

Extra Innings

Before and After School Childcare



Highland Catholic
2017 Bohland Avenue
St. Paul, MN 55116
651-690-2477

Welcome to Extra Innings, our before and after school program! Our program is designed to provide a relaxed, caring and fun atmosphere for school-age children.

Philosophy and Goals

The program strives to provide a relaxed and fun environment conducive to learning and growing. Children are encouraged to develop friendships, explore their own interests, and grow in confidence and independence as well as developing respect for themselves and others.

The Program's goals include:

- To provide a variety of fun experiences related to creative arts, drama, music, small motor activities, large motor activities, books and games.
- To provide a safe, secure, stable environment that encourages adventure, creativity, respect of others, responsible behavior and a positive attitude.
- To provide a caring staff who stress group cooperation while supporting the needs of the individual child.



ENROLLMENT

Registration forms, emergency contact card, medical forms and a nonrefundable registration fee must be completed and turned in before your child may attend.

Hours and days Available:

- * Monday through Friday
7:00 a.m. - 8:00 a.m.
2:45 p.m. - 6:00 p.m.

- * All day child care is available on some days (see Extra Innings calendar) when school is not in session (September - May).

DROP-IN CARE

Children are always welcome to attend the program if registration forms and an emergency card are on file. When drop-in care is needed, please send a note with your child to notify their teacher and the Extra Innings staff. Payment is due the day of service.

FEES

Contracted parents are expected to pay their monthly obligation by the first Friday of the month.

PICK UP AND DROP OFF

After school hours parents will have access to the Extra Innings Room through our main door entrance on the Kenneth side of the building.

Parents are required to sign out their child each night. This process is used to keep your child safe.



Children will only be released to persons named on the registration form. We will not release a child to anyone who is not listed on the authorization form. It is imperative that if someone other than yourself is picking up your child, written consent must be provided. Anyone picking up a child from the program may be asked for picture ID.

You must notify the office if for any reason your child will not be attending on their scheduled days.

LATE PICK-UP



The program closes each night at 6:00 p.m., after which a late fee of \$6.00 for every five minutes will be charged. We understand that circumstances do arise which make it impossible to pick your child up on time. Please notify the program as soon as possible if you will be late picking up your child.

MEDICATION AND SICK CHILDREN

If a child becomes ill during care hours, the child's parent(s) will be notified immediately. With non-emergency illnesses the child will be encouraged to rest while waiting for his/her parents.

For the safety and well being of your child, as well as other children and staff, please do not send your child when he/she is not feeling well. The center will not knowingly accept a child:

- with a temperature
- who displays symptoms of physical illness (vomiting, diarrhea, etc.)
- with a rash of unknown origin



Prescription medication can only be administered with prior written authorization from the parent. All medication must be in the original container with a complete pharmaceutical label. If your child requires an over-the-counter medication or aspirin, you must have filled out and have on file the medication card. If children are carrying medication to and/or from school they are to give it to a staff person to be stored for safekeeping.

EMERGENCIES

Parents or a designated person will be notified as soon as possible of a serious accident or injury. In an emergency, when immediate attention is needed, 911 will be called. After 911 has been called, it will be the paramedics' decision as to the appropriate necessary action.

WEATHER

If school is closed for inclement weather, Extra Innings is also closed. Please listen to WCCO radio or television for school closings.

In case of a severe storm or other emergency, and school is closed early

Extra Innings will close using the following procedure:

All children's parents will be contacted asking them to pick up their child as soon as possible. A staff member will stay until all children are picked up.



MEALS AND SNACKS

Breakfast and snack, including milk, are provided daily.



TYPICAL DAY

- Snack
- Homework
- Outside or gym
- Inside games, arts and crafts, or computer



COMMUNICATION

Information regarding field trips and other important events can be found in your family cubbie.

GUIDANCE AND DISCIPLINE

When conflict arises it is our goal to work with each individual child; listening to what they have to say and helping them to resolve the problem using effective communication. Rules are generated as a group and posted for easy reference. All children are expected to follow the school behavior plan and will receive the same consequences for poor choices as they do in their school day.

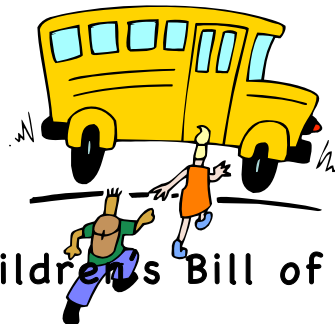
CLOTHING

Children will usually go outside daily. It is important that they are dressed appropriately. Please be sure that all items are clearly labeled with your child's name. Extra Innings is not responsible for any lost or broken belongings.



FIELD TRIPS

Parents will be notified ahead of time by a sign, listing the date, time, special fees and location of all field trips. A permission form must be completed by the parent prior to the trip.



The Children's Bill of Rights

The right to affection, love and understanding.

The right to adequate nutrition and medical care.

The right to free education.

The right to full opportunity for play and recreation.

The right to a name and nationality.

The right to special care, if handicapped.

The right to be among the first to receive relief in times of
disaster.

The right to be a useful member of society and to develop
individual abilities.

The right to be brought up in a spirit of peace and universal
brotherhood.

The right to enjoy these rights, regardless of race, color, sex,
religion or social origin.

