



The de Paul School

# Early Care and Extended Day Handbook

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School Year 2022-23

1925 Duker Avenue  
Louisville, KY 40205

Phone: (502) 459-6131  
Fax: (502) 805-0505

Website: [www.depaulschool.org](http://www.depaulschool.org)

### **Mission Statement**

The de Paul School's mission is to teach students with learning differences how to learn, how to be independent, and how to be successful.

### **Nondiscrimination Policy**

The de Paul School does not discriminate on the basis of race, religion, ethnicity, age, gender, sexual identity or orientation, national origin, or disability in the administration of its programs.

### **The Setting**

The de Paul School Early Care and Extended Day Program, which will be held at The de Paul School, 1925 Duker Avenue, Louisville, Kentucky. The Early Care and Extended Day Programs will be headquartered in de Paul classrooms.

### **Our Students**

For SY 2022-23, the programs will be restricted to current de Paul School students. The administration may admit siblings of de Paul School students on an exceptional basis.

### **Early Care**

Students who need to arrive on campus before 8:00 will need to enroll in early care. This program is restricted to current de Paul students.

- ❖ Early Care is offered on each day when school is in session.
- ❖ Early Care is not in session on days when the school is closed. This includes holidays, professional days, weather-related closings, and conference days.

### **Extended Day**

The following is a sample afternoon for Extended Day Students.

3:30	Check-In and Snack
3:50	Homework and Study Table
5:00	Activity Centers (or Homework Table for those joining after club or sports participation)
6:00	Dismissal

- ❖ Extended Day is offered on each day when school is in session. That does not include days with a noon dismissal.
- ❖ Extended Day is not in session on days when the school is closed. This includes holidays, professional days, weather-related closings, and conference days.
- ❖ **Extended Day is not available on scheduled half-days**
- ❖ All students must be picked up by 6:00 pm. Chronic late pick-ups after 6:00 pm will be considered grounds for dismissal from the Extended Day program.

**Goals**

1. To provide a safe and stimulating environment for students at the conclusion of the school day, allowing parents to pick up their children beyond regular dismissal time.
2. To provide a reliable study and homework station for de Paul students.
3. To provide light recreational and social opportunities for students beyond the school day.
4. To involve students with opportunities to collaborate and build community.

**Sign-Out of Students**

A parent or other approved adult will sign the student out for dismissal. No child will be released without first being signed out by an approved parent or adult. Each adult picking up will be screened through the Raptor Visitors Management System. The adult picking up must provide his/her approved identification (e.g., driver's license) upon arrival. The Raptor Technology then screens for any incidence of sexual offense.

**Contact Information**

During school hours until 3:30 contact Christine Lockhart, School Secretary by phone at 459-6131 ext. 1200 or email [Christine.lockhart@depaulschool.org](mailto:Christine.lockhart@depaulschool.org). During Extended Day hours between 3:30–6:00 pm contact Sue Gray, Extended Day Coordinator by phone at 502-459-4814. If you have questions about the program, please contact Jane Nuckols, Extended Day Director by phone at 459-6131 ext. 1101 or email [jane.nuckols@depaulschool.org](mailto:jane.nuckols@depaulschool.org)

**Program Visits**

The Extended Day program is closed to visitors, guests, or observers. We do not welcome visitors as this can disrupt the program's schedule and introduce distractions and even security concerns.

**Conduct**

An Early Care and Extended Day participant must conduct himself or herself in a manner that demonstrates respect for self, fellow students, staff, and the school building. Any alleged misconduct within the program which compromises the safety of students and staff and/or which conflicts with the integrity of the program will be cause for immediate suspension or dismissal. The disciplinary expectations of the Extended Day program are completely aligned with those expectations which students agree to in the School Handbook. Having signed the School Handbook, the student has indicated agreement to those disciplinary expectations which also apply to Early Care and Extended Day.

**Technology**

Cell phones and other communication devices are prohibited. They will be stored by the coordinator during the program's hours. Any exceptions must be approved by the coordinator.

**Early Care Fees**

Registration Fee \$25

Five Day Rate \$800

10% discount applied when paid in full by August 1, 2022

10% discounted five day rate would be \$720

Four Day Rate \$680

Three day Rate \$570

Two Day Rate \$380

One Day Rate \$195

Contract Change-for each change to a multi-day year long contract \$25.

**Extended Day Fees**

Registration Fee \$25

Five Day Rate \$3480

10% discount applied when paid in full by August 1, 2021

10% discounted five day rate would be \$3132

Four Day Rate \$2960

Three day Rate \$2250

Two Day Rate \$1520

One Day Rate \$770

Daily "drop-in" Rate \$21

Late Pick-up Fee \$2.00 per minute after 6:00 p.m.

Contract Change-for each change to a multi-day year long contract \$25

**Combo Care**

If you enroll in both Early Care and Extended Day, you will receive a 50% discount on Early Care only.

**Early Care and Extended Day  
Handbook Affirmation 2022-23**

This acknowledgement is to be signed by all parents/guardians and students of The de Paul School. This acknowledgement must be completed as part of the enrollment contract. Incomplete acknowledgements will be returned and may result in the loss of student placement.

**Student Name** \_\_\_\_\_  
(First) (Middle) (Last)

**By signing this page, we acknowledge that we have read, seriously and thoroughly discussed the content, and fully understand and agree to the policies and guidelines contained within the Early Care/Extended Day Handbook. Our child understands the importance of following and abiding by the rules and policies of all students enrolled in the Extended Day Program at The de Paul School.**

**All parents/guardians and students must sign in.**

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_