

St. Patrick's School
EXTENDED CARE HANDBOOK



2018-2019

175 St. Patrick's Street
McEwen, TN 37101
931-582-3493
www.sps-tn.org

Dear Parents and Students,

***"Let the little children come to me, and stop keeping them away, because the kingdom from heaven belongs to people like these."
Matthew 19:14***

Welcome to St. Patrick's Catholic School Extended Care Program! In choosing St. Patrick's Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with the St. Patrick's Catholic School Extended Care Program.

The Extended Care Handbook reflects the policies of St. Patrick's Catholic School Extended Care Program for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Patrick's Catholic School Extended Care Program during the 2018-2019 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in cursive script that reads "Sister Mary Grace Watson, O.P." The signature is written in dark ink and is positioned above the typed name of the signatory.

Sr. Mary Grace Watson, O.P.
Principal

St. Patrick's Catholic School

St. Patrick's Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Nashville Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Patrick's, we are attempting to "teach as Jesus did."

Mission Statement of St. Patrick's Catholic School

Saint Patrick's Catholic School's mission is to glorify God through the education of children in the Gospel values proclaimed and embodied by Jesus Christ. In truth and love, the children are formed spiritually, intellectually, physically, and morally.

Mission Statement of St. Patrick's Extended Care Program

St. Patrick's Extended Care Program is a vital part of the mission of St. Patrick's Catholic School extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially. St. Patrick's Extended Care is a service to the families of St. Patrick's School so that children of families in need of care outside of regular school hours may attend the school.

Philosophy of the Extended Care Program

St. Patrick's Catholic School Extended Care Program provides a safe welcoming environment for the students of St. Patrick's Catholic School to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

Attendance

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

Students who are enrolled in Extended Day will be charged for the number of hours for which they participate in the program. Families will be

billed at the end of each month through the FACTS tuition management system.

Admission Information
Nondiscriminatory Policy

St. Patrick’s Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

The extended care program is available only to students of St. Patrick’s School. Students must be registered with the program in order to attend.

Requirements include the following which **are on file in the School Office**:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Record of IEP

Extended Care Requirements:

- *Completed Application
- *Enrollment Fee of \$25.00 per child
- *Emergency Form
- *Medical Release Form
- *Abuse awareness

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick’s Catholic School Extended Care Program. The recommendation and decision of the Director in collaboration with the principal is final.

Financial Obligations

2018-2019 Fee Schedule

<i>Registration.....</i>	<i>\$25.00 per child</i>
<i>Hourly Rate.....</i>	<i>\$3.00 per hour</i>

There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.

Cost for markers, papers, other materials, games, and equipment is included in the registration fee.

Payments:

- Payments will be processed through FACTS on the first school day of the month for the previous month. Payments will be taken out with the next tuition payment that is scheduled. If no tuition payments are remaining, it will be scheduled for the 15th of the month.
- Parents will receive an email from FACTS with the amount of the payment.
- All Application Fees are **NON-REFUNDABLE**.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.

Allergy Policy

St. Patrick's Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All Extended Care staff who come into contact with children with allergies are provided with training on allergies. Training is updated annually and as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Patrick's Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school and Extended Care staff. If medication changes in between times, parents are required to inform the school and the Extended Care Director.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Extended Care Program that are potential triggers for children with asthma. Be advised that no school or Extended Day Program can guarantee that a child will not come into contact with a substance that may trigger an attack.

Allergic Reaction/Emergency

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. (An adjustment will be made to the daily rate charged.)

Tables will be washed with soap and water following any food related events held in the Extended Care Room.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Illness/Injury:

If a child becomes ill or injured while at Extended Care, the parents will be contacted. They may be asked to come and pick up the child depending on the situation.

Buckley Amendment

St. Patrick's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Extended Care Program so that the student(s) is released to the custodial parent or guardian.

Bullying and Cyberbullying

St. Patrick's Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Cell Phones, I-Pads and other Electronic Devices

Students participating in the Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, MP3 players, DVD players, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Child Abuse Laws

St. Patrick's Catholic School abides by the Child Abuse laws of the State of Tennessee. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services. Child abuse prevention information is made available to all parents using the extended care program.

Personal Safety Lessons

Personal safety and child abuse awareness is taught to the children during the regular school hours by the counselor in four lessons each year.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Discipline is used that is consistent with the discipline used during the regular school day. Praise and encouragement give positive reinforcement. Corporal punishment is NEVER used.

The Extended Care Director in collaboration with the Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, I-Pads, I-Pods, MP3 players, cameras, or are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

St. Patrick's Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

Emergency Drills

State Law requires that fire drills be held monthly during Extended Care Programs. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Gum

Students should not chew gum at school at any time that they are at school this includes during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

Harassment

Harassment of any type is not tolerated. The Director of the Extended Care Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Hours of Operation

The Extended Care Program is open from 6:30-7:20AM and 3:15 PM – 5:30 PM any day that the school is open. The Extended Care Program is closed on Snow Days, Teacher Workdays, Half days, Scheduled Holidays and other days when the school is not in open. Please refer to the Weekly Principal Letter for any exceptions to this schedule.

All students should be picked up by 5:30 PM each day. If the parent will be late, they must call the director to let her know. Students who are not picked up by 5:30 PM will incur an additional charge of \$1.00 per minute. If students have not been picked up by 6:00 PM and no phone call has been made to let the director know, the Director will call the Humphreys County Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

Transportation:

No transportation is available with the Extended Care program. Students must be dropped off and picked up by the parent or guardian.

Schedule

The Extended Care Program schedule includes the following:

3:15 PM – 3:30 PM – Restroom Break, Snack and Drink Time

(Students may bring their own snack.)

3:30 PM – 4:00 PM: Clubs, Organized Crafts, Board Games OR outside play

4:00-4:30 PM – Homework/Study Hall: Students are divided by grades. All students will be involved in study, reading, or review. Students in Grades 5-8 may utilize a longer period of time for study if needed.

4:30 PM – 5:30 PM: Free Play Outside (Inside depending on weather and amount of daylight.)

**A movie is an optional choice on each Friday.

Lost and Found

Any items found in the Extended Care Room or on the school grounds will be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Medication

No medication is given during the Extended Care Program. Students who need medication between 3:00 PM and 5:30 PM should have made arrangements with the school secretary prior to coming to Extended Care.

Office Records

Since the Extended Care Program utilizes the school data base, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms

Students in the Extended Care Program are to wear their school uniform at all times. Students are not allowed to change to play clothes. Students who come to Extended care after a sports practice may remain in their practice clothes.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Rediker system. The Extended Care Program will also be closed if school closes due to inclement weather.

Right to Amend

St. Patrick's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder or through e-mail communication.

Please complete a separate application for each child.

**St. Patrick's Catholic School Extended Care Program Application
2018-2019**

Name of Student _____

Student likes to be called _____

Address _____

Grade _____ **Date of Birth** _____

Parent/Guardian Names: _____

Home Ph: _____ **Mother Ph:** _____ **Father's Ph:** _____

Parent's Email: _____

Emergency Contact Information (please list 2 people other than parents above—parents will always be contacted first):

Name _____ **Phone** _____

Name _____ **Phone** _____

Persons who may pick up your child:

Name _____ **Relationship** _____

Name _____ **Relationship** _____

Name _____ **Relationship** _____

Attendance Options:

Regular Attendance: (list days and times):

Occasional Drop-In: _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Information

Physician's name

Physician's phone number: _____

Known Allergies/Allergic Reactions:

Other Pertinent Medical Information:

Current Medication(s):

Medical Consent:

In case of a medical or surgical emergency, I hereby give permission to the St. Patrick School employees to secure proper medical treatment for the above named student. I understand that I am responsible for the cost of any medical treatments including surgery received by my child. I hereby release the directors and staff of the event from all responsibility for sickness or accidents which occur during the event. I understand that I will be contacted immediately in the case of an emergency.

Signature: _____

Parent Signature Page

I have read the 2018-2019 St. Patrick's Catholic School Extended Care Handbook and agree to follow the school policies and procedures as stated.

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.

Registration Fee of ***\$25 per family*** must be paid each year to enroll in the program.

Office Use:

Registration Fee Paid: _____ Date: _____ Check#/Cash: _____