's termination from the program.

Family Name _____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.