

We have read and we agree to follow the procedures for the “Just a Few More Minutes” Program.

Family Name

First Names of Children in Program

Signature of Mother

Date

Signature of Father

Just a Few More Minutes

**St. Ambrose Catholic School
Extended Day programs
(Before and After School)**

St. Ambrose Catholic School

MISSION STATEMENT

St. Ambrose Catholic School takes seriously its mission to facilitate and nurture the growth of its children so that they might become holy, whole and contributing adults in today's society. By providing a foundation of religious truth and values which permeates the whole school program, it is hoped that students will leave St. Ambrose Catholic School fortified with knowledge and skill set in an indestructible framework of faith and tradition.

EDUCATIONAL PHILOSOPHY

We believe that each child is a unique person created by God to fulfill a special purpose in the world. Thus, it is the responsibility of the Catholic school to insure that the Christian potential of each child is reached by developing and strengthening the whole person - spiritually, morally, intellectually, physically and socially.

We believe that the parents are the first and foremost educators of the child. It is through them that the child first receives an insight into God's love and acquires Christian attitudes and values. It is only through mutual cooperation and support by both home and school that the interests of the child can be served best. By our actions together, we serve as living witnesses of the Good News and sharers of the faith, thus empowering the child to be developed for the service of others and to take a rightful place in answering God's call.

Just a Few More Minutes Program

The Just a Few More Minutes Program strives to construct an enjoyable atmosphere with various activities such as vigorous play both indoors and/or outside whether permitting, games, and homework time for those who wish to work on homework during this time. The children are served a snack and drink each day during the after school program.

Admission

Only students enrolled in St. Ambrose Catholic School may be enrolled in the extended day programs. Extended day is a privilege, not a right. Students must comply with the rules and procedures established for the program as well as the behavior code of St. Ambrose Catholic School in order to continue in extended care.

Hours

Morning: 6:30 – 7:30 a.m.

Afternoon: 2:45 – 6:00 p.m.

Snack served at 3:00 p.m.

Arrival and Dismissal

Parents are encouraged to bring their children to the before school program that meets in the gymnasium in the morning and at school in the afternoon. After snack, children will either play outside or be in a classroom located in the Middle School wing of the school for older students and

the Primary wing for younger students. **Parents must sign out their child(ren) from the after school program.**

Staff

Director – Mrs. Phyllis Erwin

Assistant – Mrs. Karen Moore

The extended day program is part of the school program at St. Ambrose Parish. Therefore, the principal is responsible for the extended day program. The director of the program is responsible for the day to day leadership and organization of the program. She reports to the principal as needed. The assistant reports to the director of the program.

Concerns about the program should be directed to the director, Mrs. Phyllis Erwin. Concerns should be brought to the attention of the principal only after first discussing them with the director.

Policy and Procedure

School policy and procedures are followed in the extended day program. Children who, by their behavior, indicate that they are not benefiting from the program, will be asked to withdraw. This request will be made after fair warning.

The consequences for inappropriate behavior during the extended day program include, but are not limited to, time outs, time in the principal's office, suspension from the program, and mandated withdrawal from the program.

Fees

A yearly fee of \$10.00 is charged for registration in the program.

The cost of care is:

Morning -	\$3.00 per day from 6:30 a.m. until 7:30 a.m. OR
	\$1.00 if the child arrives between 7:15 – 7:25 a.m.
Afternoon -	\$3.00 per day from 2:30 – 3:15 p.m.
	\$5.50 per day from 2:30 – 4:00 p.m..
	\$10.00 per day from 2:30 – 6:00 p.m.
1:45 Dismissal -	\$5.00 from 1:45 – 3:00 p.m.
	\$10.50 from 1:45 – 4:00 p.m.
	\$15.00 from 1:45 – 6:00 p.m.
11:00 Dismissal -	\$12.00 from 11:00 - 3:00 p.m.
	\$17.00 from 11:00 - 4:00 p.m.
	\$22.00 from 11:00 - 6:00 p.m.

A late fee of \$1.00 per minute is charged beginning at 6:00 p.m.

Parents pay by the day or weekly for the service. Families are charged only for days in attendance.

In order to keep the costs reasonable, parents may be asked to provide a snack.

Communication

Most communication takes place when parents come to get their child(ren). Since other children are present, it is difficult for the director or an assistant to give full attention to the parent. A meeting at a different time may be necessary.

Only parents and their designees may discuss the child with staff members. Relatives who may wish to obtain information are referred to the principal. Neither the extended care staff nor the principal may provide information to relatives without the consent of the parents.

Parents of children enrolled in the program may visit the program. Interaction with other children in the program must be limited to appropriate and friendly greetings.

Messages for the Extended Care Staff

The school voice mail has a line for the after school program. Please leave messages for the extended care staff on the voice mail or with the school secretary.

Emergency Communication

The extended day staff uses the information provided on the school emergency form. It is the responsibility of parents to update any information with the extended day staff as well as the school staff.

The director of the extended day program is the first to receive school closing information from the principal of the school. Parents who bring students early in the morning may wish to speak with the director about communication regarding school closing.

The extended day program will remain open on days when there is inclement weather until the last child is picked up by a parent or designated person.

If, for some reason, the gym is evacuated, children will be taken to the school building, the Community Center, or the Church (in that order). Should there be an emergency that would require evacuation of the parish campus, Donnewald Distributing on Greenwood has graciously agreed to open its doors to students until parents arrive.

Snack

Healthy snacks and a fruit drink are provided daily. Water is available from the drinking fountain. Occasionally a special snack is provided. The soda machine is available on a limited basis for purchase of soda. Parents must communicate with the staff of the extended care program **IN WRITING** if there are any dietary restrictions.

Dress

Children may bring play clothes. The staff is not responsible for damage to school clothing during the program time.

Records

The director of the extended day program keeps a formal record of attendance and payment of fees. Extended day records are confidential and will be shared only with those who have a legal right to

know. The pastor and principal have access to all extended care records and logs. Parents may request viewing records using the procedure stated in the St. Ambrose Catholic School Parent Handbook.

The director of the extended day program must be provided with custody decrees or other documents relating to parent contact with a child if both parents do not have custody of the child.

Right to Amend

The program reserves the right to amend the handbook for just cause. Parents will be notified promptly in writing if changes are made.