

FALCON'S PERCH PROGRAM

ST. JOSEPH ACADEMY
310 Frank Lloyd Wright Way
Lakeland, FL 33803
(863) 686-6415 Ext. 327

St. Joseph Academy

Falcon's Perch Extended Care Program

The **Falcon's Perch** is a program designed for students who need supervision from 6:45 a.m. to 7:35 a.m. (Before Care) and from 3:00 pm until 6:00 pm (After Care).

The Falcon's Perch staff is committed to providing a safe and well rounded environment in which each child can develop life skills such as; responsibility, self-respect, respect for others and cooperation.

ALL STUDENTS MUST BE SIGNED OUT AND PICKED UP BY PERSONS AUTHORIZED ON YOUR FAMILY REGISTRATION FORM for Extended Care in RenWeb. Please inform us in writing of any changes or additions to your authorization list. This applies to your child going home with another child's parent.

HEALTH

Your child's health is of major importance to us. Should your child become ill during the program, you will be notified at once. Allergies and other health related problems must be noted on the registration forms. We will follow regular school policy for distributing medication.

HOMEWORK

Each school day a time and place will be provided for students to do homework. We encourage the children to do their homework during this time but it is not mandated, just offered. The children do need to sit quietly and read or do quiet work during the allotted time. Children should bring the necessary supplies with them for completion of homework. **CHILDREN WILL NOT BE PERMITTED TO RETURN TO THEIR CLASSROOM FOR ANY FORGOTTEN ITEMS.**

REGISTRATION

In order to use the program you must be registered and pay a \$25 registration fee. For registration to be complete and active, it is necessary to fill out the **entire** form with full names, telephone numbers, addresses, emergency contact names and phone numbers, doctor's information, and medical information. Also listed must be persons authorized to pick up your child or children. It is your responsibility to keep the information updated. This is for the safety of your child.

SNACKS

A snack will be provided each day in the After Care program at 4:15pm. On Teacher In-Service Days, lunch and snacks for your child or children are to be brought from home.

CONFERENCES

If you have any concerns or questions regarding your child or the Falcon's Perch program, please make an appointment with the program director.

DISCIPLINE

Aftercare students are expected to follow SJA rules and policies. If a problem arises with a child, the first step is to talk to the child about appropriate behavior. If the problem persists, the child will be placed in "time out" and receive a warning. If the problem still persists, the parent will be called to discuss the problem. The 3rd warning will result in a one day suspension from the Falcon's Perch Program. The fourth warning will result in a one week suspension. The warnings will be recorded in RenWeb for your review. Please discuss the following with your child; **respect** for all staff and

other students, **respect** for property and the use of **appropriate** language. Lack of respect or inappropriate language will warrant disciplinary action.

DROP OFF AND PICK UP PROCEDURES

The Before Care program begins at 6:45 a.m. Any student arriving at school in the morning before 7:35 a.m. will be escorted to the Before Care program and charged a fee for the service.

The After Care program begins at 3:00 p.m. All students that are not picked up by 3:20 will be escorted to the After Care Program and parents will be charged.

Falcon's Perch Extended Care Program Fee Schedule 2018 - 2019

In order to participate in the Falcon's Perch Extended Day Program, your child must be registered the registration fee paid. Registration and fees are done through RenWeb. You will deposit money in the Extended Care account (just like the lunch account) and you will be informed when you have depleted your account. You must deposit money in that account in a timely manner to avoid suspension from the program. We will no longer be billing monthly. Your account information will be automatically generated through RenWeb. The registration fee is non-refundable and is \$25 per family.

(This registration fee is separate from the school registration fee.)

Before Care (6:45 a.m.-7:35 a.m.) is \$2.00 per day, per family.

After School Care (3:00 p.m. - 6:00 p.m.) is \$5.00 per hour, per child. The After Care hours are:

3:00 - 4:00 p.m.

4:00 - 5:00 p.m.

5:00 - 6:00 p.m.

The Falcons perch closes at 6:00 p.m. After 6:05 p.m. until 6:20 p.m. you will be charged \$15.00. After 6:20 p.m. \$1.50 per minute. NO EXCEPTIONS! A telephone call saying you will be late does not exempt you from this charge.

Early Dismissal Days (12:00pm, 1:00 p.m. or 2:00 p.m.) will \$3.00 per hour, after 3:00 the After Care hourly rate applies (\$5 per hour).

I, the undersigned parent/guardian have read, understand and will comply with the policies and procedures required by Falcon's Perch as stated in this handbook.

Child's Name Grade

Parent Signature Date