

SCHOOL HOURS

7:25 a.m. School Building Opens (door #2)
7:45 a.m. Students should be in their classroom ready to begin the day
7:45 a.m. Tardy Bell
7:50a.m. Morning Assembly begins

MORNING CARE

We offer morning care for those families who, because of parent work times, need to drop students at school between 6:45 and 7:25 a.m.

Please come to the front door for admittance to the building, and sign your children in on the Morning Care sign-in sheet. Students will be sent to the Morning Care room only; they will be dismissed to their classrooms at 7:30 a.m. Should you arrive at 7:25 a.m. or later please join the morning arrival line.

No advance registration or sign-up is necessary. There will be a family fee of \$3 per day for this service. Morning Care billing will be added to your FACTS accounts every 2 weeks.

MORNING DROP-OFF

Our morning drop-off for car riders is in the front circle driveway. Bus service will also use the front circle driveway and the buses will take priority over car drop-off. This means that when the buses arrive, generally between 7:30-7:35 a.m., the car line will be halted so buses can enter the circle drive. All students will be entering at Door #2 at the south end of our building; do not drop your child off at the front door unless you are tardy after 7:45a.m.

Enter the circle drive at the north end only. Be sure to share the entrance. Vehicles are coming from both directions of Davey Road as well as 109th Street. Check carefully before pulling in or out and make certain it is your turn.

PLEASE wait until all the children have left their vehicles and are safely away from the cars before moving again. Do not cut through the line if your child has already exited but there are still cars in front of you.

Supervisors are scheduled to be in the parking lot from 7:25 a.m. to 7:45 a.m. Do not drop off your child if there is not a supervisor on duty. Should you arrive before 7:25 a.m. please do not park in the circle drive in such a way as to block access of arriving Morning Care drop-offs. Students must be in their classroom seats at 7:45 a.m., otherwise they will be marked tardy. If you are delayed and arrive after 7:45 a.m., please bring your child in to the front office, Door #1, to sign your child in.

AFTER SCHOOL PICK-UP

After school pick-up is in the **front circle drive at 2:15 p.m.** Be sure to have a window card showing the family name. Please park along the south side of Davey Road in line and wait for dismissal to begin. (New school families will learn more about this procedure at the New Family Orientation.) Any children not picked up after 2:35p.m. will be sent to extended day, where you will need to pick them up. You will be charged accordingly.

After School Extended Day Program

SASP Extended Day Program will be available beginning on Wednesday, August 21st for K-8 students. It will be available for preschool students beginning Monday, August 26th. The program will offer after school care from 2:30-6:00pm., for students enrolled in St. Al/St. Pat's School. The program will be staffed by two supervisors at all times.

Registration Process:

A registration form must be on file for each family participating in the program. Children will not be allowed to attend the program if a complete registration form is not on file. If you think that you might ever need the program, even in an emergency, you must register. All outstanding payments from the previous school year must be paid in full before registering for the Extended Day Program for the upcoming school year, unless other arrangements have been made. There will be a registration fee of \$50.00 per family due at time of registration. Please send the completed registration form and payment to school by the first day of classes, Wednesday, August 23. The Registration Form must be completely filled out, front and back. Please make checks payable to St. Al/St. Pat's School.

Important Reservation Information:

Please submit the Extended Day Weekly Sign-Up Form that is available on the school website under the Extended Day Program menu. Please sign your student up by Sunday at 9:00 p.m. so that the school office may be notified by Monday morning with the weekly schedule of students attending. The sign up is very important for many reasons, including avoiding after school confusion. In an emergency, notify the school office at 630-783-2220 if there is going to be a change in the weekly or daily schedule for your child. This especially helps with the children with irregular schedules. Be sure your child knows where they are going each day. Should you know in the morning of a schedule change, please call Mrs. O'Neill in the front office to notify her. She will send a dismissal change to your child's teacher. We cannot assume that the child is going to the Extended Day Program even if they attend regularly. Please understand that emails sent during the school day to either the school office or teachers may not necessarily be read prior to dismissal, so please call Mrs. O'Neill for dismissal changes.

Charges and Billing Procedures:

\$6.00 per hour for the first child

\$5.00 per hour for each additional child

If your child comes to the Extended Day Program, they will be charged for a minimum of one-half hour. You will be charged in one-half hour increments, i.e.: sign out at 4:20 pm and will be charged until 4:30. A late fee of \$10.00 per 5 minutes per child will automatically be charged after 6:00pm.

Tentative Schedule:

- Attendance will be taken.
- Snack time - A healthy snack to be brought from home, drink will be provided.
*Please do not forget to send a Peanut Free after school snack for your child.
The Extended Day room is PEANUT FREE.
- Outdoor time/Gym time
- Academic time for 4th-8th grades– homework, reading, etc.
- Free play time - puzzles, games, group activities, etc.
- Quiet time/ Arts and Crafts

*Games and toys will be available for the Extended Day Program. If you wish, you may send a change of clothes but please make sure all clothes are marked child's name.

Additional Important Information: Please be sure to sign your child out on the Extended Day Weekly Billing Form. This is very important for billing purposes. If you do not sign your child out, you will automatically be charged until 6:00 pm because we will have no other way of knowing when you picked up your child. If someone comes to pick up your child and they are not listed on the registration form or we have not received a note, you will receive a phone call in order for us to get your permission to release your child.

Discipline Policy:

The Extended Day Program adheres to the same disciplinary policy as the regular school day. In addition, we have the option to institute a Green, Yellow, Red Light System. All children start on green, but if they misbehave, do not follow directions, or are disrespectful toward staff or others, their name, after having been given one warning for one incident, will be moved to Yellow with the next incident. Their name will be moved to Red with another incident. If they do reach Red, you will need to meet with the principal regarding your child's enrollment in our after school program. With the wide age range of children attending the Extended Day Program, respecting each other is extremely important.

If you have any questions or concerns please feel free to contact the program director or the school principal.

Extended Day Program Registration Form

Family Last name: _____

Child first name: _____ Grade: _____

Child first name: _____ Grade: _____

Child first name: _____ Grade: _____

Full Address: _____

Telephone: _____

Parent/Guardian Information

Father _____ E-Mail _____

Address _____ Cell Phone# _____

_____ Work Phone # _____ Name/Location
of Employment _____

Mother _____ E-Mail _____

Address _____ Cell Phone# _____

_____ Work Phone # _____ Name/Location
of Employment _____ **Medical**

Information for your child/children:

Allergies(food/medication/other) or pertinent information(please specify):

20W145 Davey Road Lemont, IL ☐ 630-783-2220 ☐ stals-stpats.org

Contact Person in Case of Emergency:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name _____ Phone: _____ Relationship: _____

Who is allowed to pick up your child(ren)?

Name _____ Relationship/Phone _____

Name _____ Relationship/Phone _____

Name _____ Relationship/Phone _____

Who is NOT allowed to pick up your children?

Name _____ Relationship _____ Personal

restraining order in force? _____ Name of person _____ \$50 fee with

deducted from FACTS

Received by _____ Date: _____