



CATHEDRAL SCHOOL

Extended Care Program 2017-2018

MISSION STATEMENT

The Cathedral School Extended Care Program has been established to provide quality and consistent care both before and after school for students of Cathedral School.

The Extended Care Program is sponsored through Cathedral School and therefore operates in cooperation with all school policies. It also follows all regulations set forth by the Child Care Division of the State of Oregon and is a licensed Day Care Facility.

GENERAL OPERATING POLICIES

Only Cathedral School students may participate in the Extended Care Program. All students, Pre-Kindergarten through Eighth Grade, are eligible for Extended Care.

There will be an attendance sheet for parents/guardians to sign for each day their children attend Extended Care. In the best interest of the students, we require a parent/guardian signature upon arrival and departure. This means a parent/guardian must accompany the child into the facility in the morning and sign in, and come into the facility to sign out when the student is picked up. The caregiver will check in all students as they arrive in the cafeteria after school. Once a child leaves the facility with a parent/guardian, the Extended Care responsibility ends for that day. Cathedral School Extended Care will only release students to a parent/guardian unless there is prior written permission.

AUTHORIZATION TO ATTEND OUTSIDE ACTIVITIES

Children will not be released to parties, meetings, sports, or other activities without prior written authorization from a parent/guardian (signed and dated).

TIME SCHEDULE

The Extended Care Program opens for the year the first day of school and ends for the year the last day of school. The Extended Care Program operates before school Monday through Friday from 7:00am to 7:50am, and after school from dismissal until 6:00pm. The Extended Care Program is open on all teacher professional development/in-service days, conference days, and most early dismissal days. There is no morning care the first day of school, and no after school care the Friday before Christmas Vacation and the last day of school. After school care closes early, at 5:00pm, the day before Thanksgiving. Extended Care is closed on all national holidays, and during Christmas, spring, and summer breaks.

DRESS CODE

Please note that students will not be allowed to change out of their school uniform during their stay in Extended Care.

FEE SCHEDULEDaily Rate

Morning Care	\$6.00
After School Care	\$13.00
Full Day Care	\$17.00 (includes Morning and After School Care)

11:30am Dismissal for Staff Professional Development

Children who attend Extended Care three or more days during the current week: regular rate, no additional charge.

Children who attend Extended Care less than three days during the current week: \$25.00.

Full Day Teacher In-Service/Professional Development Days, 7:00am to 6:00pm (pre-registration required)

An outing (i.e. the Oregon Zoo, OMSI, PDX Playdate, Jamieson Park, etc.) is included on full care days

All students: \$50.00.

Late Fees

A \$1.00 per minute charge will be applied after 6:00pm. A phone call is appreciated, but the late charge will still be applied to defray the cost of staff overtime.

REGISTRATION FEE

A yearly non-refundable fee will be assessed. All students must be registered prior to attending Extended Care.

Annual Registration Fees (payable via FACTS)

First Child	\$50
Additional Child	\$25
Family Maximum	\$100

PAYMENT

All Extended Care Fees (including registration) will be charged via the FACTS Tuition Management System. Monthly Extended Care fees will be calculated at the end of each month and charged via FACTS on the 5th business day of the following month.

STAFFING

Children will be supervised by an adult caregiver at all times at the recommended ratio (one adult per ten students age four, and one adult per fifteen students ages five and above) under Children's Care Division guidelines for daycare.

CURRICULUM

The goal of the Extended Care Program is to provide students with a positive atmosphere where they will have opportunities to continue their learning through activities and recreational fun. For those students with homework, a designated staff member will supervise "Study Hall" and assist students with homework assignments. Special visitors or outings may be planned for half and full day care days.

DISCIPLINE GUIDELINES

The Cathedral School Extended Care Program operates in accordance with Cathedral School and adheres to Cathedral School policy and procedures. The goal is to provide a positive atmosphere where respect, consideration, and courtesy are given and received by all who participate in the program. Any disciplinary action for inappropriate or unacceptable behavior will be in accordance with Cathedral School policy as described in the Parent/Student Handbook.

ILLNESS AND EMERGENCIES

All Cathedral School Extended Care staff members are First Aid certified through the American Red Cross. In case of minor injury, the injury will be treated and the child will remain in Extended Care. In event of a serious injury the parents will be notified immediately and emergency services may be called.

All parents/guardians must give Extended Care written authorization to act according to the best judgment of caregivers if immediate action is necessary and the parent/guardian cannot be reached.

When students exhibit signs of communicable disease (fever, vomiting, etc.) the parent/guardian will be called and the student will be sent home.

EMERGENCY CLOSINGS

The Extended Care Program, like the school, follows Portland Public School District closings due to weather or other emergencies. Emergency closure information is broadcast via local radio and television stations, and can be found online on all local news media websites.

In the case of a late opening Morning Care is cancelled, and all students should report at the announced arrival time. If students are sent home early due to weather or other emergencies, After School Care will be closed. However, staff will remain at school until all students have been picked up.