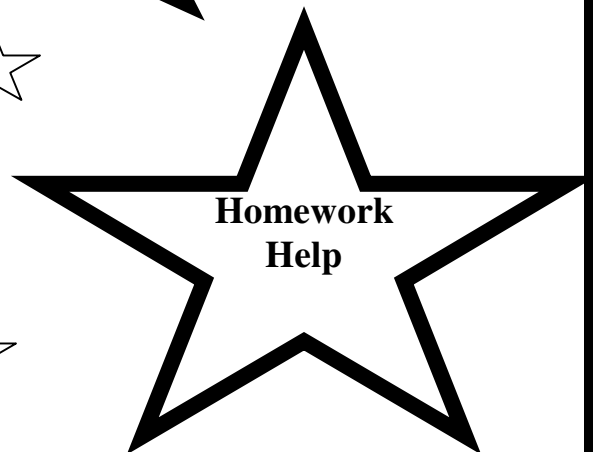
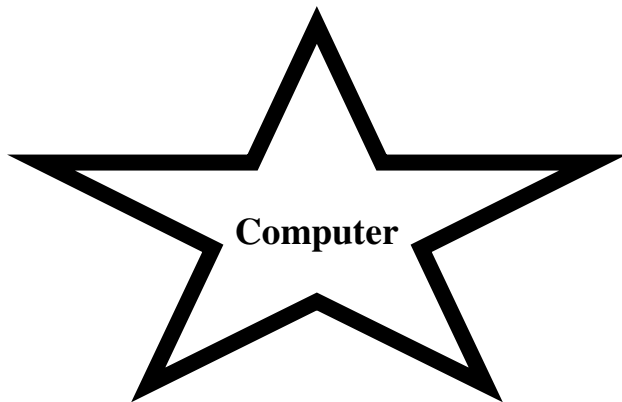


Come Join the Extended Day Program 2011-2012



The St. Petronille School Extended Day Program

Welcome to the Extended Day Program 2011-2012!

This program is designed to provide your child with a safe and enjoyable environment when you are unable to be with them before or after school. This program is very flexible and can be used on a day-to-day basis, periodically, throughout the week or year, or in emergency situations.

The Extended Day Program will begin on Wed. Aug. 24th. (the first full day of school) with a fee of **\$4.00** per hour per child and will be conducted in Room 208 and 411. Families will be billed weekly and are asked to pay on a weekly basis.

There is no P.M. Extended Day on ½ days of school. Our general schedule is as follows (Please be advised that this schedule is flexible).

Monday, Wednesdays, and Friday Mornings 7:00- 8:30- Indoor Activities in Room 208

Tues., and Thurs. Mornings 7:00-8:30- Indoor Activities in Room 411

All Afternoons- 3:15-6:00- inside and outside Activities- Room 208

Quiet Study Time

Computer Lab (1-2 days a week)

Drop-off or Pick up procedure for the students attending the Extended Day Program is as follows:

A.M. Program on Mondays, Wednesdays, and Fridays and P.M. Program every Afternoon (Mrs. Bottger)-students will enter and be dismissed from the Extended Day Program through the Hillside Entrance. **Look for the Red Dot on the Door on Mon. and Fri. mornings.** Since this door is always locked, parents will need to ring the intercom bell which will connect to the Extended Day Phone and your child will be sent in/out the Hillside Door. #9 (630-469-5041 ex 3208)

A.M. Program(only) on Tuesday and Thursday Mornings

(Mrs. Trunk) 630-469-5041 ex 3411

Will enter through the Kindergarten Hillside Door #8. Mrs. Trunk will be there to let you in. **Look for the Red Dot on the Door on Tues. and Thurs. Mornings.**

All K-3 Extended Day students attending the AM session must be walked to Room 208 or Room 411.

The telephone in the Extended Day Room (208) and the Computer Lab will enable you to call when you are picking up your child, to contact us if you are delayed, to notify us if there has been a change of plans for your child, or if someone other than you is picking up your child. **This number is 469-5041 extension 3208.**

To enroll your child in the Extended Day Program, you must fill out the Extended Day Emergency Form completely, making sure that you list all important phone numbers and information (car phone, pager numbers and emergency procedures.) **It is also very important that you list any kind of medical information or describe any treatment that is necessary for your child. **This form must be filled out before your child starts the Extended Day Program and handed into the Office.**

ST. PETRONILLE SCHOOL FAMILY EMERGENCY FORM – 2011-2012
 **FOR THE EXTENDED DAY PROGRAM** 

FAMILY NAME _____ FATHER _____ Child lives with:
 ADDRESS _____ MOTHER _____ Both Parents: _____
 _____ HOME PHONE# _____ Father: _____
 _____ Mother: _____
 _____ Other: _____
 E-MAIL ADDRESS _____ CELL PHONE#’S
 Father Cell# _____
 Mother Cell# _____

List all children attending **St. Petronille School**.

Name	Age & Gr.	Date of Birth	Name	Age & Gr.	Date of Birth
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Father’s place of employment _____
 Hours father can be reached at work _____ Work Phone _____ Beeper# _____
 Mother’s place of employment _____
 Hours mother can be reached at work _____ Work Phone _____ Beeper# _____

Name of person(s) who will care for or pick-up from school your child(ren) in case of an emergency or when you are unable to pick-up your child by the closing of The Extended Day Program at 6:00 p.m.

PLEASE DO NOT LIST ANYONE WHO WORKS OUTSIDE THE HOME AND WOULD NOT BE AVAILABLE WHEN NEEDED.

Name _____ Phone _____
 Name _____ Phone _____
 Name _____ Phone _____
 Doctor’s Name _____ Phone _____
 Dentist’s Name _____ Phone _____

- Does your child(ren) have any allergies, physical handicaps or take any special medication that we should be aware of?
 If so, please indicate what kind: _____
- Immunization Records current? Yes ___ No ___ Health Exam form on file? Yes ___ No ___
- Are there any restrictions on normal physical activities? Yes ___ No ___
 If yes, please specify: _____

If your child has a severe allergy an epi- pen should be stored in the Extended Day Room.

IF YOU AND THE PHYSICIAN OF CHOICE AS INDICATED ABOVE CANNOT BE REACHED IN AN EMERGENCY AND IF IN THE JUDGEMENT OF THE SCHOOL AUTHORITIES, IMMEDIATE MEDICAL AND/OR HOSPITAL ATTENTION IS INDICATED, SCHOOL PERSONNEL WILL CALL 911.

I have read the above information _____ Date _____

*******Please notify Mrs. Bottger if any of the above information changes during the school year.*******

Rules Regarding the Extended Day Program

1. **Proper school behavior** as outlined in the School Parent Handbook is expected and enforced. Failure to comply with these guidelines will result in a loss of the opportunity to participate in the Extended Day Program. Parents will be notified of any serious problems.
2. **Students must come directly to the Extended Day Program** (Rm 208 or 411) upon entering the school in the morning. After school the students must go directly to Room 208 at dismissal. If a student is staying after school for tutoring/ Brownies/, helping a teacher, or attending a practice in the gym, etc., the Extended Day Facilitator must be notified. Brownie Leaders, coaches, teachers, etc. should walk the student to the Extended Day room if they will arrive in the Extended Day Room after 3:30.
3. Students are encouraged to **bring games**, headsets, game boys, etc. to the program
4. Students are encouraged to **bring drinks and snacks** (excluding gum) to the Extended Day Program. A small refrigerator is available for students to store pop, yogurt, etc.
5. **Please note that your child will not be released from the Extended Day Program with anyone other than a parent or persons listed on the emergency form unless prior notification is given.**
6. **The Extended Day Program ends promptly at 6:00.** Due to an emergency, if pick-up is not possible by 6:00, the moderator must be notified by **5:50** that an alternate pick-up person has been contacted. ***Consistent** failure to pick up your child(ren) by 6:00 pm will result in a late charge of \$25.00.
7. Parents will receive their **Extended Day Bill via e-mail (by Sunday of that week)** and are expected to pay weekly.

If you have any questions regarding the Extended Day Program, please contact Mrs. Bottger (630-876-2880)

Sincerely,
Dr. Mary Kelly
Mrs. Bottger, Director of the Extended Day Program
Mrs. Jeanne Trunk

Illness Policy for School and the Extended Day Program

For the protection of all school children and staff, children should be kept home or will be sent home in the following situations:

1. Fever of 100 or greater or one degree above the child's documented normal temperature.
2. Vomiting
3. Diarrhea
4. Presence or suspicion of chicken pox, impetigo, mumps, whooping cough, bacterial conjunctivitis, scarlet fever, measles, lice or scabies
5. Signs of possible severe illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying, or lethargy.
6. Any sort of rash, especially when accompanied by a fever or behavior change.

If your child develops any of these symptoms during the school hours you will be notified to pick he/she up immediately. **If you are unable to pick up your child within 30 minutes you must arrange for someone else to do so.**

The same policies and procedures will be applicable for children in the **Extended Day Program**. Students in the Extended Day Program will routinely practice good respiratory and hand washing procedures. For the protection of all involved, if a child develops any of the above symptoms, a fever or signs of a flu-like illness, he/she will be isolated (to the best of our ability) from the other students. If staffing allows, that child will be moved into a separate room, with proper supervision, until he/she is picked up from school. If this is not possible, a mask will be provided for the child to wear. All other children in the room will wash their hands thoroughly and practice good respiratory etiquette. It is up to the discretion of the Extended Day Program Staff to determine when it is necessary for a child to be sent home.

Returning to school:

Children who are ill are to be kept at home until they have been without fever, vomiting and or diarrhea for 24 hours.

Children who are being treated with antibiotics must complete a full 24 hours of treatment before they will be allowed to return to school. This means that if we send your child home at 11:00 a.m., but he/she did not get their first dose of antibiotics until 3:00 p.m., they cannot come back to school the next morning.

The Extended Day Policy Regarding All Electronic Devices

1. Students in the Extended Day program may use electronic devices. However, these devices cannot contain any texting, e-mailing, or internet capabilities. These features must be blocked by parents before the device enters the school.
2. Students may not play any electronic games or visit any website that requires a password or name; this also includes interactive games with another students using individual devices.
3. Students may not play violent games or listen to inappropriate music lyrics on their electronic devices or on school computers.
4. Students are prohibited from taking pictures with their electronic devices. If a picture is taken, the picture will be erased and the electronic device will be confiscated by the faculty supervisor.
5. Students are not allowed to use cell phones in Extended Day. The students are encouraged to use the classroom phone. All communication from parent to child or from child to parent is welcomed but must be through the classroom phone.