



## MISSION DOLORES SCHOOL

### BEFORE AND AFTER SCHOOL CARE

#### 2010-2011

The Mission Dolores Extended Care Program is a service provided by the school for parents whose work hours necessitate care for their child in a safe and welcoming environment during the time school is in session. In order to insure your child's safety, enrollment in this program is required for any child who remains on the school property after school hours. The Extended Care program is open to all students registered in Mission Dolores School. The time in the program is used for play and interaction among the children, skill building activities, reading/story time, homework, snack time educationally oriented games, and enrichment/craft activities.

### HOURS

Before School care is available from 7:00 a.m. to 7:45 a.m. After School Care is available from dismissal time until 6:00 p.m. Mission Dolores School Extended Care Program is licensed to provide extended care only on days when school is in session. Parents are advised to make alternative daycare arrangements for school holidays and vacations. Extended Care is not available on the First Day of School and After School Care will not be available on the last day of school .

### ENROLLMENT

To enroll a child for the Extended Care Program you will need to complete the attached registration form and return it to the school office .

### FEES

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|-------------------|---|
| Rates:            | <b>BEFORE SCHOOL CARE:</b> \$4.00 <u>per day</u> for one child<br>OR \$7.00 per day for two or more children of the same household  |
|                   | <b>AFTER SCHOOL CARE:</b> \$4.00 <u>per hour</u> for one child<br>OR \$7.00 per hour for two or more children of the same household |
| Late Pick-Up Fee: | \$10.00 for every 15 minutes a child is in Extended Care after 6:00 p.m.  |
| Late Fee:         | \$10.00 is billed if outstanding balance is not paid within<br>10 working days of receipt of bill.                                  |

### PAYMENTS

Extended Care bills go home in the Wednesday folder on the first Wednesday of each month and you can also log on to your password protected Option C account to view your bill. Payment must be received within 10 working days or a \$10. late charge will be assessed. A \$1.00 surcharge will added to any bill which needs to be mailed home. **IT IS THE PARENT'S RESPONSIBILITY TO CONTACT THE SCHOOL OFFICE IF THEY DO NOT RECEIVE A BILL ON THE SECOND WEDNESDAY.**

Any "returned" check will carry a charge of \$10.

## **PARENT RESPONSIBILITIES**

1. Parents must walk children to the Extended Care room and sign them in for Before School Care. Parents may park briefly in the parking lot in order to deliver children. **CHILDREN MAY NOT BE DROPPED OFF BEFORE 7 AM.**
2. A child is release to the authorized parent/guardian, only . There must be authorization from a custodial guardian in order to release the child to another guardian. A child **MUST BE "SIGNED OUT"** of after school care. **CHILDREN MUST BE PICKED-UP BY 6:00 PM .FAILURE TO PROPERLY SIGN CHILDREN IN ( BSC) OUT (ASC) PUTS YOUR CHILDREN AT RISK . IF CHILDREN ARE NOT PROPERLY SIGNED OUT , STAFF MEMBERS WILL MARK SIGN OUT TIME AT 6:00 PM.**
3. **ALL CAUTION** and courtesy is to be exerted when driving through the parking area.
4. Program supervisors require emergency information and parents must keep such information current.
5. Sick children must be promptly picked up. Please make arrangements in anticipation of illness.
6. Parent must not expect care supervisors to give medication to children. If the child is ill he/she should be home. If there are special circumstances, the principal should be informed and a release form filled out.
7. If there are circumstances of legal custody or visiting rights for the child, this must be made clearly known in writing to the supervisors.
8. Parent cooperation is essential for the effective care of the child. We trust in your attentiveness to any concerns expressed by the supervisor in regards to behavior, health, attitude.
9. Extended Care bills go home in the Wednesday folder on the second Wednesday of each month. Payment must be received within 10 working days or a\$10. late charge will be assessed. **IT IS THE PARENT'S RESPONSIBILITY TO CONTACT THE SCHOOL OFFICE IF THEY DO NOT RECEIVE A BILL ON THE SECOND WEDNESDAY.**

## **SNACKS**

A nutritious snack is served each day. Children must bring a lunch on all days of noontime dismissal as there is no school lunch service on such days.

## **CLOTHING**

Children may bring play slacks to change into, and other play shoes. **PLEASE label** all clothing with the child's name.

## **TELEPHONE**

Extended Care 415- 861-3803  
School 415- 861-7673  
Gym 415- 626-0992

Since the children may be in the school yard or gym after school, it is best to call after 4:00 p.m.

## **EXTENDED CARE STAFF**

Mr. T.J. Estandian  
Mrs. Trudy Guillermo  
Ms. Ambar Palacios

**NOTRE DAME/AMERICORPS VOLUNTEERS**

The administration welcomes your questions and suggestions. We, too, are interested in effective and attentive care of your child.