

St. John Vianney Early Learning Center



Extended Day Program

The *St. John Vianney Early Learning Center Extended Day Program* is an integral part of our school. The principal of the school is the Chief Administrator.

The *Extended Day Program* runs only when the St. John Vianney Early Learning Center is in session. The *Extended Day Program* is **NOT** available on the first and last days of school and on the last day of the second quarter before Christmas vacation. The *Before School Care Program* is available on all school days except the first. Registration for the program must be on file in order for a student to participate in before or after school care. As directed by the State of Hawai'i Department of Health, students will remain masked while inside the classroom except while eating and napping. Masks are optional when outside playing.

Our program is designed to promote the physical, intellectual and social well-being of the children. This is done through free play and organized activities. These activities may include arts & crafts, creative movement, gardening, etc. ***Children must bring their own afternoon snacks/drinks.**

We do not participate independent fundraising campaigns. Children and staff shall not be involved in activities that would be detrimental to the children or program.

Hours of Operation

Before School Care	6:30am to 7:40am, Monday through Friday
After School Care	Dismissal Time to 5:30pm Monday through Friday

After School Pick-Up

Parents are required to sign the children in and out with the staff. Cars are not permitted past the traffic cones. **ONLY INDIVIDUALS AUTHORIZED ON THE DESIGNATED CONSENT FORMS WILL BE ALLOWED TO PICK UP A CHILD.** Picture ID is required. Please inform staff of any changes or special requests you may have on any particular day.

Conduct

Both students and staff in *Extended Care* are required to follow the same code of conduct that is expected during the school day. Students must obey all rules, listen to directions, share and be cooperative. Rules and regulations set forth in the school handbook are to be adhered to at all times. Failure to follow these rules may result in expulsion from the program.

Medical Coverage

All students enrolled in the *Extended Day Program* must have medical insurance. St. John Vianney carries liability insurance through the Catholic Mutual Relief Society of America and Brown and Brown Insurance Student Accident Plan.

Emergencies:

The After School Care staff will administer first aid for minor injuries. In case of serious medical emergencies, first aid will be administered and the school will call 911. Parents will be phoned immediately after the 911 call has been placed. For less serious illness, parents will be called to pick up the child. If your child requires immediate medical attention and must be transported to the nearest hospital (Castle Hospital), a staff member will accompany your child and stay there until you or your representative assumes responsibility for your child's care.

Certification:

St. John Vianney Early Learning Center Extended Day Program is licensed for 49 children and meets childcare standards in the State of Hawai'i.



FEES

Registration Fee - BSC & ASC	\$20.00 per family
Before School Care	\$50.00/month per child
After School Care(Full Time-28+hours)	\$200.00/month per child \$150.00/month - each add'l
Hourly(Under 28 hours/month)	\$ 7.00/hour per child \$ 5.00/hour each add'l
LATE PICK UP FEE (5:30pm)	\$20.00/every 15 minutes

You will receive an invoice via FACTS on the 15th of each month for the previous month. Fees are due in full by the end of the month.

Enrollment in FACTS auto pay for Incidental Expenses is required. This must be selected in your FACTS account.

PHONE NUMBER

772-5623