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## Extended Day Program Policies & Procedures 2025–2026 School Year

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### Philosophy and Goals

We believe that the children attending the Quincy Catholic Academy Extended Day Program have worked hard throughout the school day. Our goal is to offer them a safe, comfortable, and enjoyable environment where they can relax, have fun, and explore a variety of structured and unstructured activities.

Children will have opportunities to:

- Participate in rotating projects and activities (which may change daily or weekly).
- Spend time outdoors, weather permitting.
- Complete homework assignments with staff available to provide general assistance (tutoring is not available).

Above all, we aim to create a **well-supervised, welcoming, and happy space** for all students.

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### Registration

- Open to all QCA students in **Preschool through Grade 8**.
- **Registration fee:** \$30.00 per student (non-refundable).
- A **completed registration form** and an **updated RenWeb account with emergency contact and pick-up information** are required before a student may attend.
- All parents/guardians must **sign students out in person** at the cafeteria door (bottom of the ramp).
- Each pick-up person will be assigned an **ID number** for the computer sign-out system.
- **Designated pick-up list:** Only individuals listed on the student's RenWeb account may pick up. **All pick-up persons must have their assigned ID number and a valid ID.**
- Families must **sign up for scheduled attendance days in advance** to assist with planning.
- **Drop-in attendance** is available at a higher rate and must be arranged ahead by calling the main office when possible. Drop-in students must be registered for the program.

### Schedule Requirements:

- An **accurate, up-to-date schedule** must be kept on file with the Extended Day Program.
- To make changes, please use the **Schedule Change Form** available on the QCA website.
- Schedule changes must be submitted a **minimum of two (2) weeks in advance** to allow for proper planning.

### Rates:

- Hourly rate: \$9.50/hour
- Drop-in rate: \$12.00/hour
- If a student is sent to Extended Day by the office because they were not picked up on time, the family will automatically be billed for the first hour.



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### Hours of Operation

- **Full Days:** 2:00 p.m. – 6:00 p.m.
- **Half Days (Early Release):** 11:30 a.m. – 2:30 p.m.

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### Late Pick-Up Policy

- **Full Days:** \$1.00 per minute from 6:00 p.m. – 6:05 p.m.; after 6:05 p.m., \$5.00 per minute.
- **Half Days:** \$1.00 per minute from 2:30 p.m. – 2:35 p.m.; after 2:35 p.m., \$5.00 per minute.
- Late fees will be billed through **FACTS**.
- Habitual late pick-up may result in termination from the program (written warning will be provided prior to termination).

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### Billing & Payments

- All charges are billed through the **FACTS** program.
- Prompt payment is expected.
- Delinquent accounts may result in suspension from the program until the balance is paid.
- No billing adjustments will be made for students leaving the program for outside activities such as tutoring.

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### Homework Club & Other Activities

- Homework Club is part of Extended Day; students must be registered for Extended Day to participate.
- Students leaving after Homework Club must have **written parental consent**.
- Families who choose to remove their children for outside programs, including but not limited to tutoring and speech, will not be credited for that time.
- Students will be signed in at specific times for the following activities:
  - Piano
  - Band
  - Choir
  - Musical
  - QCA After-School Clubs

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### Snow Days & Weather Closures

- The Extended Day Program will not operate when QCA is closed due to inclement weather.



- If weather worsens during the day and Extended Day is canceled, parents will be notified as early as possible.
- In the event of severe late-day weather, parents are encouraged to pick up children early for safety.

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### **Behavior Expectations**

All students must follow school-day behavior standards while attending Extended Day:

- Respect the rights and feelings of others.
- Share program materials and equipment.
- Remain within designated boundaries.
- Avoid any actions that may cause harm to self or others.
- Take proper care of program space, equipment, and supplies.

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### **Discipline Procedures**

If a student's behavior does not meet program expectations:

1. Temporary separation from the group may occur.
2. Parents will be notified verbally and in writing regarding serious incidents.
3. Continued or severe issues may result in suspension (1 day to 1 week) with a required meeting and plan of action before returning.

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### **Termination from the Program**

A student may be withdrawn from the program if:

- Their behavior consistently endangers others.
- They require constant one-to-one supervision.
- They repeatedly disrupt the normal schedule.

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### **Additional Program Guidelines**

- Send a **labeled water bottle** daily.
- Bring a **nutritional snack**; candy and soda are not permitted.
- On half days, send **lunch and snack** with water or juice.
- No Smart watches, cell phones, iPads, cameras, or other electronics (the program is not responsible for lost items).
- Outdoor play will be offered when possible- please send weather-appropriate clothing.
- **Peanut-free policy**: No peanuts or peanut products allowed.
- Homework time will be provided, but parents should review homework completion at home.

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**We look forward to partnering with you to provide a safe, enriching, and enjoyable after-school experience for your child.**