

**QUEEN OF THE
ROSARY
EXTENDED CARE
HANDBOOK**

QUEEN OF THE ROSARY SCHOOL

EXTENDED CARE HANDBOOK

Queen of the Rosary's Extended Care Program provides adult care, supervision, recreation, and activities for your child after regular school hours. It serves the working parent who desires Catholic school education and supplementary care in a Christian environment.

This program is open only to students enrolled at Queen of the Rosary School in 3 year preschool through grade 8. It allows children to experience a variety of activities, along with a snack time, recess, quiet time, and homework time.

The program is staffed by an experienced director, teachers and adult aides working together to maintain an atmosphere wherein respect and understanding for others is realized.

By requirement of the State of Illinois, all school personnel must inform the Department of Children and Family Services of any allegation or suspicion of child abuse/neglect.

The program follows and complies with the Queen of the Rosary Parent Handbook of rules and regulations. Your cooperation is greatly appreciated.

Extended Care Telephone = 847-508-8872 during extended care hours.

**PLEASE PROGRAM THE EXTENDED CARE
TELEPHONE NUMBER INTO YOUR CELL
PHONE TODAY (847)508-8872.**

**THE TELEPHONE IS ONLY TURNED ON DURING
EXTENDED CARE HOURS.**

**THEREFORE DURING THE SCHOOL DAY IF YOU
NEED TO REACH THE DIRECTOR, YOU EITHER
NEED TO EMAIL OR CALL SCHOOL AND LEAVE
MESSAGE. THANK YOU FOR YOUR
COOPERATION IN THIS MATTER.**

**PARENTS ALSO NEED TO BECOME FAMILIAR
WITH SCHOOL CALENDAR AS THERE IS NO
EXTENDED CARE WHEN SCHOOL IS NOT IN
SESSION.**

**THERE IS NEVER AM EXTENDED CARE ON THE
FIRST DAY OF SCHOOL AND THERE IS NEVER
PM EXTENDED CARE ON THE LAST DAY OF
SCHOOL, CONFERENCE DAY OR HALLOWEEN.**

HOMEWORK

Each afternoon, a homework/study period/quiet time will be scheduled. It is the child's responsibility to acknowledge his/her assignments and the parents' responsibility to follow-up. The staff has no way of knowing what work, if any, has been assigned to students. The staff is able to answer basic homework questions, but this is in no way intended to be a tutorial session and homework will not be checked or corrected.

Children WILL NOT be allowed back in to their classrooms once they are in extended care. All homework, books and supplies should be brought with your child at dismissal time.

Children may use the resources available in the homework room.

For students not having homework assignments, there will be a supervised quiet time that may involve flash cards, and/or educational games.

PARKING

Morning extended care **IS NOT ALLOWED TO PARK IN DESIGNATED TEACHER SPACES ACROSS FROM DOOR 9**. Morning drop off cars must park either in the front of the school parking spaces or back of the school parking spaces and then walk to door #9 and sign in child.

Afternoon extended care pick-up may park in the designated spaces across from door 9 after 4:30pm when most of the teachers have gone home.

PARKING ON THE SAME SIDE OF THE SCHOOL IS PROHIBITED.

REGISTRATION FEES:

- A \$50 non-refundable annual registration fee will be charged to each family participating in extended care
- The registration fee applies to every family who plans to use the program, even if it may be on an occasional basis
- Registration for current families begins the week prior to Open House in January. New families may begin to register at the Open House. Please register as quickly as possible to reserve your space

DAILY FEES:

- \$4.00 per day/per child mornings only (7am until 7:45am)
- \$10.00 per day/per child afternoons only
- \$12.00 per day/per child both mornings and afternoons on same day
- Early dismissal days at 1:40pm will still be same rates
- Rates may increase from year-to-year

LATE FEES:

- Children must be picked up by 6pm. A late fee of \$5.00 will be charged for each child picked up between 6:01 and 6:15pm and \$1.00 per minute/per child thereafter
- Late fee must be paid immediately in order to continue ext care service for the following week
- Time will be verified by extended care telephone
- Three late pick-ups during the school year doubles the late fee and continual tardiness will result in termination from the program

FEE INFORMATION:

- Fees are the sole support of the QR Extended Care program. We are not subsidized by the parish or school
- Fees must be paid in advance via the weekly statement
- The weekly statement is your contract for service for the week. No statement = no service.
- You may obtain the weekly statement in the ext care room podium, on-line at www.qrcougars.org , school office or lobby desk
- Please fill out the statement with payment and put in envelope marked EXT CARE by **FRIDAY 6pm before the week of service**
- Should the last day of the school week fall on a different day other than Friday, then statements are due that day
- Payment may be made by cash or check. Checks are payable to Queen of the Rosary. Cash should go directly to office mailbox or extended care director
- A \$30 charge will be assessed for all returned checks and families will then be required to pay cash
- Missing the Friday 6pm statement deadline results in a \$5.00 late fee and no guarantee of service for the upcoming week. You must email the director as soon as possible should this occur.
- Regular and prompt payment of fees enables us to pay salaries, provide ample supplies, equipment, juice and snacks. If payment falls behind one week, services will be suspended to your family until balance is paid in full and the upcoming week is paid in advance

**PLEASE UNDERSTAND THAT WE ALL
FOLLOW THE SAME DAILY
SCHEDULE. ALL CHILDREN WILL
HAVE SNACK AT THE SAME TIME.
ALL WILL USE WASHROOM. ALL
WILL GO OUTSIDE FOR RECESS OR
PLAY IN THE GYM. ALL CHILDREN
WILL GO TO HOMEWORK ROOM
GRADES 2-8 AND SOMETIMES K-1.
ALL WHO HAVE SECOND SNACK
WILL EAT AT APPROXIMATELY
4:30pm AND NOT WHENEVER.
SNACKS ARE NOT ALLOWED IN
HOMEWORK ROOM AND
HOMEWORK IS NOT ALLOWED
OUTSIDE.**

PLEASE NOTE:

- This is not a drop-off service. If you are not scheduled for extended care and if you have not registered for the program in advance, please do not send your child to extended care after school. Children will be sent to the school office and you will be required to pick them up
- Your child may be able to participate in after school programs (i.e. band, scouts, dance, sports, art, etc.), however, the parent must notify the director in writing of child's activity schedule through the weekly statement
- When you call the school in the morning to report your child's absence, or if you take your child home during the school day for whatever reason, please ask that the extended care program be notified also or place a note in the office mailbox
- The same procedure will be followed as used during the regular school day for accidents and illness. Parents will be contacted to make provisions for taking sick children home. If parents cannot be reached, we will go down the list of emergency contacts.
- In case of an accident, paramedics will be called immediately, followed by the parent call, should a situation call for this judgment.
- If your child has any allergies or special emergency medical instructions (i.e. bee sting) please notify staff so that we are aware of the situation.

- If you know in advance that your child will be absent from the program for any amount of time please contact director as soon as possible

BEHAVIOR CODE:

All children are expected to show respect through words and actions for all students, teachers, administration staff, school property and personal belongings. There is to be no inappropriate behavior or disregard for rules. If inappropriate behavior becomes chronic, and continues despite efforts by staff to work with the child and the family, the child will not be allowed to participate in the Extended Care Program.

WITHDRAWAL FROM PROGRAM:

If your situation/schedule changes and your child will no longer be attending Extended Care please inform director via email or written note so that we are aware of the change.

PLAY CLOTHES:

Children may bring a change of clothes if desired for after school extended care. In fact, we encourage it. There will be ample time given to change clothes at the beginning of extended care. Outdoor play is scheduled daily, weather permitting. Please have your child dressed properly for weather conditions. This includes boots, hats, gloves, slacks, gym shoes, snowpants, etc...

PLEASE ALSO NOTE THAT ITEMS FROM HOME ALMOST ALWAYS GET RUINED OR MISPLACED, SO DO NOT SEND THEM. NO TRADING CARDS ALLOWED.

ALL ARTICLES OF CLOTHING MUST BE LABELLED. ALL OF THE CHILDREN WEAR A UNIFORM AND SOMETIMES GO HOME WITH THE WRONG ARTICLE OF CLOTHING. IT IS USUALLY AN ACCIDENT AND THE ITEM IS USUALLY ALWAYS RETURNED IF THE PARENT REALIZES THE MISTAKE THE CHILD MADE.

PLEASE HAVE PATIENCE AND UNDERSTANDING.

OTHER RULES AND INFORMATION:

- If your child is staying until 5pm or later, please remember to pack an extra snack/drink as we only provide one per day
- The ext care staff is not responsible for items from home
- NO hand held computer or video games, radios, Ipods or cell phones are allowed
- Only Nerf or soft sport balls will be allowed
- NO biting, pinching, kicking, hitting, pushing, tripping or other bodily harm to another individual will be tolerated
- No foul language, profanity, disrespectful comments or gestures in any language will be tolerated
- No gum chewing
- Running in the building or extended care room is not permitted
- No throwing of any balls, toys or objects inside the building
- Each child is expected to help clean his/her toys, craft supplies and to help generally straighten the room before leaving ext care
- On the playground:
 - No throwing of rocks, sticks, snowballs or woodchips
 - No pushing or tackling
 - Down the slide only
 - No wheel unless parent is present
 - One way only on monkey bars
 - Sharing of all equipment including chalk, hula hoops, bubbles and swings

Following these rules will help us maintain a positive atmosphere. We are happy to serve you and your children.

Pick-up Procedures:

- If you take your child home for any reason during the school day, please inform director via note or email
- Children MUST be signed out before leaving ext care
- Children will only be released to their own parents or guardian or previously designated adult indicated on the emergency form.
- Until staff knows the parent or guardian, a photo ID will be required for identification
- A child will be released to another adult ONLY if a written note is received from the parent who signed the registration/emergency form. You may email the director of this change
- Telephone requests, to send your child to a particular place after school or arrangements to dismiss child to a different person, will not be honored
- No word of mouth permission will be accepted to allow your child to go home anywhere other than the written parent direction
- Parent or guardian should not take a child from the school or playground or other areas without notifying the staff and without signing out the child
- Before 4pm please look for the group either on the playground or gym. After 5pm please ring doorbell #9 and park in designated spaces in order to pick up child
- Between 4 and 5pm the group is in transition. Preschool will be in gym and others will be in homework room
- We will try to keep a note posted on door #9 if you need to pick-up at a different location