

## *St. Mary's Catholic School, Mansfield*

### **Extended Day Handbook**

*Various family situations create a need for safe, stimulating, and enriching "out of home" care for children. In an effort to meet this need and as a logical extension of our school's ministry, St. Mary's is pleased to offer an Extended Day Program.*

The Extended Day Program is an extension of the school experience. It offers a rich diversity of growth experiences. These activities may include homework/study/tutoring, arts and crafts, technology, physical education/intramurals and outdoor play, cooking, stories, music, video, and more.

Our Extended Day Program incorporates the philosophy of the school day program. The program follows the guidelines of the Diocese of Fall River Department of Education and will specifically:

- Provide high quality, professional care for St. Mary's students;
- Offer a preferred alternative in an already familiar environment;
- Schedule play time, quiet/study time and extracurricular activities;
- Allow for interaction with classmates with reinforcement of values;
- Enhance the regular school day experience.

We hope you find this program helpful and that you will take advantage of it as you may need or desire it. Your comments and suggestions are most welcome.

#### **Admission Policies**

Students enrolled in preschool through grade eight at St. Mary's Catholic School may enroll in the Extended Day Program. Extended care is a privilege, not a right. Children must obey the rules and regulations, and fees must be paid when due in order to continue in the program.

This is a voluntary program. Students may register for morning and/or afternoon sessions, one or more days a week, in advance or on an as-needed basis, space permitting. See the *Extended Day Registration Form* below.

Students arriving at school prior to 8:10 AM or not picked up at dismissal by 2:30 PM (or at the ending time for extracurricular activities) will be placed in the Extended Day Program on that day for proper supervision and to ensure safety. Families will be charged accordingly.

#### **Communication**

Parents may request a brief report on their child's participation in the program on a daily basis at pick up. To arrange a longer meeting for a more detailed report, a parent may request an appointment by calling the school office at 508-339-4800 or by e-mail [Extday@stmarymansschool.org](mailto:Extday@stmarymansschool.org).

#### **Daily Release**

Children will be released only to parents or an individual who has been authorized on the school Emergency Information and Signature Card by the parents to pick the child up. A photo ID may be requested.

Parents must enter through main entrance to drop off and pick up children and will sign children in and out of the Extended Day Program.

Parents are required to be present and make contact with a staff member in order to dismiss a child from Extended Day. Both are important so we will not bill you inaccurately for the time spent in extended day, as well as for the safety of your children.

Please be advised any entry on the time sheet without a signature and time will be charged for the full three (3) hour period for the afternoon in question.

### **Discipline Code**

Parents must agree to cooperate in ensuring that their children behave appropriately.

Children are expected to abide by the rules of the program, respect staff members, other students, themselves, and personal and school property. Situations that call for discipline will be viewed as opportunities for teaching. If a child violates standards, we will first take action by removing the child from the group, discussing the incident, and seating him/her by him/herself for an age appropriate period of time. If a child does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and at that time, the child may be dismissed from the program.

### **Emergency Procedures**

The School Nurse is not available during extended day hours. Any minor first aid care will be attended to by the extended day staff. If an injury requires more than minor first aid, the child's parents and/or rescue will be contacted. Emergency procedures are consistent with the emergency procedures used during the school day. Details will be outlined in the Student/Parent handbook.

Emergency contact information must be provided on the school Emergency Information and Signature Card for children attending the Extended Day Program. This information will be on file in the school office. A copy will be made available to the Extended Day Program staff.

### **After School Enrichment Programs**

St. Mary's offers after-school Enrichment Programs for its students. Children enrolled in the Extended Day Program may register for enrichment programs as well.

When registered for an enrichment program, students will be dismissed from the Extended Day Program to report to the appropriate location for the enrichment program. These students will report to the Extended Day Program at the conclusion of the enrichment program unless their parent(s)/guardian(s) sign them out with the Enrichment Program teacher. Extended Day students must register for enrichment programs and will be charged for the enrichment program, instead of the extended day program, during the overlapping time.

### **Health and Safety**

Program policies related to health and safety are consistent with the health and safety policies of the school day program. Details are outlined in the Student/Parent Handbook.

### **Nutrition**

Children are encouraged to bring a snack and will be given time for this before engaging in after school activities. Nutritious snacks are recommended. Parents should notify the Extended Day Program staff in writing (on the school Emergency Information and Signature card) if children have any allergies to or difficulties with any food.

There are vending machines available for snacks and drinks. The prices vary depending on choices, but most range between \$1 and \$2. We suggest that the students carry the money in a separate baggie, marked

with their name and Extended Day.

**No snacks are available for students who forget to bring a snack.**

### **Payment Plan**

Morning sessions run from 7:00am - 8:10am. Afternoon sessions run from 2:20pm – 6:00pm on full school days, unless otherwise specified for half days.

The service rate is \$7.00 per hour. A full hour is charged for any portion of the service hour, with the exception of the 5:30pm-6:00pm time slot. The maximum charge for a full afternoon is 3.5 hours.

**Parents arriving after 6:00pm will be charged at a rate of \$1.40 per minute.**

We ask families for students who use the program on a regular basis to register for planning purposes. Payment in advance is not required, as families are charged for actual use. Actual hours will be billed monthly on financial statements. Payments are due upon receipt of monthly statement. Extended Day is available starting the first day of school and ending on the penultimate day of school.

Regular attendees and periodic attendees using the program on an as-needed basis will be charged based on the actual hours used. Students must be signed out of the program by a parent or designated person. Students in the program after school, who are not signed out, will be charged for the full time.

### **Records**

Attendance records will be kept. All records are confidential and will be shared only with those who have a legal right to know.

### **Schedule**

The Extended Day Program is available on full school days and some half days (i.e. professional and parent teacher conferences). As this program grows, the school will consider offering additional times and days.

There may be children ranging in age from five to fourteen years in this program. Every effort will be made to divide students into age groups when two or three extended day teachers are scheduled. The activities will vary from day to day so that the most appropriate grouping and necessary supervision can be provided. The activities will be structured and guided, yet flexible.

### **Staffing**

The Extended Day Program will be staffed by a group of individuals, some of whom may be school-day teachers. All staff must attend the required trainings sponsored by the Diocese of Fall River and complete a Criminal Offender Record Information check (CORI).

### **School's Right to Amend**

The school reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

### **Extended Day Program - Before School Schedule**

*Admission:* Parents/guardians enter through the school's main entrance, and sign students in at the Library (unless directed to another location).

**Session:** 7:00 AM -8:10 AM

**Location:** Library/Gym

**Activities:** Study, stories, board or circle games

**Release:** Staff gathers children and their belongings and dismisses them to their classrooms.

### **Extended Day Program - After School Schedule**

*Admission:* Staff brings students to the Library at dismissal.

**Session:** 2:20 – 3:00

**Location:** Library / Courtyard / Classroom

**Activities:** Attendance, outdoor play for younger students, homework and snack for older students, bathroom break

**Session:** 3:00 – 3:30

**Location:** Library / Classroom

**Activities:** Snack, homework

**Session:** 3:30 – 4:30, 4:30-6:00

**Location:** Courtyard, gym, classroom, library - various

**Activities:** Homework, play outdoors or in the gym, arts & crafts, music, stories, technology, music, video.

*Release:* Parents/guardians enter through the school's main entrance, pick students up at the library (unless a sign in the library directs parents to another location), and sign students out.

***St. Mary's Catholic School, Mansfield***  
**Extended Day Program**  
**Registration Form**

**(All Families please complete and submit)**

Please choose desired sessions (times and days of the week). Sign the registration form, and return the form (one per student) to school when participation in the program becomes needed.

Families will be charged for actual hours used. Payments will be due upon receipt of monthly financial statement. Prompt registration and payment is necessary so that proper staffing and supplies can be provided.

Students who arrive before 8:10 or who are not picked up by 2:30 PM will be placed in the Extended Day Program for their safety, and parents will be billed accordingly.

I wish to enroll my child in the Extended Day Program for the following checked sessions.

\_\_\_\_\_ Grade \_\_\_\_\_  
 Student's Name

\_\_\_\_\_ Date \_\_\_\_\_  
 Parent's/Guardian's Signature

\_\_\_\_\_ We are not planning on using extended day on a regular basis.

\_\_\_\_\_ We will submit a registration form when needed.

\_\_\_\_\_ We are planning on using Extended Day. (Please check off days and times below.)

	Mon	Tues	Wed	Thus	Fri
<b>Before School:</b>					
7:00 AM - 8:10 AM	_____	_____	_____	_____	_____
<b>After School:</b>					
2:20 PM – 3:30 PM	_____	_____	_____	_____	_____
3:30 PM – 4:30 PM	_____	_____	_____	_____	_____
4:30 PM – 6:00 PM	_____	_____	_____	_____	_____

***St. Mary's Catholic School, Mansfield***  
**Extended Day Program**  
**Parent(s)/Guardian(s) Agreement**

St. Mary's Extended Day Program will work to meet the many needs of children before and after school and will offer many opportunities to extend the school experience. Our staff will work to maintain a safe environment and high standards of behavior, uphold St. Mary's mission, rules, policies, and procedures, and enrich the lives of children in its care through student activities.

Once a student attends the Extended Day Program, a Parent/Guardian(s) Agreement must be signed for continued participation.

I (we) have provided the emergency contact information and authorizations requested on the school Emergency Information and Signature Card. In consideration of participation in the Extended Day Program offered by St. Mary's Catholic School, I (we)

\_\_\_\_\_ and \_\_\_\_\_

hereby assume all risk or personal injury and/or property damage from whatever causes during the conduct of this program. I (we) further indemnify and hold harmless St. Mary's Catholic School and Parish to also include the faculty, representatives, employees and/or agents from any and all liability or contribution to any liability arising from participation in this program.

I (we) have read this program handbook, provided the information required above, and agree to be governed by this handbook. I (we) also agree to abide by the payment plan as described herein.

\_\_\_\_\_  
Parent/Guardian                      Date                      Parent/Guardian                      Date