



## **Extended School Program Information Sheet 2016-2017**

### **General Program Information**

Welcome to the St. Francis Extended School Program! The Extended School Program is a service provided to the parents of St. Francis students in response to the need for: before, after, and no-school-day child care for working families. The Extended School Program is designed to complement the school curriculum by providing a supportive and Christian environment for constructive and creative extra-curricular activities. Ideally, students look forward to spending time with their classmates in a relaxed atmosphere, where they participate in structured and non-structured recreational activities.

The Extended School Program complements the school curriculum in various ways. The ESP program reinforces the Catholic values and behaviors stressed during the school day. The program supports the school curriculum by incorporating school activities into the ESP lesson plan. For example, the kindergarten word of the week may be used in a kindergarten game of hangman. When the 2nd grade classes go to the pioneer school, children may make butter or ice cream in ESP. The children in the Extended School Program are often offered the opportunity to attend school sporting events. A structured Homework Club is offered for children in grades 2 through 6. Members of the ESP staff also attend and participate in after-school programs and activities like the Christmas Program or the Ice Cream Social.

The Extended School Program also tries to become involved in the wider school and parish family. ESP children provide service to the school by putting the parking lot cones away at the end of the day and often help teachers in their classroom after school. Children in the program may make gifts for the Homebound Ministry or other organizations several times a year.

Special programs are offered on most no-school days. The program information and registration forms for these days can be found in the monthly newsletter available on Edline. Advance registration is required for all no-school and half-day programs.

### **Daily Program**

The program is organized so that children have a choice of activities to participate in each day. Choices may include outdoor play, organized sports, arts and crafts, table games, small group games, science, cooking, music, drama, and other educational but fun activities. Children are able to participate in both large and small group activities as well as individual projects. In addition to the activities presented by the teachers, children are encouraged to develop activity ideas themselves. Children alternate between similar age groupings and mixed age groupings depending on the specific activity and time of day.

## Staffing

The Extended School Program is staffed with qualified adults who have had previous experience with school-age children. Many of the staff are working toward a credential in child development, teaching certification or a related degree. Staff meets or exceeds the Child Day Care Licensing qualifications.

The ESP/Preschool Director has at least a Bachelor's degree in a field relating to childcare or education. The ESP/Preschool Director has had extensive experience working with children in various settings.

Teachers participate in staff meetings, in-service training and special workshops to increase their skill. All of the ESP staff members have first aid and CPR training.

The center meets or exceeds the Child Day Care Licensing staffing requirements. Generally, this means that there are always two staff members present in the center and on field trips. A minimum ratio of 1 staff to 20 children is required by the Child Day Care Licensing guidelines. The Extended School Program strives to maintain a 1 to 12 ratio or better. Only one ESP staff member is present during the Before-School program because of the small number of children enrolled. However, other school personnel are in the building and available in case of an emergency.

## Estimated Fees for 2016-2017

Except for full-time Enrichment Kindergarten and 7<sup>th</sup> and 8<sup>th</sup> grade, fees are charged on a per-day basis. Families are expected to pay for all scheduled days. The tentative fees for 2016-2017 are:

<b>Before-School Care</b> (6:45-7:45am)	\$4.00 per day	\$4.25 Drop-In
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<b>After School</b> (3:00-6:15pm)	\$13.95 per day	\$14.50 Drop-In
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<b>7<sup>th</sup> and 8<sup>th</sup> grade</b>	\$4.00 per hour	
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**No-School Day Programs:** Prices will vary depending the program offered.

<b>Registration Fees:</b>	\$70 for 1 <sup>st</sup> child to enroll
	\$35 for 2 <sup>nd</sup> child to enroll
	\$25 for 3 <sup>rd</sup> or more child to enroll

<b>Renewal Fee:</b>	\$25 per child
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## Parental Involvement

The ESP Director bears overall administrative responsibility for the program and its staff as well as for the day-to-day operations of the program. The ESP Parent Committee serves as a support group for the Director. The Extended School Program Parent Committee reports to the School Committee on its activities on a monthly basis and with a year-end summary. The Parent Committee also participates in the Education Ministry.