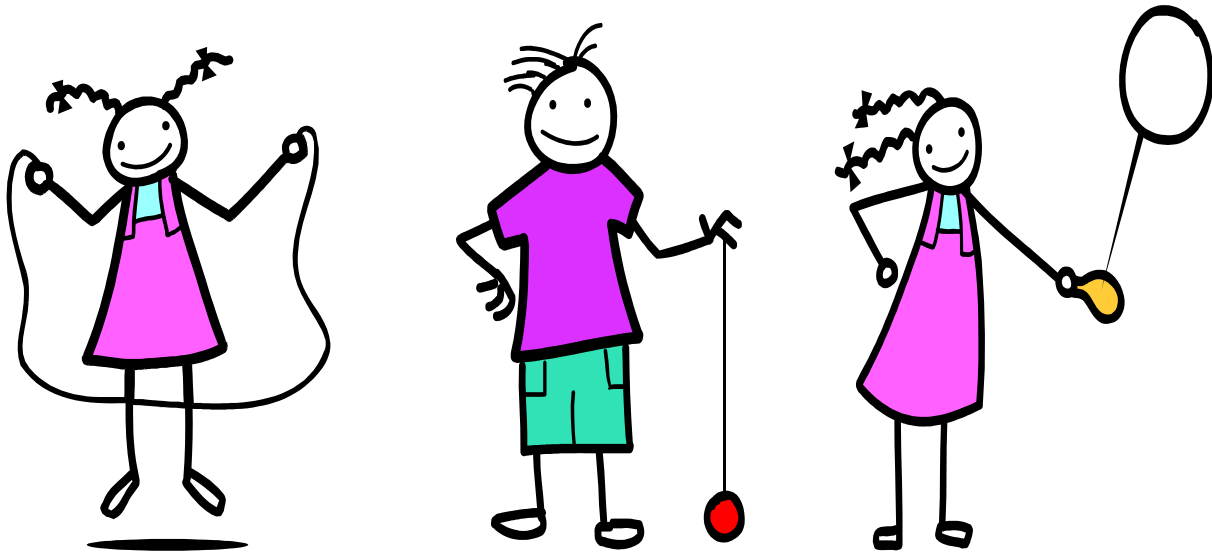


**St. Michael The Archangel  
Catholic School  
Extended Day  
HANDBOOK**



**St. Michael Catholic School  
723 Sutton Place  
Findlay, OH 45840  
School Office (419) 423-2738  
Extended Day Room- Ext. 263**

# **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. 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. Our objectives include the elements of enhancing a positive self-esteem, developing social skills, and teaching lifelong values such as responsibility, organization, and cooperation. A ratio of one supervisor per 14 children will be adhered to.

## **STAFF:**

All staff members must have attended the Protecting Youth workshop and have been fingerprinted by the state.

**DIRECTOR:** In charge of scheduling, billing, and staffing. Handles serious discipline issues or parent concerns.

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

**YOUTH ASSISTANT:** Helps supervisors with activities

## **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 registration fee of \$15.00 for one child, \$20.00 for two, and \$25.00 for three or more.

## **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.

## **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 KR-5)

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

## **Late Pick-up Fees:**

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

- a. First to third offense - \$1 per minute past 5:55 pm
- b. Fourth to Fifth offense - \$2 per minute past 5:55 pm
- c. Sixth offense - \$5 per minute past 5:55 pm plus one week suspension
- d. Seventh offense- \$5 per minute past 5:55 pm plus suspension from program

## **Refunds:**

There is no refund for missed days due to illness or weather. The weekly rates should be viewed as an average of the total bill, divided in equitable payments making for easy management by both the family and the supervisor of the program.

**AM Drop Off:**

The children may enter the building through the south Activity Center door. 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:**

You should enter the building using the main doors off of Sutton Place. We are on the second floor in room 211. At the end of the day, parents will again be required to sign the notebook as they pick their child up.

**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.

**Rules:**

1. Participate in all activities.
2. Show respect to other children and Supervisors.
3. Use appropriate language.
4. Use materials and equipment as instructed.
5. Follow directions from Supervisors.
6. Stay within the boundaries given for each activity.

**Discipline:**

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

1. Verbal warning from the Supervisor.
2. Time out (one minute per year old).
3. Notice to parents.
4. Meeting with Director: including parent and child.
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.

**Concerns:**

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.

**Emergencies:**

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.

**Emergency Level Openings/Closings:**

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.

### **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. 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 (snack provided)  
COST: \$5/each child

**Cancellation Day:** 7:00 am-5:55 pm (snack and lunch provided)  
COST: Attend 4 hours or less-  
\$15/1<sup>st</sup> child (\$10/each additional child)

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

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

### **Snacks:**

We will provide a snack to the children after school. It will be a simple snack that requires little, if any, preparation.

### **Attendance:**

Attendance will be taken each day for safety and security. If your 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 a note 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 staff through a note. Staff are notified by school personnel of children ill or sent home ill from school.

### **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.

### **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.