



St. Joseph School
Extended-Day Program
School Year 2023-2024

Director: Mrs. Allison Ferrell, afferrell@sjswv.org

Saint Joseph School provides an extended-day program for students enrolled in our school. Our program provides a structured environment with homework time, outdoor or indoor play time, and planned activities (at times). The program is held in our school cafeteria, classrooms, gymnasium and pre-kindergarten building.

Program Hours

Kindergarten-8th Grade

- Before-school care: Monday-Friday, 7 to 7:45 a.m.
- After-school care: Monday-Friday, 3:30 to 5:30 p.m.

Pre-kindergarten

- Before-school care: Monday-Friday, 7 to 7:45 a.m.
- After-school care: Monday-Friday, 3:30 to 5 p.m.

The charge for before-school care is \$3.

The cost for after-school care during the hours listed above is \$1.25 for every 15 minutes.

The fees are **not** included in the price of tuition.

Our extended-day program is not offered on days that school is closed and on early-release days (noon dismissal). It is offered starting at 9 a.m. when school is delayed due to snow/ice.

Student Behavior

The school's Student Code of Conduct policies are to be followed while students are on school premises. This includes the extended-day program. Students who fail to behave accordingly will not be permitted to continue in the program.

Cellphones/Electronic Devices

Parents may authorize students to have cellphones by e-signing the Cellphone Permission Form at the time of enrollment. Cellphones must be turned off and remain in a backpack during school hours, including during before- and after-school care. Smart watches are not permitted on campus. Phones are permitted on field trips for students who have a signed permission form on file. Phones should be turned off and only used with the permission of the supervising teacher. Phones are permitted on field trips for students who have a signed permission form on file. Phones should be turned off and only used with the permission of the supervising teacher. St. Joseph School is not responsible for the use or loss of cellphones or student's personal electronic devices.

After-school Programs

Students attending after-school activities (i.e. tutoring, theater, athletics, etc.) may remain in extended care until the activity begins. Parents will be billed at the hourly rate for any time spent in the extended-care program. Parents must arrange with a coach or activity supervisor to sign their child out of extended care. Students may not be unsupervised at any time.

Medication

There is no nurse on duty during extended-care hours. If your child requires any medication, please make arrangements for them to be taken during school hours. If this will not work, please contact the extended-day program director.

Sign-out Procedures

Only adults authorized to pick up a child may sign him/her out of the extended-day program. We cannot release your child to anyone not listed as authorized to pick him/her up unless we receive permission in writing prior to the start of extended care and the person presents a picture ID.

Late Pickup

If a child has not been picked up by 5:31 p.m. (or 5:01 p.m. for the pre-K program), a late pickup fee of \$10 will be charged per family for every five-minute increment. Although calling to tell us that you will be late is appreciated, a late fee is still assessed.

Late Payment Fees

A late fee of \$25 will be applied to all accounts that are not paid by the due date. Extensive delinquent payments could result in dismissal from the extended-day program.

Financial Hardship

Families experiencing a financial hardship should contact the principal to discuss the possibility of financial assistance.