



St. Helen Catholic School

2050 Vero Beach Avenue, Vero Beach, Florida 32960

Extended Day Program

General Information and Authorization

St. Helen offers aftercare for St. Helen Catholic School students from kindergarten through 8th grade. The program will provide students quiet study/reading time, organized play time, and arts and craft time. Through the program, students will have the opportunity to further develop their social, physical, and intellectual skills and talents. Our mission is to provide this service in a safe, secure, loving environment.

Extended Day Hours: Regular School Days Monday – Friday 3:30 – 5:30 p.m.
Noon Dismissal Days 12:30 – 2:00 p.m.
Extended Day is only offered on days that school is in session.

Extended Day *limited use* Phone Number: 772-643-2839

This number is to be used to contact the personnel of Extended Day to notify them of extenuating circumstances regarding your child(ren) during the Extended Day hours such as difficulty picking up your child(ren) on time.

Rates: \$7.00 per hour (per child)

Late charge: There is a **\$5.00 per minute per child late fee** after a five minute grace period. If the child is picked up late excessively, it is the right of the program to discontinue service.

Billing/Payment: Charges will be sent via email on the 5th of the following month. Payment is charged (due) to the account on file in Facts/Family Portal on the 15th of each month.

Family Information: It is the responsibility of the parent to keep family records current in Facts/Family Portal.

Sign-out Procedures: Parents/guardians must sign their child(ren) out before leaving the program for the day. A child will only be released to an adult on file in Facts/Family Portal. Or in certain circumstances (work, car trouble...)for whom written authorization has been given.

Snacks: Every day after dismissal, the children will be given time to eat a snack. Snacks are *not* provided through the program. Parents/guardians should provide their child a snack for after school.

Lunch: Lunch will *not* be provided on early dismissal days. Time is allotted to eat lunch, however, lunch must be provided by parents/guardians.

- Gum: Chewing gum is *not* permitted during the school day or at Extended Day.
- Weather: During pleasant weather, Extended Day will go outside to play. Students may change to play clothes but must follow TAG day guidelines. During inclement weather, Extended Day will remain in the Parish Center.
- Extras: iPhones, iPods, Gameboy, and the like are *not* to be used during Extended Day. Children are *not* to bring their own toys, balls, etc., including trading cards, to Extended Day. This after school time is for playing and socializing together with the equipment and materials provided by Extended Day.
- Behavior: Students are expected to conduct themselves at all times in a Christian manner and in a manner that shows respect for authority, fellow students, and the school. Inappropriate language, defiant disobedience, physical outbursts, or taking things that belong to someone else, are not acceptable behaviors and will *not* be tolerated. Unacceptable behavior may be grounds for dismissal from the program.
- Rules: The rules for a safe, well-run Extended Day program are not limited to the aforementioned. Personnel of the Extended Day program have the authority to take corrective measures regarding student behavior as deemed appropriate. In all cases, the principal has the final say as to what behavior warrants corrective measures.