

**SACRED HEART CATHEDRAL SCHOOL  
EXTENDED CARE PROGRAM  
2012 - 2013**

**This form stays with the Director of Extended Care.**

**FAMILY NAME** \_\_\_\_\_

The Extended Care Form is required for every Sacred Heart School Family. Sometimes emergency events happen which prevent your child from being picked up at Dismissal. School dismisses at 2:50pm, students not picked up by 3:00pm will be placed in Extended Care and charged accordingly. If your child is placed into Extended Care you must come into school to sign your child out.

Extended Care fees for 2012-2013 – \$7.00 per day for the first child, \$6.00 per day for the second child and \$5.00 per day for each additional child. On noon dismissal days there will be an additional \$3.00 per day for the first child, \$2.00 per day for the second child, and \$1.00 per day for each additional child. If the parent/guardian arrives after 5:30 p.m. an additional fee will be charged at the rate of \$1 **per minute per child** the Extended Care staff has to wait.

*Special Note: If your child is involved in after school activities (tutoring, football, cheerleading, basketball, volleyball, softball, scouts, etc...) they should go home and return at practice time or be checked into the Extended Care Program. Students are not allowed to wait unsupervised on school grounds nor are they are not allowed to wait at the city park unsupervised. This is intended for your child's safety!!*

STUDENT NAME	DATE OF BIRTH	MALE (M) FEMALE (F)	LIVES WITH: (Mother and Father; Mother Only; Father Only; Other)
1.			
Allergies, Medical Conditions and Medication Routinely Taken:			
2.			
Allergies, Medical Conditions and Medication Routinely Taken:			
3.			
Allergies, Medical Conditions and Medication Routinely Taken:			
4.			
Allergies, Medical Conditions and Medication Routinely Taken:			
5.			
Allergies, Medical Conditions and Medication Routinely Taken:			

Mother's Name \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
**E-mail Address for Billing:** \_\_\_\_\_ Cell Phone or Pager \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
 Address (if different) \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
**E-mail Address for Billing:** \_\_\_\_\_ Cell Phone or Pager \_\_\_\_\_  
 Children's Physician \_\_\_\_\_ Phone \_\_\_\_\_

**Parents permitted to remove children from Extended Care: Mother:** Yes No **Father:** Yes No

***Other persons allowed to pick-up your children from Extended Care:***

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**EXTENDED CARE RULES**

1. Students must report to the Extended Care staff person immediately after dismissal. The Extended Care Program is not responsible for students who do not report after school.
2. Students may not leave the playground. They must stay within the fenced area. If weather does not allow outside activities, the students will be in the lunchroom.
3. Students must have permission of the staff person to re-enter the school once they are outside. The staff needs to know where the children are at all times.
4. The persons who pick up the students must be listed on the record card. If the person picking up the student is not on the card, a note must be given or a call made to the school during the day. All students will be signed out by the person picking them up each day upon departure from the Extended Care Program.
5. The students will be expected to respect the staff and each other as well as the materials and the environment. Students who hit, push, name call, etc. will be given a "time out". Time out may include sitting out, writing, or cleaning. The discipline will depend upon the student's age and the behavior that took place.
6. If the behavior is repeated the student must write a paper about the offense, have it signed by the parents and returned to the Extended Care staff. If unacceptable behavior continues the child will be dismissed from the program.
7. Parents will be sent a bill via e-mail on the 1<sup>st</sup> of the month, which needs to be paid on or before the 10<sup>th</sup> of the month or a late charge of \$15 will be applied.

I have read the rules and agree to abide by them.

Signature of Parent or Legal Guardian: \_\_\_\_\_ / \_\_\_\_\_