



## **Mater Dei Juan Diego Academy Extended Care Enrichment Program (ECEP)**

*The principal, in conjunction with the President of Mater Dei, reserves the right to edit or amend this handbook. Parents/guardians will be notified of all changes.*

### **Overall Description:**

We realize that the students of Mater Dei Juan Diego Academy Extended Care Enrichment Program (ECEP) have worked very hard all day in their classrooms. Accordingly, we aim to offer them a safe haven where they have fun while participating in instructor-led artistic, musical, literary, and religious enrichment. A variety of activities drawing on Gardner's multiple intelligences model will be planned for the children. Projects may change from week to week, or day to day. Outdoor games and activities are planned. Mater Dei Juan Diego Academy ECEP strives to positively affect the well-being and development of children by providing opportunities for leadership, decision making, and school service in a Catholic environment.

A monitored opportunity to complete homework assignments will be an option. Although we may offer children some assistance as they do their homework, tutoring is not available.

Before hours ECEP: breakfast is provided; after hours ECEP: snacks are provided.

Parents/Guardians or adults designated on the enrollment form must sign their children in for the before- hours ECEP and/or sign them out at the time of exiting the after-hours ECEP.

Parents should not call the school to give verbal instructions for someone who is not listed on the emergency card or on the release form to pick up their child. Please be advised that changes and/or additions to the emergency information, including designated adults and contacts must be made in person in order to avoid misunderstandings.

### **Behavioral Expectations and Discipline:**

MDJDA school policies and behavioral expectations apply to all before-school and after-school activities, including the Extended Care Enrichment Program. We expect students and staff to be:

- Kind and Gentle
- Respectful and Tolerant
- Responsible and Caring

In order to insure the safety and well-being of all students enrolled in the program, if it is determined by the staff that a student's behavior is not consistent with the MDJDA behavioral expectations and rules of conduct, the following steps will be taken:

- The student may be separated from the rest of the Extended Day Program if necessary.
- The student is warned about the consequences of additional improper behavior.
- Parents/guardians are to be notified of the inappropriate behavior.
- In extreme cases, a student may be suspended for a period of one day to one week.
- A parent/guardian, student, staff, and principal meeting will be held and a written plan of action will be established before a suspended student is allowed to return to the program.

### **Termination:**

A child may be terminated from the ECEP if, after all discipline procedures are followed:

- The staff observes and documents persistent behaviors that put students or staff at risk.
- Constant one-to-one supervision becomes a necessity.
- There are behaviors that repeatedly disrupt the normal schedule of the program.

### **Fees:**

MDJDA financial policies and obligations apply to all before-school and after-school activities, including the Extended Care Enrichment Program.

The fee for the Extended Care Enrichment Program (ECEP):

- The amount of the payment due each month is the same, regardless of the number of days of school or attendance.
- The MDJDA/ECEP is closed on all holidays and vacations followed by the regular school and published in the calendar.
- There will be no credits or refunds for calamity days or absences.
- A space will be reserved every day of the week for full-time participants.
- For part-time participants, only those two or three days of the week specified at the time of application will be reserved.
- ECEP rates vary depending on regular or occasional use.
- Parents must sign-in their child for the morning ECEP and sign their student out when s/he is picked up in the afternoon.
- Parents/guardians should keep track of their daycare payments in order to claim daycare expenses for tax purposes. A receipt for ECEP payments will be issued in the Mater Dei Finance Office when deposit is made.
- Should your child be absent to school, there will be **no refunds** for missed days at ECEP.

### **Monthly ECEP Fee Payment:**

Number of Enrollment Days:	Before School ECEP: Breakfast provided.	After School ECEP: Snacks provided.	Both Before and After School Extended Care Enrichment Program
Full-Time - 4-5 days	\$75	\$150	\$200
Part Time – 2-3 days	\$60	\$120	\$150
Friday only	\$45	\$75	\$100

### **ECEP Hours**

Before school ECEP: 7:00 am – 8:15 am

After school ECEP: 3:15 pm – 6:00 pm

### **Payment Due Dates:**

The first monthly payment is due upon enrollment.

Thereafter, payments are due by the 5<sup>th</sup> of every month.

### **Additional Charges**

Late Payment Fee: \$25.00

Payments are due by the 5<sup>th</sup> of every month. A late fee of \$25 will be assessed for any payment that is received after the 5<sup>th</sup> of the month.

If payment is not received by the last day of the 2nd week after the due date your child(ren) will be denied access for one week, or until payment is made.

If the account is not paid in full during the week of the denied access, your child(ren)'s enrollment will be discontinued. Reinstatement is available only if space is available in the program.

### **Un-anticipated participation in the ECEP:**

Sometimes a parent/guardian does not drop off or pick up their child in compliance with the regular school schedule, and they have not made prior arrangements for a student to participate in the ECEP. Under these circumstances, the procedure is for such students to report to the office, where they will be signed in and redirected to the ECEP for appropriate and secure supervision. Under such circumstances, families are charged A \$30 fee. Parents/guardians or the adult designated on the emergency form should sign their student out when s/he is picked up.

### **Late Pickup Fee:**

The Extended Care Enrichment Program (ECEP) closes at 6:00 PM, and we ask that all children be picked up by that time.

- Since staff have evening responsibilities and are not expected to remain after 6:01 PM, a flat fee of \$20 will be assessed for up to twenty (20) minutes after 6:00 PM when a parent is late (e.g., A 6:06 arrival will result in a \$20 fee).
- If a child has not been picked up by 6:20 PM and attempts to contact parents and emergency contacts have been unsuccessful, the police and Child Protective Services may be called.
- The ECEP reserves the right to terminate enrollment for recurrent late pick-up.
- The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc.

**Parent Acknowledgement and Acceptance of the Regulations of the  
Mater Dei Juan Diego Academy Extended Care Enrichment Program**

Parent(s)/guardians are asked to review the 2017-2018 Extended Care Enrichment Program (ECEP) guidelines. Parent(s)/guardians must sign this form and return it to the office.

We have read the Parent-Student Handbook and will comply with the school's mission, vision, goals, and regulations.

\_\_\_\_\_  
Signature of Father/guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Mother/guardian:

\_\_\_\_\_  
Print Name

Print Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

For MDJDA Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_