

EXTENDED DAY PROGRAM

St. James School offers the **Extended Day Program** to the families within the school community. The program begins at 7:00 A.M. and closes at 5:30 P.M. Staffing of the center is done with school personnel who have been certified by the Norwich Diocese Office of Safe Environment (this includes background check and DCF background checks). The primary purpose of the Extended Day Program at St. James is to accommodate the schedule of parents and provide an affordable and safe childcare alternative during the school year. The program will run on all full and half days regularly scheduled unless prior notice is given. Parents may choose to have their children participate on any of those days, and for whatever amount of time is convenient for them. Families using the program will be required to sign off on the Extended Day Handbook contract for the services, and pay for the services on a weekly basis.

Hours:

Extended Day is offered each morning and afternoon when school is in session. It is worth noting that if school is cancelled or dismissed early due to inclement weather, there is no Extended Day Program offered. The morning session begins at 7:00 a.m. and runs until 8:15 a.m. when the children join their classmates in the school yard. If there is a 2 hour delay due to weather Extended Day will open at 9:00 a.m. The afternoon session begins at 2:45 p.m. and ends at 5:30 p.m.

If a child is not picked up by 2:45 p.m. from car line, the child will be sent to the Extended Day program, and parents will be expected to pay.

Rates:

The cost is \$6.50 per hour for one child, \$9.75 per hour for two children and \$13.00 per hour for three or more children. **Please note that there is a LATE PICK UP FEE of \$10.00 for the first 15 minutes and \$3.00 for every additional 10 minutes after the first 15 minutes that a child is left in Extended Day after 5:30 p.m.** Billing is done on a biweekly basis, with checks payable to **St. James School**. Payment is expected each week after receiving your bill. Do not combine these monies with any other school payments. Charges are based on the weekly total hours the children are in the program. Morning charges begin from the time of arrival and continue until 8:15 a.m. when the children join the other students in the school yard. Afternoon charges begin at 2:45 p.m. and continue until the child is signed out by an adult.

Children attending the program will have time for art, outside play, snack, homework (for grades 2-8), and more. Please drop off, and pick up your child at the Extended Day door, accessible from the playground side of the school, and sign them out with the time before you go. If another person is picking up your child on a particular day, please send in a note or call the school to let us know. This person **must show some I.D.** as child safety is our concern. Your child will not be released without proper documentation (a written note with signature or a phone call if the person is already on your allowed pick up list, this is required per diocesan guidelines). You will be contacted if someone arrives to pick up your child and the prior guidelines have not been met, your child will remain in Extended Day until a custodial parent arrives to pick them up.

During Extended Day Program hours, parents can call (860)382-6433 to contact Extended Day staff if they are to be delayed, or for any other concern. Mrs. Benoit, Extended Day Coordinator, can be reached during school hours at (860)774-3281 or by email at: c.benoit@stjamesdanielson.org

ST. JAMES EXTENDED DAY EMERGENCY CONTACT FORM

STUDENT(S) INFORMATION

CHILD'S NAME	BIRTHDATE	GRADE	ALLERGIES

FAMILY INFORMATION

MOTHER'S NAME	FATHER'S NAME	EMERGENCY CONTACT NAME
MOTHER'S HOME #	FATHER'S HOME #	EMERGENCY CONTACT CELL #
MOTHER'S CELL #	FATHER'S CELL #	EMERGENCY CONTACT WORK #
MOTHER'S WORK #	FATHER'S WORK #	EMERGENCY CONTACT HOME #

LIST OF PEOPLE **ALLOWED** TO PICK UP YOUR CHILD

LIST OF PEOPLE **NOT ALLOWED** TO PICK UP YOUR CHILD

PLEASE CIRCLE DAYS OF THE WEEK YOUR CHILD WILL BE AT THE EXTENDED DAY MORNING PROGRAM

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

PLEASE CIRCLE DAYS OF THE WEEK YOUR CHILD WILL BE AT THE EXTENDED DAY AFTERNOON PROGRAM

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

IF CHILD WILL ONLY USE PROGRAM AS NEEDED PLEASE CHECK BOX BELOW

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