

Prince of Peace Catholic Schools

Extended Care/ Crash Zone

2020-2021

Hours: 3:00-5:30 p.m.

A child/ children not pickup after school will be checked into Extended Care/Crash Zone until they are picked up by an instructor, parent or guardian.

Calendar

1. The program will follow the school calendar and be in session only when school is in session.
2. In case of an early emergency school closing, the program will be available but we ask that students are picked up as soon as possible.

Fee Structure

1. The rate is per child enrolled and participating.
2. Rate is \$2 per hour – Time is figured by the ½ hour increments.
3. Penalty rate – Any time after 5:30 p.m., \$1 per minute **may** be charged.
4. Regular payments are expected and required. Monthly billing is automatically posted at the 1st of each month through Smart Care. Payments are due by the 15th of each month.
5. A \$15 penalty will be charged for any check that is returned.
6. **** IF ALL FEES ARE NOT PAID IN FULL BY THE END OF THE SCHOOL YEAR, REPORT CARDS WILL NOT BE GIVEN OUT.**

Discipline

All school rules and behavior standards in the school handbook apply to Extended Care/Crash Zone.

The following steps will be taken in dealing with consistent misbehavior.

1. The child will be given a verbal warning concerning her/his behavior by the Extended Care/Crash Zone supervisor.
2. The child will be sent to the principal.
3. Depending on the circumstance and frequency, the parent may be called or a discipline paper will be sent home for the parent to sign and return.
4. After 3 occurrences, the child may incur losing the **privilege** of being in Extended Care/Crash Zone.

Pick Up

1. Parents are responsible for picking up their children by 5:30 p.m.
2. The kiosk must be used to log out/sign out your child from Extended Care/Crash Zone. The person picking up must use the kiosk to log the child out. Anyone else signing a student out without the phone app must use the family personal code through the kiosk. **STUDENTS MAY NOT SIGN THEMSELVES OUT. NOT LOGGING YOUR CHILD OUT MAY RESULT IN BEING CHARGED FOR A FULL DAY until 6:00 p.m. which may includes a \$30 late fee (\$1.00 per minute late fee).**

Reminder

- No electronic/hand held devices are permitted in Extended Care.
- Children should come with the necessary supplies for doing homework (pencils, pens, paper, erasers, etc.).

Grades 4, 5 & 6

- Homework will be supervised.
- Assistance will be provided upon request, however, students and parents remain responsible for correcting and completing homework.

****REACH MRS. BARB DURING EXTENDED CARE HOURS AT 812-701-7537.**

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Parent/Guardian Contact #1- Person responsible for the bill

Name _____ Relationship _____
Cell Phone _____ Home Phone _____ Work Phone _____
Address _____
Email (this is the Primary Communication Tool) _____

Parent/Guardian Contact #2

Name _____ Relationship _____
Cell Phone _____ Home Phone _____ Work Phone _____
Address _____
Email (this is the Primary Communication Tool) _____

Child _____ Birthdate _____ Grade _____

List any health problems (including allergies): _____

Child _____ Birthdate _____ Grade _____

List any health problems (including allergies): _____

Child _____ Birthdate _____ Grade _____

List any health problems (including allergies): _____

Child _____ Birthdate _____ Grade _____

List any health problems (including allergies): _____

Emergency contact #1 (if Contact #1 & #2 cannot be reached)

Name _____ Relationship _____
Cell Phone _____ Home Phone _____ Work Phone _____
Email _____

Emergency contact #2 (if Contact #1 & #2 cannot be reached)

Name _____ Relationship _____
Cell Phone _____ Home Phone _____ Work Phone _____
Email _____

Check days your child/children will attend:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Drop In _____

Is there anyone who may **NOT** pick up your child/children? YES/NO

If yes – Name _____

I have read the Pope John Extended Care Policy and agree to the terms listed. I understand that my child/children will be playing on the playground equipment and/or taking walks on the school property.

Parent Signature _____ Date _____