



NCA EXTENDED CARE PROGRAM

2023-24

6216 N. Glenwood
Chicago, IL 60660

ECP Phone: 773-743-6277 Ext. 204
Debbie Gaddini, NCA ECP Director



Welcome to the NCA Extended Care Program!

The **NCA Extended Care Program (ECP)** is a before and after school care program for NCA students only. The program is available for our Preschool through 8th grade students. NCA ECP is available at our Primary School Campus for both morning and after school care, and Middle School Campus for after school care.

The NCA ECP provides professional care, supervision, recreation and activities for your child before and after school hours. The program allows children to experience diverse structured and unstructured activities such as arts and crafts, outdoor recreation, indoor recreation, story time, board games, creative play, and homework time.

It serves you, the parent who desires both a Catholic school education and supplementary care in a nurturing, loving Christian environment.

Hours

Morning: 6:30 a.m. – 8:00 a.m.

Afternoon: 3:10 p.m. – 6:00 p.m.

Students report to ECP directly from their homerooms at dismissal time. Due to safety and security reasons, we require that parents do not pick up their children before 3:30.

NCA ECP operates on school days when school is in session. Any weather emergency or other emergency which may cause school to be cancelled will result in the cancellation of the Extended Care Program.

If school is dismissed early due to a teacher institute or holiday, NCA ECP will operate from the end of the school day – 6:00 p.m. On these half-day dismissals, children should bring their own lunch and a beverage.

ECP is offered on shortened dismissal days.

Rates

Morning: \$6 per hour per child (Hourly rate is charged per hour or any part thereof.)

Afternoon: **Option 1:** \$6 per hour per child (Hourly rate is charged per hour or any part thereof.)

Option 2: Flat monthly fee; \$290 for 1 child; \$445 for 2+ children, afternoon care only

Option 3: Flat monthly fee to cover both mornings and afternoons; \$350 for 1 child; \$535 for 2+ children.

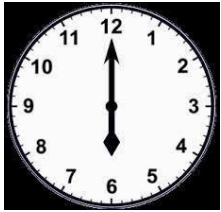
- Refunds are not given for any days missed.
- Fees for ECP will be deducted along with your tuition payments by SMART Tuition on a monthly basis.
- The hourly rate option will be added each month, but may be on a 3 – 4 week lag to allow SMART to give you adequate time for notification of the deduction amount.
- Monthly rate options will be billed September – May.
- Rate options cannot be changed on a monthly basis.

Registration Fees

Each family is required to register their child/ren and pay a \$25 registration fee per child. This fee is non-refundable. Fees are necessary to support the program at both campuses.

We require at least a two-day notice in order to properly staff the program. Weekly program sheets should be filled out and returned by noon on Friday preceding the upcoming school week. Parents can pick up weekly forms at ECP (or email ECP Director: Deborah Gaddini, dgaddini@ncaweb.org) indicating the times/days they need for the upcoming week. Message or questions can also be sent thru the Procure/kinderlime app that ECP uses. If your schedule is always the same, you only need to complete the form once. A new form should be submitted if your schedule changes.

Late Pick Up Fees



ECP staff members are employed until 6:00 p.m. For your child's sense of security and out of respect for the staff, **parents must pick up their children by 6:00 p.m. or a late fee will be assessed.**

The late fee is \$6 for the first 15 minutes and \$3 for every additional minute after the first 15 minutes per family. After the third late pick up, the late fee is \$12 for the first 15 minutes and \$6 for every additional minute. A family that continues with late pickups may be asked to make other arrangements for their child's after school care.

Parent Responsibilities

Due to our commitment to the safety of our students, it is imperative that the parent keeps registration and emergency forms up to date. Please see an ECP staff member so they can assist you with the necessary updates.

Children that are dropped off in the morning need to be signed in by a parent.

Parents should never take children from the playground or any other area without notifying an ECP staff member and signing them out in the logbook.

Parents or guardians should never send persons whose names are not on the emergency form to ask for release of their child. For the safety of the child, ECP staff will not release the child. In special circumstances, a parent may arrange for such a pick-up by sending written authorization, including a parent signature with a contact phone number, to the ECP staff and/or school office. The adult picking up your child must present picture identification and your child's personal pin number. Your child will not be released without a note from you. A phone call from you will not be sufficient authorization. You are always welcome to add names to your emergency contact form.

Please try to arrange play dates in advance. Children are never allowed to call on their own to do this. We must have a note or email from you with the contact phone number if plans have changed and your child is to go home with another adult.

If your child/ren are scheduled for an afterschool activity on the day they are signed up for ECP (i.e. Girl Scouts, sports, choir, chess, etc.) and will be leaving from and/or returning to ECP, you must notify us in writing or email with the time they will be leaving and/or returning.

No child will ever be allowed to leave the Extended Care Program premises without a parent or guardian having signed out a child. **No child** will ever be sent home or allowed to leave alone.

Please be sure your child's name is placed on all sweaters, jackets, and backpacks. Items are easily left behind at ECP and we want to do our best to get items back to their owners.

Snack Time

Every afternoon, beginning around 3:00 for our Preschool and Kindergarten students and around 3:15 for the other students, the children will be given transition time to eat a healthy snack that they bring. During this transition time, students can eat, chat with their friends, and have an opportunity to wind down. **ECP does not provide snacks.**

Study Hall (Homework Club)

We allow 30 minutes daily (Monday – Wednesday) for students in Grades 1 - 3 to work on their homework and 45 minutes daily (Monday – Wednesday) for students in Grades 4 - 8. During this time, students will be able to complete homework in a quiet environment. Any student that needs extra time to complete their homework is given the opportunity to do so. If a student does not have homework, then silent reading or an educational game is available during this time.

Toys from Home

We discourage children from bringing toys from home. The ECP staff will not be responsible for lost or broken items brought from home. *(Rule of thumb: If you will be upset if a particular item gets lost or stolen, leave it at home!)*

Electronics/Cell Phones

NCA is a cellphone-free school and we do not allow the use of electronics and/or cell phones at our Extended Care Program. The program gives students an opportunity to engage in activities that are not on a screen. We know that kids already get enough

screen time and this is an opportunity to be involved in other physical, emotional, and social activities.

Illness/Accident/Medication Procedures

If a child has an accident or injury that appears to be minor, first aid will be administered on the premises. In a case that appears serious, ECP staff will make every effort to carry out the instructions as given on the emergency form. The parent will always be called first, so please keep your contact information current.

Parents who do not wish to have their child's injury treated should indicate such a request on the emergency form and should provide instructions to be followed. Parents will be expected to make arrangements for taking sick children home.

If the instructions on the emergency form cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Although staff members are not allowed to dispense medication to your child, they are allowed to supervise as long as you have provided the school with the self-administration form.

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegations or suspicion of child abuse or neglect.

Absence

If you know in advance that your child will be absent from the program for any extended period of time, please notify the ECP staff. If your child is picked up early from school on a day when they are scheduled for ECP, please leave a written note for the ECP staff.

Behavior Expectations

As members of a Catholic school community, the children attending NCA ECP will be expected to respect the staff, other children, materials, and the environment they are provided.

NCA has established school-wide expectations to foster respectful attitudes, encourage safe behaviors, and develop responsibility. Since ECP is an extension of the school day, students will be expected to follow our school-wide expectations to foster respectful attitudes, encourage safe behaviors, and develop responsibility. These expectations are:

1. Be Safe.
2. Be Respectful.
3. Be Responsible.



Termination of ECP

Extended Care Program services may be terminated by the ECP Director after consultation with the school principal. Such cancellation of services will be given in writing one week in advance. The following are reasons for potential termination:

- Abuse of the program (chronic late pick-up).
- Non-payment of fees.
- Failure of child to respect the safety and rights of other individuals in ECP.
- Failure of parent to respect the safety and rights of other individuals in ECP.
- Repeated behavioral issues that cannot be resolved.

Thank you for allowing us to be a part of your child's care!

NCA Extended Care Program 2024-2025

Acknowledgement Form

I/We have read the 2024-25 NCA Extended Care Program Handbook and understand the policies and procedures set forth in this handbook. I/We have discussed these policies and procedures with our child/ren.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date _____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date _____

Student: Please initial in space provided below.

I have discussed with my parent/guardian the policies and procedures of the NCA Extended Care Program.

Student Initials _____

Date _____

Name of Student

Grade
