

ST. LAWRENCE
Elementary & Middle Schools
Extended Care Program

1977 St. Lawrence Dr.
Santa Clara, CA. 95051
www.saintlawrence.org

Extended day care programs under the direction of the principal of St Lawrence Elementary & Middle Schools:

- Provide quality before and after school childcare
- Staffed by qualified, experienced personnel
- Designed to meet the recreational and social needs of students
- Offer a wide variety of voluntary activities including:
 - Arts and crafts, Team sports, Swim Team, Piano.
- Open from 7:00 am until 6:00 pm, every day school is in session.
 - (Closed on legal holidays and weekends)
 - Christmas, Easter, Winter and Summer Camps offered during school vacation periods.

General Information

- Same basic disciplinary policies in effect at the school also apply at the Center.
 - Uncooperative and disruptive behavior will be reported to the school principal, followed by a conference with the parents to resolve the problem.
 - Chronic misbehavior will result in the student being excluded from the Center for an indefinite period of time.
 - Any equipment intentionally damaged or lost by a student must be replaced by that student.
 - All objects brought or worn to the Center must be marked with the student's name.
 - Children's Center only**
 - Children may change into play clothes after their school session.
 - It is recommended that girls wear shorts under their school uniform.
 - We strongly recommend that you purchase a backpack for your child's belongings.

Children's Center

(408) 296-8077

- Administered by St Lawrence Elementary School for children in Kindergarten through 5th grade.
 - Three large, well equipped rooms.
 - A large fenced, outdoor play yard.
 - Use of the gym, ball diamonds and study room.
 - Study time enables children to complete homework assignments.

Teen Center

**(408) 296 -8077 or
(408) 296-7085**

- Administered by St Lawrence Middle School for students in grades 6-8.
 - Separate facilities with couches form conversation area.
 - Homework club supervised by teachers.

**Medication Policy
Diocese of San Jose**

- Center personnel may not administer medication to students
- If a student needs to take medication during the day, a small amount of the medication can be stored in the Center.
- The medication must be clearly labeled with the student's name.
- A note or prescription label from the physician is required detailing the method, amount and the time at which the medication is to be taken.
- The Center must receive a written request for this assistance from the parent and a statement that the Center is not responsible for reminding the student to take the medication.

ST. LAWRENCE Elementary & Middle Schools Camps

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St Lawrence Summer and Teen Camps are parish sponsored recreational programs:

- Offer a wide variety of age appropriate recreational activities including:
 - Arts and crafts, swimming, piano, group sports and games.
 - Summer field trips are available for an additional fee.
- Operate all week-days, beginning the first weekday following the last day of school in June, until the last day before school starts in August, excluding July 4th.
- Open from 7:00 am until 6:00 pm.
- Hot Lunches available each day for a small fee.
 - Refrigerator and microwave are not available for student lunches.

General Information

- Children of parish families and/or students currently attending St Lawrence School have registration priority, including newly accepted students.
- Uncooperative and disruptive behavior will be reported to the Director, followed by a conference with the parents to resolve the problem.
 - Chronic misbehavior will result in the student being excluded from the Camp for an indefinite period of time.
- Any equipment intentionally damaged or lost by a student must be replaced by that student.
- All objects brought or worn to the Center must be marked with the student's name.
 - We strongly recommend that you purchase a backpack for your child's belongings.
- No student may participate in a field trip unless the appropriate forms have been completed and returned.

Summer Camp

(408) 296-8077

- Staffed by St Lawrence Children's Center
- Enrollment is open to any student entering Kindergarten through 5th grade.
- Includes Summer Camp Shirt.
- Three large, well equipped rooms.
- A large fenced, outdoor play yard.
- Use of the gym, pool, play system and ball diamonds.
 - Swimming lessons (all ages and levels) are available for an additional fee.
 - Swimming lesson sign-ups begin in the month of May.

Teen Camp

**(408) 296 -8077 or
(408) 296-7085**

- Staffed by St Lawrence Teen Center
- Enrollment is open to any student entering grades 6-8.
- Includes Teen Camp Shirt.
- Use of Teen Center and Children's Center facilities, gym, pool and ball diamonds.

Sign-in, Sign-out Policy

- Instituted in the interest of student safety.
 - **Children's Center** Sign-In: Children must be signed in at the main desk by the parent or person responsible for dropping off the child or by a staff member if the child is arriving after a school session.
 - **Teen Center** Sign-In: Students must sign-in at the main desk immediately upon arriving at the Center.
 - Sign-Out: When students leave the Center/Camp, except for attending school, the person responsible for picking up the student must sign-out that student at the main desk.
 - Parents must notify the Center IN WRITING anytime their student is to be picked up by anyone other than the parents.
 - Under no circumstances will we release your child to anyone based on a telephone conversation.