

## ST. THOMAS SCHOOL

### EXTENDED DAY PROGRAM

#### SCHOOL MISSION STATEMENT

St. Thomas School is the parish school of St. Therese of Lisieux Parish and in service to its cluster parishes. In partnership with the family, we are dedicated to nurturing the personal development of the whole child. Our mission is to instill Catholic values, foster self-discipline and promote academic excellence in the spirit of a caring and affirming community.

#### PURPOSE

The St. Thomas School “Mission Statement” challenges us to be constantly vigilant to search out ways to enhance our family/school partnership, one of our trademarks. Recognizing the varied demands facing our families today, the school offers, just for our own students, the opportunity to “extend” the day.

The Extended Day Program, EDP, provides care and supervision for St. Thomas students before and after school in a safe environment. The program enables students to study and/or play in the company of other students either indoors or out.

Families need not use the service every week, every day of the week nor at the same time every week. A note to the teacher indicating that your child will be staying for EDP on a particular day is required, especially if that child normally takes the bus or is picked up.

#### HOURS

The Extended Day Program is in session every day on which there is school. It is NOT in session on snow days or school holidays.

Hours extend from 7:00 to 8:15 AM and 3:05 to 5:30 PM

On Early Release days with dismissal at 12:50, EDP is offered beginning at 1:05 until 5:30 PM

With weather related delays of an hour or two, EDP will begin at 7:30 AM  
With a weather related early release, EDP will stay in session until 5:30 PM

### FEE/PAYMENT SCHEDULE

1 student	\$4.00 per hour
2 students	\$6.00 per hour
3 students (or more)	\$7.00 per hour

PLEASE NOTE: No less than \$1.00 will be charged for any part of an hour.

### LATE FEE

A \$6.00 per hr./per student “late fee” is charged for those students picked up after 5:30 PM. No less than \$6.00 will be charged for any part of the hour.

WHEN DELAYED, PLEASE CALL THE SCHOOL TO NOTIFY US OF THE EXPECTED PICK-UP TIME AND ALLAY THE ANXIETY OF THE WAITING STUDENT(S).

Students participating in the program will receive an invoice on Mondays of with the recorded hours of attendance and the balance due. Payment is due upon receipt. Checks should be made payable to “St. Thomas School EDP” and returned directly to the school office. Please do not include any other school fees (e.g. school lunch) in this payment check.

PAYMENTS IN ARREARS FOR (3) WEEKS MAY RENDER A FAMILY INELIGIBLE TO CONTINUE TO PARTICIPATE IN EDP.

### STAFFING

The Extended Day Program is supervised by staff hired specifically for the program or by members of our full time staff. These staff members have child-care or recreation experience and are certified in first aid. All have been screened by the State Police and the Department of Human Services for any criminal record or evidence of unacceptable behavior.

### LOCATION

The Extended Day Program is located on the ground level (cafeteria) of the school. All parents/guardians receiving their children from the program must come into the building to do so unless the students are outdoors when they arrive. In either instance, they must notify the staff member that they are receiving their child and sign them out. Please do not call to your child from

your car to leave. NO student will be dismissed to anyone other than the parent without written authorization of that person, if unknown to us.

### PROCEDURE

1. Upon arrival in the morning, students will go to the cafeteria to sign in. If a student has a written notice from a teacher, they will be dismissed from the EDP Program to go to the specified classroom.
2. Morning participants will have the option of using the computers, playing games or working quietly. Breakfast items can be purchased at this time.
3. All students (not taking the buses) arriving before 8:15 must sign in.
4. Students will be escorted to EDP in the afternoon from their classrooms at 3:05. They are to place their personal items next to the wall or on hooks and then line up to sign in for the program. This includes students whose families are late in picking them up after school.
5. Students will have snack time. Snacks may be brought from home or purchased. Snack fruit may be purchased for \$.25.
6. Students need to be dressed appropriately for the weather during all seasons.
7. Students have the opportunity completing homework during EDP. Please let your child know if you would like them to choose this option.
8. If your child will be participating in an after school program and then attending EDP, kindly notify the office to ensure you child's safety.

### SCHEDULING & COMMUNICATIONS

Parents will be notified of any change in the Extended Day schedule by written announcement. Parents may reach the Extended Day Program by calling the school office at 324-5832. In the event of bad weather, NO SCHOOL ANNOUNCEMENTS made by St. Thomas School Messenger, announcements made on local TV and radio stations apply to the Extended Day Program as well as regular school attendance. If the weather conditions allow for only a delay of an hour or two, EDP will begin at 7:30. If school is released early due to the weather, EDP will be in session until 5:30 as usual.

Communications from parents regarding changes in the schedule should be made in writing and sent to the school office as soon as possible. In an emergency, a telephone call will suffice. If a child is scheduled to extend their day and a change is necessary, PLEASE be sure to notify the office. This will eliminate confusion if the child does not report to the program.

## DAILY DISMISSAL

Students will be dismissed only to parents or to persons designated by the parents in writing. Students will not be released without parental permission. Parents must come into the building to receive their children unless they are all outside. **WHEREVER THE STUDENT IS RECEIVED, PLEASE BE SURE TO NOTIFY THE STAFF PERSON AND SIGN THE DISMISSAL LOG.** Students will not be allowed to await pickups outside alone. Please do not request for your child to wait for you by the door.

## EXPECTATIONS FOR BEHAVIOR

Students are expected to abide by the directives of the Extended Day Program and to cooperate fully with the staff member present. The usual expectations of school behavior apply. During the school day, students use three criteria to evaluate their behavior. They ask themselves this question: Is what I am about to do safe, polite, and caring? At EDP they must:

- respect themselves
- respect all staff members
- respect other students and
- respect school property
- comply with directions/requests from staff

If a student does not comply with these standards, he or she will be removed from the group for a time out period of from 5 to 15 minutes. If the student is still unwilling to comply and the problem behavior persists, the student may be sent to the principal's office. Parents will be notified if students do not comply or are disrespectful. Should problems continue beyond this contact, the student may need to withdraw from the program.

## SPECIFIC RULES

1. Each student is unique and valuable; everyone will be treated with respect, love, and concern. We expect the students to treat each other in the same way.
2. Each student is expected to participate in activities in a spirit of cooperation.
3. No student may leave the supervised area without expressed permission. There is not to be any congregating in the bathrooms.
4. No foul language or profanity will be tolerated.
5. Running in the halls or on the stairs is dangerous and is not permitted.
6. Each student is expected to pick up after him/herself.
7. Personal toys or other articles should not be brought to EDP. Electronic toys and DVD players are never brought to school.

## HEALTH AND SAFETY

Student health needs, medications and first aid will be managed in compliance with the Student/Family Handbook.

Fire drills will be held to reinforce emergency procedures just as during the school day. If the school should need to be evacuated, the students will be taken to Holy Family Church.

In the event of a medical emergency, parents will be notified by telephone. The Emergency Cards will be used.

## VISITORS

We reserve the right to regulate visits by students not participating in the program or by persons not associated with the program or the students.

## CONCLUSION

The Extended Day Program, like any school program, is guided by the School Board and under the direct supervision of the principal. Any comments or questions should be directed to the school office.