

ST. BARNABAS SCHOOL

EXTENDED DAY HANDBOOK

All day school policies, procedures and handbook rules apply to Extended Day.

ST. BARNABAS EXTENDED DAY PROGRAM

HOURS OF OPERATION:

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 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.

TENTATIVE DAILY SCHEDULE:

- 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. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from parent authorizing the staff to assist a child in taking such medication are on file.)
- 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 provision for taking sick children home. The Extended Day Program does not have facilities 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 acknowledge his/her assignment and then to use the resources available. The staff has no way of knowing what work, if any, has been assigned to which students.

ABSENCES:

- If you use the Extended Day Program regularly and know in advance that a 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 fill out the emergency medical and release forms, and then adhere to the instructions given.

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

- 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 to ask for the release of children. 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 **330-285-5453**.

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 Tax ID #34-0847748

SEE SUMMER REGISTRATION FORM FOR SUMMER FEES.

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.
2. Teachers and aides will supervise children between 7:00 a.m. and 7:45 a.m. and between 2:45 p.m. and 6:00 p.m.
3. Students will participate in recreational, tutorial, and enrichment activities.
4. Breakfast will be provided in the morning as well as a snack during the afternoon time.
5. Preference in enrollment will be given to those families enrolled last year, those in the summer program and to new families enrolling more than two children.

COST INFORMATION:

1. 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.
2. 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.
3. There will be a late fee of \$1.00 **per minute** after 6:00 p.m.
4. 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.

Please return this form to school as soon as possible. Be sure to send a note with your child each day they are attending the Program. Children may not use the program unless they are registered.

<u>CHILD'S NAME</u>	<u>AGE</u>	<u>GRADE</u>	<u>TEACHER</u>	<u>ROOM</u>
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PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ **ZIP CODE** _____

HOME PHONE _____ **BUSINESS PHONE** _____ **CELL** _____

My child will utilize the Extended Day Program on (circle appropriate days):

<u>A.M.</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>P.M.</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

DATE _____ **SIGNATURE** _____

St. Barnabas Extended Day

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 here _____

PLEASE NOTE THAT THIS FORM REMAINS WITH THE EXTENDED DAY FACILITATOR --- YOU MUST ALSO SEND A NOTE TO YOUR CHILD'S TEACHER ON THE DAYS YOUR CHILD WILL ATTEND THE EXTENDED DAY PROGRAM. THANK YOU.

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