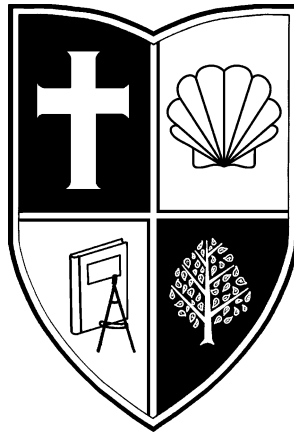


SAINT JAMES SCHOOL EXTENDED DAY PROGRAM



2020-2021 POLICY HANDBOOK

The policies and regulations for Saint James School are intended to reflect the Catholic philosophy of education and to be true to its spirit. They help us create Catholic educational communities in which learning, integrated with faith, flourishes, and the Gospel spirit of freedom and charity prevails. For every student, it is a privilege to attend Saint James School.

The first area governing the rights of a student in Catholic education normally derives from contractual arrangements between the school and parents and/or the rules of the school covering student conduct. A second area includes statutes that are developed by state or federal legislatures requiring Catholic schools to conform to certain rules. For example, specific state health, safety and certification codes affect Catholic schools.

The purpose of this Handbook is to clearly state the area that comes under contractual arrangements between the school and parents and the rules of the school and extended day program covering student conduct.

All guidelines and expectations, as well as the COVID-19 Addendums, documented in the 2020-2021 Saint James School Parent/Student Handbook also apply to the Extended Day Program.

MISSION STATEMENT

Saint James School provides a quality Catholic education inspired by the Sisters of Mercy and based on the teachings of Jesus Christ. We strive to develop the full potential of every child, to encourage service to others, and to build a foundation for independent life-long learning.

PURPOSES AND OBJECTIVES

Saint James School follows the overall purposes and objectives of Christian education, which are to teach doctrine, to build community, and to serve. Saint James School endeavors to participate in this educational mission of the Church and is committed to assisting parents in their responsibility to educate their children by enabling social, spiritual, intellectual, emotional and physical growth and development.

EXTENDED DAY PROGRAM INFORMATION

DAILY SCHEDULE

The Saint James School Extended Day Program follows the school calendar. The program is open only on days that school is in session. **COVID-19 Modification:** Students, while at their seat, may change out of their school shoes and into sneakers. Students will not have the option to change into “play clothes” at this time.

2:00pm – 2:10pm: Anyone wishing to change from their shoes to sneakers, may do so at this time.

2:10pm – 2:15pm: Attendance

2:15pm – 2:30pm: Snack (provided by the Extended Day program)

2:30pm – 3:30pm: **Grades 2 - 8**

This is homework time. The extended day program tries to encourage a library-like atmosphere for this important time. If for some reason you do not want your child to complete his/her homework assignments at extended day, we request that you put it in writing to the director and that you provide your child with a book or some other quiet activity to be done on an individual basis during this block of quiet time set aside for homework. Reminders will be sent home if your child is continually unprepared for homework time. Please be sure your child has the necessary items to complete his/her homework, such as pens, pencils, rulers, and paper. **COVID-19 Modification:** Students will be arranged in cohorts and sitting in a “socially-distanced” manner.

Pre-Kindergarten - Grade 1

This is play time for the younger students who do not have homework. The play time takes place outside on the playground. During inclement weather, it is in the gym. Play time is always supervised. Beginning in January, the First Graders have time for their homework before their playtime. Once the First Grader finishes his/her homework, they join the Pre-K and Kindergarteners already at play. **COVID-19 Modification:** Cohorts will be maintained during this time and all health and safety precautions published by the school will be followed.

3:30pm – 4:30pm: **Grades 2-8**

The students who have completed their homework will be taken outside. **COVID-19 Modification:** Cohorts will be maintained during this time and all health and safety precautions published by the school will be followed.

Pre-Kindergarten- Grade 1

At this time, the group is in the cafeteria. The children will make a craft. It is also time for coloring, and other individual table activities. For now this will be also done in a social distance manner.

4:30pm – 5:30pm: Both groups are together for this part of the day. For now, this will be done in a social distance manner. There will be materials and individual items for the children to use. The students that have Chrome books can also use their assigned Chrome book at this time as well.

- Crafts will be available to older children occasionally. The crafts will be designed to be more challenging and more labor-intensive than those crafts made by the younger grades.
- Each Friday, a special activity is planned. The special activities are posted each month above the sign out table.
- Movies will be shown on occasions such as inclement weather days, half days, and special occasions.

PAYMENT

Full Time: For students who use the program every day of the week, the rate is \$3,600.00 for the school year, paid in monthly payments. Additional children in the family receive a 10% discount.

Part Time: For students who use the program on a part time basis, the rate is **\$11.00** per hour. Parents will be billed monthly (in arrears).

Extended Day payments will be paid through FACTS beginning in October and ending in July. Your payments will not be withdrawn on the same day of the month as your tuition payments; they will be withdrawn on the **28th**. If you would like to have your payments withdrawn on a different day, please contact Denise Mayo. If you have paid your tuition in full, your Extended Day payments will still be withdrawn on the **28th** of each month.

DROPPING OFF YOUR CHILDREN

If you use the before school care, please do not pull into the parking lot after 7:00 A.M. You may park on the street, and please use the walkway to the breezeway door. **COVID-19 Modification:** Anyone entering the building must wear a mask and sanitize immediately upon entering. Please take your child's temperature and do a full health assessment before coming to school. Temperature checks will be conducted.

PICKING UP YOUR CHILDREN

Children must be picked up by 5:30pm. Please park in the front of the school and enter the cafeteria through the breezeway connector door. Push the button to ring the bell. Once you have identified yourself, we can release the lock. Please push the button to ring the bell, but do not push it to talk. Please come down to the cafeteria and use your family PIN to log out your child(ren). **COVID-19 Modification:** Anyone entering the building must wear a mask and sanitize immediately upon entering.

Each parent is required to log his or her child/children out every day. If another person is picking up a child, a note, telephone call, or an email is to be made to the director. If the person is not listed on the emergency form, he/she is required to show identification before any child is released into their care.

The extended day program officially closes at 5:30pm. Please be prompt in picking up your child. **A late fee of \$1.00 per minute will be charged** to those who are late. Chronic tardiness will be addressed through the principal's office. If your child has not been picked up by 6:00 P.M. and the extended day staff has not received a phone call from you, the principal will be notified.

If you are late picking up your child three (3) times in a month, you will not be allowed to use the extended day program for a month.

IN CASE OF SNOW

In the event of a late opening, there will be **no before school care**.

In the case of snow causing an early dismissal (12:10pm), the after school care program will close as well. **All children must be picked up by 1:00pm.**

If after-school activities in the Town of Manchester are canceled, the after school care will also be canceled. If the snow falls after extended day begins, it is up to the discretion of the director whether to close early or not. If extended day closes early, the extended day personnel will notify you.

HEALTH AND SAFETY

If a child becomes ill at extended day, he/she will be isolated from the rest of the children. A parent will be notified so that they may pick up their child as soon as possible.

If your child has a medical condition that we should know about, please see the director with the details. i.e. allergies, asthma, inhaler, Epipen, etc. A separate supply of medications is needed for the Extended Day program as the nurse's offices closes at 2:45pm.

Playground time and gym time are always monitored. **COVID-19 Modification:** Social distancing practices and published school health and wellness protocol will be followed. The health, safety, and well-being of your child is our first and foremost concern.

It is extremely important that the Extended Day Program Emergency Forms are completed and returned to the extended day program director. The main office and nurse's office are closed and locked prior to the end of the extended day afternoon. Time is valuable in a rare case of an extreme emergency and it is absolutely crucial that the extended day staff has access to your child's emergency information. Our emergency forms are our only means to contact you if the need arises.

DISCIPLINARY MEASURES

Each child is responsible for his/her actions and is expected to control his/her behavior. All children have a right to be in a safe environment, an environment free from physical or verbal harassment. Time-outs will be the consequence for disruptive, disrespectful, hurtful, or rude behavior. Parents will be notified of any time-outs a child incurs for these reasons. We do have "Incident Notices" that we will fill out and have parents sign to keep them aware of any problems. A child who continues to be out of control will visit the principal and the parent will be informed. All children are expected to follow the same rules and guidelines that they would follow in the classroom.

SUSPENSION FROM THE EXTENDED CARE PROGRAM

If there is a continuous behavior problem with a child and alternative solutions are not effective, that child may be suspended from extended day for a specific amount of time.

SEARCH

It is the right and responsibility of the director to search a child's backpack, if there is a reasonable cause for a search, and parents will be notified.

EXTENDED DAY PROGRAM STAFF

Mrs. Jean Burdick, Director

Mrs. Mary Harris

Mrs. Christina Morrow

Mrs. Michelle Richards

Mrs. Patty Grant

**EXTENDED DAY PROGRAM POLICY BOOK
PARENT SIGNATURE FORM**

Parents,

In order to be certain each family has reviewed a copy of this Extended Day Program Policy Handbook, we ask that you sign this paper and return it to the Extended Day Program Director by September 28th.

Thank you.

I have read the Extended Day Program Policy Handbook and I have discussed it with my child/children. I understand my obligation to cooperate in enforcing the rules and regulations stated in this handbook and in having my child/children abide by these rules.

Signature of child/children: _____

Date: _____

Signature of parent/guardian: _____

Date: _____