



# *Mary of Nazareth Catholic School*

A Blue Ribbon School of Excellence



## Welcome to Mary of Nazareth Extended Care Program 2020-2021

We provide professional care, supervision, recreation and enrichment activities for children of working families who desire both a Catholic education and a supplementary extended care program in a Christian environment.

Students may attend fulltime or part time based on available space, behavior and prompt payment of fees.

The Extended Care Program is open from 7-8 AM in the mornings and from 3-6 PM each school day. When Mary of Nazareth has a half-day, extended care is from 12 noon until 6 PM. (Please send a lunch with your child on half days.) Please note the exception: when a scheduled half day begins a major holiday break (**e.g. Thanksgiving, Christmas and Easter**) there will be no after care provided. All students must be picked up from school at the noon dismissal on those days.

Inclement Weather: We will follow the procedure adopted by the Montgomery County Public School System. **BEFORE/AFTER CARE WILL NOT BE HELD WHEN THE SCHOOL IS CLOSED, OR IF THERE IS AN UNPLANNED EARLY DISMISSAL DUE TO WEATHER OR OTHER CIRCUMSTANCES. IF SCHOOL IS DELAYED IN THE MORNING, WE WILL OPEN AT 9:00 AM.** Students must be picked up at the announced dismissal time when the school has early dismissal due to weather or other circumstances.

Mary of Nazareth Extended Care Program is designed to allow the children to experience a rich diversity of activities planned to complement our school's philosophy and mission. Within the larger "family setting" we seek to provide each child with individual attention and a warm and secure environment. Age appropriate arts and crafts projects, games, and recreation will be made available for the children. Structured time will be set aside for the completion of homework.

Our program is staffed by an experienced group of individuals who are committed to working together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere of respect and understanding for others. We are looking forward to the opportunity of working with you and caring for your children.

### REGISTRATION

All families must complete and sign all registration and emergency forms. These forms are found on line at the MoN website under "Admissions", "Extended Care".

## **FEE AND ENROLLMENT OPTIONS**

Please see fee structure and full-time billing schedule on the website under “Admissions”, “Extended Care”.

## **PICK UP PROCEDURES**

After 4 p.m. please note that your child/children may be located in different locations, so we ask that all parents who are picking up a child/children come to the school cafeteria (multi-purpose room) where a staff member will locate them for you. It is requested that a PARENT ONLY sign out the child/children. Following this procedure will not only save time but will directly impact your billing. A parent or guardian must sign out the students on the iPad. If no sign out time is indicated you will be billed from 3-6pm.

## **ATTENTION: PLEASE REVIEW WITH YOUR CHILD**

### **CELL PHONE USE**

In accordance with Mary of Nazareth School Policy students in Extended Care may not use cell phones during aftercare hours. In the event that a student does need to contact a parent for a valid reason, the student must ask for permission to use the cell phone from a supervising staff person on site. CELL PHONES SHOULD BE KEPT IN THE STUDENTS BACKPACK AND SHOULD REMAIN TURNED OFF PRIOR TO USE. If there is a violation of the cell phone policy, the phone will be confiscated.

### **SNACKS**

Parents, please send a nutritious snack with your child every day. On half-days please send a lunch, a drink, and a snack. DUE TO HEALTH AND ALLERGY CONCERNS PLEASE SPEAK TO YOUR CHILD/CHILDREN ABOUT NOT SHARING THEIR SNACKS AND FOOD WITH OTHERS. We also provide a snack bar with drinks. Everything is \$1 or under. Chewing gum is never allowed.

## **EXTENDED CARE PLEDGE**

We are committed to treating your children with respect by listening and by making them feel welcome and comfortable in Mary of Nazareth Extended Care. We will treat each child as an individual, recognizing that each child has his/her own special talents and interests

We will interact with the children to encourage them to acquire the skill necessary to think for themselves, reason through situations that will help them to make the right choices and enable them to accept full responsibility for their choices.

We look forward to working with everyone involved at Mary of Nazareth including parents, staff, and teachers, in order to build a strong and mutually supportive Extended Care Program.