



St. John Eudes School
Extended Day Program

2018 – 2019

INFORMATION PACKET



9925 Mason Avenue, Chatsworth CA 91311
(818) 341-1454 or (818) 341-3830



ST. JOHN EUDES SCHOOL

Extended Day Program
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(818) 341-3830

INTRODUCTION

St. John Eudes School is pleased to offer the Extended Day Program (EDP) to our parents. The purpose of this program is to provide a high quality, affordable program in a safe, wholesome and caring environment for its students before and/or after school hours. Since this program is an extension of the school day, its design is supportive of the policies and procedures stated in the SJE Parent-Student Handbook.

ADMISSION POLICY

The program is offered to all students Transitional Kindergarten through Eighth Grade who are currently enrolled in St. John Eudes School.

DAYS AND HOURS OF OPERATION

Extended Day Program is offered only when school is in session. A calendar of dates when school is in session can be found in the SJE Parent-Student Handbook. A reminder on No School, No EDP dates will also be given to parents at the beginning of each month with the EDP monthly newsletter and calendar.

Morning Program Hours	7:00 a.m. – 7:30 a.m.
Afternoon Program Hours	Dismissal – 6:00 p.m.

FINANCIAL OBLIGATIONS

Annual Registration Fee

Parents/Guardian shall pay a ***non-refundable*** annual registration fee of ***\$50 per child*** on the enrollment date. This payment shall apply to the ten month school year. If the parent/guardian decides to withdraw the child (ren) from the program, any month in the ten month school year, a registration fee of \$50 per child will be due when the child (ren) returns to the Extended Day Program (EDP).

Withdrawal from EDP program must be in writing/email to the school Bookkeeper or monthly change will be billed.

Late Pick-Up Charges

A late pick-up fee of \$5 per minute per child shall be applied after 6:00 p.m. If the child is picked up late more than three (3) times in a thirty (30) day period, the Principal will notify the parents/guardians of the fact that their child's enrollment in the program may be terminated.

Method of Payment

Payments for the program are made payable to St. John Eudes School. There will be a \$25 service charge for returned checks in addition to other amounts due.

EDP Tuition

The EDP tuition for basic services shall be due on the first of each month. A **late payment fee of \$25** will be applied for payments made **after the 5th of the month**. The rates for basic services per month are as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 Children</u>	<u>5 Children</u>
Monday to Friday (A.M. only)					
August only	\$50	\$65	\$85	\$110	\$140
Sept. to Nov.	\$75/mo.	\$90/mo.	\$110/mo.	\$135/mo	\$165/mo
December only	\$50	\$65	\$85	\$110	\$140
Jan. to May	\$75/mo.	\$90/mo.	\$110/mo.	\$135/mo	\$165/mo
June only	\$50	\$65	\$85	\$110	\$140
Monday to Friday (P.M. only)					
August only	\$110	\$140	\$175	\$215	\$260
Sept. to Nov.	\$190/mo.	\$215/mo.	\$250/mo.	\$290/mo	\$335/mo
December only	\$110	\$140	\$175	\$215	\$260
Jan. to May	\$190/mo.	\$215/mo.	\$250/mo.	\$290/mo	\$335/mo
June only	\$110	\$140	\$175	\$215	\$260
Minimum Day (FRIDAY ONLY/Shortened Day) *					
August only	\$40	\$65	\$85	\$100	\$110
Sept. to Nov.	\$65/mo.	\$90/mo.	\$110/mo.	\$125/mo	\$135/mo
December only	\$40	\$65	\$85	\$100	\$110
Jan. to May	\$65/mo.	\$90/mo.	\$110/mo.	\$125/mo	\$135/mo
June only	\$40	\$65	\$85	\$100	\$110
Non-Refundable Registration Fee	\$50/child				
Drop-In Rates					
Morning Drop-In	\$10/child				
Afternoon Drop-In	\$15/hour or any part of the hour per child				
Late Payment Fee	\$25				
Late Pick-Up Fee	\$5/min. after 6:00 p.m. per child				

* This Extended Day Program service option is made available for parents who cannot pick-up their child(ren) at 12:45pm (TK & K)/12:55 p.m. (Grades 1-8), but can pick-up at normal dismissal time (2:45pm/2:55 p.m.).

Failure to pay the EDP tuition for 30 days will result to the child's/children's withdrawal from the program.

STAFFING

The student:adult ratio for the Extended Day Program is 20:1, and two or more staff members are present at all times. Provisions are made for adequate adult supervision at all times.

EXTENDED DAY FACILITY

The Extended Day facility is located at the St. Paula Montal Hall, where the children have easy access to the school's playground, library, restrooms, football field, and eating area.

PROGRAM COMPONENTS

There are two main divisions for this program – morning and after school. The Extended Day Program is highly supervised and offers a structured program which includes organized, age-appropriate activities that are socially, mentally and emotionally developmental for students. The after school EDP program provides children various activities – homework/quiet time, conversation with peers, outdoor play, and library time. Morning care activities include supervised time in the library.

Parents must provide snacks for students enrolled in the after school program Mondays through Fridays. If necessary, parents may also choose to send additional snacks with their child(ren) in case they get hungry during the later course of the day. Snacks must **NOT** require refrigeration or heating.

Board games and toys may **NOT** be brought from home to the Extended Day Program.

On Fridays and shortened days, the children are **required to bring their own lunch**. Lunches must **NOT** require refrigeration or heating

SIGN IN/OUT PROCEDURES

All students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Student Release Authorization, in the presence of a day care staff.

If a child registered in EDP comes to school but is not going to EDP, the parent/guardian must inform the school office. Parents should also inform the EDP staff if their child is participating in any after school activity (choir, sports, tutoring, enrichment classes, Girl Scout meetings, etc). For Morning Care, parents must accompany students to the Extended Day Program and sign the child in.

For After School Care, Transitional Kindergarten & Kindergarten children are walked to EDP by staff to St. Paula Montel Hall. Students in Grades 1 to 8 may be released to go immediately to the SJE Parish Hall to be signed in by the EDP staff. The EDP personnel will take attendance of all registered students. After School Enrichment Personnel will walk EDP students back to St. Paula Montel Hall.

HEALTH AND SAFETY

Parents are required to submit the required forms with information listing the persons authorized for student release, names and phone numbers of doctors/dentists, medical alerts (allergies to types of medication, food, insect bites, etc.). These are to be kept on file in the EDP office.

If a child shows signs of illness or is injured during the Extended Day Program, the parents/guardian will be notified immediately.

PICK UP PROCEDURES

To ensure the safety of SJE students, parents picking up their children from the Extended Day Program before 5:00 p.m. must park on the Mason Avenue parking lot and walk to the *St. Paula Montel Hall* (EDP Room). At this time, the Lassen St. parking lot is being used for after school sports. After 5:00 p.m., parents/guardians may park and pick-up at the Lassen Street parking lot.

EXPECTATIONS

Extended Day Program is a privilege, not a right. Since the Extended Day Program is an extension of the regular school day, the same expectations for cooperation by students and parents are expected. School rules apply in EDP. Families who consistently violate the policies and procedures of the Extended Day Program will be dismissed from the program by the Principal.

Parent responsibilities include:

- Completion of all Extended Day Program forms – Student Release Authorization, Family Agreement, Medical Release, etc.;
- Support for program policies and procedures;
- Cooperation with Sign In/Sign Out procedures;
- Collaboration with the Principal and Extended Day personnel;
- Meeting all financial obligations in a timely manner.
- Provide daily snacks for their children that do not require heating or refrigeration.

Student responsibility includes:

- Respect for all staff, students and property;
- Use of appropriate language and voice level;
- Participation in all Extended Day Program activities;
- Keeping the day care room clean and neat;
- Consideration for others – sharing, taking turns, etc.;
- Following Extended Day Program rules;
- Asking permission of staff for restroom use;
- Remaining inside the Extended Day Program areas and staying with the group.

Discipline guidelines, including rules and consequences are clearly communicated to students, staff and parents. In extreme cases, a student may be asked to withdraw from the Extended Day Program by the Principal.

CHANGES IN CONTACT INFORMATION

Parents/guardians are requested to provide written notice to the program coordinator and school office within two (2) days of any change in the parent's/guardian's mailing or work addresses. Parents/guardians are also requested to provide immediate oral notice followed by written confirmation of any change in telephone numbers (home, work, cell and pager).

ST. JOHN EUDES SCHOOL
EXTENDED DAY PROGRAM

REGISTRATION FORM
2018-2019

Please PRINT all information CLEARLY.

FAMILY NAME: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

PHONE NUMBERS:

Home: _____

Work: _____

Cell Phone: _____

Pager: _____

DAYS OF ATTENDANCE:

Monday to Friday

Minimum Day Fridays and other Shortened Days
ONLY

TIME OF ATTENDANCE:

Morning and Afternoon

Morning ONLY

Dismissal to 2:55 pm ONLY

Afternoon ONLY

TIME OF PICK-UP: _____

(Extended Day Care ends at 6:00 p.m.)

Parents should complete all the necessary Extended Day Program forms before the child can attend the program.

The sign in and out procedures will be strictly enforced. No child will be released to anyone not listed on the Student Release Authorization Form.

ST. JOHN EUDES SCHOOL
EXTENDED DAY PROGRAM FAMILY AGREEMENT

Family Name: _____

Name of Child: _____ Grade: _____ Birthdate: _____

Name of Child: _____ Grade: _____ Birthdate: _____

Name of Child: _____ Grade: _____ Birthdate: _____

Name of Child: _____ Grade: _____ Birthdate: _____

Parent/Guardian Name: _____ Home Telephone: _____

Home Address: _____

Work Phone: _____ Cell Phone: _____ Pager No. _____

Parent/Guardian Name: _____ Home Telephone: _____

Home Address: _____

Work Phone: _____ Cell Phone: _____ Pager No. _____

- We understand that we are entering into a contract with St. John Eudes School to provide Extended Day Program services for fee for our child(ren).
- We agree to pay \$_____ per month/week/hour according to the payment schedule outlined in the Parent-Student Handbook.
- We agree to pay any additional fees for late payment or late pick-up as described in the Parent-Student Handbook.
- We understand that the Principal may permanently terminate a family's participation in the Extended Day Program if payments are in arrears, if student conduct warrants this decision, if there are consistent violations of the policies and procedures outlined in the Parent-Student Handbook.
- We understand that we must complete all information and forms deemed necessary by the Extended Day Program for the safety and well-being of the children.
- We understand that the Extended Day Program is an extension of the school day and have directed our child(ren) to adhere to all school policies and regulations. We further understand that breaches of these rules will be cause for disciplinary action, whose implementation we will support.
- We understand that students must be signed in/out of the Extended Day Program, and that students will only be released to adults authorized on the Student release Authorization Form.

We have received and reviewed the St. John Eudes School Parent-Student Handbook and agree to follow the policies and procedure outlined in it. We have discussed pertinent sections with our child(ren) and will cooperate with and support the implementation of the Extended Day Program as described in the Handbook.

Signature of Parent/Guardian _____

Signature of Parent/Guardian _____

Signature of Child: _____ Signature of Child: _____

Signature of Child: _____ Signature of Child: _____

ST. JOHN EUDES SCHOOL

EMERGENCY INFORMATION AND STUDENT RELEASE AUTHORIZATION

Please print all information clearly.

Family Name: _____

Child's Name: _____

First Middle Last

Child's Name: _____

First Middle Last

Child's Name: _____

First Middle Last

Child's Name: _____

First Middle Last

Parent/Guardian Name: _____ Home Telephone: _____

Home Address: _____

Place of Employment: _____

Work Phone: _____ Cell Phone: _____ Pager No. _____

Parent/Guardian Name: _____ Home Telephone: _____

Home Address: _____

Place of Employment: _____

Work Phone: _____ Cell Phone: _____ Pager No. _____

EMERGENCY PHONE NUMBERS IN THE EVENT THAT PARENTS CANNOT BE REACHED

I authorize the Extended Day Program staff to release my above named child(ren) to the adults listed below in the event I am unable to pick him/her up on a given day.

I understand that any of these adults will be required to show proper identification, and that, at the time of sign out, the Extended Day Program staff relinquishes all responsibility for my child.

I understand that my child will only be released to persons listed on this emergency authorization form.

*At least **TWO** names and phone numbers must be listed. **Be sure to include someone who will usually know your whereabouts.** Please print all information clearly. Additional space is available on the back.*

Name: _____ Relationship: _____

Home Phone: _____ Work Phone : _____

Cell Phone: _____ Pager No. _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone : _____

Cell Phone: _____ Pager No. _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone : _____

Cell Phone: _____ Pager No. _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone : _____

Cell Phone: _____ Pager No. _____

OUT OF STATE CONTACT *(Person to be contacted during a disaster):*

Name: _____ Relationship: _____

Home Phone: _____ Work Phone : _____

Cell Phone: _____ Pager No. _____

ST. JOHN EUDES SCHOOL
AUTHORIZATION FOR DISPENSING MEDICATION

“Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel IF the school district receives: (1) written statement from such physician detailing the method, amount and the time schedules by which such medication is taken and; (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in matters set forth in the physician’s statement.”

Education Code 49423 and 49423.5

When it is necessary for a child to take medication, this completed form and the medicine must be brought by the parent/guardian to the Extended Day Program Coordinator, who will provide assistance to the pupil. All medication is to be self-administered by the student. Children may not have medication, either prescription or non-prescription in their possession at any time. The medication must be in the original prescription container and have the student’s name on it.

Please print all information clearly.

Student’s Name: _____ Date of Birth: _____

Illness: _____

Name of Medication: _____

Dosage: _____

Date medication is to be started: _____

Times to be given: _____

Number of days medication is taken: _____

Special Instructions: _____

Signature of Physician: _____ Date: _____

Physician’s Name _____

Address of Physician: _____ Phone No. _____

Cell Phone: _____ Pager No. _____

I, _____, request that my child be assisted in taking the above medications as
(Name of Parent/Guardian) prescribed.

Signature of Parent/Guardian: _____ Date: _____

ST. JOHN EUDES SCHOOL

**PERMISSION TO PARTICIPATE IN EXTENDED DAY PROGRAM ACTIVITIES
AND TO RECEIVE EMERGENCY MEDICAL CARE**

I hereby grant permission for my child to use all of the play equipment and participate in all activities of the Extended Day Program.

I hereby grant permission for the Coordinator or Acting Coordinator of the Extended Day Program to take whatever steps necessary to obtain the necessary emergency medical care if warranted. These steps may include but are not limited to the following:

1. Attempt to contact parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent through any of the persons listed on the emergency information form completed by parent.
4. If unable to contact parent/guardian or child's physician, we will do any or all of the following:
 - a. Call an ambulance.
 - b. Call another physician.
 - c. Call paramedics.
 - d. Take child to an emergency hospital accompanied by a staff member.
5. Any expense incurred under the above steps will be borne by the child's family.
6. The school WILL NOT be responsible for anything that may happen as a result of false information given at the time of enrollment.
7. The school WILL NOT assume responsibility for a child who has not been signed in when he/she arrives for the day.

Signature of Mother/Legal Guardian: _____ Date: _____

Signature of Father/Legal Guardian: _____ Date: _____

ST. JOHN EUDES SCHOOL
IDENTIFICATION FOR PICK-UP FORM

Name of Child/Children _____

Address _____ Telephone _____

Mother/Guardian _____

Place of Work _____ Telephone _____

Work Hours _____ Cell Phone _____ Pager No. _____

Father/Guardian _____

Place of Work _____ Telephone _____

Work Hours _____ Cell Phone _____ Pager No. _____

PERSONS AUTHORIZED TO PICK UP CHILD:

Name _____ Home Phone _____

Work Phone _____ Cell Phone _____ Pager No. _____

Name _____ Home Phone _____

Work Phone _____ Cell Phone _____ Pager No. _____

Name _____ Home Phone _____

Work Phone _____ Cell Phone _____ Pager No. _____

PERSONS TO BE CALLED IN CASE OF EMERGENCY

(Please be sure to include someone who will usually know your whereabouts).

Name _____ Relation to Child _____

Address _____ Home Phone _____

Work Phone _____ Cell Phone _____ Pager No _____

Name _____ Relation to Child _____

Address _____ Home Phone _____

Work Phone _____ Cell Phone _____ Pager No _____

Child's Physician _____

Work Phone _____ Cell Phone _____ Pager No _____

Special Information (medical, allergies, etc.): _____

**ST. JOHN EUDES SCHOOL
EXTENDED DAY PROGRAM**

TIME EXTENSION CONTRACT

St. John Eudes School Extended Day Program operates from 7:00 a.m. until 6:00 p.m., for those students registered in the school whose parents desire this arrangement for the purpose of providing time for homework, arts and crafts, supervised play and sports.

In return, the undersigned parents/guardians agree to pay in advance the published fees by the 1st day of the month, and \$5.00 per minute after 6:00 p.m. if they are late picking up their child(ren). This late pick-up fee will be included with next month's bill and are due the 1st of the month. If payment is not received by the 5th, a late fee of \$25.00 will be assessed. Frequent lateness in picking up their child(ren) will be grounds for terminating the child(ren)'s participation in the program. Any child whose parents fail to meet these payment obligations, when due, will not be eligible to continue in this school program.

Failure of a student or parent/guardian to comply with the rules and discipline requirements of the Extended Day Program, the school, and/or the Archdiocese of Los Angeles, as they are stated in the Parent/Student Handbook or adopted from time to time, may subject the student to denial of further participation in the program. A formal conference with the principal is necessary before a student would be removed from the Extended Day Program.

The undersigned parents/guardians agree to indemnify and hold harmless the Archdiocese, the school and all of their agents, employees, consultants (paid or volunteer), from any loss or liability arising out of the extended school program as such loss or liability related to the child(ren) covered by this contract.

The undersigned parents/ guardians are aware of and agree to follow the published policies and procedures of the Extended Day Program.

The names and grades of my children to be included in the program are:

NAME	GRADE
1. _____	_____
2. _____	_____
3. _____	_____

My children will attend:

- | | |
|--|---|
| <input type="checkbox"/> Full Time Morning & Afternoon | <input type="checkbox"/> Full Time Afternoon Only |
| <input type="checkbox"/> Morning Only | <input type="checkbox"/> Part Time |

Father's/Guardian's Signature _____ Date _____

Mother's /Guardian's Signature _____ Date _____