

St. Mary Star of the Sea School
2024-2025



Extended Day Program
HANDBOOK

GENERAL INFORMATION

- Ⓢ St. Mary Star of the Sea Extended Day Program offers a diversified program of games, crafts, recreation, and quiet time. There is time and space provided for homework.
- Ⓢ Fees are sole support of the program. It is not subsidized by the School or Parish.
- Ⓢ Parents need to notify Extended Day in writing of the days that are needed for that week.. Verbal notification from the child **WILL NOT BE ACCEPTED.**

A.M. EXTENDED DAY

The fee for the A.M. Extended Day Program regardless of the time of arrival:

\$ 5.00 one child

\$ 9.00 two children

\$12.00 three - four children

- Ⓢ Children participating in the A.M. program MUST be signed in by the parent or guardian.
- Ⓢ A.M. Extended Day is a non-structured time for study and/or quiet play.

P.M. EXTENDED DAY

The typical schedule for the P.M. program is as follows:

3:00-3:20 Snack and change of clothes

3:20-6:00 homework/open play/movies

When weather permitting, students will go outside to play. Activities/homework will begin upon returning to the building.

FEES, PAYMENTS, AND PICK UP

- Ⓢ The fee for the program is \$5.00 per hour for the first child
\$9.00= 2 children per hour
\$12.00= 3-4 children per hour
- Ⓢ Monthly statements are issued and **PROMPT PAYMENT IS EXPECTED!!**
- Ⓢ Beginning May, the Extended Day Program will run on a PAY-AS-YOU-USE BASIS. This procedure will be used at the end of the year so that accounts can be reconciled.
- Ⓢ The cost to families is calculated by quarter hour for the P.M. Program.

EXAMPLE: (one child): 3:00-3:15 = \$1.25
3:15-3:30 = \$2.50
3:30-3:45 = \$3.75
3:45-4:00 = \$5.00, etc.

- Ⓢ If a parent/guardian fails to meet the Extended Day Program fee and does not make arrangements with the Principal, the child/children will not be permitted to be in the program.
- Ⓢ Students who are involved in after school activities, like band, tutoring, service, detentions, etc. and then go to the Extended Day Program must check in at Extended Day before going to their after school activity. Likewise, if students are picked up directly from their after school activity, they must be signed out of Extended Day before leaving.
- Ⓢ The Extended Day Program closes at 6:00 P.M. PLEASE RESPECT THE TIME OF CLOSURE. All the children must be picked up by 6:00 P.M. A late fee will be charged for any children not picked up by 6:00 P.M. The late charge will be as follows: \$10.00 fee plus \$5.00 each quarter hour.

EXAMPLE: a student is picked up at 6:01 P.M. – late charge is \$10.00
a student is picked up at 6:22 P.M. – late charge is \$15.00

- Ⓢ **THOSE WHO ABUSE THE TIME OF CLOSURE THREE TIMES WILL BE REFERRED TO THE PRINCIPAL FOR A CONFERENCE AND MIGHT BE SUBJECT TO DISMISSAL FROM THE PROGRAM.**

EXPECTATIONS OF THE CHILD

- ⓐ For a professional atmosphere, we ask that all the Staff members be addressed as Mr., Mrs., Miss.
- ⓐ Children participating in our Extended Day Program are expected to adhere to the behavior policy of St. Mary Star of the School. Most discipline problems are handled by the Coordinator and the Staff. Repeat problems will be brought to the attention of the parent/guardian. In the case of more serious problems, a detention will be given to the child. After two detentions are given, a meeting is requested with the parent/guardian, and the Principal will be notified. If after that meeting the problem has not been corrected and a third detention is given, the child may be dismissed from the program for the remainder of the year. Parental support is required.

ILLNESS OR ACCIDENT

The School guidelines for sick children apply to Extended Day

- ⓐ First Aid will be administered for minor cases
- ⓐ No medications will be administered by mouth by any staff member to any child at any time.
- ⓐ In accident cases, the parent will be notified and instructions of parents will be followed.
- ⓐ In immediate emergencies the paramedics will be called.
- ⓐ Parents/guardians will be expected to take sick children home. The Extended Day Program does not have the facilities to care for sick children. If a child is too sick to participate in the activities of the program, they are too sick to Extended Day. THE EXTENDED DAY PROGRAM FOLLOWS THE SAME CRITERIA THAT THE SCHOOL DOES.
- ⓐ Names, phone numbers, and signatures of those authorized to pick up sick children are to be listed on the EMERGENCY/CONTACT FORM and need to be kept up-to-date.

SNACKS

Children are to bring a small **healthy snack** such as fruit or crackers, beverage, etc. The children have approximately 20 minutes to eat.

HOMEWORK

There is special quiet time set aside for children to begin and perhaps complete their homework. We will not be able to guarantee that homework is started or completed. It is the child's responsibility to acknowledge his/her assignments and then use the resources available. *The staff is not responsible for the students' homework.* Homework that is designed for parents and students cannot be completed in the Extended Day Program. This would especially apply to students in Kindergarten. Homework cannot be completed during outdoor play time.

SCHOOL SUPPLIES

When crafts or projects are planned the Program will provide glue, crayons, and scissors, etc. A child may use his or her own supplies if preferred. Children are required to bring their own supplies for completing their homework (paper, pencils, ruler, etc.).

TOYS FROM HOME

Children are encouraged **NOT** to bring toys or games to the Extended Day Program. The Staff cannot be responsible for misplaced or broken toys.

PARENT RESPONSIBILITIES

- Ⓢ The safety and wellbeing of the child is MOST IMPORTANT.
- Ⓢ **The parent/guardian must**
 - Complete the application/registration forms
 - PROVIDE VALID SIGNATURES AND WORKING PHONE NUMBERS
 - Update us on any changes, such as new work numbers or new home/cell phone numbers.
 - NOTE: Information on the Emergency Form will be used for the EXTENDED DAY Program. We have tried to make it easier by asking for one EMERGENCY/CONTACT FORM. To use the Extended Day Program on August 26, please have all Extended Day forms completed by July 15, 2024.
- Ⓢ For the safety of our students and staff, anyone picking up a child must show a current photo at the front door.
 - Parents/guardians may not telephone directing the child to be released and meet somewhere else. The telephone request will not be granted.
 - Parents/guardians may not call a cab, nor may they ask the staff to call one, the child will not be released.
 - The staff is not expected nor allowed to sign out a child or bring them home.

- Parents must designate someone other than the coaches to take the students to practices or games from the Extended Day Program. The coaches do not need additional responsibilities for an individual child.

TEXTING/EMAILS

If you need to contact the Extended Day workers, please call 773.767.6160. The staff **does not** have access to text messages or emails while supervising children.

CELL PHONES

Students may not use a cell phone **at any time** while in Extended Day. If you need to contact the child or they contact you – a phone will be provided (773.767.6160). Phones should be kept off and in their backpack. Violations will result in the phone confiscated and kept by the principal for parental pick up.

Thank you for choosing to use the Extended Day Program at St. Mary Star of the Sea School. Any further questions or concerns can be addressed by Mrs. Coleman.

**DUE DATE:
JULY 15, 2024**

**ST. MARY STAR OF THE SEA
EXTENDED DAY PROGRAM
REGISTRATION FORM**

CHILD /CHILDRENS' NAME	FAMILY NAME	DATE OF BIRTH	GRADE/HOMEROOM

HOME ADDRESS _____ **HOME PHONE #** _____

FATHER'S NAME _____ **FATHER'S CELL#** _____ **WK** _____

MOTHER'S NAME _____ **MOTHER'S CELL #** _____ **WK** _____

PLEASE CHECK ONE OF THE FOLLOWING:

_____ OUR FAMILY WILL BE USING THE EXTENDED DAY PROGRAM ON A WEEKLY OR REGULAR BASIS

_____ OUR FAMILY WILL BE USING THE EXTENDED DAY PROGRAM IN EMERGENCY SITUATIONS.

ON THE BLUE EMERGENCY CONTACT FORM please fill in the names of the persons that are designated to pick up your child/children. Please make sure you include yourself as one of the individuals designated to pick up your child(ren).

Special instructions regarding allergies, fears, or any other helpful information: