



XAVIER CATHOLIC SCHOOL

Xavier Catholic School K-8 • Xavier Catholic Preschool & Extended Care

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September 6, 2017

EXTENDED CARE SPECIAL OPENING POLICY

ELIGIBILITY- Special Openings are available to Preschool Option 4 (FULL TIME Care) students and Regularly Scheduled School-Age (K-8) -- Students who would normally attend on the day of the Special Opening (i.e. they are scheduled to attend on Mondays and the Extended Care Special Opening is on a Monday – they would be eligible to attend). Hourly Care will not currently be offered for Special Opening Days.

AVAILABILITY- Special Opening Days REQUIRE that a minimum of 10 students are signed up by the designated DEADLINE. If 10 students have not signed up by the DEADLINE, an announcement will be made the following day that the Special Opening Day has been canceled. Care on Special Opening Days is available ONLY TO THOSE STUDENTS WHO ARE ELIGIBLE AND WHO HAVE BEEN SIGNED UP BY THE DEADLINE.

DEADLINE AND SIGNING UP- DEADLINES for signing up are published in the Xavier Catholic School Calendar and will be noted in school Newsletters. PLEASE email: shannon.holcomb@leavenworthcatholicschools.org by the close of business (5:30pm) on the DEADLINE date in order to schedule / cancel a reservation for the Special Opening Day. You may also sign up at the Xavier Catholic School Extended Care Center.

HOURS OF OPERATION- The Xavier Catholic School Extended Care Center will be open 7:00 a.m. to 5:00 p.m. ONLY on Special Opening Days. LATE FEE Policies will be in place for the adjusted times.

PAYMENT- The cost for the Special Opening Day is \$25.00 per student and will be charged to your Smart Tuition account or billed to you prior to the date of the Special Opening according to your Tuition Financial Agreement program.

CANCELLATIONS- Cancellation must be made by the DEADLINE date for signing up. No late cancellations (past the DEADLINE date) will be accepted and the fee will stand.

LUNCH- Each child coming to the Special Opening Day must bring a packed lunch which includes:

- 1 protein
- 2 fruit / veg combo (2 fruits or 2 veg or 1 fruit & 1 veg)
- 1 grain
- Milk – provided at the center – paid for by the parent via school lunch account
- COLD PACK – to keep the lunch cold

APPROPRIATE CLOTHING- Xavier Preschool students will continue to wear their comfortable play clothes as usual. Xavier Catholic School Extended Care will follow the Dress Code Policy regarding a “jeans day” for Kindergarten through 8th grade students. FOR ALL STUDENTS, TENNIS SHOES/ATHLETIC SHOES ONLY.

ELECTRONICS- If older students choose to bring their personal electronics, they are solely responsible for them. The Xavier Catholic School Extended Care accepts no responsibility for lost, stolen or damaged property. Students are expected to conduct themselves according to their signed Technology Agreement. Other “toys” from home will not be permitted.

Shannon Holcomb
Director of Xavier Catholic Preschool and Extended Care

- Xavier Preschool & Extended Care, 1409 2nd Ave., Leavenworth, KS 66048, 913-682-1943 •
- Xavier Catholic School, 541 Muncie Rd., Leavenworth, KS 66048, 913-682-3135 •