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# Extended Day Program Parent Handbook 2021-2022

## *MISSION STATEMENT*

*St. James Catholic School is dedicated to providing a faith, safe and caring environment. We provide a challenging academic program of a strong moral foundation that incorporates relevant skills with Gospel values. We encourage our students to become life-long learners to serve God and others*



# Program Objectives

- To meet the needs of working parents by providing quality child care.
- To provide a safe, healthy and nurturing environment for school-age children.
- To provide age-appropriate social activities and learning experiences for children.
- To provide an enriching environment in order to develop new interests and relationships.
- To provide children the opportunity and guidance to interact with children of varying age groups in a healthy and appropriate manner.
- To provide children with social awareness, decision making skills, and individual responsibility to encourage them to be good citizens and productive members of our school.
- To address the specific needs of individual children, while helping them learn to function appropriately in a group setting.

## Mandated Reporter

- **The State of Connecticut requires that all members of Early Childhood Institutions report to the State Department of Child and Families all suspected cases of child abuse and/or neglect. As a school, we are mandated to report suspected cases of child abuse and/or neglect.**

# **Program Contacts**

The Extended Day phone is active during morning and afternoon program so that parents can reach staff for any questions.

**Extended Day Phone Number: (860)382-6433**

**Carrie Benoit, Extended Day Coordinator**

**[c.benoit@stjamesdanielson.org](mailto:c.benoit@stjamesdanielson.org)**

**860-774-3281**

**Elyse McAteer, Principal**

**[e.mcateer@stjamesdanielson.org](mailto:e.mcateer@stjamesdanielson.org)**

**860-774-3281**

**Please be sure to contact the Extended Day staff or Coordinator directly with any questions or concerns about the Extended Day Program, its procedures, or any issues that occur while your child is in the Extended Day Program. Contacting your child's teacher instead of Extended Day staff can result in a delayed response to your questions or concerns. The Extended Day Program, while run by the school, is a separate program and not an extension of the classroom.**

## Hours of Operation

- The morning program runs 7:00 A.M. - 8:15 A.M. The afternoon program runs 2:45 P.M. - 5:30 P.M. on full days and 12:45 P.M. – 5:30 P.M. on half days.
- If inclement weather results in a two hour delay, the Extended Day program will open at 9:00 A.M.
- If inclement weather results in an early dismissal there **will not** be afternoon Extended Day.

## Child Care Fees

The cost is \$7.00 per hour for one child, \$10.50 per hour for two children and \$14.00 per hour for three or more children. Please note that there is a **LATE PICK UP FEE** of \$10.00 for the first 15 minutes and \$3.00 for every additional 10 minutes that a child is left in Extended Day after 5:30 p.m. Billing is done on a biweekly basis, with checks payable to St. James School. Payment is expected each week after receiving your bill. Do not combine these monies with any other school payments. Charges are based on the weekly total hours the children are in the program. Morning charges begin from the time of arrival and continue until 8:15 a.m. when the children report to their classroom. Afternoon charges begin at 2:45 p.m. and continue until the child is signed out by an adult.

# **Financial Guidelines and Responsibilities**

In the event that a family is struggling to pay their Extended Day bill they should immediately contact the Extended Day Coordinator or the Principal to discuss the situation. We are willing to work with families who need assistance if they make us aware of the situation. While we are happy to work with families, we do have an obligation to our other families and staff to keep the program financially sound. We must pay our bills and our staff, which means we must have regular payments coming into the Program. We can try to set up a payment plan with the family, to help keep their bill from getting too high while continuing to make sure we have money coming in to meet our financial obligations.

If a family fails to pay their Extended Day Bill for three weeks, does not set up a payment plan with the Extended Day Program, or fails to honor a payment plan, their children will not be allowed to continue attending the program until the bill is paid in full.

St. James School will, once all attempts to collect funds directly from a family have failed, send any unpaid balances to a collection agency.

## Daily Sign-In Procedures

- Children are signed into the program by a staff member in the morning. The afternoon children are signed in by a staff member, but must be signed out by a parent, guardian, or someone on their allowed pick up list.
- If a child is not signed out in the afternoon we will do our best to put the appropriate time for billing purposes.
- If a person other than a parent picks up a child, he/she must be on the allowed pick-up list in the child's file. To secure your child's safety, all parents or alternative pick-up designees must be prepared to provide a photo I.D. upon request to staff before the child is released from the staff's care.
- We will not release any child without a Photo I.D.
- Children cannot be released to anyone who is not on the allowed pick-up list unless we have a note with a parental signature; we cannot accept a phone call per Diocesan Policy. If someone arrives to pick up your child and the prior guidelines have not been met, your child will remain in Extended Day until a custodial parent arrives to pick them up.

# Daily Activity Schedule

## Before School Program:

**7:00 A.M. – 8:15 A.M.**

- Arrival and sign-in. Greeting children and parents. Choice of table top games, homework, reading, and quiet activities.

**8:00 A.M.-8:15 A.M.**

- Breakfast available through the school cafeteria at 8:00 A.M. The breakfast cost \$1.75 daily.

## Before School Program 2 Hour Delay:

**9:00 A.M. – 10:15 A.M.**

- Arrival and sign-in. Greeting children and parents. Choice of table top games, homework, reading, and quiet activities.

**Breakfast is not available on days that there is a 2 hour delay.**

**Children will be expected to clean up any toys they have played with and put all chairs and tables back where they belong before they are dismissed to join the rest of the school.**



## After School Program:

**2:45 P.M. - 3:00 P.M.**

- Arrival and sign-in. Greeting children and time set aside to talk and unwind from their day.

**3:00 P.M. - 3:30 P.M.**

- Outdoor play will be provided for the children.

**3:30 P.M. - 4:00 P.M.**

- Children will have a snack and drink provided by the program.

**4:00 P.M. - 5:00 P.M.**

- Children in grades 2 - 8 will have the opportunity to complete homework assignments in the homework room (Mon.-Thur.).

**5:00 P.M. - 5:30 P.M.**

- Movies, arts and crafts, and games will be provided. Students can spend time reading a favorite book or coloring.

**Children will be expected to clean up any toys they have played with before they leave for the evening. Please show respect and support for the staff when they ask the children to clean up the toys they were playing with by encouraging the children to put things where they belong. Please be sure to arrive with enough time to allow for clean-up. If you are running late and will need to leave quickly when you arrive give the staff a call and ask them to have the children start putting the toys away before you arrive.**

## **After School Program Half Day:**

**12:45 P.M. - 1:00 P.M.**

- Arrival and sign-in log. Greeting children and time set aside to talk and unwind from their day.

**1:00 P.M. - 2:30 P.M.**

- Outdoor play will be provided for the children.

**2:30 P.M. - 3:00 P.M.**

- Snacks will be provided for the children.

**3:00 P.M. - 5:00 P.M.**

- Children will continue with outside play, arts and crafts or inside activities such as games and movies.

## **Serious Injuries**

- Should a child receive a serious injury which requires medical treatment by a physician or other medical professional, the appropriate medical designees will be contacted immediately. If transportation is needed in a potentially life threatening situation, 911 will be notified to transport the child to an area medical facility. Parents will be contacted immediately for any medical situation.
- In the case of non-life threatening injuries, the child's parent will be notified. Should the child's parent not be reached, the principal will be notified of the situation.

# Clothing and Personal Belongings

- The children have an opportunity to play outside daily. Please send appropriate clothing for the weather. During the winter months, children should have a coat, hat, mittens and boots to play outside. If we go outside all children must go outside due to staffing levels, so please make sure they are prepared for the weather.
- Please label all of your child's personal articles especially his/her lunch boxes, backpacks and coats. It is best to check that your child has all of their personal belongings before your child leaves the program each day.
- Please discourage your child from bringing in anything that could be easily broken, lost, or stolen.
- Please discourage your child from bringing their own toys to the Extended Day Program. While we always encourage the children to play gently with toys, things do get broken or lost. It is also sometimes difficult to remember which toys belong to whom and this can be problematic when children have similar toys that are not labeled.
- Electronic devices and **phones are not allowed** to be used in Extended Day.
- The program is not responsible for lost, damaged, or stolen personal property the children bring such as toys, games, sport cards, electronic devices, etc.

## Disciplinary Expectations

- The Extended Day Program will handle discipline in a positive and consistent manner. Clear behavioral expectations are posted in the room. The rules and regulations will be explained to the children along with the consequences.
- If necessary, a brief 'time out' will allow a child to reflect upon their behavior and with the assistance of staff members, develop a more appropriate form of behavior.
- Disruptive behavior in the homework room will not be permitted; repeated offenses can result in that privilege being taken away from a child.
- Children are expected to keep their hands and feet to themselves. This includes "joking around" with friends or acts of retaliation by a child who was hit first. Children are encouraged to inform staff of incidents of physical aggression so that staff may address the act(s) in a timely manner. If a child displays physical aggression in a retaliatory manner, both children will be held accountable.
- We have a three strike policy for serious offenses. A conduct referral will be sent home for each incident, to be signed and returned to the school. The principal will be notified of all incidents in the program. After the third incident, the child will be removed from the program.
- Due to multiple age levels in the program, there will be times when a behavior cannot be allowed because it is not appropriate for the varying age levels. We try to explain this when it happens rather than punishing the child. However, if after being told a behavior is inappropriate, a child continues with the action, there will be consequences.

# Emergency Services Procedure

- The emergency number 911 will be called immediately.
- A staff member will be at the front of the building to direct emergency personnel/vehicle(s) to the location of the emergency.
- The building principal will be notified concerning any emergency situation.
- Parent/guardian will be notified concerning the emergency situation.
- The emergency health information will be sent with the staff member accompanying the child.
- An emergency/sudden illness report will be completed by the nurse, if present, and this form will accompany the child.
- The hospital emergency room will be notified of the pending arrival of the child and the health specifics if the child has special needs.
- An accident/incident report will be filed by the staff members involved in the emergency situation.

# Emergency Preparedness Plan

- The Extended Day Program will follow the St. James Parochial School Safety Plan.
- The School Safety Plan is available in the classroom at all times.
- The Extended Day Program is provided with an Emergency Binder with contact information for all students in the school.
- In the event that Extended Day has to evacuate the building, we have immediate access to the church basement.
- The Extended Day Program has an Emergency Call Button that can be pressed in the event of an emergency that will automatically summon Police, Fire, and Emergency Services.
- The Extended Day Phone is a cell phone that can be taken with staff in an emergency.

Revised August 2021

## Parent/Guardian Acknowledgement

We, the undersigned, state that we have read in its entirety, the Extended Day Program Parent Handbook for St. James School. We sign that we not only have read the handbook and that we fully understand the regulations contained therein, but that we will uphold them and follow them and that we recognize the right of the school to establish rules and provide for their enforcement. We recognize and accept that the Extended Day Program is not free and by choosing to send our child(ren) to the program we are obligated to pay any and all fees associated with the program.

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**Print Parent Name**

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**Parent/Guardian Signature**

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**Date**

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**Print Student Name**

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**Grade**

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**Print Student Name**

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