



*ST. DAMIAN SCHOOL
EXTENDED DAY PROGRAM
2017/2018*

Welcome to another fun year in Extended Day. We can't wait to begin our program and look forward to being with your child/children.

To reserve a space for your child/children in the Extended Day Program please complete all forms (**front and back**) and return with the appropriate registration fee. These forms and fee are to be returned at packet pick up. They may also be dropped off at the office but must be returned no later than 9:00 a.m. on Friday August 18th. Students will not be allowed to attend Extended Day on the 1st day of school unless all forms are completed and returned and the registration fee is paid. Also, at the end of the school year, I sent home the 2017/2018 Application and Emergency forms with your child. You may also find these forms in your packet or on the stdamianschool.org website.

Application Form (front and back)
Emergency Card – 1 for each student (front and back)
Additional Forms
Registration Fee: \$30.00 for 1 child
\$40.00 for 2 children
\$45.00 for 3 or more children

The service fee for the program is **\$6.00** per hour per student and **\$8.50** per hour per family. Single students and families will be charged for the 1st hour automatically and will be billed by the ½ hour after that.

*Please read the handbook regarding all information about the program **and the new billing and payment process.***

OPENING DAY INFORMATION

We will be open to all students, morning and afternoon session, starting on the 1st day of school which is Monday, August 21st, providing the application, registration fee and all forms are turned to the office by NOON on Friday, August 18th. **NO STUDENT CAN ATTEND UNLESS ALL FORMS AND REGISTRATION FEE ARE TURNED IN.**

Pre-K thru 1st grade – 11:30 PM DISMISSAL ON MONDAY, AUGUST 21ST

Extended Day will be available after 11:30 dismissal. A change of dismissal form is required to attend. Please provide a lunch and drink for your child. Our program is peanut/tree nut free. No items containing foods with peanut/tree nuts are allowed. There will be a rest period for the Pre-K 3 & 4-year-old children. Please make sure you turn in your nap mat to your teacher by Monday for their use.

Welcome New Families and Pre-K & Kindergarten Families

Welcome to St. Damian School. I would like to take this time to introduce myself and explain to you about our Extended Day Program. My name is Mrs. Kaminski and I am the Extended Day Director. Our staff members include, Mrs. Athans and Mrs. Stirn. Our Pre-K and Kindergarten staff members are Mrs. Alberts, Ms. Bell and Mrs. Humphrey.

Our program provides professional care, supervision, recreation and enrichment activities. We offer indoor and outdoor activities, play, arts and crafts, celebrations, snack, etc... Our program fosters the physical, mental, emotional, social and religious development of our students within a Catholic environment.

For the morning session - Students can bring breakfast from home. Our breakfast session ends at 7:45. We do have a microwave and toaster in the room. We provide utensils, plates, syrup and napkins. We are a peanut/nut free environment. Please do NOT send in any food items that contain any type of peanut/nut or made in a factory where peanuts/nuts are processed. Your child/children will not be allowed to eat them. Please read your food labels.

For the afternoon session - Extended will provide a snack and water around 3:20. If your child/children will be staying past 5:30 please provide an additional healthy snack in their book bag marked "Extended Day Snack". If they are hungry they will be allowed to have their additional snack.

Toilet Trained - All students must be **completely** toilet trained and be able to use the restroom without assistance. If your child is not **completely** trained or starts to have consistent toilet issues they will be asked to leave the program until they are completely trained. Please provide an extra set of clothes along with socks which will be left in the Extended Day Room. Place them in a Zip Lock bag with their name and room number clearly marked.

For the 3 & 4-year old Half-Day Pre-School: This program is offered to them **before school**. We open at 6:30 a.m. to 8:00 a.m. At 8:00 a.m. the children will be escorted directly to their classroom by our staff members. All students must be **completely** toilet trained and be able to use the restroom without assistance.

For the 3 & 4-year old Full-Day Pre-School and Kindergarten: This program is offered to them **before and after school**. At 8:00 a.m. the kindergarten children are dismissed outside to line up with the other students. At 8:00 a.m. the 3 & 4-year-old Pre-School students will be escorted directly to their classroom by our staff members. During severe weather, all students remain in the building and will be escorted directly to their classroom by our staff members. After school, the children will be escorted to the Extended Day Program by our staff members.

PM pick up: Extended Day is open until 6:15 p.m. If student is not picked up by 6:15 you will receive a phone call. If we cannot reach you, we will be contacting someone on your emergency list. Cost for service fee after 6:15 is \$1.00 per minute. If your child/children are consistently picked up late your child/children may be dismissed from the program.

If you need to contact us call our direct line @708-342-8509, leave a message at the office or send an email @a_kaminski@stdamianschool.org. Any questions about billing go directly to myself.

Thank You!

Mrs. Kaminski (Mrs. K)
Extended Day Director