



St. Michael's

EPISCOPAL DAY SCHOOL

ST. MICHAEL'S EXTENDED DAY CARE PROGRAM POLICIES **KINDERGARTEN – EIGHTH GRADE**

The Extended Day Care Program is a service provided on days that school is in session for St. Michael's students as a convenience for parents and students. Each family should read and understand the following rules.

- Extended care services include before-school from 7:30AM to 8:00AM and after-school care from 12:00 PM to 5:30 PM, Monday through Friday.
- All students left on campus unattended during these hours must sign in with the Extended Care Coordinator. If a parent is on campus during these hours, the child must be under the parent's direct supervision.
- All parents must sign out with the Extended Care Coordinator when they pick up their child. If persons other than the parents are to sign out, prior notification is required.
- The following areas are off limits without supervision: the front parking lot and church area, play areas, parish hall kitchen, and Johnstone Hall. If a student wishes to visit or work in a classroom with a teacher outside of the school day, he/she must check in with the Extended Care Coordinator first for permission.
- The Extended Care Coordinator has the school emergency forms on file in the event you may need to be contacted. If the parent has an emergency after school hours, the Extended Care Coordinator can be reached at (916) 679-6121.
- If disciplinary problems persist for any student, the Extended Care Coordinator will inform the School Administration, who will meet with the student and the parents.
- The rules for Extended Care are the same as those in effect during the regular school day and programs.
- The charge for extended care will be \$8.00 per hour during official extended care hours.
- Other than for an emergency, a **LATE FEE OF \$5.00 PER MINUTE** will be charged for any child who is **not picked up by 5:30 pm.**
- Excessive late pick-ups may result in the family losing their ability to use Extended Care.
- Once a student has left campus after school, they may not return and be checked into Extended Care.

For the Extended Care Program to assist and benefit parents and students, it is essential that everyone be aware of and accept the above rules. Therefore, each participating family is asked to read, discuss, and acknowledge these policies in the parent portal to show their understanding and commitment to the program.