

ST. ELIZABETH EXTENDED SCHOOL PROGRAM HANDBOOK

Introduction/Rationale

This Program is provided for students and parents/guardians of the St. Elizabeth School Community. Working under the guidelines and directives provided by the Archdiocese of Washington, the State of Maryland, Montgomery County Government and the administration of Mr. Vincent P. Spadoni, Director, the Program has been established and operated under the direction of faculty and staff members. This is to create a continuing, nurturing, yet structured environment in which the children are known and cared for by adults who are familiar with them. Realizing the County regulations, the need for consistency, and being able to plan operating schedules, costs and staffing, only those students who are registered with the Extended School Program will be admitted to care. Registration is for the entire academic year. Care for those students who have registered with the Program will be given according to registration and payment. All parents/guardians whose children are registered for the Extended School Program **must pre-pay, meaning payment must be received prior to care of the child/children.** Please see the section "Billing" regarding charges.

Billing

Usual billing charges for one child for one week of regular school for five -three hour afternoon sessions of care **is \$80.00.** The charge for three days of afternoon care per child per week is **\$50.00.** Billing for one child for morning **care** for one **week** of five school mornings is **\$30.00.**

Care will be provided for students who are fully registered in the Program. Only those students whose health forms, emergency cards, registration payment, signed slip from the St. Elizabeth Extended School Program Student/Parent/Guardian Handbook, signed parent/guardian/student Contract, completed Adult Verification Sign-Out sheet and All Daycare Forms, will be allowed to attend the Program. A student who lacks any of the above information will not be admitted to care.

Charges will be billed on a monthly basis. These charges must be paid prior to the receipt of care. Parents/guardians must submit a non-refundable \$50.00 deposit per child to ensure registration. Should any outstanding debts be accrued with the St. Elizabeth Extended School Program, the following actions will be taken: **a late fee of \$25.00 per week will be assessed to a family's Extended Care account is paid in full by the statement due date. Report cares, standardized testing, transfer information, will not be sent or completed until the account is paid in full. Also, failure to pay by the due date will result in the withdrawal of the student(s) from care, and the slot(s) will immediately be filled by a student who is on the waiting list.**

Late Sign-Out

In the event that a student is not picked up by his/her parent/guardian by the time of close, parents/guardians will be assessed a late charge of \$10.00 at 6:00 p.m. (or 4:30 p.m. on early dismissal days), and a \$1.00 per minute/per child charge past the hours of closing. Payment for late pick ups must be made at the time of arrival, and may only be paid in the form of a check. Should three or more late pick ups occur during the course of the academic year, services will be terminated.

Hours of Operation

The Extended School Program will operate on **normal school days** between the following hours:

Before Care: 7:00 a.m. -8:10 a.m.

After Care: 3:00 p.m. -6:00 p.m.

Scheduled Early Dismissal Days: **12:30** p.m. -4:30 p.m.

Emergency school closing: **Care will be provided for two hours past the close of school. Anytime St. Elizabeth School is scheduled to be closed or is closed due to an emergency circumstance, for example a snow day, no care will be provided.**

In the event of emergency delayed openings, NO morning care will be provided.

Daily Schedule

Sign-in: Students are expected to sign-in with the Senior Staff member or Director On Duty when the student arrives. During the afternoon, students are expected to sign-in with the designated adult by 3:20 p.m. When signing in, students are to initial or write their names next to the initials of the adult supervising check-in and the time. If arriving after 3:20 p.m. due to an outside activity, the student must be signed in by an adult. Should any student leave the After Care for a previously scheduled activity such as Brownies, the student, with a registered adult, must sign-in again upon return to the Program.

Sign-out: Any student in the Extended School Program who leaves supervision of Program staff must be signed-out by a registered adult. By "registered" it is meant that any person who signs-out a child from the Program either to leave for the day or to attend another activity on the school premises must have been previously cleared with the Director/Coordinator of the Program. THIS CLEARANCE MUST BE **DONE IN WRITING**. Should this guideline not be followed, the student will not be released from care unless to the parent.

3:30p.m. -4:05p.m.: Students will be given the opportunity to change clothing for after school activities after check-in. **Clothing must be appropriate for the school day.** During the first 30 minutes of operation of a normal school day, students will have time for snack, to change clothes if desired, and to take a brief break to play on the playground or in the gymnasium, depending on weather conditions.

When scheduling the program, consideration was made that many of the children have been in school since 8:10 in the morning with few breaks. It is the goal of the Program to provide a comfortable environment. This includes offering a break prior to students having a required study period. It is the hope of the Program that a break will allow students to relax and rejuvenate prior to homework time, hence being more productive.

Snack: Student snacks will be provided on a daily basis. You may also send a snack in for your child if you wish.

Homework time: The students in grades 5 through 8 will meet for homework time Monday through Thursday in room 103 and students in grades 2 through 4 will meet in room 102. Students in grade 1 who have homework shall join the group in room 102. Kindergarten students shall gather in room 107 for a brief story time and recreation/rest period. **Students in grades 2 through 4 shall have a mandatory quiet/study period for at least a period of 25 minutes. Students in grades 5 through 8 shall have a mandatory 40 minute quiet/study period. Should students finish their written assignments, they are expected to study for upcoming quizzes or tests or to read an appropriate book of their**

choice. Following the expectations of the school, we want to foster an environment where students value learning, knowledge, and grow in a love for reading To promote that philosophy and support the educational environment, we are enacting this policy.

Recreation time: On most school days, students will have open recreation time in the All- Purpose Room from 5:00 p.m. until close at 6:00 p.m. During warm seasons, students may be supervised on the playground for an extended recess. Either arts & crafts activities or open recreation in the gymnasium will be scheduled. G-rated videos only may be shown on Friday afternoons. During after care on early-dismissal days, students will have a scheduled activity and possibly view a G-rated video.

Medications: No medications will be administered to any participating child during the Extended School Program.

Standards of Behavior

All participating families are expected to read the St. Elizabeth Extended School Program Student/Parent/Guardian Handbook. Each registered and participating student and Parent/guardian must sign a statement agreeing to these rules prior to being provided care. Behavior: As an associated program of a Catholic School, we shall hold the same standards of expectations of all registered and participating students as held during the school day. The behavior of each child is expected to be that of a Christian model. Following this model, students are to abide in the following rule at all times: All students must keep their hands, arms, and legs to themselves. At all times, student behavior should reflect and abide by those rules and regulations established for St. Elizabeth School as well as any further rules, policies or procedures established by the St. Elizabeth Extended School Program.

Consequences for failing to meet acceptable behavior expectations will result in one of the following: a time-out, a letter to the parents/guardian, a parent/guardian/director conference, and in some situations, suspension from the Program.

Instances which will result in a parent/guardian letter: refusal to comply with a time- out, aggressive behavior, inappropriate language, failure to comply with instructions from staff members, or failure to abide in the policies and procedures established in the Extended School Program.

Instances which will result in a suspension: fighting, consistent continual disruptive and disrespectful behavior, theft, verbal or physical threats, endangerment of self and/or others.

Any parent letter will be directed through the Director's Office prior to it being sent home. The Director will review the concern with the staff member who initiated this letter and call the child's parent or legal guardian. A conference may be required at that time to resolve concerns between the student and the Program

Should any serious incident occur such as fighting, running away, destruction of school property or blatant, consistent, deliberate disregard of the Program directives, or a parent be sent three **(3)** letters within an eight-week period, the Director will contact the parent(s)/guardian(s) of the child/children concerned The Director has the right to suspend a child who may endanger others or a child who has received three (3) parent letters within the set time period The child may be suspended from the Program for a period of no more than five (5) school days Should the child be

suspended from care twice in one academic year, the Director has the right to expel that child from the Program

The Director will schedule a conference during which a Behavior Contract may be discussed, written and agreed upon by the student, parent/guardian and the Director. Failure to follow such contracts will result in suspension of care

Should a child be suspended from the Program, the parent/guardian will be responsible for payment of that suspension period. Payment will continue to ensure that the student retains his/her slot in the Extended-School Program. Should the parent fail to pay during that suspension period, his/her child will be removed from the Program and that child's slot will be given to the next child on the waiting list.

The use of cell phones on school property during the Extended School Program hours is prohibited. Beepers and all other electronic devices, including, but not limited to: portable CD players and Gameboy-type toys will be confiscated by the staff and brought to the Coordinator. Parent/guardians will be notified. Confiscated items will only be returned to a parent/guardian.

Absences

Should a registered student be absent from school the parents/guardians MUST notify the Coordinator of the Extended School Program at 301-770-1979. **STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY WILL NOT BE ADMITTED TO EXTENDED CARE THAT DAY.**

Should a registered student need to leave school during the school dismissal period or earlier, a **written note must be submitted to the Coordinator of the Program.** Should a student be absent for any school day, the parents will still be responsible for payment of that/those day(s). Payment continues to reserve the child's spot in the program. Failure to pay will result in the child being removed from the Program and that child's slot will be given to the next child on the waiting list.

Acknowledgement Form for Student/Parent/Guardian Handbook for Extended Care

I/We, _____

Parents/Guardian of _____

have read and reviewed with our child/children, the Student/Parent/Guardian Handbook for the 2009-2010 St. Elizabeth School Extended School Program.

I/We understand the policies and procedures that are established in the Student/Parent/Guardian Handbook.
(Both parents/guardians must sign)

Print Name

Signature Date

Print Name

Signature Date

Please sign and return this form in a sealed envelope to St. Elizabeth School, attention ESP (Extended School Program, no later than Monday, August 24, 2009.