

St. Margaret School

Extended Day Program 2017-2018

*Mrs. Carleen McCoy-Coordinator
Miss Shirley Kandarian-Extended Day Staff
Miss. Loretta Gentes-Extended Day Staff
Mrs. Kim Mullen-Extended Day Staff
Mr. Rahja Laster-Extended Day Staff*

Mrs. Lee Ann Nunes-Principal

Welcome to St. Margaret School Extended Day Program! The following information should answer any questions you may have concerning our program, policies, and objectives.

We truly hope to make our extended day program as close as possible to a day at home. We want the children enrolled in the program to feel comfortable and relaxed. We want working parents to feel confident that their children are being cared for in a warm, caring and safe environment. *Our dedicated staff have been working at St. Margaret School cumulatively for over 70 years!* We follow our school's Mission and are consistent with its policies and procedures, with very few exceptions. Our program is flexible and can be tailored to meet the needs of each family. Please contact our coordinator, Carleen McCoy, to discuss any questions you may have. The school's phone number is 434-2338 (during normal school hours), the Extended Day phone number is 209-7093 (7-8 am or 2:30-5:30 pm) or you may e-mail Mrs. McCoy at cmccoy@stmargaretsch.org.

Hours and Rates:

Our program will operate only on days when school is in session. Service will be provided from Pre-K to grade 8 from 7:00-8:00 am and dismissal to 5:30 pm. Billing is based on an hourly rate, the hours being 7:00-8:00 am and dismissal-3:30 pm, 3:30-4:30 pm, and 4:30-5:30 pm. Our fees are \$7.50 hr. for 11-20 hrs. a week, \$8.50 hr. for 1-10 hrs. a week, \$10.00 hr. as needed, and \$13.00 hr. family rate (2 or more children). . Students must attend at least one day a week to get the 1-10 hr .a week rate. The hours of service are for the whole day, so if your child attends a ½ hr. in the am and a 1/2 hr. in the pm it counts as 1 hr. However, *Please note: as we charge hourly, once you go over 5 minutes in to an hour or in to the next hour, you will be charged for that hour.*

Parents whose children do not attend Extended Day every day may feel free to send a note in with your child indicating they will be staying on a particular day, or may call the school at any time to have them stay. No advanced notice is necessary, as we always have room for more!

We will follow the school calendar. All parents should receive a phone call from our automated phone system for cancellations or delays of school due to inclement weather. If there is no school, there is no extended day program. If school is delayed, Extended Day is delayed (ie; if school is delayed an hour, Extended Day will begin at 8:00 a.m. instead of 7:00 a.m.). **If snow develops after normal school hours and/or worsens, please try to make arrangements for an early pick-up for your child from Extended Day . This will help ensure the safety of both the children and their families and the staff as well.**

As mentioned above, Extended Day hours are from 7:00 am-8:00 am and dismissal-5:30 pm every day. **Staff members are employed until 5:30. By this time, both children and staff are ready to end their day, so we ask that closing time be respected.** When a child has not been picked up before or at 5:30, and no parent contact has been received, staff members will follow the emergency procedures in order to obtain an authorized party to dismiss the child from our program. **At this point a late fee of \$1.00 a minute will be incurred, which must be paid in cash upon arrival.**

Children arriving for morning Extended Day are asked to enter on the Clifford street side, using the doorbell on the porch (in between the 2 windows).

We do have an open-door policy, so parent's/guardian's may feel free to come and visit and observe whenever your child is in Extended Day.

New Children/Families

You and your child/children may visit our program one or more times before your child begins Extended Day to make the transition easier and to see what we are all about!

Enrollment/Registration

To enroll/register your child, simply fill out the Extended Day Registration Form and APS Form as thoroughly as possible and sign where necessary. All forms will be kept confidential, and may be updated by the parent/guardian at any time.

Our Program

Children who come to Extended Day enjoy a variety of independent and group activities, both structured and unstructured, which include art's and craft's, games, blocks, housekeeping, puzzles, books, outdoor equipment and toys, and special events. Our schedule is as follows:

7:00-8:00 a.m. Children attending in the morning may finish any unfinished homework, engage in independent or group activities, do crafts, etc. Parents may feel free to send breakfast in with their child if needed, or may leave breakfast items (cereal, waffles, milk, orange juice, etc.) at the school for their child if they wish. ***Please remember these food items must be peanut/tree nut free.*** Bowls, cups, and utensils will be provided.

School dismissal-2:30-3:00: Sign in, greeting, snack, homework if they choose, and independent/group play. Snack is provided, including a drink. Children staying later than 4:00 often get hungry again, so parents may pack extra snacks in their lunchboxes for them to have if they get hungry again. Children bringing extra snacks may not share them with others, however, because of food allergies. **Please be reminded that we have a NO PEANUT/NO TREE NUT policy**, so please avoid packing any snacks that have peanut butter or peanuts or tree nuts in them, *or are made in a factory which processes peanuts/tree nuts.*

3:00-4:00: Outside play

4:00-5:30: Homework for older children, until they are finished; free or structured play for younger children. Children have the responsibility to acknowledge their own homework assignments, as well as remember to bring them to Extended Day. **NO CHILD WILL BE ALLOWED TO RETURN TO THEIR CLASSROOM AFTER SCHOOL IS DISMISSED.** Homework help will be provided to those students requesting it.

Special Events include monthly birthday parties, and theme weeks, such as Cruise Week.

Movies-When the weather doesn't allow for outside play, sometimes movies are shown to the children. These are G-rated. If there are any movies you wish your child not to view, please let the coordinator know!

Toys From Home-Toys from home are not allowed. Often these items are personal and important, so that the child feels they need to be defended and protected. This is not consistent with the sharing atmosphere we encourage.

As is the case with the school policy, **no electronics or cell phones are allowed.** Older students needing to call home after an after school activity who report to Extended Day will be allowed to use the school phone if necessary.

Change of Clothes-Children may bring a change of clothes if they wish, so they can feel more relaxed and comfortable after school. Please follow the guidelines of appropriate length and style of clothes found in the student handbook (ie; no tank tops, short shorts, flip-flops, sandals, etc., and socks must be worn).

Supervision-Children are supervised at all times, and child/staff ratio's are implemented based on age and grade. There are at least 2 staff on at all times.

Expectation of Children's Behavior

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Children may not take anything from the classrooms being used by the Extended Day program that are school related (ie: toys, games, books, lego's, puzzles, markers, crayons, etc.) Children who fail to respect others and property will be disciplined accordingly, first by the care-givers, then by the principal if necessary. Care-givers will try to address any discipline problems that arise, but if they become repetitive or the problem is severe, parents and/or Mrs. Nunes will be notified. Severe and constant problems may result in termination of services.

Medical, Illness and Accident

Medicines---The administration of all medicine and drugs by the Extended Day Program staff is prohibited by the Department of Health *with the exception* of life threatening incidents such as the administration of asthma medication or epi-pens in the case of severe allergic reactions. Any requests to administer the aforementioned medications must be handled through the school office. These medications will be kept in the health room in a locked cabinet. Children are not allowed to keep medication in their backpacks or lunch boxes.

In the event of accident or illness we will contact the parents immediately for further instructions. If instructions cannot be followed, the staff will act according to their best judgment for the welfare of the child. Also in the event of an emergency parents may contact the Extended Day phone number (209-7093) first, or the school phone number (434-2338) if necessary.

Parents are expected to make provisions for taking their sick child home.

Dismissal from Extended Day

One of the most important regulations concerns the child's leaving the premises of the Extended Day program.

Parents and all authorized individuals must have a photo identification with them in order to release a child (until we get to know you/whomever is picking up).

Parents and guardians should not send persons in whose names are not on the Signature/Release section of the Registration form to pick up a child. For the child's safety, release will not be granted. Parents may feel free to add names to this form at any time.

*Just a note: If someone other than the “regular person” is picking up your child on a particular day, please send in a note or call the school or Extended Day (7am-8am or 2:30 pm-5:30 pm) to let us know. **Students will not be allowed to call their parents to make arrangements to go home with anyone else.**

Parents may list individuals who may *not* pick up their child from Extended Day. In order to respect those wishes, it is imperative that legal papers be filed with our office regarding custody and restraining orders. Such persons should also be notified by you that you are making this request and that under no circumstances will the child be released to that individual.

With the same potential problem in mind, we will not accept a phone call requesting that we call a cab for your child.

All parents/guardians must “sign out” their child daily. A “sign out” sheet will be provided each day for the parent/guardian and other authorized signatures. As the doors to the school are locked at all times, please pick up your child using the porch door on Clifford Street. Please ring the doorbell located between the 2 windows. If we are outdoors in the big parking lot (grades 2-8), please use the back parking lot door; grades Pre-K -1 will still use the porch door to gain admittance with the help of the staff that are in the play yard.

Billing

Billing is done through the tuition company, APS. Billing is monthly, drawn on the 5th of each month for services provided the month before. (October 5th you will be billed for September usage, etc.) We ask that parents fill out the APS form and return it to school as soon as possible with the Extended Day Registration form as mentioned on page 2. A \$35.00 maintenance fee will be added to the first “draw”.

Parent/Staff Conferences

Please feel free to set up a conference if you feel the need.

Child Abuse/Neglect

St. Margaret School does have an abuse/neglect reporting policy in accordance with state regulations. Suspected cases of abuse and/or neglect will be made known to the principal and/or nurse and then reported, as necessary, to DCYF, to ensure the safety and well-being of the children.

Termination

Extended Day services may be terminated by the school principal after consultation with the staff, after one weeks notice is given, for the following causes: chronic late pick-up of a child, non-payment of fees, or failure of the child or adult to respect the safety and right of other individuals in the program.

We hope this information answers any questions you may have regarding our program. Please feel free to contact us at any time if any questions or concerns arise. We look forward to working with you and your child!