

St. Paul's Catholic School Extended Day Program 2018-2019

The St. Paul's Catholic School Extended Day Program is a service available to all St. Paul's Catholic School students, Kindergarten-Prep through 8th Grade. The students in the program are provided with a closely structured and supervised schedule of activities.

Our Extended Day Coaches will greet our Elementary School students after school at the students' assigned tables in the cafeteria and provide snack.

-Students Kindergarten-Prep through 1st grade will enjoy outside free play during study hall (weather permitting).

-Students 2nd through 5th grade will attend a 30-minute study hall.

-Middle School Students will report to a middle school classroom for a 30-minute study hall, immediately following dismissal. Snack hall.

The Following Activities will be provided to all extended day students and supervised by our extended day coaches:

- Study Hall
- Exercise and Sports
- Arts and Crafts
- Media Center (age appropriate Movies)
- School Monitored iPad Activities
- Free play (Increasing fine motor skills and socialization)

St. Paul's Catholic School Extended Day Program Services and Procedures:

Extended Day is an extension of the school day and services are only available on school days. Extended care is not offered during school holidays or teacher planning days.

***Please refer to the school calendar for listed holidays and planning days.**

Hours of Operation:

- ❖ **Morning Extended Day Care Monday-Friday 7:00a-7:30a.**
 - All students must be dropped off at the front office to report to the P.O.D.
 - Students may not be dropped off earlier than 7:00a. Students will report to the cafeteria, or classroom when released from the P.O.D. to meet their individual teacher.

- ❖ **Afternoon Extended Day Care Monday-Friday 2:30p-6:00p.**
 - All students will be checked in by an extended day coach. Any students not picked up immediately following a separate afterschool activity will be checked into extended day at an additional fee.

Pick-up Procedures

- ❖ Students are to be picked up at the middle school entrance.

- ❖ Students will only be released to guardians and caregivers listed on the authorized pick up list. Guardians and caregivers will have a security code necessary to securely check out their child from our extended day program.
 - ***Please be sure all contact information is up to date. You must notify the front office or the Extended Day Coordinator of your child's transportation changes NO LATER THAN 1:30 pm. If we do not have an official change from you, your child will be KEPT AT EXTENDED DAY.***

****There is a \$20 per student late pick-up fee after 6:00p.m., and an additional \$1 fee per minute after the first 15 minutes. Be sure you have emergency back up should you be delayed due to traffic or emergencies.***

Student Behavior:

- ❖ Every student is expected to abide by the rules, respect all staff members, other students, and all property. Chronic violation of these standards can result in a student being dismissed from the Extended Day Program.

Student Illness or Accident:

- ❖ Minor Injuries-First aid will be administered on the premises.
- ❖ Serious Injuries- The Program Director will make every effort to contact the parent/guardian. If the parent/guardian cannot be reached, the Director and staff will act according to their best judgment for the welfare of the child.

Snacks:

- ❖ Daily snacks will be provided at no additional charge.
- ❖ If your child requires a special snack, please provide that for your child on a daily basis.
- ❖ **IF YOUR CHILD HAS FOOD ALLERGIES, PLEASE ALERT THE DIRECTOR OF EXTENDED DAY @ hthompson@stpaulsbeach.com, AS WELL AS THE STAFF DURING REGISTRATION.**

Study Hall:

- ❖ Kindergarten-Prep through 1st grade students will not complete homework during Extended Day. These students may require one-on-one family assistance.

- ❖ Study Hall is offered to students daily for students 2nd through 8th Grade.

Study Hall Expectations:

- ❖ Students in grades 2nd-8th will be allotted 30 minutes Monday-Thursday to begin homework. In the event that your child is exempt from homework, **he/she should have reading material for the duration of homework time.**
**Read aloud assignments and practice spelling tests should be done at home.*
- ❖ Students must respect their fellow classmates during study hall. Noise level must be kept at a minimum.
- ❖ Students must remember all of their homework materials. Students may not return to their classrooms to retrieve forgotten assignments and supplies.

It is encouraged that guardians check homework assignments at home to ensure students are accomplishing all homework tasks correctly.

Teacher Tutoring:

- ❖ Teachers may offer private tutoring or homework help sessions throughout the year at no additional cost. Students attending these sessions will report directly to the teacher and be dismissed directly from that same teacher offering these services.
- ❖ *If students are not picked up immediately following homework help, they will be checked into extended day care by the teacher offering private tutoring or help sessions.*

Organized Activities, Sports, Technology, and Free Play

- ❖ Students are free to choose from several supervised activities throughout the afternoon.

- ❖ **Personal Items:** It is requested students not bring in personal items from home. St. Paul's Catholic School Extended Day Program is not responsible for any lost, or stolen items while students are in our care.
 - *Students in grades Kindergarten-Prep through 5th grade will not be permitted to use any personal electronic devices brought from home. This includes (but is not limited to) personal ipads, phones, and video games.*
 - *Students in Middle School will follow the same technology guidelines and policy as they do during the regular school day.*

- ❖ **Dress Code:** Students should remain in their school uniform during extended day. If a student must change for an afterschool activity, sport, or club and return to extended day, please be aware the school dress code will be strictly enforced upon their return.
 - Please label articles of clothing with students' first and last name, to avoid lost items. (Please see our school handbook and refer to the section titled "Dress Code" for details).

Additional Fee-Based Activities, Sports, and After School Clubs

- ❖ Additional fee-based activities, sports, and after school clubs are also provided throughout the school year. Please visit the school website at www.stpaulscatholicschool.com and see "After School Activities" under the Student life tab.
 - **Fee-based enrichment activities, sports, and after school clubs are separate from extended day. Please make arrangements for students if extended day care is needed after completion of a fee-based enrichment activities, sports, and after school clubs.**

Each year, our program will grow and change to meet our student's individual needs and interest. Safety is our #1 Priority. Our extended day coaches are dedicated to

providing fun, supervised, and safe activities for our students.

Please direct any questions or concerns regarding your child directly to the Director of Extended Day:

Hilarie Thompson
hthompson@stpaulsbeach.com

-or-

St. Paul's Catholic School
Main Office
Phone: 904-249-5934