



## Extended Care Policy Book

### Admission

St. Eugene students are eligible to attend the Extended Care Program (EC). Students must be registered and pre-paid in order to attend. Schedules and payments are due the Wednesday prior to the week you'd like your child in EC. Registration and schedule forms are available on the school website at **www.steugene.school** and outside the school office.

If necessary, the EC program will be capped at 30 students. The submission date of each EC schedule will determine who is accepted.

**Extended Care Phone#:** (414) 918-1168

**Extended Care Email:** [ecisoldp@steugene.school](mailto:ecisoldp@steugene.school)

### EC Hours

- Before school: **6:45 - 7:45 am**. After school: **3:10 - 6:00 pm**.
- EC is offered on full days of school and early dismissal days. On early dismissal days, EC is offered from the dismissal time until 6:00 pm.
- EC is not offered when the school is closed (holidays, snow days, or other school closures).

### Schedules

#### Submitting a Schedule:

- EC schedules are available on the school website (click on Current Parents-Extended Care-Schedule Form) and outside the school office. **Only the official EC schedule forms will be accepted.**
- Schedules can be filled out for one week, one month, or for specific dates (e.g. Nov. 1-15, or all Thursdays during choir).
- Schedules are due to the school office **by 5:00 pm. on Wednesday prior to the week** that your child will use EC. If the school office is closed, drop off schedules in the EC Room.

#### Schedule changes: Student Absence or Adding to a Schedule

- If your child is absent due to illness, you do not need to contact the EC Room. The director will have a daily absent list.
- If your child is absent from EC for any reason other than illness you must contact the EC Director or school office in advance.

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**Note:** Parents need to email or call the EC staff (414) 918-1168 when their child will not be at EC for non-illnesses.

- If you need to add an additional day to your schedule, submit your request in writing (email or note) at least one day prior to the change. No verbal changes will be accepted. See Payment Information below for the late addition fee.
- If you submitted a monthly schedule, any change must be submitted by Wednesday, one week prior to the date that needs to be changed.

### Payment Information/ Late fees

#### Payment Rates:

##### Morning Extended Care:

There is one rate based on the number of students for morning Extended Care.

##### Afternoon Extended Care:

**Tier 1:** Student attends Extended Care immediately after school and is picked up by 4:30, OR student attends an activity after school before attending Extended Care and is picked up by 6:00 PM.

**Tier 2:** Student attends Extended Care immediately after school and is picked up between 4:30 and 6:00 PM. (On Early Dismissal days, students staying beyond 2:00 PM are charged the Tier 2 rate.)

Morning - AM	Afterschool – PM		
	Tier 1	Tier 2	
1 student - \$5.00			
2 students - \$7.00	1 student	\$15.00	\$25.00
3 students - \$9.00	2 students	\$20.00	\$30.00
	3 students	\$25.00	\$35.00

- **Payment is due when you submit your schedule. Cash and checks accepted. Make checks payable to: St. Eugene School.** Payment should be submitted to the school office. The Extended Care Room does not have a secure place to keep checks or cash.

**Note:** If your schedule is for more than one week, payment is due by 5:00 pm on Wednesday the week prior to your use of EC.

#### Use It or Lose It:

- If you are signed up for Extended Care but your child does not attend for any reason you will still be charged. Families will not be refunded when a child does not attend Extended Care.

**Late Schedule/Payment Fee:**

- If your payment and/or schedule is not submitted by 5:00 pm on Wednesday one week prior to using EC, a **\$10.00** late fee will be charged to your account. Late fees are not refundable.

**Repeated Late Payments:**

- If payment is repeatedly late, the director and the principal may terminate the family's participation in EC.

**Late Addition to Schedule Fee:**

- Adding to your schedule after 5:00 pm. on Wednesday will result in a **\$10.00** add-on fee.

**Late Pick-Up Fee:**

- Parents need to pick up their children at or before 6:00 p.m.
- A late fee of **\$10.00** per quarter-hour, per child will be charged. After the 2<sup>nd</sup> late pickup, the fee increases to \$15.00 for each quarter hour, per child.
- The late fee is due the next day. If payment is not received, your child will not be allowed back into EC. If the problem is ongoing, the family will not be allowed to participate in EC.

**Note:** If severe weather delays parents from picking up before 6:00 pm, no late fee will be charged.

**Returned Check Fee:**

- If a check is returned by the bank for insufficient funds, a fee of **\$10.00** will be charged to your account. The director will notify the parent if this occurs.
- The \$10.00 payment is due the day after you are notified if your account does not have funds to cover the charge.

**Note:** If a family is unable to make the required pre-payment, they can:

- Pay the \$10.00 late fee each week their account is overdue. If their account is past due for several weeks, the director and principal may terminate the family's participation in EC.
- Contact the principal to request a special payment plan. The family must submit a written request, along with a plan for when the account will be paid. Families who do not fulfill their payment plan may be charged late fees at the principal's discretion.

**Same-day Drop-in Service/Fee:**

- Same-day drop-in service is available for emergency situations. Parents need to call the school office to add their child to the EC list.
- The same-day drop-in fee is **\$10.00** per day, **plus** the normal daily charge. The fee must be paid by 5:00 pm at the end of the school week, or an additional **\$10.00 late fee** will be added per week. Submit payment to the school office.

## Morning (AM) Drop-Off Procedure

### For the safety of your child, please:

1. Walk your child to the school office doors (west parking lot).
2. Ring the Extended Care doorbell, located to the right of the school office window.
3. Wait until the morning EC provider opens the door for your child before you leave.

### AM Drop-Off Backup Plan:

#### If you are dropping off your child for AM EC and no one answers the EC bell:

1. Call Extended Care room (414) 918-1168
2. Call Mr. Stettler, Head of Maintenance (414) 918-1128

## Afterschool (PM) Pick-Up Procedure

For the safety of your child, please

1. Enter the school doors from the west parking lot. (Children will not be brought to the doors.)
2. Ring the Extended Care doorbell, located to the right of the school office window.
3. Come to the Extended Care Room, located across from the 5K Room.
4. Sign out your child/children on the sign-out clipboard.
  - The parent must provide written notice of any change in pick-up plans, including pick-up by a relative or family friend.
  - Parents and other individuals will be required to show a photo ID (driver's license) to EC staff the first time they pick up their child.

### Homework:

- Tables are available for students to work on their homework. The staff will attempt to assist students with questions, but the staff is not responsible for making sure homework is accurate and completed. The EC staff cannot guarantee a quiet study time.
- **iPad Usage:** Middle school students may use their school-issued iPads in EC for homework or school projects only. No recordings or picture taking is allowed. If a student does not follow these rules, their iPad will be held by the EC staff until their parent picks them up. No other electronic devices are allowed in EC. Students must follow all school policies for electronics.

### Snacks:

- Students may bring an easy-to-eat snack and a water bottle. No juice boxes/pouches please and No nuts of any kind.

### **Behavior Policy**

- Students are expected to respect all school staff, students, and school property. The EC staff will follow the policies found in the SES Parent and Student Handbook for all discipline situations.
- The EC director and the principal may terminate a student from EC, if the student is disruptive to the program.

### **Emergency Procedures**

- The EC staff will follow the policies found in the Parent and Student Handbook for all emergency situations. The director will have copies of the student emergency forms on file.

### **Illness/Injury:**

- If a student becomes ill or injured during EC, parents will be expected to make arrangements to pick up their student within 30 minutes after being contacted.

**Note:** Students who are absent from school or who are sent home for illness during the school day, will not be admitted to EC on that day.

### **School Closing:**

- If the school is closed due to emergency conditions, EC will not be offered. If the weather becomes severe during EC, the EC staff will contact parents to pick up their student early.

### **Communication**

- The EC Director will use email to communicate non-emergency information with parents. If you do not have email, please let the director know how to contact you.
- The EC Director is at school starting at 2:55 p.m. If you need to reach the director before 2:55 p.m., please contact the school office.
- Parents should contact the director regarding any questions or concerns. Parents can communicate with the director by emailing, placing a written note on the sign-out clipboard, or leaving a voice message. The director will return emails and voice messages at the end of the day.

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**\*\*\* Please sign on this page and submit the bottom portion to the school office. \*\*\***

**St. Eugene School 2023-2024**

I have read the Extended Care Policy Book and agree to its terms.

Parent/Guardian signature: \_\_\_\_\_