



Welcome to St. Michael the Archangel  
**EXTENDED DAY PROGRAM**

St. Michael Catholic School  
723 Sutton Place  
Findlay, OH  
Parish Office (419) 422-2646

Director:

Leah Horne (419) 889-9320

Contact:

The Defender Day Camp room can be reached by calling the Parish Office at 419-422-2646 and asking for extension #319. Please note that the Parish Office does not open until 8:00am. Also, we do get out and about throughout the day so we may not answer. Feel free to leave a message, we will try to get back to you ASAP.

**PHILOSOPHY AND GOALS:**

It is our desire to provide a service to the working parents of children who attend our school. Our objectives are to provide the children with opportunities to play and promote learning through a variety of activities within a safe and supervised environment. A ratio of one supervisor per 14 children will be adhered to.

**STAFF:**

All staff members have been trained in *Virtus, Protecting God's Children* and have been fingerprinted by the state.

**DIRECTOR:** In charge of scheduling, billing, and staffing.

Handles serious discipline issues or parent concerns. Contact Leah Horne for billing/payment issues or with any concerns.

**SUPERVISOR:** In charge of children on daily basis. This includes supervision of activities and discipline. Supervisors work different shifts throughout the day.

**SUPERVISION:**

The Extended Day program maintains a 14:1 ratio. While outdoors, the children will be supervised by at least one staff member.

\*\*\*Please contact the Supervisor with any concerns you might have. Parents and guardians are encouraged to meet the staff during regular hours of operation. Any problems not settled by the Supervisor should be brought to the attention of the Director(s).\*\*\*

### **REGISTRATION:**

This program is for current Saint Michael Students in grades KR-5

- \$60 registration fee per child
  - \$45 for each additional child.
  - This will cover the cost of materials needed.
- Please note that this is NOT a drop off service. All attendees need to have proper registration before attending the camp.
  - The registration form can be obtained in the school office.

### **COST:**

Half Day/ Less than 5 hours

Cost (1<sup>st</sup> child)      \$70.00 /week or \$15.00/day

Additional child      \$50.00/week or 10.00/day

Full Day/ 5 hours or more

Cost (1<sup>st</sup> child)      \$120.00/week or \$25.00/day

Additional child      \$100.00/week or \$20.00/day

\*\*\* You will be charged an additional \$1.00 per minute/per child after 5:55 pm\*\*\*

### **PAYMENT:**

- Payment is expected to made in ADVANCE.
- All payments are due on Friday of the previous week.
- Make checks payable to St. Michael School.
  - \*\*\*An additional \$10 fee will be charged to those not paid in advance.\*\*\*

### **TIME/DATES:**

Monday-Friday; 7:00 am- 5:55 pm

Starts: June 1, 2015      Ends: August 14, 2015

\*CLOSING EARLY on Friday, June 16th at 3:00 pm (Parish Festival)

\*CLOSED: July 4th

### **PICK UP AND DROP OFF:**

- Please enter and exit the building through the glass doors by the kindergarten rooms, just past the Activity Center.

- We will be centered out of Mrs. Gonzalez's room, which is at the end of the Activity Center Hallway.
- An adult must accompany the child into the room and sign the attendance sheet.
- At the end of the day, parents or guardians will again be required to sign the attendance sheet.

### **ATTENDANCE:**

- All families will be asked to fill out a monthly schedule.
  - This is to show when your child(ren) will attend.
- Billing will be according to this calendar.
- Calendars are expected to be turned in by the deadline so that staffing and transportation needs can be arranged in advance.

### **ABSENCES:**

- Attendance will be taken each day for safety and security.
- If your child is not attending on a scheduled day, please call/text the Director to let them know of the absence.
- Please do not send sick children.

### **EMERGENCIES:**

- Emergency health forms are kept on record in the classroom.
- Procedures for emergencies will follow the rules already set in place by St. Michael Catholic School.
- If your child is on medication, the Extended Day employees should be advised.
- If your emergency contacts or place of employment changes, it is your responsibility to update the form.
- We need current phone numbers for parents at all times.

### **RULES:**

Defender Day Camp Rules coincide with St. Michael School Rules

The following rules are a mere example of what is expected daily from the students:

1. Show respect to other children and Supervisors
2. Follow directions from Supervisors.
3. Participate in all activities.
4. Use materials and equipment as instructed.
5. Use appropriate language.
6. Keep hands and feet to themselves at all times.
7. Stay positive, have an open-mind, and have FUN!

### **DISCIPLINE:**

1. Verbal warning from the Supervisor.
2. Time out (one minute per year old).

3. Behavior slip and notice to parents.
  - a. Behavior slips must be signed and returned to supervisors next visit.
4. Repeated offenses require contact with the director(s). See above phone numbers.
5. Child can be suspended for a day when the behavior consistently violates the above rules or is deemed to be in serious violation of the rules by the Director.
6. Participants can be dismissed from the program if the above actions have taken place and the child still does not comply.

### **ACTIVITY SCHEDULE:**

- A basic daily schedule has been established.
- The schedule may vary depending on the number of children present and the day.
- Students will participate in group activities, silent reading, educational activities, snack, recess, and technology time.

### **FIELD TRIPS:**

We visit Canterbury Swim Club. We are allowed to use the pool for 2 hours. Please send bathing suits, sunscreen, and towels. The days are still to be determined.

Water Wednesday on St. Michael grounds. As long as the weather is good we will be doing water activities in the afternoons. Please send bathing suits, sunscreen, and towels.

Other field trips may be scheduled throughout the summer, a permission slip will come home.

### **TRANSPORTATION:**

- The Director and Supervisors may transport your child to and from scheduled Field Trips.
  - Some Field Trips will be by foot and others by Van.
- The adult staff member(s) have a current Ohio driver's license and automobile insurance.
- Permission slips for scheduled Field Trips will be sent home. All permission slips must be filled out and turned in with registration forms.
- Transportation of your child for any other reason will be prohibited by camp staff.

### **FOOD:**

- Lunches should be packed daily. Students have access to microwaves.
- There will NOT be access to the pop machine.
- Morning snack is NOT provided. Students may bring a morning snack if needed.
- A light snack will be provided in the afternoon.
- Students may bring water bottles to use throughout the day.

### **CLOTHING/SHOES:**

- Children should wear clothing they are able to comfortably move and participate in.
- Shirts must cover entire midriff.
- Socks and tennis shoes are required.

### **PERSONAL BELONGINGS:**

- Students may bring personal belongings such as ipods, game systems, or toys.
  - Technology will only be permitted certain times throughout the day.
  - If personal items cause problems, they will be asked to remain at home.
- These belongings should be labeled with your child's name and kept in their assigned cubby.
- Staff and other participants will not be responsible for any item that is lost, stolen, or broken.