

# HOLY SPIRIT CATHOLIC SCHOOL

Dear Parents,

The following material is presented as a Handbook for the Holy Spirit School Extended Day Program. Please take your time to review this important information as to your child's safety and the basic operation of the program. We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

The Extended Day Staff

## EXTENDED DAY PROGRAM 642-9165



**PLEASE LABEL ALL YOUR CHILD'S  
BELONGINGS SO THEY MAY BE  
RETURNED**

## **Holy Spirit Extended Day Program**

After school care is provided for currently enrolled students of Holy Spirit Catholic School who are in grades PreK - 8<sup>th</sup>. There is also a Lunch Bunch program available to pre-school students. The program operates on all days during which school is in session. This may **not** include some days that we have early dismissal. (Check your school calendar)

Morning Care begins at 7:00 AM. Extended Day begins at 2:40 each day and is open until 6:00 PM. The program provides a snack, loving care, study hall, supervision, recreation and enrichment activities. If your child has special dietary needs please pack them an appropriate snack. We serve working families who desire both a parochial school education and supplementary day care in a Christian environment.

### **Program Registration**

All necessary forms must be filled out **prior** to your child attending the program. The following forms must be completed and signed:

1. Extended Day Registration Form
2. Discipline policy
3. Authorization for emergency care
4. Child release form
5. General release of liability
6. Emergency information sheet

### **Expectations for Children's Behavior**

Discipline is very important for the safety of all children in the Extended Day program. Every child is expected to abide by the rules and regulations stated in the school's handbook and respect the staff members, other students, and all property. All children **MUST** practice obedience to authority, self-control, charity and thoughtfulness of others. **NO VIOLENCE** of any kind will be tolerated.

If a child violates these standards, we will first take action by removing the child from the group and seating him/her in a time out space for a 5 to 30 minute time period or making an older student write a punishment paper. If the child does not respond to this and the problem behavior persists, then the parents will be called in for a conference and the child will have a written notice in the Extended Day Behavior Log. At the time of pick-up, the parent will have to sign the notice indicating that they have been made aware of the incident.

Should the problem arise a third time, a 2<sup>nd</sup> written notice in the Behavior Log and a conference will be called with the parents. The Principal may also be given a written notice of the violation.

On the fourth occasion, a 3<sup>rd</sup> notice in the Behavior Log and a conference will be called with the student, Extended Day Director and the Principal.

**At all times, the Principal/Director reserves the right to "exclude" children from the program for inappropriate behavior.**

Students in Grades 3-8 may change into their PE uniform after school. **All uniforms and sweaters must have names inside.**

A snack and drink will be provided each day. If your child has an extra snack in their lunch box, they may eat it at this time. Some children choose to finish their lunch at this time.

### **Homework and Activities**

Each day, a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignments and then use the resources available. The Extended Day Staff has no way of knowing what work has been assigned to which students. They are **NOT** responsible for checking homework. Kindergarten-2<sup>nd</sup> grade will be allotted a 25-30 minute period and 3<sup>rd</sup>-8<sup>th</sup> will be allotted a 45-60 minute period. If the student finishes before time, they must have a book to read. If the child does not come with work to do, books are available in the cafeteria. Daily activities will vary. All children will be given the opportunity to go outside weather permitting. We will also do occasional arts and crafts, group activities and occasional movies or TV. **Students are not allowed to return to classrooms once they have checked into Extended Day.**

### **IMPORTANT PARENTAL RESPONSIBILITIES**

#### **Emergencies/ Safety**

With the children's safety and well being in mind, it is MOST important that parents fill out an Information/Emergency sheet.

- Parents or guardians should not take children from school areas without notifying the staff member and signing the children out when picking them up in the afternoon.

- Parents or guardians should not send persons whose name is not on their child release form or any person under 18 years old to ask for the release of children.
- Picture ID will be required for any individual that is unfamiliar to the staff.

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

Emergency situations do arise and another adult may be needed to pick up your child. Please call the office before 3:30 PM or send a signed note with your child marked "Extended Day". If you try to phone after 3:30 PM and we don't answer--**DO NOT LEAVE A MESSAGE.** Please call back later as we're probably outside. The number is 642-9165.

### **Illness or Accidents**

- The staff cannot dispense prescription medications without a note.
- In cases, which appear to be of a minor nature, First Aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Sheet.
- If you do not supply 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.
- A First Aid Kit is located in the Extended Day closet.

## Program Fees

There is a \$25.00 registration fee per family. This fee is non-refundable and due at registration. It is used to replace books and games and for start-up snack. The fees for the program have been set according to the number of days that school is in session and have been broken into monthly payments. School is dismissed during Easter and Christmas breaks, but the full month's fee is charged; those days have been deleted from the annual rate.

Payments are due at the beginning of each month. The monthly rates are payable on a ten month basis from August through May. All Extended Day fees are billed from the office or included in your FACTS Management plan. Failure to pay your monthly fee could result in your child being removed from our services. ‘

After Care 2:40-6:00	(1 child)	\$180 per month
	(2 children)	\$245 per month
	(3 or more)	\$300 per month
Lunch Bunch	(1 child)	\$180 per month
	(2 children)	\$245 per month

AM care is free to those students who pay monthly for after-school care.

All others who attend in the AM ONLY 7:00-7:35

(1 child)	\$50 per month
(2 children)	\$75 per month
(3 or more)	\$90 per month

**The program will close promptly at 6:00 PM. Any child left after this time (regardless of reason) will be charged an additional fee of \$1.00 per minute/per child. This fee is payable to the attendant who has stayed the extra time with your child and can be paid at the time or it can be billed.**

## Facts pertaining to Pre-K children

### Lunch Bunch\_11:30-3:00

Pre-K students that stay for Lunch Bunch need to bring a lunch and drink daily. (Nothing that needs to be heated). You may also order from our hot lunch program. Ask your teacher for an ordering form.

We will provide a vinyl mat for your child and they will be required to rest for about ½ hour. If your child wants a blanket or pillow, you will need to send this in with your child. **Please write your child's name on all items that are brought to school.**

## Toys

**We do not allow personal toys or electronic devices of any kind in the Extended Day program. This includes battery operated games, cell phones, and iPods. If any of these are brought in, the Extended Day worker will confiscate them and the item will be given to the school Principal.**