



Holy Disciples Catholic School is a caring Catholic community of active, engaged students, teachers and families.

Students and graduates grow as young men and women of knowledge, faith, virtue and joy who love learning.

They are well prepared and eager to meet the challenges ahead.



# Extension Care Program

## Locations:

### **BEFORE CARE**

Grade PreK-3 through Grade 4  
Holy Disciples Elementary School

### **BEFORE CARE**

Grade 5 through Grade 8  
Holy Disciples Middle School

### **AFTER CARE**

All grades  
Holy Disciples Elementary School

## **Holy Disciples Elementary School**

PreK-3 through Grade 4  
140 Buckingham Street  
Oakville, CT 06779  
(860) 945-0621

## **Holy Disciples Middle School**

Grade 5- Grade 8  
760 Main Street  
Watertown, CT 06795  
(860) 274-9208

[holydiscipleschool.org](http://holydiscipleschool.org)



## THE EXTENSION CARE PROGRAM

The Extension Care Program provides professional care, supervision, recreation and enrichment activities for children before and after each school day and is designed to support families who need extended child care in a safe environment. The program is open to all Holy Disciples students in grades PreK through grade 8.

Homework and quiet activities, games, recreation and snack time are just a few of the growth activities planned.

The program is staffed by school faculty, employees and alumni.

This program is not subsidized by the school, parish or town and fees are its sole support.

Parents may utilize the program for mornings only, afternoons only or both mornings and afternoons.

Sign-in and sign-out sheets are used daily to ensure that all students registered are present. Any change in schedule must be made in writing.

## EMERGENCIES/SAFETY

With student safety and well being in mind, it is important that all emergency information be kept current. Please be sure to complete the Early Release information form. A parent/guardian must physically sign the child out on the daily in/out sheets. No child may be dropped off or picked up by a sibling under the age of 18.

**BEFORE CARE 7am to start of school** The program is offered on each campus. When there is a delayed opening, before care is also delayed the same amount of time.

Parents should bring students to the courtyard entrance of the school and sign them in on the daily sign-in sheet.

Students may bring breakfast or snack and will be allowed to eat them prior to the start of the school day.

Students who have homework to complete or tests to prepare for will be encouraged to do so before socializing. Games, toys, puzzles and other activities will be available as well.

Students are released to their classrooms to join their classmates at the start of the school day.

**AFTERCARE dismissal to 5:30pm**  
**Aftercare is held at Holy Disciples Elementary School only.**

Students from the middle school campus will be transported by school bus to the elementary school campus.

Structured activities of the program always include a recreation period, snacks (provided by the school) and a time for homework for those who need it. Students may also bring their own snacks.

***When an early dismissal is called due to inclement weather there is NO aftercare (unless otherwise notified) and financial credit is given***

## RATE - \$15 per hour

Students must be registered by the FRIDAY prior to the weeks' attendance. Full payment must also be received at this time. Late (non-emergency) registration will be accepted with a \$10.00 late fee.

In case of an emergency, parents may call the school office to place their student in the program without prior notification. Payment will be expected at the time of pick-up.

Full payment is expected at all times regardless of illness or absence. Rates are not pro-rated.

Regular and prompt payment assures the continued employment of personnel, equipment and snacks.

### Additional charges:

- \$15.00 charge if the child is picked up later than the registered time - paid to staff on duty.
- \$25.00 charge for each bounced check. After two notifications of insufficient funds, attendance will be accepted with cash only.
- There is NO reimbursement if a child does not attend the program, unless school is cancelled.

## TERMINATION

The use of the Extension Care Program may be terminated at any time for the following reasons:

- Chronic late pick-ups
- Non-payment of program fees including NSF fees.
- Failure of the parent/guardian or child to respect the safety and rights of other individuals in the program.