

**St. Louis Elementary School Extended Day Program
Handbook
(978) 453-7137**

Extended Day Program

Our Extended Day Program provides care, supervision, recreation and a curriculum of activities for children enrolled at St. Louis School in Pre-K through 8th grade. It serves working families that want both parochial school education and care for their children in a Christian environment.

This program provides children with a safe & secure family environment. We strive to have a calm atmosphere, give individual attention, and treat each child fairly. We try to keep children engaged with activities that are less structured than the rest of their school day, but focused on giving children worthwhile experiences.

The Extended Day Program is staffed by experienced, committed, and devoted adults. The staff is employed to work together to help each child grow in maturity and self-respect while maintaining an atmosphere where respect and understanding for others is realized.

HOURS/DAYS

The Extended Day Program is open from 6:30 A.M.-7:30 A.M. and 1:30 P.M.-5:30 P.M. each school day. We do not provide care on **HOLIDAYS** or **VACATIONS**.

*Students enrolled in the A.M. Session will not be let into the building until 6:30 A.M.

*Students enrolled in the P.M. Session must be picked up no later than 5:30 P.M.

Staff is employed to work only until 5:30 P.M. **(A fee of \$5.00 will be charged to you for each child and each 5 minutes or part of, that you are late beyond the 5:30 closing time. This fee is due no later than the next day.)**

Half-day care will be provided on those days when school is released at 11:00 A.M. Care will be provided from 11:00 A.M. until 4:00 P.M. **No day care will be provided on those ½ days that are on the day before a major holiday** (ex. The Wednesday before Thanksgiving and the last day of school).

If you plan to utilize the ½ day, **YOU MUST PROVIDE** your child/children with a lunch, drink, and plenty of snacks to hold them over until their pick-up time. If your child/children does/do not have a lunch, and/or snacks, **you will receive a call from us!** A change of clothing is strongly suggested.

A fee of \$5.00 will be charged to you **for each child for each 5 minutes or part of, that you are late beyond the 4:00 P.M. closing.**

FEES/PAYMENTS

The fee charged for your child's participation in our Program is \$5.00 an hour.

The hour starts at 2:00 P.M. and progresses as 2 P.M. to 3 P.M. for the first hour, 3 P.M. to 4 P.M. for the second hour, etc... The only hour exception is the 5:30 closing, which is figured as another hour. On ½ days, the hour starts at 11:00 A.M. and runs every hour on the hour until 4:00 P.M. closing.

F.Y.I.----- Two weeks written notice is expected if you plan to take an unscheduled vacation, other than those on the school calendar.

*****IF YOU DO NOT USE YOUR SCHEDULED HOURS IN ANY WEEK, YOU WILL STILL BE CHARGED 2 HOURS PER CHILD FOR THAT WEEK.*****

You will be billed each Monday for the previous week's attendance. **This bill is due to be paid and returned to us by Thursday of the week you receive the bill. If you are unsure as to the date the bill must be paid, please check the "Please pay by" date on the top portion of your weekly bill. A late fee of \$5.00 will be charged for each week your bill is not paid in full.**

Your child will be supplied with a large manila envelope used weekly to send home bills and returned to you with your receipts. Please store and save **ALL RECEIPTS** in a safe place for tax season. **Please make checks payable to St. Louis School/EDP.** Do not combine daycare payments with any other payments you make to the school. It is also very important that you return the whole bill with your payment so that your account is credited properly and you receive a receipt for your payment. There is a \$25.00 fee, plus bank costs, for any checks returned from the bank. Furthermore, from that time on daycare payments must be made in either cash or money order.

If a parent or guardian fails to meet the Extended Day fee payments two weeks consecutively, special arrangements can be made with the principal for payment on a different schedule.

SAFETY/EMERGENCIES

With your child's safety and well-being in mind, it is most important that you fill out **both sides** of the Emergency Sheet (kept separately from the school's emergency papers) and then follow the instructions below:

Please keep your child's Emergency Sheet current. (Ex... home, work, or cell phone number changes)

Parents or guardians should not take children from the Program without notifying the staff. Children need to be signed in the morning and signed out in the afternoon.

Please be sure that you inform the principal and daycare staff, if there is a problem with the custody of your child. If a parent is not to have contact with a child, we MUST have a Restraining Order on file attesting to that fact.

Parents or guardians should not send persons who are not on the Emergency sheet to ask for the release of the children. **FOR THE CHILD'S SAFETY, THE RELEASE WILL NOT BE GRANTED.** In special circumstances, a parent or guardian may be arranged for such a pick-up sending written permission to the Program staff or principal. If the child/children is/are to be released to go home with another child from the afternoon, we must have written permission from the parent or guardian, and please inform the person they will need I.D.

No child, young or old, will be released or allowed to walk home from the program. There will be no exceptions. We cannot be responsible for children not in our care.

Absolutely NO unregistered children may be brought to the extended day program. For safety reasons, friends of your children are not permitted to attend.

ILLNESS/ACCIDENTS

In case of a minor nature, first aid will be administered by the staff.

In cases, deemed serious, the staff will make every effort to carry out the instructions of the parent as given on the Emergency Sheet. (Please make sure these are kept up to date.)

Medication will **not** be administered by the extended day program staff.

Parents will be expected to make arrangements for taking a sick child home. The Program does not have the facilities for keeping a sick child.

If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

HYGIENE/HEALTH

Since this is a school-age program, it is assumed that students are toilet trained and can take care of themselves. However, we all know that occasionally "accidents happen". We would appreciate it, if you would supply an extra pair of underwear, pants, and socks in your child's/children's school bag.

If a child wets his/her clothing, and has no back-up clothing to change into, parents will be called to pick up the child.

If a child has a bowel movement in their clothing, the parent will be called to pick up the child. We are unable to change the child.

We can no longer supply “EMERGENCY CLOTHING”, as most of the clothing we had has never been returned.

Please provide your child/ren with adequate, appropriate, and **MARKED** clothing for the season. In an effort to keep the children healthier, and to help them sleep better at night, we make a real effort to get them outside, everyday, sometimes for longer periods than others. **Appropriate, warm Winter coats need to be worn by all children, grades Pre-K through 8th, from Nov. 1st thru April 1st. A sweatshirt is NOT an appropriate Winter coat.**

Please make sure your child/ren are properly showered daily and if need be, using a deodorant if old enough. It has been our experience over the years that children notice, and then make fun of other children that smell unpleasantly.

ABSENCES

If your child will be absent from the Program, for whatever reason, on his or her regular day, please notify the staff by sending a note, or calling and leaving a message for the daycare at: **(978) 453-7137.**

Two weeks written notice is expected if you plan a vacation other than those on the school calendar. Two hrs. per child is charged, as well as a late fee if an unscheduled vacation is taken without written notice.

CHANGE OF SCHEDULE

If your work schedule changes, requiring changes in your child’s day care attendance or schedule, please notify us in writing as soon as possible. We will do our best to accommodate these changes. Also, those temporary changes that come up from time to time at the last moment, (car won’t start, meeting, work an extra day...) can be worked around if you give us notice.

EQUIPMENT/MATERIALS

The Program provides toys and supplies to keep children busy. **We strongly request children NOT bring toys from home.** Often these items are personal and important to the child, and they feel they must protect and defend them. If a personal toy becomes a problem we will take it away, and return it at the end of the day.

ALSO A REMINDER:

We will not be held responsible for any Electronic equipment (i.e....I-pod, phones, hand held games, etc...) that your child brings to day care as they are not supposed to be brought to school. A locked drawer will be provided for children wishing to secure items until their time of departure.

WE HAVE MANY CHILDREN, so please MARK all of their clothing.

If a child intentionally breaks an extended day program toy, **parents/guardians will be expected to replace the item.**

NUTRITION

It is important for children to start their day with a good breakfast. Children are allowed to bring their breakfast with them and eat it during the morning session of the Program if they do not have time to eat it at home.

We do not provide drinks or snacks of any kind. It is strongly suggested that plenty of **snacks, needing no refrigeration**, be packed for the P.M. Program. Time is provided for the children to eat snacks from home.

CANCELLATIONS

During the winter months, when we have the problem of snow and ice causing bad driving conditions, it may be necessary for school to be cancelled. If the Lowell School Superintendent makes the decision for the City of Lowell to cancel school for the day, then St. Louis is also cancelled. We do not make the decision. **If there is a decision to delay school opening by an hour, daycare will also be delayed one hour, etc... Example: School is delayed one hour. Daycare will open one hour later.**

**Listen for a "No School in Lowell" announcement by 6:15 AM
on these TV Stations:
WCVB channel 5 or WBZ channel 4**

RULES OF BEHAVIOR

As participants of the Program, the children are expected to respect the staff, each other, the materials, and environment provided for them.

We like to give the children as much freedom as possible to play in the morning & afternoon, especially after having a structured day in school. However, we do have a few rules that the children **MUST** follow. **We would appreciate you taking the time to read the rules of behavior with your child so that everyone is aware of them.**

Children will use respect at all times. Physical injury, verbal threats, and emotional harassment, are not acceptable. Accidents are accidents, but **deliberate cruelty** of the above nature **will be reason for termination from the program.**

For Our Older Children

Older students may attend the homework room. All students are expected to respect others. Disrespect, rudeness, talking out loud, talking back and disturbing others will not be allowed. Help is provided for children that ask, but there is no tutoring in the extended day program.

For All of Our Children

EXPECTATIONS:

USE QUIET INDOOR VOICES – NEVER YELL OR SCREAM!

KEEP HANDS AND FEET TO YOURSELF – NO FIGHTING! NO TOUCHING OTHERS, EVEN IF IT IS ONLY IN PLAY.

FIND A WAY FOR ALL TO PLAY!

LISTEN TO ADULTS – DON'T TALK BACK! WE EXPECT COOPERATION FROM PARENTS IF YOUR CHILD BECOMES RUDE AND DISRESPECTFUL!

USE FURNITURE CORRECTLY- NEVER KNEEL OR STAND ON IT!

ALWAYS WALK INSIDE – NEVER RUN!

PUT TOYS AND EQUIPMENT AWAY NEATLY WHEN DONE!

KEEP LOCKER AND CUBBY AREAS NEAT AND CLEAN! Those lucky enough to have a locker **MUST** keep it clean, or it will be given to the next person on the waiting list.

DISCIPLINE

Every child is expected to abide by the Rules of Behavior. If a child violates these rules we will remove that child from the group for an appropriate amount of time to think about the rule he/she has broken. The parent will be notified if the child continues to misbehave. The problem will be brought to the Principal if the staff, parents and child cannot work out an appropriate solution.

TERMINATION

Extended Day services to a family and/or individual child may be terminated by the Program after consultation with the school Principal. Such cancellation of services will be given a one week written notice for the following causes:

- Abuse of the Extended Day Program (Chronic late pick-ups).
- Non-payment of the Extended Day Program fees.
- Failure of the parent/guardian or child to respect the safety & rights of other individuals in the Extended Day Program.
- Continued harassment or cruelty to another child.
- Lack of assistance from parents in addressing poor behavior.

Cut --→ Return Lower Portion to school-----Cut

St. Louis Extended Day Program

My child/children and I have read the St. Louis Extended Day "Handbook" and understand its contents.

Child's signature Grade

Child's signature Grade

Child's signature Grade

Child's signature Grade

Parent/Guardians Signature

Date