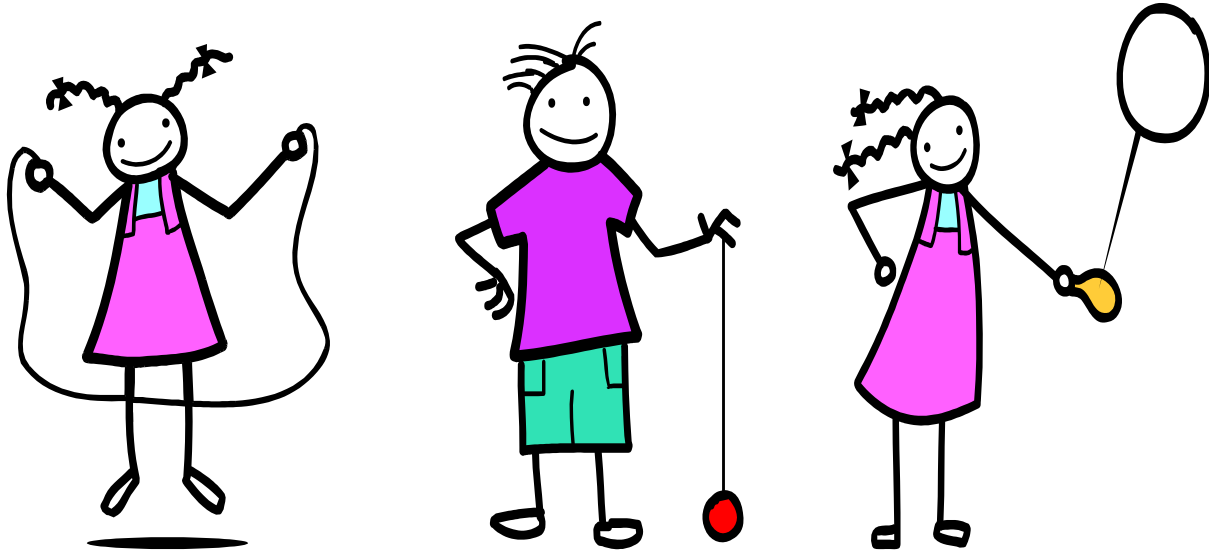


**St. Michael The Archangel
Catholic School
Extended Day
HANDBOOK**



**St. Michael Catholic School
723 Sutton Place
Findlay, OH 45840
School Office (419) 423-2738
Extended Day Room- Ext. 205**

Welcome to St. Michael the Archangel Extended Day Program

Philosophy and Goals:

It is our desire to provide a service to the working parents of children who attend our school Kindergarten through 5th grade.

The program is to be an extension of the regular school day and is structured and organized, but flexible enough to allow students some FREE time as well as an opportunity to begin their homework. We will provide a secure, cheerful environment for the children by offering supervision, snack and times for play and work. A ratio of one supervisor per 14 children will be adhered to.

STAFF:

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

DIRECTOR: In charge of scheduling, billing, and staffing. The director handles serious discipline issues or parent concerns.

DIRECTOR(S): **Mary Rood** - mrood@sms.noacsc.org and **Lydia Darnall** – ldarnall@sms.noacsc.org

BOOKKEEPER: **Tammie Morman** - tmorman@sms.noacsc.org

SUPERVISOR: In charge of children on daily basis. This includes supervision of activities and discipline.

Registration:

This is NOT a drop off service and all attendees will need to have proper registration before using the Extended Day services. The registration form can be obtained in the school office. There is an annual non-refundable registration fee of \$15.00 for one child, \$20.00 for two, and \$25.00 for three or more.

EMERGENCY MEDICAL:

We will keep an emergency health form in the room. 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 change, it is your responsibility to update the form. We need current phone numbers for parents at all times.

Payment of Fees:

Fees will be collected on a weekly basis. Payment for each week is due on Friday or the last day your child attends to the Extended Day Supervisor. Make checks payable to St. Michael School. **A late fee of \$5 will be applied to your account if payment is not received by Friday.** The removal of students from the program may occur if payments are more than one month delinquent.

Times and Fees (Cost is figured per child)

Morning: 7:00 am – 7:30 am (Grades K-5) 7:30 am – 8:15 am (Preschool)

COST: \$2/day per child OR \$8/week per child (four or five days)

Afternoon: 2:30 pm – 5:55 pm (Grades K-5)

COST: \$10.00 per day OR \$38.00 per week (four or five days)

Late Pick-up Fees:

Offenses are counted per quarter. Each quarter every family will start with zero offenses.

- a. First offense – warning.
- b. Second offense - \$1 per minute past 5:55 p.m. Must be paid within a week.
- c. Third offense - \$2 per minute past 5:55p.m. Must be paid within a week.
- d. Fourth or more – \$3 per minute past 5:55p.m. Failure to pay late fee or consistent lateness may result in dismissal from the program.

AM Drop Off:

The children may enter the building through the main doors off Sutton Place. The far right door will unlock at 7:00. **An adult must accompany the child to sign the notebook.** Coats and book bags may accompany the child to Extended Day for easy access and availability.

PM Pick Up:

All children must be picked up no later than 5:55p.m. Late fees will be assessed if more than one occurrence. You should enter the building using the main doors off of Sutton Place. We are on the second floor in room 205. At the end of the day, parents will again be required to sign the notebook as they pick their child up. **PLEASE REMEMBER TO SIGN IN AND OUT.**

No child will be released to an unauthorized person. If someone not listed on the registration form is to pick up your child a call or note from the parent is required and said person must present a picture ID to the staff. If there are special custody arrangements for the child, the appropriate documentation must be on file in the program office.

If the child is going to practice on the parish property, please inform the staff/director of what time and where your child will be released. We will not release said child without a note in writing.

PARENTS MUST NOTIFY THE EXTENDED DAY STAFF WHEN PICKING UP THEIR CHILD(REN). Please make sure you talk with a staff member upon picking up your child and you sign your child out.

Clothing:

Children may bring a change of clothing. However, these items must be kept in the backpack during the school day.

Weather permitting; we will try to go outside everyday so please see that the children have the necessary clothing. Labeling the items with the child's name will help considerably.

Discipline/Rules:

All St. Michael school policies, administrative procedures and rules will also apply to the Extended Day. Discipline will be developmentally appropriate. Disciplinary problems will not be tolerated and are grounds for dismissal from the program.

The following behaviors will not be tolerated: biting, physically harming another child or staff member, stealing, habitual late arrival, destruction of school, parish, and/or program property, disrespect for staff members and the inappropriate handling of food. The children should participate in all activities, use appropriate language, use materials as instructed and follow directions from supervisors.

1. Verbal warning from the Supervisor.
2. Written-up - Notice to the parents to be signed and returned.
3. If three notices have been sent home (per quarter) than one week suspension will occur.

Participants can be dismissed from the program if the above actions have taken place and the child still does not comply.

Attendance:

Attendance will be taken each day for safety and security. If you child will attend on a set schedule for the week, one note to the teacher at the beginning of the year will be sufficient. If your child's attendance will vary, please send an email to extendedday@sms.noasc.org and your child's teacher daily or for the week so that we know to expect them at the program. If your child is not going to attend on a normal attendance day, please notify your child's teacher and Extended Day through an e-mail. Staff are notified by school personnel of children ill or sent home ill from school. It is also best to copy Mrs. Wilkins in case the teacher would be absent or not get the e-mail that day.

Parent Participation and Communication:

It is important for the parents and the Extended Day staff to work together to ensure that the needs of the children are met. Comments and suggestions are welcomed.

According to Diocesan policy, all parish volunteers working with children are required to:

- be trained in *Virtus, Protecting God's Children*
- Be fingerprinted with a BCI/FBI background check.

Although conferences are not routinely scheduled, a conference may be requested by parents or staff at any time. Mutual convenience of the parties and the nature of the concern shall dictate scheduling. The specific topic to be discussed should be made known in advance.

Parental concerns or complaints should be brought to the attention of the Extended Day staff as soon as possible. Staff concerns or complaints will be brought to the attention of the parents immediately.

A three-step complaint procedure shall be followed:

- 1) Parents bring the concern to the attention of the involved staff member in an informal meeting.
- 2) Unresolved concerns are addressed in a formal meeting with Extended Day director.
- 3) A meeting may be requested to discuss still unresolved issues with the Principal and/or Pastor.

It is the goal of the Extended Day staff to seek solutions to all concerns or complaints at the lowest step of the procedure. Mutual cooperation between all parties will ensure the most beneficial environment for the children.

Illness:

Children who are ill should not be sent to the program. If your child becomes ill while in our care, they will be separated from the other children and contacts from the emergency medical form will be called to come pick up the child. Please pick up your child as soon as possible if the Extended Day staff feels your child is too ill to remain at the program.

Children should not attend the program if they have a fever, a contagious skin rash, and diarrhea and/or vomiting, evidence of lice or any other symptoms of contagious illness.

Supervision:

The Extended Day program maintains a 14:1 ratio. While outdoors, the children will be supervised by at least one staff member. A student fourth grade or older, may leave the group to summon another adult. While indoors, children are supervised by at least one staff member. A staff member knows whereabouts of children at all times. Children grades 4 and up may run errands without staff supervision. The buddy system does apply. Students grades 4 and up may walk to sports practice in the gym without direct staff supervision.

If your child stays after school for tutoring, piano lessons, to help a teacher, scouts, sports, detention, etc. it is the responsibility of the person in charge of that function to supervise your child's return to our program. Please be sure that person in charge is aware of this policy.

Cancellations and Delays:

The Extended Day Program will be open for days when school is delayed or cancelled but NOT for vacation, conference or holiday days that are on the school calendar. In the event there is a delay that goes to a cancellation, the children may stay or be picked up. **PLEASE NOTE:** The program will be open if we are on an Emergency Level one or two. The program is not open on a level three. If we reach a level three after being open, children are expected to be picked up immediately.

Payments are to be added to weekly payment or paid at time of drop off/pick up.

Times and Fees: 2 hour delay: 7:00 am-9:30 am COST: \$5/each child

3 hour delay: 7:00 am-10:30 am COST: \$5/each child

Cancellation Day: 7:00 am-5:55 pm (lunch provided)

COST: Attend 4 hours or less-\$15/1st child (\$10/each additional child)

Attend 5 or more hours- \$20/1st child (\$15/each additional child)

\$1.00 per minute/per child after 5:55 pm

Snacks:

Effective for the 2017-2018 school year

We will not provide a snack to the children after school. If wanting/needing a snack, they are to bring a simple snack that requires no preparation (we will not have utensils available for the kids). A water bottle for a drink is also welcome. We will offer any leftover fruit and vegetables from lunch daily. However, there is no guarantee that there will always be leftovers or enough for all students. We may choose to provide snacks for special holidays/occasions. Please help us by informing your children of their responsibilities for cleaning up after themselves.

NO GUM CHEWING IS PERMITTED BY STUDENTS AT ANY TIME DURING THE EXTENDED DAY PROGRAM HOURS.
Any known food allergies of the child **MUST BE NOTED ON THE REGISTRATION FORM.**

Schedule:

Before school the children will be permitted to play quiet games. If a child needs to finish any homework, they would have a few minutes to do that. However, we recommend that they come prepared for the day and not count on that as a daily habit.

After school we plan to have a simple snack, some recreation and time to do their homework. The Extended Day Supervisors are available for help with homework; however, they are not responsible for homework being correct or completed. That is still the responsibility of the child and the parent. Hopefully, this study time will then allow for quality family time after the child is picked up from Extended Day.