



SACRED HEART SCHOOL - EXTENDED CARE PROGRAM POLICIES & RELEASE AUTHORIZATION

Hours of Operation:

After Care: 3:00 pm-5:30 pm (Monday-Friday)

Late Fee: \$1.00 per minute

Billing Policy: The Extended Care program charges \$9 per hour for the first child and \$5 per hour for each additional child. We bill in half hour increments and invoices will be sent by email on a monthly basis.

If, at any time, extended care payments are more than two months in arrears, parents/guardians will be contacted by the Principal.

* Please contact Gia LaMontagne (glamontagne@shshampton.org) with any billing questions *

Behavior Policy:

If my child's behavior seriously violates the safety of any child or staff, I understand that he/she may be temporarily excluded from the program. Parents may set up a meeting with the program coordinator to discuss individual needs and concerns. Parents will be notified if there is a consistent behavior problem.

Child Pick-Up and Drop-Off Policy:

Extended care staff will sign your child in upon arrival. Parents/guardians must sign out their child and notify a staff member when a child is leaving. I understand that participants in the afterschool program will not be permitted to leave with anyone other than the person(s) I have given my pickup card to, or without prior notification given to the main office (by either phone call, e-mail, or a signed parent note). Staff will ask for a picture ID of anyone they do not know. Persons not authorized in advance will not be allowed to check out a child.

Illness Policy:

If a child becomes ill while at the program, the parent will be called to pick up the child.

Medication Policy:

Medication(s) will ONLY be dispensed to the child at the end of the school day, in which it is the student's responsibility to report to the nurse's office directly after school. If these steps are not completed, medication will not be administered.

Students who are required to have emergency medication (EpiPen, inhaler, etc) on them during program hours must have a written consent from the parent and the doctor administering the medication. Any medications (i.e. EpiPens, inhalers) must be brought to the nurse by a parent. Students are not allowed to bring in any medications. Additionally, children that attend extended care and require an EpiPen or inhaler should supply two separate prescriptions to the nurse's office (one for the nurse and one for the nurse to give to the Extended Care Coordinator). All medication must be in its original container with an accurate pharmacy label intact and placed in a small red first aid bag with the student's name on it.

Children School Safety Policy:

Children will be sent to the aftercare room if found after school without appropriate supervision. The parent will be charged for the time the student is supervised in the program. If a student is staying before or after school for a parent/teacher conference, the parent will not be charged for that time spent in the program.



**POLICIES & RELEASE AUTHORIZATION PARENT CONSENT
SACRED HEART SCHOOL – EXTENDED CARE PROGRAM**

I have read and agree to follow the Policies and Release Authorization of the Extended Care Program, and give permission for my child(ren) to attend the Extended Care Program.

Student Name(s) (Printed):

Student Grade:

Parent/Guardian Name (Printed)

Parent/Guardian (Signature)

Date

Emergency Contact: (Primary)

Name: _____

Phone Number: _____

Emergency Contact: (Secondary)

Name: _____

Phone Number: _____

Additional Information:

Student(s) Allergies: _____

Student(s) Medications: _____
