



# CATHEDRAL SCHOOL

## **Cathedral School Extended Care Program 2021-2022**

The Cathedral School Extended Care Program has been established to provide quality and consistent care both before and after school for students of Cathedral School.

Cathedral School Extended Care abides by all Cathedral School policies as outlined in the Cathedral School Parent Handbook. Cathedral School also follows all regulations set forth by the Child Care Division of the State of Oregon and is a licensed Day Care Facility.

### **GENERAL OPERATING POLICIES**

All Cathedral School students may participate in the Extended Care Program.

Parents must sign their student(s) in/out daily. Once a child is signed out from the facility Cathedral School Extended Care is no longer responsible for that child. Students may only be released to their parent unless there is prior written permission. Children will not be released to other adults without prior written authorization from a parent/guardian (signed and dated).

### **HOURS OF OPERATION**

#### Morning Care Hours

Monday through Friday: 7:00 a.m. to 7:50 a.m.

#### After Care Hours

Monday, Wednesday, Thursday, Friday: 3:10 p.m. to 5:30 p.m.

Tuesday: 2:15 p.m. to 5:30 p.m.

\*A snack is provided daily after school.

***Extended Care is closed on all non-school days.***

### **DRESS CODE**

Students are expected to stay in their school uniform during their stay in Extended Care.

### **FEE SCHEDULE**

#### Daily Rates

Morning Care	\$6.00
After School Care	\$15.00

Full Day Care           \$20.00 (includes Morning and After School Care)

Half-Day Dismissal for Staff Professional Development

*Snacks are provided, students must bring their own lunch*

All students:           \$25.00

Late Fees

A \$1.00 per minute charge will be applied after 5:30pm. Please call 503-275-8873 to let staff know, but the late charge will still be applied to defray the cost of staff overtime.

**REGISTRATION FEE**

A yearly non-refundable fee will be assessed. All students must be registered prior to attending Extended Care.

Annual Registration Fees (payable via FACTS)

First Child	\$50
Additional Child	\$25
Family Maximum	\$100

**PAYMENT**

All Extended Care Fees (including registration) will be charged via the FACTS Tuition Management System. Monthly Extended Care fees will be calculated at the end of each month and charged via FACTS at the beginning of the following month.

**STAFFING**

Children will be supervised by an adult caregiver at all times at the recommended ratio (one adult per ten students age four, and one adult per fifteen students ages five and above) under Children’s Care Division guidelines for daycare.

**DISCIPLINE GUIDELINES**

The Cathedral School Extended Care Program operates in accordance with Cathedral School and adheres to Cathedral School policy and procedures. Any disciplinary action for inappropriate or unacceptable behavior will be in accordance with Cathedral School policy as described in the Parent/Student Handbook.

**ILLNESS AND EMERGENCIES**

All Cathedral School Extended Care staff members are First Aid certified through the American Red Cross. In case of minor injury, the injury will be treated and the child will remain in Extended Care. In the event of a serious injury the parents will be notified immediately and emergency services may be called.

**EMERGENCY CLOSINGS**

In the event of an emergency closure, the Extended Care Program will follow Cathedral School. When school starts late, no Morning Care is available.