

School of St. Mary  
Extended Day Program  
Parent Handbook

Primary Grade Center  
900 West Everett Road  
Lake Forest, IL 60045  
Tel: (847) 283-9800  
Fax: (847) 283-0742

Upper Grade Center  
185 East Everett Road  
Lake Forest, IL 60045  
Tel: (847) 234-0371  
Fax: (847) 234-9593

Extended Day Program  
PGC (847) 283-9902  
(available during program hours only)

## **WELCOME**

We are delighted to welcome you to our Extended Day Program located at the School of St. Mary. In the program, children are provided with opportunities for relaxation, learning and fun in a safe environment.

## **PHILOSOPHY**

The Extended Day Program adheres to the philosophical precepts of the School of St. Mary. The program provides an atmosphere that is conducive to the spiritual and physical growth of the children. The program also provides a safe, caring and wholesome environment where children effectively interact with their peers and adults. Emphasis is on creative activities, cooperative play and homework.

## **ADMISSION TO PROGRAM**

The Extended Day Program is exclusively for the use of the children enrolled at the School of St. Mary; children in preschool will be admitted to the program as room permits. The School of St. Mary reserves the right to exclude a child whose needs cannot be met within the program. The program complies with non-discriminatory policies. At the time of enrollment, all registration forms are to be completed and the registration fee is to be paid. Once registered, parents may utilize the program.

## **CONTENT OF THE PROGRAM**

Morning arrival is calm and school directed. Children have time to reflect. They are able to finish school assignments, to play quiet games, to listen to story time and to enjoy unstructured play. This time may also be used for peer tutoring and/or reviewing class materials.

The after-school schedule includes teacher-supervised quiet time for homework, snack, outdoor play, organized activities, table games, peer teaching, story time, drama, arts and crafts, videos, celebrations, walking trips, educational television, socializing, computers, gym time and food preparation activities.

## **CONDUCT**

Continued participation in the program is dependent upon good conduct. Students will be warned and parents notified of inappropriate behavior. If the behavior continues, students will be asked to leave the program.

## **COST/FEES**

A one-time family registration fee of \$100 is due at the time of enrollment; this fee is nonrefundable and is paid regardless of the entrance time into the program. The Extended Day program offers a daily rate.

- Families utilizing the before school program are charged \$11 each day per child.
- Families utilizing the after school program are charged \$15 per day per child.
- Families utilizing five morning and five afternoon sessions are offered a 5% discount off the week's fee.

The PGC program operates from 7:30 AM - 8:45 AM and again from 3:10 PM – 5:30 PM and is only offered when school is in session. The UGC program operates from 7:30 AM - 8:45 AM and again from 3:35 PM – 6:00 PM and is only offered when school is in session. On early dismissal days, the programs operate only in the morning. A late fee of \$1 per minute will be assessed for children arriving before 7:30 AM or remaining after 5:30 PM (PGC) or 6:00 PM (UGC).

Program fees are expected to be made weekly; a \$5 late fee will be assessed if the payment is not received by the end of the week. Bi-weekly and/or monthly payments are permitted with prior arrangements with the Extended Day Director. Prepayments are also accepted.

A statement, which includes payments and late fees, is generated weekly. This statement serves as a reminder and shows the status of your account. These costs allow the program to remain viable and solvent.

#### **DROP OFF PROCEDURES**

Parents may utilize curbside parking for Extended Day drop off/pick up only. All PGC children, however, must be brought to the Early Childhood doors and signed in by a parent or authorized adult. Children must be accompanied inside the school and to the drop off site to ensure the child's safety. **A late fee of \$1 per minute will be assessed for each child arriving at the program before 7:30 AM.**

#### **PICK UP PROCEDURES**

Parents may utilize curbside parking for Extended Day pick up/drop off only. All PGC children must be picked up at the Early Childhood doors and signed out by a parent or authorized adult. No child will be released unless the Extended Day staff has **written** authorization for the release. This requirement is necessary to ensure the safety of each child within the program. **A late fee of \$1 per minute will be assessed for each child remaining at the program after 5:30 PM (PGC) and 6:00 PM (UGC).**

#### **EXTENDED ABSENCES**

A **two-week** notice is required if a child will not be using the program for an extended period of time. This requirement allows for effective staffing of the program.

#### **EMERGENCY CLOSINGS**

The Extended Day Program follows the same closing procedures as the School of St. Mary. If the school closes, the Extended Day Program is NOT in session.