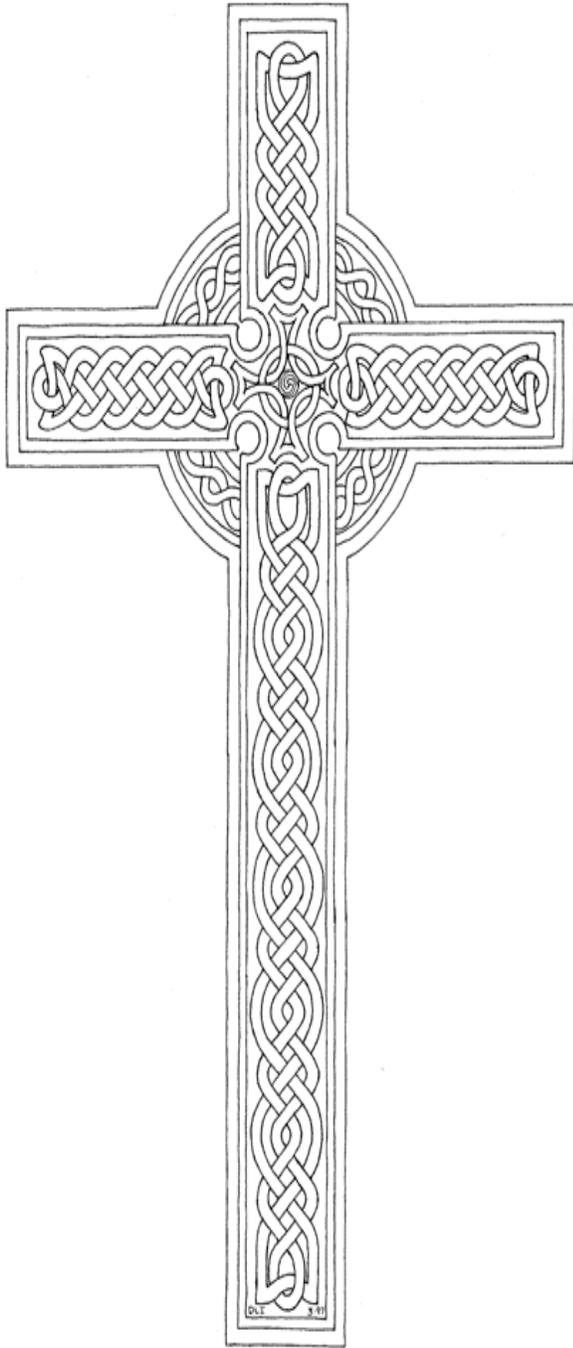


Saint Bernadette School



Extended Day Program Handbook

ST. BERNADETTE SCHOOL EXTENDED DAY PROGRAM GUIDELINES

All St. Bernadette School policies are in effect during the Extended Day Program (EDP). The following guidelines are specific to EDP and are subject to change by the principal or EDP supervisor(s).

Purpose

The Extended Day program is meant to be an extension of the school day for children whose parents work. EDP is designed to provide a variety of activities that will meet the educational and recreational needs of the children of St. Bernadette families outside of designated school hours in a safe environment; including children with special needs. Activities will be enriching and developmentally appropriate. The St. Bernadette School Administration and the Extended Day Program supervisor(s) are committed to the needs of working parents.

Goals

- ❖ To provide a safe environment for students whose parents work
- ❖ To combine academic, enriching, cultural and recreational activities
- ❖ To work in collaboration with parents to meet individual needs of children
- ❖ To help children develop new interests and skills
- ❖ To provide children with positive role models

Location

EDP will be held in the school's parish hall. Certain activities may be held in other locations on the school campus, such as: the meeting, classrooms or playground.

Hours of Operation

The morning EDP will run from 6:30am-7:30am on full school days. The afternoon EDP runs from 2:35pm until 5:15pm. Children must be picked up by 5:15pm. There will be a surcharge of one dollar (\$1) per five (5) minutes for any child picked up after 5:15. This fee will be waived only in extreme cases of emergency. We will do our best to accommodate parent and student needs.

PLEASE NOTE: ON LATE START DAYS THERE WILL BE NO MORNING EDP. ON EARLY DISMISSAL DAYS THERE WILL BE NO AFTERNOON EDP.

Supervision and Staff

EDP personnel will have current background checks on file in the school office. All EDP personnel must participate in a Protecting God's Children program.

The staff/child ratio for St. Bernadette School's EDP shall be one staff member caring for twelve children.

Children attending EDP may use the restroom without direct adult supervision if the children are within the hearing of a staff member. A staff member knows the whereabouts of the children at all times.

When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised. A school child fourth grade or older may leave the group to summon an adult.

Registration and Participation

All students who will participate in morning and/or afternoon EDP MUST be registered with the program at the beginning of the school year. With this in mind, if St. Bernadette parents think that they will be using EDP at any point during the school year, it would be best to register for the program when school starts. The registration policy will be waived when a parent accepts a new job; a new student registers at St. Bernadette School after the beginning of the school year, etc. The principal will make the decision to waive the registration policy.

Attendance

- ❖ Students of St. Bernadette families are eligible to attend morning and afternoon EDP.
- ❖ Each child in the afternoon EDP will be sent to the EDP location at dismissal.
- ❖ The EDP supervisor(s) will take attendance at the beginning of each session.
- ❖ Students are not permitted to leave school grounds until someone on their approved pick-up list picks them up.

Program Curriculum

The morning and afternoon EDP will provide a variety of activities for children. Each day, the supervisor(s) will allow for active play (outside if weather permits). This will be followed by an appropriate and healthy snack. The EDP supervisor(s) will also provide a quiet time conducive to studying or doing homework. At this time, younger children will be permitted to do quiet activities such as reading, drawing, or puzzles. Each child is expected to participate in all EDP activities.

Management of Communicable Disease

The EDP will follow the Health Policy as outlined in our Parent/Student Handbook.

Precautions shall be taken for children suspected of having a communicable disease:

- Parents shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
- Children observed with signs or symptoms of illness shall be isolated immediately and discharged to the parent:
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Intestinal difficulty
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis
 - Temperature of one hundred degrees Fahrenheit
 - Untreated infected skin patches
 - Stiff neck
 - Vomiting

Health and Safety

Medical examinations and records of immunizations shall not be required of children enrolled in EDP.

Nonprescription and prescription medications shall be administered in accordance with program policies and procedures and only with written permission of parent.

First aid supplies and directions for their use shall be readily available at all times the program is in operation.

Children shall have drill practice at least once per quarter during the school year. The program follows the school's written policy and procedures for emergency situations.

Morning Program Arrival Procedures

An adult should escort children in the morning EDP to St. Bernadette's office for admittance by the EDP supervisor(s). All children arriving should use the front entrance. A parent or adult MUST sign in children.

Afternoon Program Pick-Up Procedures

Upon arrival, parents should come to the doors of St. Bernadette School's parish hall. (entrance near the playground). Ring the door bell inside the first set of doors. A parent or adult MUST sign out children.

Parents are asked to complete a pick up list for their children. The EDP supervisor(s) will consult this list each time a child is picked up. Children will only be released to individuals on the approved pick-up list.

Contact Information

The EDP supervisor(s) can be reached at school at 7470-654-3137. Written communication to EDP staff can be left in the school office.

Snacks

The EDP supervisor(s) will provide a snack for the children in the afternoon program each day. Students will receive a variety of snacks. With prior notification, the supervisor(s) will provide snacks that meet the special dietary needs such as allergies or diabetes. It is the responsibility of the parent to notify the EDP supervisor(s) of such dietary concerns. Snacks will follow the nutritional requirements of the United States

Department of Agriculture food and nutrition service, and provide nutritional value and contain at least one food from any two of the five basic food groups: meat/beans; grains/vegetables; and/or milk. Snack menus will be planned on a weekly basis at a minimum and posted in the meeting room. Safe drinking water will be provided throughout hours of the program. Parents may provide a morning snack if they wish.

Discipline

The St. Bernadette School code of conduct is enforced at our EDP. Students will generally be given time-outs for violations of the code of conduct. Parents will be notified in writing and/or verbally of time-outs involving their child(ren) that day. Any serious misconduct will be referred to the principal. Repeated violations may result in denial of EDP participation.

Our EDP method of discipline follows the guidelines for Ohio's School Child Program, which states:

1. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
2. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at EDP.
3. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
4. Discipline shall not be delegated to a child.
5. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so that the child may regain control.
6. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.
7. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
9. Techniques of discipline shall not humiliate shame or frighten a child.
10. Discipline shall not include withholding of food, rest or toilet use.
11. Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

It is important to have the support of parents in matters of discipline. Our goal is to provide a safe and happy environment for your child (ren). If after a cooperative discussion, parents and the EDP supervisor(s) disagree, the principal should be notified to help resolve the concern. At no time should the parent(s) and supervisor(s) display inappropriate behavior in front of the children to whom we are trying to teach Christian values. The decisions of the principal are final.

Registration/Rates

Information can be found on the registration form.

Payment Procedures

Each week, parents will receive a statement showing the number of days their children were in EDP and the weekly amount that is due.

Parents may also pre-pay for services at any time.

PAYMENTS ARE DUE WEEKLY. THIS POLICY WILL BE STRICTLY ENFORCED. IF YOUR ACCOUNT IS IN ARREARS FOR TWO WEEKS, YOUR CHILD WILL NOT BE PERMITTED TO ATTEND EDP UNTIL YOUR ACCOUNT IS BROUGHT UP TO DATE. SHOULD THIS BECOME A COMMON OCCURANCE, IT WILL BE BROUGHT BEFORE THE PASTOR. PLEASE REMEMBER THAT EDP IS A STAND ALONE PROGRAM. THEREFORE, EDP SUPERVISOR(S) ARE ONLY PAID WHEN YOUR PAYMENTS ARE RECEIVED.

PAYMENTS SHOULD BE MADE BY CHECK OR MONEY ORDER (PAYABLE TO ST. BERNADETTE) AND GIVEN DIRECTLY TO THE SCHOOL OFFICE, EACH WEEK.

ST. BERNADETTE SCHOOL EXTENDED DAY PROGRAM

PARTICIPANT AGREEMENT

- I agree to attend EDP at St. Bernadette School.
- I agree to behave and obey EDP rules.
- I agree to listen to all the EDP staff and do as they ask me.
- I agree to be responsible for all my belongings during EDP.
- I agree to be helpful to the other children and adults during EDP.
- I agree to share with other children and be fair.
- I agree not to fight or purposely hurt anyone.
- I agree to treat the EDP children the way that I would like to be treated by others.
- I agree to use any toys, games, equipment, and supplies carefully and put away the things I use when I am finished with them. I understand that if I purposely destroy EDP of St. Bernadette school equipment and supplies, I will be expected to pay for them.
- I agree to work quietly and carefully on my homework during EDP. If I have any questions about my homework, I will ask the supervisor or staff to help me.
- I agree to remember to bring all my books, coat, and supplies that I will need with me when I leave the classroom at the end of the school day.
- I UNDERSTAND THAT I MAY NOT RETURN TO MY CLASSROOM AFTER GOING TO EDP.

Student #1 Signature

Student #2 Signature

I have read an EDP handbook, and agree with the policies and procedures set forth within this document. (Handbook can be found on www.stbernadetteschool.com)

Parent Signature

Date

Extended Day Program --- Registration Information

Student(s) name(s) and grades:

Rates are listed below.

Contact the school office for multiple-child discounts.

PLEASE CHECK ALL THAT APPLY.....

Annual Registration Fee: \$30/child

Morning program: 6:30am-7:35am

Drop-in or Part time = \$5/day/child

Full time = \$25/week/child

Please note that when you select an option, you will be paying for that option whether or not your child(ren) attend. This practice is held by many of the day care centers in our community. However, we are willing to work with parents in special circumstances. All decisions regarding the payment policy will be made by the school principal.

Afternoon Program: 2:35pm- 5:15pm

Drop-in or Part time – 1-3 days/week = \$15/day/child

Full time Short Session (**pick up by 3:45pm**) – 4-5 days/week = \$40/week/child

Full time Long Session (**pick up by 5:15pm**) – 4-5 days/week = \$50/week/child

Please list all persons authorized to pick up your child(ren) from EDP:

Name

Relationship

Phone

Please complete and return the participant agreement with your registration form.