

St. Ambrose Catholic School
EXTENDED DAY PROGRAM
Parent Handbook
2017 - 2018



School Age Child Care Program
St. Ambrose Catholic School
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PHILOSOPHY AND GOALS

VIRGINIA CATHOLIC EDUCATION ASSOCIATION DESIGN FOR EXCELLENCE VISION STATEMENT

The Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community.

As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future.

The Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint Ambrose Catholic School is dedicated to academic excellence and committed to the formation of the whole child while rooted in the traditions of the Catholic faith. The mission of Saint Ambrose Catholic School is to foster an ongoing dynamic and innovative educational environment in which each student will be motivated to reach his/her full academic and spiritual potential while supporting the family as the primary educator. The atmosphere of St. Ambrose School strongly encourages community service and active participation as global citizens, following the example and teachings of Jesus Christ.

Our Catholic faith is an essential part of life at Saint Ambrose Catholic School. The call to worship, witness, and serve is manifested throughout the school day. The school community gathers for prayer and liturgical celebrations. The many service projects, including food and clothing drives, and fundraisers to aid the victims of natural disasters, instill in the students a sense of mission and concern for others. The staff, parents, and students work together to promote an atmosphere of respect and responsibility.

ADMISSION POLICIES & OPERATING INFORMATION

Extended Day is a program that offers professional group care during non-school hours for all children attending St. Ambrose Catholic School in kindergarten through eighth grades, age 5-13. It is located in the St. Ambrose School Gym.

Extended Day's curriculum guidelines and activities support Virginia's Standards of Learning (SOL's) and the Diocesan curriculum guidelines through fun, hands-on, and experiential learning experiences. Extended Day staff strives to provide balance in the children's day – a relaxing yet stimulating environment, time to play with friends and

time to quietly curl up with a book. Extended Day is a place for children to run, to think, to create, and to imagine.

Extended Day is committed to nondiscrimination and inclusion in the program, services and activities. Children with disabilities and special needs are integrated into the program.

HOURS OF OPERATION

The Extended Day program is designed to serve children who need care five days a week. The program is also designed to accommodate “drop in” students.

Before School : operates from 7:00 a.m. until 8:00 a.m.

After School: operates from the end of the school day until 6:00 p.m.

Teacher Workdays: Extended Day provides full day service from 11:30 a.m. to 6:00 p.m. on most St. Ambrose teacher workdays. Children enrolled in the program may attend the full day. On Teacher Workdays, **students may bring \$3.00 to purchase a pizza lunch or bring a packed lunch and drink that require no refrigeration or heating.** Extended Day will also provide a snack in the afternoon.

ORGANIZATIONAL STRUCTURE

The **Administrator** of the Extended Day Program is the school principal. The Administrator oversees the total operation of the program, insures that policies are adhered to, directly supervises the director, and coordinates the programs of the school and Extended Day.

The **Director** of the Extended Day Program is in charge of the day-to-day operation of the program in close communication with the administrator. The Director hires staff with the approval of the principal/administrator, maintains a personnel record on all staff members, supervises the staff, plans the snacks and meals, approves plans of activities, is responsible for overseeing and communicating with the book keeper concerning the collection of fees, and is responsible for communicating with the parents whose children are enrolled in the program.

The **Staff** members (Lead Teachers and Aides) of the Extended Day Program are responsible to the Director and operate under his/her guidance. The Lead Teachers and Aides directly supervise the children enrolled in the program and perform other duties as assigned by the Director.

The **Junior Assistants** are helpers at least 16 years of age. The Junior Assistants assist in the supervision of children, but are not independently responsible for the supervision. Junior Assistants are not counted in the staff-student ratio, but are acknowledged as valuable assets in the quality care given to the children.

There will be at least one staff member for every 18 children enrolled for the session at Extended Day.

HEALTH AND SAFETY

Medications

No medications will be administered in the Extended Day Program. Students may visit the School Clinic at the end of the school day to receive prescription medications. **After the school office closes at 4:00p.m., no prescribed medications, over-the-counter or nonprescription medications will be administered, except those required for emergencies or by law.**

Extreme Heat/Air Quality/Thunderstorms: We take careful and detailed steps in making decisions regarding outdoor activities during poor air quality, extreme high temperature, and thunderstorm possibility.

Extended Day follows the Office of Catholic Schools' policy of eliminating strenuous activities outdoors for heat and air quality days. Children may, however, be outdoors for a limited time doing non-strenuous activities. We will provide drinks for children while outside.

FEES

A \$35.00 annual non-refundable registration fee is charged to each family using the program. Parents will be billed every other week. Payment is due upon receipt.

The hourly "drop in" rate is:

First child	\$ 7.00 per hour
Each additional child	\$ 5.00 per hour

Late Pick-up

Extended Day closes at 6:00 P.M. When parents arrive after closing time:

- Parents will be asked to sign a Late Pick-up Form.
- There will be a late charge of \$10.00 for every five minutes or portion of five minutes past 6:00 P.M.
- Habitual lateness may result in cancellation of services.

Note: If you are running late, please notify the center by 6:00 p.m. If you have not contacted the school and staff cannot reach you, an emergency person will be contacted to pick up your child.

Delinquency/Non-Payment: Services must be paid in full each month. Non-payment and delinquent accounts will result in the cancellation of all services. If you receive a Notice of Delinquency, please contact the school immediately.

Returned Checks: There will be a fee of \$25 charged for all returned checks. After two checks have been returned, an alternate means of payment, such as cash or money order, will need to be arranged.

Change of Address or Contact Information: Please notify Extended Day staff immediately with any address, phone number, or other contact information changes.

Billing Questions: If you do not receive your bill, are unable to make a payment, or have a question regarding your bill, please contact the school office at 703-698-7171 or via email at ExtendedDay@stambroseschool.org.

GENERAL INFORMATION, POLICIES AND PROCEDURES

Virginia State Licensing: Extended Day is licensed by the state of Virginia and receives regular inspections to verify compliance with licensing regulations. A copy of the center's licensing permit is posted on the bulletin board in the Gym. If you have any questions regarding licensing, please consult the Extended Day Director.

Mandatory Information for Extended Day: In accordance with Virginia law, the following information must be provided in order for your child to attend Extended Day:

- **Division of Licensing Programs Department of Social Services Child Registration Form:** Extended Day is required to have accurate and up-to-date emergency information on all children enrolled in the Extended Day program. Forms must be completed, signed, and reviewed with Extended Day staff before your child's start date. A separate form is required for each sibling. Current families must complete a new form at the start of each school year.
- **Health Form & Immunization Record:** Licensing requires a copy of each child's school Entrance Health Form. A photocopy of the School Entrance Health Form may be requested from the school office or completed by your child's physician.
- **Emergency Contacts:** Licensing requires a minimum of two contact persons who are available to pick up your child when you cannot be reached in the event of an emergency situation. Please advise your contacts that you have given their names and phone numbers to Extended Day. It is important that your emergency contacts be able to pick up your child if they receive a call.
- **Persons Authorized to Pick-up Children:** Children will be released only to the persons listed on their Extended Day Child Registration Form. Children will not be released to any person not on the Licensing form without written authorization from a parent. Extended Day must have written notification with clearly detailed instructions, whenever your child is to go home with anyone other than those authorized on your Registration Form, or if your child is to attend any event other than Extended Day. Those persons picking up students may be required to show a photo ID.

Walking Policy: Children will not be released to walk home alone.

Pick-up Identification: All persons who arrive to pick-up students at Extended Day, but are unfamiliar to Extended Day staff, must show proof of identification. A photo ID is required. No child will be released without this proof.

Custody Issues: Extended Day staff must release children to parents unless a copy of appropriate legal paperwork is provided to the Extended Day staff.

Parental Involvement:

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

Change of Contact Information: It is important that licensing information be kept current and up-to-date. Please notify Extended Day staff immediately with any address, phone number, or other contact information changes.

Snacks: Children will be provided a healthy snack. Food that is not provided by the Extended Day staff is not permitted unless previous permission has been granted (i.e., for food allergies or medical conditions). If a child is granted permission to have snacks supplied through the home, the snack must be labeled and may not be shared. Water is available at all times. Children will wash their hands prior to snack and must remain seated during the time they are eating.

Communicable Diseases: Parents must inform the Extended Day Director within 24 hours if your child or a member of their immediate household has developed a communicable disease as defined by the State Board of Health. Life threatening diseases must be reported immediately. All Extended Day parents will be notified within 24 hours if a communicable disease is reported at the center.

Staff: A criminal background check is completed on all Extended Day staff who work with children. A TB assessment is done every two years. At least one Extended Day staff member who is certified in Basic First Aid and CPR will be on duty at all times. The staff also receives mandatory training throughout the year to ensure the highest quality of programming and service.

Weapons: Extended Day works collaboratively with St. Ambrose regarding disciplinary procedures related to weapons violations. Disciplinary actions may include suspension or expulsion from both school and Extended Day.

Child Protective Services: Virginia State law requires Extended Day staff to report suspected child abuse and neglect to Child Protective Services.

Emergency Preparedness and Shelter-in-Place: Extended Day has an Emergency Preparedness plan and a Shelter-in-Place plan that will be implemented in the case of chemical or biological threats, and in cases of extreme emergencies. Plans are

available to view at the school. Emergency procedures are also included as the addendum to this handbook. It is important that parents are familiar with the plans.

Snow and Emergency School Closings, Delayed Openings, and Early Releases

Full Day Closings: Extended Day will be closed whenever schools are closed for the full day due to snow, energy problems or other emergencies.

Delayed School Openings: On delayed opening days, the Extended Day Program will open one hour before the opening of school (e.g., if there is a one hour delay then the Extended Day will begin at 8:00 and if there is a two hour delayed opening it will open at 9:00). Children who arrive at school before the appointed delayed opening time will be placed in the Extended Day Program and charged accordingly.

Early School Closings: On early closing days due to bad weather conditions, Extended Day children should be picked up as soon as possible, and no later than two hours after the early school closing.

Teacher Workdays: Extended Day will be closed whenever schools are closed for full day teacher workdays. If it is announced by the media that Fairfax County Public School teachers do not report to work, Extended Day staff do not report to work and the center is closed.

Important Session Information and Reminders

Before School:

- Extended Day opens at 7:00 a.m. Staff will be prepared to accept children at that time.
- **To ensure your child's safe arrival, parents must walk children into the Extended Day gym each morning. Please be sure an Extended Day staff member is present and aware of your child's arrival before you leave. Children may not be left on school grounds without Extended Day supervision.**

After School:

- Please remind your child to go to the Extended Day gym immediately after school and check in with a staff member. Children should have all belongings and homework assignments when arriving at Extended Day. Children will not be permitted to return to the classroom after they enter Extended Day. Children's belongings should be clearly marked with their names.
- A snack is offered every afternoon. A daily menu is posted on the Extended Day bulletin board.
- Please pick-up your child by 6:00 p.m. every day. Extended Day is not structured to care for children after the center is scheduled to close. If you are running late, please call the center and let the staff know the approximate time you will arrive.

If you have not contacted the center by 6:00 p.m., staff will make every effort to reach you. In the event staff cannot reach you, an emergency contact person or someone on your authorized pick-up list will be called and requested to pick up your child. **If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with the authorization of a Supervisor.**

- If you pick up your child after 6:00pm, you will be asked to sign a Late Pick-up Form and late charges will be assessed. Habitual lateness may result in loss of service.
- When your child is picked up, please be sure a staff member knows your child is leaving. The pick-up person should initial the sign-in sheet.
- Children will not be released to walk home alone and will only be released to authorized pick-up persons.
- Students who attend after-school activities will be admitted to Extended Day after the activity is over if they are not picked up immediately.

Extended Day Programming

Staff: The Extended Day staff has both academic backgrounds in child-related fields and experience working with children in small and large group settings. The staff brings different areas of interest and expertise to the program. Extended Day staff:

- Ensure the safety of children
- Welcome all children, including those with special needs
- Encourage acceptance of differences
- Provide experiential learning opportunities
- Support independent thinking
- Nurture creative expression
- Encourage cooperation & community
- Model patience, flexibility, enthusiasm, and a positive attitude
- Support working parents

Frequently Asked Questions and Answers

What will my Child's afternoon in Extended Day be like?

Extended Day is a place for children to run, play, laugh, explore, think, create, or simply "chill". When your child walks into the Extended Day gym after school, he/she is greeted by a staff and welcomed to an environment that reflects children's interests. Unlike a structured classroom, children are free to move in and out of activities of their choice. After snack, some children will choose to finish their homework, others will head outdoors, and some may become involved in a group project.

Throughout the afternoon a number of activities and experiences are offered. Some children like to stick with the same project or stay in the gym for most of the afternoon. Others like to participate in two or three different activities, while some children just want to spend time with friends or quietly read a book. Each child chooses the direction his/her afternoon will take.

How do Extended Day staff deal with children's behavior?

Extended Day staff promotes positive behavior through fun and stimulating programming, building relationships with each child, creating an environment that is conducive to cooperative play, and encouraging an atmosphere of mutual respect. Staff also help children learn problem-solving skills and to develop a common understanding of acceptable vs. unacceptable behaviors.

Parents will be notified of any persistent behavior problems. The notification shall include any disciplinary steps taken in response. Aggressive behavior, bullying, or threatening another child will result in parent notification and possible suspension of use of Extended Day.

Please refer to the Saint Ambrose Catholic School Parent/Student Handbook concerning the Student Code of Conduct.

What should I do if my child has a conflict with another child?

If you are concerned about a child's behavior or a conflict that arises between your child and another child, please discuss your concern with the staff as soon as possible.

What happens if my child becomes ill?

If your child becomes ill, you will be notified and asked to pick up your child as soon as possible, or to make arrangements to have your child picked up by an emergency contact. Your child will be made comfortable and offered a quiet place to rest until you arrive. Health Department regulations governing periods of infection and exclusion will be enforced. Children may not attend Extended Day with any illness that threatens the health of other children. If your child or a member of your immediate household develops a communicable disease as defined by the State Board of Health, please inform your Extended Day staff within 24 hours.

A child shall not be allowed to attend Extended Day for the following:

- ✚ A temperature over 101 degrees F
- ✚ Recurring vomiting or diarrhea
- ✚ A communicable disease (including head lice).

What should I do when my child needs medication after school?

Extended Day staff will not administer any prescription or over-the-counter medication. Your child may report to the school clinic immediately after school to receive necessary medications. The school clinic closes at 4:00 pm.

What happens if my child is injured?

Extended Day staff is certified in Standard First-Aid Procedures and CPR. If the injury is minor, you will be notified and given information regarding the injury when you pick up your child. If your child's injury requires medical attention you will be notified immediately. If you cannot be reached, a staff member will accompany your child to the hospital. Please be sure that Extended Day Registration has current contact information at all times.

Emergency Information for St. Ambrose Extended Day 2017 - 2018

In an emergency situation it is important to remain calm and to keep the children calm and focused. Plans help alleviate panic and therefore ensure orderly process. Therefore, the following plans are to be used by St. Ambrose School in the event of an emergency situation. It is imperative that the children are informed that they are safe and secure at school. They also should know that part of the reason we are safe is that we have developed plans in the case of an emergency. It is also important to stress, when discussing safety with the students: they must stay focused, listen for directions or instruction, and they may not talk during an emergency situation.

Communication with Parents:

In an evacuation situation, an Extended Day staff member is designated to take emergency forms, medication, and attendance sheets. Parents will be called from the evacuation site as soon as possible. If parents cannot be reached, emergency contacts will be notified. In a shelter-in-place situation, a designated staff member is designated to take the emergency forms, medication, and attendance sheets to the shelter-in-place location. Parents will be notified as soon as possible with the assurance that their children are safe and as to the duration of the shelter-in-place. Parents will be called with updates. If it is possible to communicate via email, information will be sent out electronically with updates as they become available.

In an evacuation situation, the administrator and facility manager will remain on the grounds to be available to emergency personnel and to direct parents who arrive. The personnel who remain on the grounds will stay in a location deemed safe by the emergency personnel.

Evacuation drills, including fire drills, will be conducted on a monthly basis. Shelter-in-place drills will be conducted in the fall and in the spring.

A list of emergency codes is posted on the Extended Day bulletin board. A list of personnel and designated responsibilities is also posted and is a part of each folder for the extended day personnel. The procedure for each emergency scenario is as follows:

Fire Drills:

- An alarm will indicate everyone must leave the building immediately;
- The exit route is posted in each classroom and at the Extended Day exits;
- Staff must be familiar with alternate routes in case a primary route is blocked;
- When the fire alarm rings, students exit the building quickly and quietly, gathering in the parking lot in front of the school building, led by Extended Day Aides;
- Designated Aide checks bathrooms;

- The Extended Day Lead Teacher or designated personnel brings the red emergency folder, emergency forms, and first aid kit and calls the emergency personnel;
- The Lead Teacher or designated personnel takes attendance; missing and/or absent students are noted on the form – at no point should an aide or teacher return to the building;
- Emergency personnel are informed of any missing children
- If the emergency personnel determine that it is safe to enter the building, the students return to Extended Day. The Director or Lead Teacher informs parents as they pick up their children .
- If it is considered unsafe to enter the building, the students are led to the Parish Activities Building or the Police Station on Woodburn Road.
- The Lead Teacher or designated aide takes attendance again. All personnel remain with the children, keeping them calm.
- The Lead Teacher or designated aide is responsible for calling parents (from the Parish Hall) and informing them of the emergency and of the location to pick up their children.
- The Director (or Director Designate) remains at the Extended Day building to redirect parents who arrive on the scene.

Lock Down:

- Code announced over intercom or by Lead Teacher;
- Students will be moved to the Kitchen in an area away from windows and doors.
- No one will be permitted to enter or to be dismissed until all-clear is given- this includes parents who are arriving to pick up their children;
- Lead teacher or designated personnel check to make sure all doors are secured;
- Lead teacher calls emergency police number and principal;
- Lead Teacher or Director calls parent contact numbers to inform them that there is a lock down and they should wait for further information to pick up their children;
- Children should be directed to sit and draw, color, read, or work on homework – this will help the Extended Day personnel keep a calm and quiet environment;
- After all-clear is given by the police or other official emergency personnel, the Lead Teacher will inform the aides that the students may begin active play;
- The Lead Teacher and/or the Director will call parents with the all-clear information;

Tornado/ Severe Weather:

- The office or Lead Teacher will announce the “Severe Weather” alert
- The Lead Teacher takes Sign In/Sign Out Sheet and the emergency folder
- All Proceed to the faculty room hallway
- Students sit on the floor along the wall (do not crouch as this leads to cramps in legs)

- When the “all clear” is given by the Lead Teacher or the Director, the students return to the gym
- If the Extended Day area is determined to be unsafe, the students will be led to the Parish Center (secondary site) or the police station (third site).
- The Director will remain at the school (Extended Day site) to communicate with parents and to redirect them to the location of their children.
- The Lead Teacher will communicate with parents as they arrive at the location and will take attendance and see if there are any medical concerns.
- The aides will remain with the children, keeping them calm, and assuring them that they are safe.

Evacuation:

- The Lead Teacher will make the announcement to the students and staff that we will be evacuating the building;
- The Lead Teacher will take the emergency folders, first aid kit, and sign in/out sheet;
- Staff and students will leave via the Extended Day doors, following the sidewalk to the police station on Woodburn Road, which is our off-site center;
- Secondary means of egress is through the music room doors, through the back field, to the police station;
- The Director will check the school building to make sure that all have exited;
- The Director will wait for emergency personnel to arrive on scene and will deal with the parents or any press who also arrives on scene;
- The Lead Teacher will be designated director in charge at the off-site center, and will take attendance upon arrival;
- Extended day personnel are instructed to not release any students to parents until they have reached the police station and have ascertained that all children are present. If there are any missing and/or absent children, note this on the Fire Drill Emergency Form. The form is given to the Lead Teacher.
- Extended day personnel wait until they have received the “all clear” before any children are released, and when they do they must be sure to note the children who have left with their parents.
- The Director will be responsible for communication with parents or guardians; and will communicate to the community and the press (with the approval of and input from the Principal and Pastor).
- Communication will be via email or phone using emergency contact information or via news media if warranted.

Missing Child :

This is a very frightening situation for all concerned, and it is imperative that all remain calm. It is also imperative that emergency procedures are followed in an expedient manner, as time is very crucial.

Often, especially in the case of young children, this situation is the result of a custody battle, with the non-custodial parent taking the child. It is very important that all copies of court orders are kept on file and that personnel are informed and kept

current where there is a situation that a parent (or other named person) may NOT pick up a child.

- If a child is missing the police should be immediately notified, as should the parent(s). Any information should be given to the police – when the child was last seen, if any of the students saw the child talking with someone.
- The Director/Lead Teacher makes the determination to call the police unless they are unavailable. If they are unavailable, the aide should make the call to the emergency personnel.
- Extended day personnel must make themselves available to talk with the authorities.

Shelter in Place:

Shelter-in-place means that students must remain at the school for a period of time. The preparation involves being able to take care of the children until parents can pick them up or until there is an all-clear given. When an announcement for all staff members to “Shelter in Place” is made, do the following:

- The Facility Manager turns off the HVAC (Heating & Air-Conditioning Units).
- Lead all unexposed persons to Room 9. The extended day aides will monitor the activities while the Lead Teacher and/or Director assess the situation.
- The Lead Teacher will take Emergency Forms, First Aid Kit, and the sign in/sign out sheet to Room 9.
- Assist those needing special attention.
- All students and visitors must be seated and quiet.
- Take attendance. Report any missing or injured students, teacher, or volunteer to the Director and report any volunteers with you.
- Wait for further instructions.

The Director or the Lead Teacher will contact the parents, as soon as it is possible, either via email or phone numbers as listed on emergency forms.

Personnel assignments and list of phone numbers is included in extended day emergency handbook and is available for extended day personnel.

In the event of any situation that requires notification of emergency personnel (911), the Lead Teacher or an extended day aide will make the necessary call and will also call the parents or emergency contacts as listed on the emergency form.

The Director is responsible for all communication to the community as well as communication to the press or the media. The Director reports to the Principal, the Pastor and to the Office of Catholic Schools before any statements are given to the press or to the media.

LATE PICK-UP FORM

1

DATE: _____ TIME: _____

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____

2

DATE: _____ TIME: _____

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____

3

DATE: _____ TIME: _____

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____

Late Pick-Up Fees: Extended Day closes at 6:00 p.m. A \$10 fee is charged for every 5 minutes or portion of 5 minutes that a child is picked up late. Habitual lateness may result in the loss of services.

Note: If you are running late, please notify the center by 6:00 p.m. If you have not contacted the school and staff cannot reach you, an emergency person will be contacted to pick up your child.

PARENT SIGNATURE PAGE

2017 – 2018

I have read the Parent's Handbook for the Extended Day Program at St. Ambrose Catholic School. It is posted on the school website.

<https://stambroseschool.org/students/extended-day-program/>

By signing this page, I agree to abide by the policies and procedures for the Extended Day Program.

Parent or Guardian's Signature

Date

**PLEASE SIGN AND RETURN THIS PAGE TO
EXTENDED DAY**

