

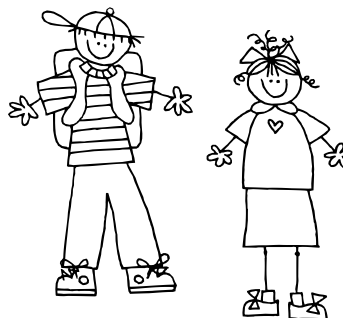


St. Joseph School  
Extended Day Care

(562) 598-5257  
6200 E. Willow Street  
Long Beach, CA 90815

### **Late Pick-Up**

All students must be picked up by 5:30 pm. A late pick-up fee of \$1.00 per minute per child will be charged to parents arriving after 5:30 pm. After 5:45 pm if no contact has been made by a parent/guardian, a responsible party from your emergency list will be contacted to come to the school and pick up the child/children. After 6:00 pm if no contact has been made to the parents/guardian or anyone from the emergency list, the Long Beach Police Dept. will be called and the child/children will be taken into protective custody. Should child/children be picked up late on a regular basis, the child/children will be asked to withdraw from the program. Late fees are due by the end of the week accrued. If not paid by then, the child/children will not be permitted in the day care program until the pick-up fee is paid.



### **Returned Check Fee**

There is a \$25.00 service fee for returned checks.

### **Withdrawal from Day Care**

If your child/children are to be withdrawn from day care, a two week notice is required. This allows time to contact any children who may be on a waiting list and to adjust staff and supply requirements.

### **Attendance Sign-In/Out Procedures**

The staff will take attendance. Parents or authorized persons will sign the students out. Students will be released to their parents/guardians or adults who are authorized. Older students will not be allowed to sign siblings out. We cannot release a child to any person whose name does not appear on the pick-up authorization or emergency form unless a written release from the parent/guardians is received. The release must include the full name and driver's license # of the adult signing the child/children out, the date, and the parent's signature. Please inform the adult that we will verify identification.

If your child is going to an extra-curricular activity such as brownies, sports, etc. a written notice from the parents/guardian must be given to the staff giving the child permission to go to the specified activity.

### **Missing Child Procedure**

In the event that a child enrolled in the Day Care Program does not come to the day care room immediately after school the following procedure will be followed:

1. Extended Day Care staff will make a brief yet thorough check of the school campus and verify attendance records for the day.
2. Parents/guardians and anyone whose name appears on the emergency pick-up form will be called to check if they picked up the child.
3. If the first two steps fail to locate the child, Extended Day Care staff will immediately call the police.
4. An accident report/personal incident form will be completed and sent to the appropriate office.

### **Emergency Information**

A separate school emergency form must be completed and kept in the day care room.

### **Service Available**

Full-time attendance – students who attend Monday – Friday

Part-time attendance – students who attend less than 5 days a week

Occasional – Available only when staffing is available

### **Behavior/Discipline**

All St. Joseph School discipline policies and school uniform codes will be in effect during the Extended Day Care hours of operation. Please consult the Parent Handbook for complete guidelines.

