

Owensboro Catholic Elementary Schools
Extended School Day Program
2011-2012



PARENT NAME _____

PARENT SOCIAL SECURITY NUMBER _____

HOME ADDRESS _____

HOME PHONE _____

Student's Name	Grade	Full Time?	Part time – Days of the Week

Father's Place of Employment _____ Phone _____ Cell _____

Mother's Place of Employment _____ Phone _____ Cell _____

My child(ren) will be checked out of the Owensboro Catholic Extended School Day Program by one of the following people:

If for some reason the above named people are unable to come for my child, I will send written permission for another to take him/her. I understand that 'pick-up' changes can be made by phone only in the case of an emergency. The Extended School Program personnel may check the authenticity of the phone message by calling the telephone number listed for the student's parent/guardian.

I have read and agree to the terms as stated on the additional pages, 'Extended School Day Program,' and the Handbook. I understand the Extended Day Program Directors reserve the right to amend the rules or policies for just cause and I will be notified of said changes as they occur.

Parent's Signature: _____ Date: _____



PARENT PERMISSION FORM

*I hereby authorize the Owensboro Catholic Elementary Schools Extended Day Care Director or director designee to obtain emergency medical care for my child(ren) named on the Extended Day registration form.
I hereby grant permission for my children to use all of the play equipment, participate in all school sponsored extra-curriculum activities*

In case of emergency I hereby grant permission for the Director or director designee to take the following action:

1. Parents will be contacted and their instructions followed.
2. Should a life-threatening situation arise the 911 procedure will be activated first and parent notified as soon as possible.
3. In the event parents cannot be reached the director or director designee will determine whether the 911 emergency procedures should be followed or first aid administered at location.
4. In the event parents cannot be reached and the director or director designee determines the need to transport to a hospital, an emergency vehicle will be called. Under no circumstances will the school provide emergency transportation.
5. The child's medical history and authorization for emergency medical care will be made available to the emergency personnel.
6. Any expenses incurred under any of the above will be borne by the child's family.
7. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment, and/or failure to update student's information in writing.

Parent Emergency Phone # _____ or # _____

Persons to contact in case of emergency (other than parent):

_____ phone # _____

_____ phone # _____

_____ phone # _____

Doctor to be called in event of emergency _____ Phone # _____

Medical Problems:

Student's Name	Special Medical/Allergy problems

Parent/Guardian Signature

Date

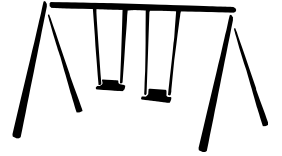
OWENSBORO CATHOLIC ELEMENTARY SCHOOL

Extended School Day

The goal of the Owensboro Catholic Extended School Day Program is to provide a safe after school environment conducive to both the social development and the academic achievement of participating students.

The objectives of the program are:

1. To develop good after school study habits through homework & tutorial assistance.
2. To provide opportunities for students to interact socially with other students through structured activities.



Hours: 2:30 - 5:30 PM Monday through Friday on days school is in session.

Eligibility: Open to all students attending Owensboro Catholic Elementary School.

Priority will be given to full-time users and to those who pre-register for the Extended School Day Program. Part-time and occasional care will be accepted on a daily basis if space is available at the school site. At registration parents who plan to use part-time care must designate the day(s) of the week the child(ren) will attend. Parents of occasional care must notify the school in advance of the day they wish to use the care to assure space availability.

Cost: \$28 per week for first child and \$16 per week for each additional child. (Multi-child discount also applies to families with children at both sites) \$9.00 per day for occasional care two (2) or fewer days per week.

- Three days will constitute a week.
 - Parents whose children are enrolled full-time will be charged the full-time rate each week regardless of attendance except when the child is absent 3 or more days (within the week) because of illness or when school is not in session.
 - Parents whose child(ren) are enrolled part-time will be charged the daily rate for the designated day(s) the child(ren) are enrolled each week regardless of attendance except when the child is absent from school that day(s) due to illness or when school is not in session.
 - Parents must notify the school site, in writing, if they wish to withdraw their child from the program.
 - Occasional care will be charged the daily rate. Please call school for available space.
 - Payment may be made at either site.
 - Fees are payable each week. Delinquent accounts, those not paid at the end of the second week, will be assessed a \$5.00 late charge. If the pay schedule is a problem for your family please contact the principal at the school site. Delinquent accounts exceeding \$200.00 may result in the child(ren)'s dismissal from the program.
 - Con't next page.
-



Cost (cont.)

- A late pick-up fee of \$5.00 will be assessed for the initial five (5) minutes after 5:30 and \$1.00 for each additional minute. Two or more late pick-ups may lead to dismissal from the program.

Groups: Student to Caregiver ratio: age 6 and younger - 15/1; age 7 to 14 - 25/1. Children will be grouped by grade and/or age.



Snacks: Immediately after roll call, a nutritious snack is provided.

Homework: Homework time is offered daily at each site for students in grades one - six.

Discipline: Reasonable cooperation is expected of all students participating in the child care program. Students who refuse to cooperate with staff members may be excluded from participating in certain activities and/or the student may be permanently dismissed from the program. See Handbook for more "Discipline" policy.

Pick-up: Parents are asked to come into the school and "check out" students each afternoon.

Activities: Besides homework the children will be given the opportunity to play organized and unorganized games both indoors and outdoors. They may also have interaction with the other students with board games, video games, etc. Occasionally a movie may be shown. The activities at each site may vary due to weather, available space, and the Director's discretion.



Sign-ups: Parents will sign-up their child(ren) at the school registration in July. There will be a non-refundable registration fee at that time equal to the student's first week in the program. This will be applied to the first week of extended child care.

Handbook: See the Extended School Day Program Handbook for more information at www.owensborocatholic.org. If you are not able to access this site; please call the school office to obtain a copy of the Handbook.

