



**Extended Care Program  
St. Joseph School  
8 West Main Street  
Mendham, NJ 07945**

*St. Joseph School welcomes you and your family to our Extended Care Program. Our program provides students with a safe and nurturing environment after school and is designed to help meet the needs of parents whose children require supervision after the school day ends.*

**Program Content**

- Snack
- Homework or quiet time
- Free play activities (board games, Legos, kitchen play set, etc.)
- Structured activities (crafts, seasonal activities, birthday celebrations, etc.)
- Playground time
- Reading corner or quiet area
- Movies

**Days/Hours**

- Hours from 2:15 pm – 6:00 pm daily
- Extended hours available on parent/teacher conference days
- Closed on early dismissal days before major holidays and the last day of school

**Early Dismissal Due to Weather or Other Emergencies**

- Extended Care will be closed
- The Alert Solutions system will notify you of dismissal time.

**Health**

- A nurse is **not** available after school closes at 3:15 pm.
- Medications can not be administered by the Extended Care staff.
- If your child is not feeling well, the Extended Care staff will notify you.
- Children who were absent from school due to illness may not attend that day.

### **Communications**

- Any changes to the child's dismissal schedule must be communicated via a note to the school office upon arrival at school.
- Please send a note to the office if child is attending an activity and then going to Extended Care.
- Any changes to the child's schedule which occur after school has already begun can be communicated to our Extended Care Coordinator, Mrs. Marie Beggan, via email until 1:30 p.m.
- Call the Extended Care staff at **973-876-0116** if pick-up time changed after school has dismissed.

### **Homework Policy**

- Homework hour is from 2:30 pm to 3:30 pm Monday through Thursday.
- Homework hour is supervised by a staff teacher and two senior aides.
- Children without homework must read quietly until homework hour is over.
- Children must bring all items needed for homework with them at dismissal as the staff can't leave the other children unattended.
- After homework hour is over, any child who wishes to continue to do homework is welcome to do so at the EC Center but our staff teacher will no longer be present.

### **Snacks**

- List of available snacks is attached.
- Children may have snack from home, but **no** snacks containing nuts of any kind will be permitted.
- Snacks may be ordered from Simply Gourmet.

### **Comfort Items, Cell Phones, iPads and Computer Games**

- Children are welcome to bring comfort items (e.g., stuffed animals, blankets, small pillows).
- Items may be stored at the Center for the year.
- Please no games or toys with multiple pieces, personal iPads, cell phones and computer games.

### **Dismissal Protocol**

- Pick-up spot is at the front door of the Extended Care building.
- **Child MUST be signed out each day by an adult.**
- Child may not leave the school grounds alone or sign themselves out.
- Only parents/guardians listed on the *Contact Information* form are permitted to pick up child.
- A *Program Release Consent* form must be submitted if another adult will be picking up child.
- Photo ID of adult other than parent/guardian must be presented to the supervisor in charge when picking up child.

## Extended Care Plans and Rates

### Drop-in Plan:

- ~ Flexible!
- ~ Monthly bill for hours used
- ~ Send note to office with pick-up time on day attending

- One Child           \$10.00 per hour
- Two Children       \$16.00 per hour
- Three Children     \$22.00 per hour

### Monthly Plan:

- ~ Attendance dates are scheduled one month in advance
- ~ Monthly bill for hours chosen
- ~ Send note to office if child is not attending on day scheduled
- ~ A *Plan Registration* form must be completed to change schedule and billing

- One Child           \$8.50 per hour
- Two Children:       \$15.00 per hour
- Three Children:     \$21.50 per hour
  
- **10% discount for 15 or more hours per week**

### Fees and Billing

- The St. Joseph School Extended Care Program is completely self-funded
- Charges will be based on half hour increments and rates begin at 2:15 pm
- Minimum charge per day is \$10.00
- Per child late fee of \$10.00 for every 10 minutes after 6:00 pm
- If child attends homework club, please schedule pickup time after 4pm
- ***Payment must be received in full 10 days after invoice is sent out to continue participation in the program***

**Plan Registration Form**  
*Please fill out ONE form per child*

**Child:** \_\_\_\_\_

Which plan will you be using for your child?

**Drop- In Plan:** \_\_\_\_\_

- Please provide note with pick-up time each day child is attending

**Monthly Plan:** \_\_\_\_\_

- Please provide note to office if child is not attending on scheduled day
- Please choose days and list pick-up times below

<b>Day</b>	<b>Pick-up Time</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Contact Information

Please fill out ONE per family

Family Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Child/Children: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact (Only called if above cannot be contacted)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical/Allergy History and Epi-Pen Consent

Child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Does your child require an Epi-Pen? Yes\* \_\_\_\_\_ No \_\_\_\_\_

If your child is currently taking any type of medication, please list:

\_\_\_\_\_

Child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Does your child require an Epi-Pen? Yes\* \_\_\_\_\_ No \_\_\_\_\_

If your child is currently taking any type of medication, please list:

\_\_\_\_\_

Child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Does your child require an Epi-Pen? Yes\* \_\_\_\_\_ No \_\_\_\_\_

If your child is currently taking any type of medication, please list:

\_\_\_\_\_

Child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Does your child require an Epi-Pen? Yes\* \_\_\_\_\_ No \_\_\_\_\_

If your child is currently taking any type of medication, please list:

\_\_\_\_\_

**\*If your child/children require an Epi-Pen, please provide one to the Extended Care Program.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# Emergency Medical Consent

We, \_\_\_\_\_, parents of \_\_\_\_\_,

\_\_\_\_\_

Child/children) enrolled in the St. Joseph School Extended Care Program, 8 West Main Street, Mendham, NJ, do hereby give permission to the personnel of the St. Joseph Extended Care Program to administer, secure, and/or authorize such emergency medical care and/or treatment including, but not limited to the use of an Epi-Pen, as my child/children may require while under the supervision of said personnel. I also agree to pay all costs and fees related to said medical care. I release, hold harmless, and discharge St. Joseph School its officers, employees, and personnel from any and all liability, claims, losses, damages, costs, and/or expenses resulting from said emergency medical care including, but not limited to, the use of an Epi-Pen.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Program Release Consent

To whom may we release your child if you are not available?

I, \_\_\_\_\_ give the St. Joseph School Extended Care Program  
permission to release my child/children, \_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_ to:  
\_\_\_\_\_

And the above may be called at: \_\_\_\_\_ or \_\_\_\_\_.

Alternate pick-up person #2: \_\_\_\_\_

Phone number: \_\_\_\_\_

This release may take place when I am unable to pick up my child/children from the St. Joseph School Extended Care Program at closing time.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Snack Consent

Snacks are available daily. Children are encouraged to bring healthy snacks from home. Snacks are also available to order from Simply Gourmet. List of snacks and ingredient information can be found on Mrs. Simmon's website.

Any additional items offered to the children for celebrations and special events will be communicated to the parents in advance via email by Mrs. Simmons.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_