



Extended Day Care Program

The daycare program is available for all students registered in our preschool and kindergarten through eighth grade. Entrance to the daycare is at the west end of the school.

St Paul's Extended Day Care provides a friendly Christian atmosphere where busy parents may leave their children when they are away from home. The Day Care is an extension of the Christian Day School which gives the children added opportunities to learn and grow in Jesus Christ.

Staff - There are several dedicated adults who will be working with your child each day along with the day care director. The principal will also be responsible for the operation of the day care program.

Program - Extended Day Care provides enjoyable educational activities and experiences for your child. Play time, arts and crafts, stories games, and Bible times are all part of our schedule.

Day Care Hours - Our hours are from 6:30 am until 6:00 pm everyday that school is in session. Children may arrive and leave Extended Day Care according to your scheduling needs. Preschool students in Pre-3's or Pre-4's may use the Extended Day Care even on days that their classes do not meet. Students in the Early 3's may only use daycare on the days their class meets.

Communication - If your child will attend Day Care on an irregular basis or other temporary circumstances arise, simply inform your child's teacher as to when your child will be attending. **Last minute decisions (need to go shopping or just deciding to have some free time) are discouraged because of staffing needs. Please notify the teacher the morning your child needs to use daycare.** If your child already attends on a regular basis, you only need to inform the teacher when your child will not be using the services.

Meals and Snacks - Juice and milk are available both before and after school for a small fee of \$.30 per carton; this is the cost to us, and this will just be added to your bill.

Breakfast - If your child arrives before 7:45 am, he/she may bring a simple breakfast or purchase one (a bowl of cereal and milk) for \$2.00.

Lunch - A hot lunch program is provided by the school for a charge of \$2.50. A monthly menu is sent home with your child or it will be posted in the Day Care classroom. Please inform the Day Care Teacher when your child arrives if he/she will be eating hot lunch. It is suggested to pay in advance for hot lunches and that is payable in the office. Children may bring a cold lunch if that is preferred and they may purchase milk for a fee of \$.30.

Discipline - If your child chooses not to follow the rules while in day care he/she will:

1. Receive a verbal warning
2. Receive a 5 minute time out
3. Receive a 15 minute time out
4. Will be sent to the day care director and the parents will be called.
5. Will be asked to speak to the principal.

If the student continues to be disruptive, a meeting will take place with the day care director, the parents and the student where further consequences will be outlined.

Parent's Responsibilities- Preschool children attending Day Care on a regular basis are asked to provide:

1. A small sized Toddler bed or crib blanket no larger than 28" x 56" for nap time; these will be sent home occasionally for laundering.
2. ***A change of clothes in case of accidents.***
3. A box of Kleenex
4. Names of adults who may pick up your child. (A form will be filled out on Fees Day and **must be kept current**) Please make sure any adults other than parents are aware they will be asked to show ID to pick up the child. **Please be sure to label all items with your child's name.**

Items from home - Please do not allow you child to bring toys, gum, candy, or money to school. We will provide your child with enough activities to keep your child busy.

Illness and Absences - If your child becomes ill please make arrangements to keep him/her home. We are NOT equipped to care for sick children. (It is generally accepted to keep a child home 24 hours after his/her fever breaks. Try to make sure they are free of such symptoms such as diarrhea or vomiting.) If your child becomes ill at school, you or your emergency contact will be notified so arrangements may be made to pick the child up from school.

Costs - The charge for Extended Day Care is per child \$2.00 for the first ½ hour, and \$1.00 for the 2nd half an hour and \$3.00 each hour thereafter. There will be a \$20.00 fee for childcare on early dismissal days if the parent has not signed up ahead of time. There will be a \$5.00 late fee per child for every ten minutes after 6:00 pm. After two occurrences a warning will be issued stating day care services may be denied. If there is a third occurrence, day care service may be suspended for a period of one month. Payments should be made in the school office. We have a mailbox in the office for after hours. The receipt will then be sent home with your child on his/her next attendance day. We require weekly payments. Past due accounts could be subject to your child being removed from day care services.

Picking up your child - When dropping off or picking up your child, please use the Day Care entrance door located in the west side of the school located on the circular drive.

Thank you and we hope you enjoy your time in St. Paul's Day Care!