

ANNUNCIATION EXTENDED DAY PARENT HANDBOOK

The staff and administration of Annunciation wish to welcome your family to the Extended Day Program. Our goal is to create a safe and friendly environment where your children can discover new interests, develop new friendships and independence, and be guided to respect themselves and the uniqueness of others.

PROGRAM

--The Extended Day Program offers children a wide choice of activities for both groups and individuals. Interest centers include art, books, music, crafts, creative dramatic play, games, manipulative and constructive toys and food preparation.

--Time is spent outdoors on the playground every day, and the children have access to computers as well as the gym.

--Ample, nutritious snacks are served every afternoon and milk is provided. Typical snacks include fruit, crackers, cheese, pretzels, and assorted cookies. The program provides a snack right after school. At 4:45 students are given time to eat a snack which has been brought from home.

--There is a quiet reading/homework period that occurs daily for the students.

--Field trips by bus may be offered when the children are in Extended Day for a full day of programming. This occurs on school release days. Registration for these days is separate from school day registration.

--Visitors and volunteers from in and around the Annunciation Community are used to enhance the program in areas of storytelling, sports, crafts, social services and nature.

--The Program is open from 7:00am-7:50am and in the afternoon from 2:45pm-6:00pm.

--The hours for the Summer Program and School Release days are 7:00am-6:00pm.

REGISTRATION POLICIES

--Openings in the extended day are filled in the following order: Annunciation School kindergarten students, siblings of students enrolled in the program, students who have been previously enrolled in the program, students who are new to Annunciation.

--In the event that there is full enrollment, the number of days contracted per week will have priority.

--Families may contract from anywhere from one to five days per week.

--There is a registration fee of \$50 per child. Each additional child is \$25.

--Billing is done on a monthly basis through TADS.

CHILDREN SERVED

The Extended Day Program serves children in grades K through 8, who are currently enrolled in the school. Both programs accept children with special needs (physical, emotional, or mental handicaps) as long as the staff is able to provide adequately for the child's needs in the existing environment. The Extended Day Program does not discriminate on the basis of race, creed, or national origin in their registration policies.

SUMMER

Annunciation offers a summer Extended Day Program. Registration and daily guidelines are separate from the school year Extended Day Program. This information is disseminated in March for the upcoming summer. The summer program is also available for in-coming kindergarteners. The summer program will consist of at least two field trips per week off school grounds.

Jeff Wisdom, Director
Annunciation Extended Day
612-824-9993 Ext.210

Sessions and Fees for 2019-2020

Morning Session

7:00 a.m. to 7:50 a.m. \$6.00 per session

Afternoon Session

2:45 p.m. to 6:00 p.m. \$17.50 per session

School Release Day

7:00 a.m. to 6:00 p.m. \$40 per day



Annunciation Extended Day Registration

Name of Child _____ Age _____ Grade _____
(As of 9/1/2019)

Birth Date _____

Home Address _____

Telephone _____

Parent/Guardian _____ Telephone (Cell) _____

Home Address _____

Telephone (Home) _____ Telephone (Work) _____

Employer _____

Parent/Guardian _____ Telephone (Cell) _____

Home Address _____

Telephone (Home) _____ Telephone (Work) _____

Employer _____

Name of additional emergency contact _____

Relationship _____ Telephone _____

Doctor _____ Telephone _____

Dentist _____ Telephone _____

Does your child have any known allergies or medical concerns that Extended Day should be aware of? _____

Name of individual(s) who may have permission to pick up your child.



General Field Trip Permission and Emergency Care Authorization Form

My child(s) _____ has my permission to use all of the play equipment and participate in all the appropriate activities of the Annunciation Extended Day Program.

I give my child permission to leave the school premises under the supervision of a staff person.

In the event that emergency care is necessary for my child, I give permission for a staff person to take the following steps, as time and situation permit:

1. Attempt to contact parent or guardian.
2. Attempt to contact child's physician or dentist.
3. Attempt to contact you through any of the persons listed on the emergency information form on your child's registration form.
4. If necessary based on the situation, 911 will be called.
5. Any expenses incurred under step 4 will be the responsibility of the child's family.

Signature of parent or guardian

Date

Child's name



Annunciation Extended Day Contract

Name _____ Age _____ Grade _____
(As of 9/1/2019)

Will be attending Annunciation Extended Day on the days and for the sessions indicated below.

GRADE K THROUGH 8th CHILDREN

7:00 a.m. to 7:50 a.m. M__T__W__TH__F__

2:45 p.m. to 6:00 p.m. M__T__W__TH__F__

Signature of parent or guardian

Date

\$50 Registration fee per child

Check Number

(\$25 Reg. fee per additional child)

