

St. Mary's Catholic School  
Extended Day Care  
Family Handbook

2015-2016

School Office  
903 W. Mission Ave.  
Bellevue, Ne 68005

<http://www.stmarysschoolbellevue.com/>

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## Welcome!

Welcome to St. Mary's Catholic School Extended Day Program. Extended Day is a program that is run both before and after school. Our hours are 6:30a.m. to 8:00a.m. and 3:20 p.m. to 6:00 p.m. during normal school days. This program is offered to all of our students from pre-K through 8th grade.

We here at Extended Day, are committed to providing quality care, which parents can rely on throughout the school year. Children have many opportunities to participate in a variety of activities. Our goal is to provide a structured, caring and fun environment for the children enrolled at St. Mary's School.

If any questions or concerns please contact Miss Nicole, Extended Day Director, at 402-203-2976 or the school office at 402-291-1694.

This handbook outlines our policies, rules, and expectations for the St. Mary's Extended Day Program.

*Extended Day is licensed by the State of Nebraska and follows guidelines provided by the Nebraska Department of Health and Human Services.*

## Registration

Registration packets will be sent home in the school enrollment packets that families receive during the summer. If you did not receive one, you may get one from the school office or from Extended Day.

The registration packet will inform you of the following:

- Extended Day hours of operation
- Pricing Policy
- Children's Record Form
- Billing Schedule

Children may not attend Extended Day until the registration packet has been received by the Extended Day Director. The registration packet needs to be filled out and turned in by the first day of school, or by the first day that your child will be attending Extended Day. Extended Day also needs a copy of your child's immunization records.

## Daily Activities

**Snack:** Extended Day provides an afternoon snack between 3:45-4:00pm. Children may bring a snack of their own if they would like. We post on our daily board snack for the day at Extended Day every morning.

**Stations:** We have 8 stations where the children can play different activities:

Station 1: Games (age appropriate),

Station 2: Reading island, the children are offered a variety of books to read

Station 3: Kitchen play center,

Station 4: Legos,

Station 5: Puppet play,

Station 6: General toys with play houses and little people,

Station 7: Art,

Station 8: Outside.

These stations will be changed up throughout the year to offer a variety of play options.

**Gym Use:** When the gym is available, the children will be allowed to have free time or participate in a group activity. Children are only allowed in the gym when a staff member is present. Only Extended Day equipment/toys can be used in the gym.

**Wed-Mess-Day:** On Wednesday or “Wed-mess-day” we will offer a craft or light science project for the children. An example would be the children making their own bouncy balls.

**Items From Home:** Electronics from home are not allowed at Extended Day. If a child is found using one, he or she will be asked to put it away or staff will put it in a locked closet for safe keeping until the child goes home. If this becomes a repeat problem, the device will be given to the principal and released the following day to a parent. Children can not bring toys from home. Extended Day will not be responsible for toys brought from home if they are lost or broken.

**Movie Days:** Occasionally, we will have movie days. Usually these occur when we cannot go outside or in the gym. Children are welcome to bring movies from home, but they will be shown at the discretion of the Extended Day staff. The movies that are shown are “G” rated or “PG” rated Disney or Dreamworks movies. There will be no tolerance for movies with bad language.

## Drop-off and Pick up

### Hours of Operation:

- Morning: 6:30 - 8:00 am
- Afternoon: 3:20 - 6:00 pm

Extended Day is only offered on school days.

**Drop off:** Children will be signed in by a staff member upon arrival in the morning. Parents do not have to come in, but are more than welcome to. Staff will also be responsible for signing them out in the morning and releasing them to go outside or to the gym to line up for classes.

A staff member will also sign children in when they arrive in the afternoon. All children remaining at school after 3:30 pm will be signed into Extended Day.

**Pick up:** Children will be signed out by an Extended Day staff member however the parent/authorized person must physically come in to pick them up.

Children can only be released to the authorized people listed on the Children's Record Form that can be found in the Registration Packet. If you need your child(ren) picked up by someone other than yourself please send a note to the school the day before stating the name of the person who is to pick the child(ren) up.

Children must be picked up by 6:00 pm. Any children left after 6:00 pm will automatically be charged \$1.00 a minute for every minute after 6:00 pm they are here.

## Discipline Policies

**Discipline Plan:** When a child is not following one of the rules, Extended Day staff will first use redirection and give the child a chance to self-correct. We will encourage this by using any number of non-verbal cues or by simply asking the child to make another choice. When this does not work, we will then pull the child aside and remind him/her of the rules and consequences. Consequences can include but are not limited to, having the child move seats or taking away a privilege or activity. We will communicate with parents if there are any recurring problems. In serious situations, we may need to consult with the principal and determine if there are more severe actions that may need to be taken, such as expulsion from Extended Day. However, the hope is that we will not have to get to the point of needing to take more serious action.

## Code of Conduct

1. NO violence or bullying will be tolerated on any level.
2. No purposely causing damage to another's property.
3. No stealing or attempting to steal another's property.
4. No use of vulgar or obscene language.
5. No causing a false fire alarm.
6. No disrespecting peers or adults.

## Pricing Policies

**Regular Rates:** \$3.20/hr for first child  
\$3.05/hr for second child  
\$2.10/hr for third child  
\$1.85/hr for all additional children

There is a \$20 yearly registration fee per family.

Families will be billed bi-monthly. If you need to make other payment arrangements please talk to the Director. If a payment or payment arrangements are not made by the second billing cycle then your child(ren) will not be allowed to attend Extended Day until the bill is resolved.

After 6:00 pm there is a \$1.00/minute fee till the children are picked up.

Bills will be posted on the Sycamore Website. We have not worked out all the kinks so if you have any questions about your bill please talk to the director. We will also offer a paper copy of your bill for those who are not connected with the Sycamore Website.

## Health and Safety

If your child has any known medical condition (e.g. asthma, diabetes, seizures), please be sure the Director is aware and knows what to do if a problem should occur.

**Sick Policy:** If a child becomes ill while attending Extended Day, the parent/guardian will be notified immediately. The child may not remain or attend Extended Day if any of the following symptoms are present:

- 1.Fever of 100 degrees or more
- 2.Vomiting or diarrhea
- 3.Skin infection or rash of unknown cause
- 4.Lice infestation
- 5.Evidence of contagious disease

If a child is not present during school hours then they are not permitted at Extended Day until they are able to return to school.

**Incident Reports:** Minor injuries sustained at Extended Day will be handled by the staff. There will always be a staff member on duty that is CPR and First Aid certified. An Incident Report will be filled out for each injury and a copy will be given to parents.

**Medical Emergencies:** If a medical emergency arises, the staff will first try to contact a parent/guardian. If they cannot be reached, the staff will contact the child's doctor. If the emergency is such that immediate medical attention is necessary, the staff will contact 911.

**Medications:** If a child must take a medication on a daily or frequent basis during Extended Day hours, a written signed, and dated "consent form" must be completed by the child's doctor and by the parent. Children are not allowed to carry their own medication while at Extended Day. Extended Day will give or apply medication only with prior permission and written instructions from the parent. Medication must be stored according to the instructions, clearly labeled for a named child, and returned to the parent or destroyed when no longer needed. Extended Day will maintain records as to the time and amount of medication given or applied.

**Fire and Tornado:** Extended Day regularly participates in drills for fire, tornado safety, and intruder alerts.

**Illegal Drugs/Smoking/Alcohol:** Are prohibited at Extended Day.

Handbook Acknowledgement Form

**Once you have read the handbook and discussed it with your children please sign the below acknowledgement and return it to the Extended Day Director. It will be kept in your child's file.**

*I have read the St. Mary's Extended Day family handbook. I agree to comply with the policies and procedures of the program. By my acknowledgment below, I indicate that I understand the handbook contents and have discussed with the director any questions or concerns I may have.*

Signature: .....

Printed Name: .....

Signature: .....

Date: .....

Child(ren) Signatures: .....

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