

# Policies and Procedures Handbook

Revised May 2018

## EXTENDED CENTER FOR LEARNING



# ExCeL

HOLY REDEEMER CATHOLIC SCHOOL  
EXTENDED CENTER for LEARNING (ExCeL)

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# *Holy Redeemer Catholic School*

1800 West Columbia Ave. Kissimmee FL 34741 Phone: (407) 870-9055 FAX: (407) 870-2214

Dear Parents and Guardians:

Welcome to our Extended Center for Learning! We acknowledge your concerns as working parents/guardians who want to find the best after school care for your child. We also recognize and understand the need of our students to socialize and relax after a long day at school. ExCeL was created with our families in mind to be the best of both worlds! Extended Center for Learning offers supervised homework time so families can enjoy the end of the day after pick up plus fun learning activities to help students relax and play in a God-centered environment. Our program will serve as reinforcement of the overall development of each student while supporting the mission of Holy Redeemer Catholic School.

Our goal is to provide a safe and nurturing learning environment that extends beyond the regular school day. The ExCeL staff will provide each child with learning opportunities that promote confidence, self-pride and a sincere awareness and respect for others.

Through our carefully designed curriculum based learning program, we offer developmentally and age appropriate activities, projects, tutoring, enrichment opportunities, as well as homework support.

We thank you for trusting us with the academic, spiritual and social development of your child. As always, we welcome all suggestions and comments that serve to promote our goals.

Sincerely,

Mrs. Lesley Saunders, ExCeL Program Coordinator  
Mrs. Gloria DelOrbe, Principal

## **What is ExCeL? (Extended Center for Learning)**

As a safe, affordable, school-based program, ExCeL is a great solution for busy families. Our program is designed to enhance the children's social, cultural, educational, and physical development through a combination of fun and learning activities. Your child will receive needed help with homework, tutoring and enrichment activities, all in a safe and convenient place that you already know: your child's school.

### **ExCeL Daily Activities /Programs**

Children need time after school to socialize and relax. With this in mind, curriculum based activities are designed and planned at age appropriate levels.

A typical daily schedule includes time for snack\*, socialization, homework support, and curriculum based learning activities. \* Students enrolled in ExCeL are required to bring an after school snack.

Participation in homework support is mandatory for all ExCeL students from 3:30 pm to 4:15 pm. Homework support staff members will monitor students and assist as necessary.

- If a student is having problems with a homework concept, the ExCeL staff will primarily try to clarify them. We urge the students to communicate their difficulty with their classroom teacher and/or parent.

### **ExCeL Registration Fee**

Registration is \$25.00 per child annually. The registration fee must accompany the completed Registration Packet and must be received on or before the first day the student attends the program. This fee is non-refundable. It is important that all registration information be kept current in the event of an emergency. Student release information must also be current with the school office.

### **ExCeL Registered Student Rates**

#### Daily Rate

\$10 per day, per student for **registered** students.

#### Weekly Rate:

1 student - \$45.00 per week

#### Family Weekly Rate:

2 students - \$70.00 per week

3 students - \$95.00 per week.

4 students - \$ 120.00 per week.

Registered multi-child families will be given credit for the difference between the rate for only one child, and the rate for multi-children for the days that one child is absent for the week.

## Non-Registered Student Rates

**Students not picked up by 3:30 pm will be signed in and there will be a charge of \$10.00 per student, per hour or any portion thereof.** On the second occurrence, the \$25 registration fee will be automatically be billed by FACTS. This rate is intended to ensure and encourage families to register, and provide information designed to allow greater accountability for safeguarding each child.

## Payment of Fees

**FACTS** is a management company used by Holy Redeemer Catholic School for collection of tuition and other fees. All parents are required by the Diocese to utilize this service. This serves as a convenience for families. **ExCeL fees will be automatically deducted through FACTS.** ExCeL will adhere to the same FACTS guidelines as set forth in the Holy Redeemer Parent-Student Handbook.

- **The required completion of the forms in the Registration Packet, only signs the student up for the ExCeL Program. Registered Student Rates do not apply until the registration fee has been paid.**
- **Should the required Registration Forms not be completed by the time the student has been signed into ExCeL, non-registered student fees will apply until registration forms are received.**
- **The ExCeL Registration fee will automatically be deducted on the second occurrence that the student attends the program without being previously registered. This will ensure that in the event of an emergency, all appropriate documents are on file for your child's safety.**

## After School Sign-in Procedure

1. Pre K-Kindergarten will be escorted and signed in by an adult (teacher/assistant teacher or coach) to the cafeteria, where they will be met by an ExCeL Staff member.
2. Grades 1-8 will be escorted by an adult (teacher/assistant teacher or coach) to the cafeteria where they will be met by an ExCeL Staff member and signed in.
3. Any student not picked up at the end of carpool will report directly to the cafeteria and sign into ExCeL.
4. After 3:30 ExCeL Program fees will automatically be applied.
5. Students participating in after school activities, including but not limited to Sports Programs, Interest Clubs, and other practices rehearsals and tutoring, will meet in the breezeway to be picked up by their respective Program Adult in Charge.
  - Students registered in Kids 4 Kids Tutoring will report to the Media Center.
  - Students receiving teacher tutoring or remaining after school for teacher assisted projects will be signed in by their teacher.

## Late Sign-In

Any student not picked up after practices or activities must be escorted to the cafeteria and be signed-in by the activity adult in charge. Late sign-in students will be expected to begin their homework assignments at that time. These students will be supervised, however; the staff cannot guarantee assistance as they may be involved in other scheduled activities. ExCeL Program fees will automatically apply upon sign in.

## Student Pick-up Procedure

Students will be released only by signature of the authorized adult as indicated on the student registration form.

**Please note: If the person picking up the child is unknown to the ExCeL staff, a valid picture ID will be requested. If a valid picture ID is not presented, the student will not be released unless positive contact has been made with a parent or guardian. If the person presenting a valid ID is not on the Authorization for Student Release and the ExCeL staff has not been notified prior to student pick-up, the student will not be released unless positive contact has been made with a parent/guardian. To ensure the safety of your child, no exceptions will be made to this rule.**

## After Hours Fee

ExCeL Program employees are scheduled until 6:00 p.m. A late fee of \$10.00 for the first 5 minutes, and \$1.00 per minute thereafter is assessed for children picked up after 6:00 p.m. Late fees will be billed via FACTS.

In the event of an emergency or unavoidable delay please call the school office or the ExCeL staff. This call will not negate the late fee, but will eliminate needless worry for your child and for those responsible for his/her safety.

In the event a student has not been picked up by **6:15pm**, and no message has been received regarding after hours pick-up, the ExCeL staff will attempt positive contact as listed on the student's Authorization for Student Release. If positive contact has not been made and/or the student has not been picked up by **6:30pm**, a member of the School Administrative Staff will be contacted for further instruction.

## School Policy

Students (including those enrolled in the ExCeL Program) are not permitted on school grounds before 7:00 a.m. as there is no adult supervision at that time. For the safety of all students, supervised care is provided beginning at 7:00 a.m. No fee is charged for the morning service.

All students remaining on campus after dismissal will either be checked in with their activity adult in charge or signed in to the ExCeL Program. A fee will be assessed for this after school service as specified in this manual.

### **Electronic Devices**

**Unregistered electronic devices may not be used at any time.**

- The student use of a Personal Technology Device must support an instructional activity supported in the classroom or lab.
- Students must obtain permission from the EXCEL Staff prior to using any personal Technology Devices.
- EXCEL will support the school policy regarding Personal Technology Devices.

### **Discipline**

The Holy Redeemer EXCEL Program strictly adheres to all policies set forth in Holy Redeemer Catholic School Parent-Student Handbook. Should a problem arise, the chain of command must be respected by first contacting the ExCeL Staff or Coordinator. HRCS administration will be advised of all disciplinary actions.

### **Registration Form and Parent Contract**

The ExCeL Registration Form and Parent Contract must be signed, dated and return to the school office at your earliest convenience to ensure that your student(s) vital information is available at all times with the ExCeL personnel in case of an emergency.

Please contact Mrs. Lesley Saunders at [lsaunders@hrcschool.com](mailto:lsaunders@hrcschool.com) if you have any questions, concerns or ideas that can help us improve the service ExCeL provides to our school community!

Thank you for entrusting your child(ren) to our care!

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