

## 12. EXTENDED DAY PROGRAM INFORMATION

The following material is presented as an “Ongoing Handbook” for the St. Stephen School Extended Day Program. We have tried to include all information considered important to your child(ren)’s safety and the basic operation of the program. We realize that there may be modifications, additions, and changes as the year progresses. Your suggestions are welcome as we work together to make this a happy and worthwhile experience for both students and families.

***CATCH THE SPIRIT!***

### MISSION STATEMENT OF ST. STEPHEN SCHOOL

**CHRIST IS THE REASON FOR ST. STEPHEN SCHOOL. HE IS THE UNSEEN BUT EVER PRESENT TEACHER IN OUR CLASSES. HE IS THE MODEL OF OUR FACULTY AND THE INSPIRATION OF OUR STUDENTS.**

In this spirit-filled, safe and supportive environment, the dedicated faculty of St. Stephen School works closely with families to provide students with a solid academic foundation for their future studies and a solid spiritual foundation, based on the values of the Catholic faith, to last a lifetime. We want our students to catch this Spirit.

### PHILOSOPHY AND GOALS

The St. Stephen Extended Day Program seeks to assist working parents who desire both parochial school education and supplementary extended care in a Christian environment for children enrolled at St. Stephen School in Grades Pre-Kindergarten through Grade 8

This professionally operated program, available from 2:15 PM to 5:15 PM, Monday through Friday when school is in session, allows children to experience a diversity of growth activities within a Catholic “spirit-filled, safe and supportive environment”. It begins on the first, full day of school after Labor Day. The Program is closed on school vacations, holidays, half days, snow days, early dismissal days or for any unforeseen emergency that would close St. Stephen School.

Arts and crafts projects, games and recreation, and snack time are some of the activities planned. Also, there is time set aside for homework completion with resource materials available. Within a large family environment, the Program strives to provide individual attention, security, consistency, and fair treatment for children of working parents.

The Extended Day Program is staffed by dedicated teachers, teacher-aides **and college students**.

### ADMISSION POLICY

Children who are full-time students enrolled at St. Stephen Elementary School in Grades Pre-Kindergarten through Grade 8 are eligible for the Extended Day Program. Students and parents who register for the Program are expected to abide by the policies and procedures established by the Program in order to remain in the Program. Attendance in the Program is considered a privilege, not a right. Students will commit to a schedule of attendance.

## FEES AND COSTS

Prompt payment will enable the Extended Day Program, which is totally self-supporting, to be fiscally sound

- \$50.00 non-refundable registration fee per child
- \$ 5.00 per hour per child
- \$ 2.50 per half hour per child
- \$ 1.25 per quarter hour per child

## BILLING

- Accounting begins at 2:15 PM.
- Parents are charged at fifteen minute intervals
- Bills are issued on or around the 5<sup>th</sup> day of each month.
- Payment for the month is due no later than the 15<sup>th</sup> of each month.
- \$1.00 per minute will be charged after 5:30 PM.
- Beginning June 1<sup>st</sup>, bills will be issued for eighth grade students and payment collected on a weekly basis to clear the account prior to closing exercises.
- The Program will not be available to those not in compliance.

## POLICY

1. If a parent or guardian fails to meet the Extended Day Program fee payment due within ten days of the dated bill, and does not make adequate arrangements in times of crisis with the Principal, the child(ren) will not be allowed to continue in the program. Re-admission will be possible if the bill is settled.
2. The School Health and Emergency Information form given to the school at the beginning of the year will be available during the Extended Day Program.
3. The Extended Day Program follows all of the rules and guidelines outlined in the School's Parent/Student Handbook as applies to health, safety, emergency and discipline.
4. Please note that the final report card will not be issued to any student who has a delinquent tuition or Extended Day payment.

## DISMISSAL

### Pick Up

The Extended Day Program closes at 5:15 PM. A pick up time after 5:15 will incur a late fee of \$2.50 between 5:16 and 5:30. At 5:31, a late fee of \$1.00 per minute will be charged. Please consider alternate arrangements for your child to be picked up if you cannot meet this deadline.

Only those people listed on the registration form may pick up a child. Proper identification will be required of anyone picking up an E.D.P. student. All students are signed out by an authorized and properly identified adult and the E.D.P. personnel. Also, for safety and security reasons, the adult picking up a child must do so in the front lobby of the school. Admission and exit from the building will be via the front door on Grafton Street.

### **Early Closing**

If the Worcester Public Schools dismiss early due to inclement weather, E.D.P. is canceled. If the Public Schools do not dismiss early, but the weather deteriorates after 2:15 p.m., it may be necessary to close the Program. Parents/guardians will be notified.

### **Early Dismissal Due to Illness**

If a child becomes ill during the Extended Day Program, the parent/guardian will be contacted at work. Another person can be designated on the registration form as an alternate to pick up the child. If a child leaves the Program due to illness, he/she is not permitted to return that day. Also, if a child is ill and leaves school during the day, E.D.P. is not available to him or her for that day.

## **EXTENDED DAY PROGRAM RULES**

- Every person deserves respect; therefore, each child must behave accordingly.
- Each child is expected to participate in all activities to the best of his or her ability.
- No child is to leave the supervision of his/her teacher without expressed permission.
- No verbal abuse of a fellow student or teacher, foul language, or profanity will be tolerated.
- No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
- Running in the halls and down stairs is dangerous and cannot be permitted.
- Each child will be expected to help clean up his/her own craft supplies, snack remains, toys, etc. and to generally straighten the room.
- Each child is expected to keep track of his or her own possessions.
- Bringing toys or other articles from home requires the permission of the teacher. The Extended Day Program is not responsible for any such articles.
- To maintain a professional atmosphere, staff members should be formally addressed.
- Informal use of staff members' first names by students is inappropriate in the school setting.

## **OTHER ISSUES AND CONSIDERATIONS**

**Clothing** - Students will wear their school uniforms. Since time will be spent outdoors (weather permitting), students should bring appropriate outerwear each day. During cold weather, hats and mittens are required and boots may be necessary in the winter. Ski pants may be worn as well.

**Snacks** - A small snack, including food and drink, will be supplied immediately after school. Children who stay for long afternoons may want to bring additional snacks from home; however, candy and gum are not allowed. All students should bring an extra drink, especially during the warm weather.

**Special Needs** - Parents should inform the Program in writing of any special diet needs.

**Activities** - Extended Day Activities shall include a simple snack and drink, structured play and physical education activities, homework and reading time, arts and crafts, special videos, and educational enrichment.