

EXTENDED CARE PROGRAM  
HANDBOOK  
2009 - 2010



OUR LADY OF MERCY ACADEMY  
Whippany, New Jersey

## **Extended Care Program**

Our Lady of Mercy Academy  
90 Whippany Road  
Whippany, New Jersey 07981

(973) 886-9161  
(after school hours)

### **Staff:**

Mrs. Sylvia D'Anna  
Miss Diana Moriano  
Miss Renee Romanelli  
Mrs. Maura Coyle-Smith  
Mrs. Michelle Civello  
Mrs. Coleen Mills  
Mrs. Geri Zecchino

### **Place:**

Our Lady of Mercy Parish Center

### **Schedule on School Days:**

Daily 2:10 - 5:30 p.m.

**Fees:**

<b>NUMBER OF DAYS</b>	<b>TUITION</b>
Five days	\$ 175.00 per month
Four days	\$ 145.00 per month
Three days	\$ 110.00 per month
Two days	\$ 80.00 per month
One day	\$ 50.00 per month
DAILY RATE:	\$ 10.00

Payment is due on the first of each month and should be made by check payable to ***OLM Extended Care***.

Children must be picked up by 5:30 p.m.

A late fee of \$5:00 will be charged for every 15 minutes of service after 5:30 p.m. This will be paid directly to the Extended Care Staff.

Consistent lateness will result in dismissal from the program.

### **General Information**

The Extended Care Program is open from 2:10 to 5:30 p.m. daily. In the event the school is closed during the day due to inclement weather, the program will be closed. If the school is closed during the day because of an emergency, families will be notified. Extended Care will not be provided on the half days before Thanksgiving, Christmas and Easter vacation and the end of the school year.

The program provides professional care, supervision and recreation activities. Staffed by our own teachers, it serves working families who desire childcare in a Christian environment. The program is available to children enrolled at Our Lady of Mercy Academy in kindergarten through grade 5.

Under the direction of the supervisors, the program strives to provide individual attention, safety, security, consistency and fair treatment for all children in attendance.

Fees are the sole support of this program; it is not subsidized by the school or parish.

### **Expectations for Behavior**

The children will be expected to respect the staff, each other, and the materials provided by the program.

"Time-out" is the method used when discipline problems arise. Parents will be notified if a child is not cooperative.

Continuous discipline problems will result in the dismissal of the child from the program.

**Regular Activities**

- . homework period
- . arts and crafts
- . cooking activities
- . playtime
- . games
- . videos
- . TV.

\* Special celebrations will be held for the various holidays. In addition several field trips will be scheduled during the school year. Participation is voluntary. An additional fee will be charged for field trips.

**Snacks**

A fruit drink and a snack are provided each day. The cost is included in the tuition fee.

**Clothing**

Children should bring play clothes to change into for the program.

It is strongly recommended that you label all pieces of your child's uniform as the school is not responsible for lost

articles of clothing.

### **Toys from Home**

It is suggested that children not bring toys from home. If a personal toy becomes a problem source, it will be taken away until the child leaves for home. The school is not responsible for toys which become lost or broken.

### **Absences**

If a child is absent from the Extended Care Program for any reason, the parent is asked to notify the school office.

### **Withdrawal**

It is requested that you notify the office in writing of your intention to withdraw from the program.



## **PARENTAL RESPONSIBILITIES**

### **Emergencies/Safety**

- . It is most important that the parent complete an emergency card for each child enrolled, and then adhere to the instructions given.
- . Parents or guardians should not take children from the program without notifying the school personnel and signing the child out of school.

- . The office should be notified in advance in the child is to be picked up by someone other than the parent or guardian. If no notification is given, release will not be granted.

## ➡ **SPECIAL PROVISIONS AND PROCEDURES**

### **Illness or Accident**

- . In case of minor accidents, first aid will be administered on the premises.
- . Medication will not be administered unless a written statement from the parent authorizing the staff to administer the medication is on file.
- . Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have facilities for the transportation of children.
- . If adequate emergency instructions are not given by the parent or guardian or if instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.



☆ CHILDREN LEARN AS THEY LIVE ☆

- . A child that lives with ridicule learns to be timid.
- . A child that lives with criticism learns to condemn.
- . A child that lives with distrust learns to be deceitful.
- . A child that lives with antagonism learns to be hostile.
- . A child that lives with affection learns to love.
- . A child that lives with encouragement learns confidence.
- . A child that lives with truth learns justice.
- . A child that lives with praise learns to appreciate.
- . A child that lives with sharing learns to be considerate.
- . A child that lives with knowledge learns wisdom.
- . A child that lives with patience learns to be tolerant.
- . A child that lives with happiness will find love and beauty.

