

**ST. CHRISTOPHER  
EXTENDED CARE/POWER HOUR  
HANDBOOK**

**2014-2015**

Welcome to St. Christopher Extended Care Program/Power Hour. We have included all information in regard to your child/children's safety and operation of our program.

### **PURPOSE**

**St. Christopher's Extended Care Program** will provide a loving and caring environment for your child/children by offering homework time and recreational time to help serve working families of St. Christopher's School. The program is offered to students in grade preschool through eighth grade.

**St. Christopher's Power Hour Program** will provide a quiet environment for one hour for your child/children to do their homework, use of computer, or tutoring. The program is offered to students in grade four through eight.

### **ADMISSIONS POLICY**

Enrollment will be open to students of St. Christopher School. Extended Care/Power Hour follows all admissions and policies as stated in the St. Christopher School Handbook.

St. Christopher Extended Day/Power Hour Programs are a privilege. Children will need to comply with St. Christopher School Christian Environment Behavior Expectations to continue in the program.

### **REGISTRATION**

Registration for St. Christopher Extended Care/Power Hour Programs will take place during Book Day. Parents may also register their children any time during the year in the school office. At the time of registration all forms must be completely filled out and turned into the office. A child may not attend the program without all completed paperwork and fees paid.

### **Please Note:**

A child will only be released to those listed on the authorization form.

If your child will not be attending St. Christopher Extended Day/Power Hour Program, and is present in school, please notify school office.  
Thank you.

**EXTENDED CARE FEES**

Registration Fee Morning Only	\$25.00 per family
Registration Fee Afternoon Only	\$25.00 per family
Registration Fee Morning and Afternoon	\$50.00 per family
Daily Fee	\$5.00 hr. /per child

**POWER HOUR FEE**

Registration Fee	\$25.00 per family
Daily Fee	\$5.00 hr. /per child

If students are not picked up from Power Hour at 4:10, they will be sent to Extended Care.

Parents will be billed **twice a month**. You will be billed based on information from the St. Christopher Sign-In/Sign-Out Sheet. Please make checks payable to *St. Christopher Extended Care Program or St. Christopher Power Hour*. If a parent does not comply with payment plans, the child may not return to St. Christopher Extended Care Program or Power Hour Program.

A simply snack will be provided in Extended Care.

**HOURS OF OPERATION**

To accommodate the parents of St. Christopher School, the hours of operation for Extended Care are listed below. St. Christopher Extended Care is closed when St. Christopher is closed. For early dismissal School days, Extended Care is open in the am only.

Morning Session	6:00am – 8:00am
Afternoon Session	3:00pm – 6:30pm

Staff members are scheduled to work until 6:30pm in Extended Care and 4:10 in Power Hour. Please provide prompt pick-up arrangements for your child.

## **EMERGENCY AND SAFETY**

- ❖ In the event of illness or an accidental injury the staff will make an immediate attempt to contact a parent
- ❖ If your child is ill, he/she will not be permitted to attend the program
- ❖ You will be expected to pick up your child as soon as possible after being called
- ❖ If a parent cannot be reached, an adult on your emergency form will be called
- ❖ Please notify a staff member of any illness that may be communicable
- ❖ Parents will be notified if their child is exposed to any contagious diseases or health related occurrences
- ❖ In the event of an injury, we will make an immediate attempt to contact a parent
- ❖ Parents contacted by telephone concerning minor injuries are responsible for deciding if medical attention is needed
- ❖ If we can't reach you we will contact the child's physician
- ❖ If necessary, we will also contact the paramedics
- ❖ The director or person in charge will make any necessary decisions regarding the care of the child
- ❖ Parents will be expected to assume responsibility for any resulting expense