

ST. BARNABAS SCHOOL

EXTENDED DAY PROGRAM HANDBOOK

ST. BARNABAS EXTENDED DAY PROGRAM

(All day school policies and procedures contained in the handbook apply to Extended Day)

HOURS OF OPERATION FOR THE SCHOOL YEAR:

7:00 a.m. to 7:45 a.m. and

2:45 p.m. to 6:00 p.m.

SUMMER HOURS: 7:00 a.m. to 6:00 p.m.

The Extended Day Program (EDP) provides care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment. The Extended Day Program is for children enrolled at St. Barnabas School in grades kindergarten through eight.

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment, activities planned to complement the philosophy and value systems of the school and family. Art and craft projects, games, recreation, and snack time are just a few of the growth activities planned. Also, there is time set aside for homework completion.

DAILY SCHEDULE (Subject to change):

- 2:45-4:00 PM- outside or in gym area
- 4:00-4:15 PM- snack time
- 4:15-5:00 PM- homework
- 5:00-6:00 PM- free exploration time/organized craft activities, etc.

Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

Certified teachers and aides staff the Extended Day Program. These people work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others are realized.

Fees are the sole support of the St. Barnabas Extended Day Program. It is not subsidized by the school or parish.

SPECIAL PROVISIONS AND PROCEDURES

ILLNESS OR ACCIDENT:

- In cases that appear to be of a minor nature, First Aid will be administered on the premises. (Please refer to the school's policy on Medication Administration provided in the back of the EDP Handbook.)
- In cases that appear serious, the teacher will make an effort to carry out the instructions as given on the emergency medical form.
- In case of very serious illness or injury – 911 will be called and parents will be notified immediately.

- Parents will be expected to make provisions for taking sick children home. The Extended Day Program is not set-up for transportation of children.
- If the home does not provide adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child.

HOMEWORK:

Each day a homework period is scheduled. It is the child's responsibility to know his/her assignment and then to use the resources available. The staff has no way of knowing specific assignments for each child. Therefore, each child in the EDP is responsible for their school assignments.

ABSENCES:

- If you use the Extended Day Program regularly and know in advance that your child will be absent for any amount of time, please notify the Extended Day Staff in writing.
- If a parent takes a child home from the school for any reason, the Extended Day Program should be notified that day.

IMPORTANT PARENTAL RESPONSIBILITIES

EMERGENCIES/SAFETY:

With the child's safety and well being in mind, it is most important that the parent/guardian complete the emergency medical and release forms, and then adhere to the instructions given.

A critical aspect of our EDP is the pick-up procedure. The safety of your child is paramount to the EDP Staff, therefore following our procedure when picking-up your child is absolutely critical.

- Parents or guardians **should not** take children from the schoolyard or other areas without notifying the staff and signing the child out.
- Parents or guardians should not send persons whose **signatures are not** on the release form for pick-up. For the child's safety, the release will not be granted.

Another area of concern, and also related to the child's welfare, is the matter of telephone messages.

- Parents or guardians may wish to telephone the Extended Day Program asking that their child be directed to go to various places after school. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted.
- With the same potential problem in mind, the staff will not accept a telephoned request to call a cab for a child.

FEES AND "PICK UPS":

Additional areas of parental responsibility are in the matters of prompt fee payment, and prompt pick-up in the late afternoon.

The fee for the program is \$4.00 an hour per child. A \$3.00 an hour fee will be charged for the second child and special arrangements will be made for families enrolling more than two children. A late fee of \$1.00 will be assessed for **each minute** after 6:00 p.m. It is only common courtesy to respect the time of closure. If you anticipate arriving late, please call Extended Day at **330-888-3675**. (SEE SUMMER REGISTRATION FORM FOR SUMMER FEES)

Billing will be done on a weekly basis. A bill for the previous week, including any late charges, will be sent home with your child on Mondays. Payment is due to school by Thursday of that week. There will be a fee of \$10.00 charged for each week a payment is late after a two-week grace period. A \$20.00 charge will be assessed for all returned checks.

ST. BARNABAS EXTENDED DAY PROGRAM Registration Form

PROGRAM FEATURES:

1. The program is available on scheduled school days only. Parents must make other arrangements for days when St. Barnabas is not in session. **This year, the school has three (3) Early Dismissal Days scheduled. The Extended Day Program is not in session on those days. (November 10, December 21, and June 8, 2017)**
2. Teachers and aides will supervise students between 7:00 - 7:45 a.m. and between 2:45 - 6:00 p.m.
3. Students will participate in recreational, tutorial, and enrichment activities.
4. A light breakfast is offered in the morning and a snack in the afternoon.
5. Preference in enrollment will be given to those families enrolled last year, those in the summer program, and new families enrolling more than two children.

COST INFORMATION:

- The cost will be \$4.00 an hour per child. (Including breakfast/snack.)
- \$3.00 will be charged for the second child and special arrangements will be made for families enrolling more than two children.
- A registration fee of \$25.00 per family will be charged. Anyone planning to use the Extended Day Program even once during the year must pay the registration fee. This will enable us to have the proper information on file to better care for your child when you utilize the program.
- There will be a late fee of \$1.00 **per minute** after 6:00 p.m.
- All payments are due the week the bill is sent home. There will be a fee of \$10.00 charged for each week a payment is late after a two-week grace period and \$20.00 for all returned checks.
- For insurance or tax purposes, you may need our St. Barnabas Tax ID #34-0847748

ST. BARNABAS EXTENDED DAY PROGRAM

RELEASE FORM FOR _____
Student Name

My child will participate in the Extended Day Program on:

<u>DAY</u>	<u>PICK-UP TIME</u>
MONDAY	_____
TUESDAY	_____
WEDNESDAY	_____
THURSDAY	_____
FRIDAY	_____

My child will participate on an irregular basis. I will inform you in writing when we are in need of the program.
YES _____ NO _____

SIGNATURE RELEASE FORM

(Signatures will be matched before child is released)

Only the following people are authorized to pick up my child from the Extended Day Program:

_____ NAME	_____ SIGNATURE	_____ RELATIONSHIP
_____ NAME	_____ SIGNATURE	_____ RELATIONSHIP
_____ NAME	_____ SIGNATURE	_____ RELATIONSHIP

Parent/Guardian Signature _____

Please note any health concerns or food allergies _____

Please note that this form remains with the Extended Day Facilitator. Additionally, we ask that you please send a note to your child's teacher on the days your child will be attending the Extended Day Program.

EXTENDED DAY

EMERGENCY MEDICAL AUTHORIZATION FORM 20 /20

Purpose: To authorize emergency treatment for students who become ill or injured while under school authority, when parents or guardians cannot be reached. Please contact the school immediately if any information changes.

Family Name: _____ Father's Name: _____ Mother's Name: _____

Family Address: _____

City: _____ Zip Code: _____ **Email Address: _____

****REQUIRED****

Please indicate Last name of child if different than parent _____

CHANGE IN MARITAL STATUS

No Change	Divorced	Separated	Other
Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____
Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____
Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____	Student Name _____ Grade: _____ Room# _____

PLEASE CHECK BOX FOR CONTACT NUMBER TO BE USED FIRST IN AN EMERGENCY

<u>Mother's Telephone</u>	<u>Father's Telephone</u>
(H) _____	(H) _____
(W) _____	(W) _____
(Cell) _____	(Cell) _____

Custodial Parent: Both Parents Mother Father Joint Other: _____

In case of an emergency, illness, accident or early dismissal **AND THE PARENT CANNOT BE CONTACTED**, please contact and/or release my child to one of the following people:

Name	Relationship to Child	Work/Home Phone Number
_____	_____	_____
_____	_____	_____

PART I: TO GRANT CONSENT

I hereby grant consent for the following medical care providers and local hospital to be called:

Doctor/Phone: _____ Local Hospital/Emergency/Phone: _____

Dentist/Phone: _____ Medical pECIALIST/Phone: _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctor or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist, and (2) the transfer of the child to (preferred Hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to the performance of such surgery. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Date Signature of Parent / Guardian

DO NOT COMPLETE PART II IF YOU HAVE COMPLETED PART I

PART II - REFUSAL TO CONSENT

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

Date Signature of Parent / Guardian

****NOTICE TO PARENTS – The information on this form will be shared with your child's school bus driver. If for some reason you do not wish this information given, please notify the school in writing when this form is returned to school.

MEDICATION ADMINISTRATION

The State of Ohio has passed legislation regulating the administration of medication in school. St. Barnabas School discourages the practice of students bringing medicine to school. If, however, the student must take a medication during the school day, the following policy must be strictly adhered to:

1. Written requests must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include: Instructions as to the name of the medication, dosage, time and duration of medication, possible side effects, and the beginning/ending for the medication administration.
2. Medication must be in the original container and have an affixed label including: the student's name, name of the medication, dosage, route and time of administration
3. The medication and the signed permission forms must be brought to the school by the parent/guardian. Medication will be stored in a locked cabinet.
4. Medication request forms will be made available to parent/guardians at the start of school. Extra forms may be obtained at any time from the school clinic.
5. New request forms must be submitted each school year, for each medication, and as necessary for changes in medication order.
6. The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian, could be interpreted as practicing medicine and is prohibited by law. Therefore, we cannot give medication to your child until we receive the completed Parent and Physician Request for the Administration of Medication by School Personnel form.
7. No child will be permitted to take medication on his/her own as we cannot assure the safety of that method of administration.
8. If your child is taken off medication or you no longer want your child to receive the medication at school, please put your request in a dated, written note and send it to the school clinic. If the discontinued medication is not picked up from the clinic within 10 days, it will be properly disposed of.

PLEASE COMPLETE A COPY OF ST. BARNABAS SCHOOL EMERGENCY MEDICAL AUTHORIZATION FORM AND INCLUDE IT WITH THE EXTENDED DAY PACKET.
