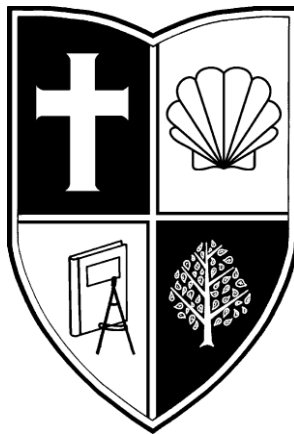


# **SAINT JAMES SCHOOL EXTENDED DAY PROGRAM**



## **2022-2023 POLICY HANDBOOK**

### **SAINT JAMES SCHOOL POLICY HANDBOOK**

The policies and regulations for Saint James School are intended to reflect the Catholic philosophy of education and to be true to its spirit. They help us create Catholic educational communities in which learning, integrated with faith, flourishes, and the Gospel spirit of freedom and charity prevails. For every student, it is a privilege to attend Saint James School.

The first area governing the rights of a student in Catholic education normally derives from contractual arrangements between the school and parents and/or the rules of the school covering student conduct. A second area includes statutes that are developed by state or federal legislatures requiring Catholic schools to conform to certain rules. For example, specific state health, safety and certification codes affect Catholic schools.

The purpose of this Handbook is to clearly state the area that comes under contractual arrangements between the school and parents and the rules of the school and extended day program covering student conduct.

### **MISSION STATEMENT**

Saint James School provides a quality Catholic education inspired by the Sisters of Mercy and based on the teachings of Jesus Christ. We strive to develop the full potential of every child, to encourage service to others, and to build a foundation for independent life-long learning.

### **PURPOSES AND OBJECTIVES**

Saint James School follows the overall purposes and objectives of Christian education, which are to teach doctrine, to build community, and to serve. Saint James School endeavors to participate in this educational mission of the Church and is committed to assisting parents in their responsibility to educate their children by enabling social, spiritual, intellectual, emotional and physical growth and development.

## EXTENDED DAY PROGRAM INFORMATION

### DAILY SCHEDULE

The Saint James School Extended Day Program follows the school calendar. The program is open only on days that school is in session.

**2:00-2:10 P.M.** Arrival & Settle In

**2:10 P.M.** Attendance

**2:15-2:30 P.M.** Snack (Provided by the Extended Day Program)

**2:30-3:30 P.M. Grades 2-8**

This is homework time. The Extended Day Program tries to encourage a library-like atmosphere for this important time. If for some reason you do not want your child to complete his/her homework assignments at Extended Day, we request that you put it in writing to the Director and that you provide your child with a book or some other quiet activity to be done on an individual basis during this block of quiet time set aside for homework. Reminders will be sent home if your child is continually unprepared for homework time. Please be sure your child has the necessary items to complete his/her homework, such as pens, pencils, rulers, and paper.

#### **Pre-Kindergarten- Grade 1**

This is play time for the younger students who do not have homework. The play time takes place outside on the playground. During inclement weather, it is in the gym. Play time is always supervised, and it is a time for organized games and activities or playing in small groups with friends.

*Beginning in January the first graders will complete homework, then join the Pre-K and Kindergarten already at play.*

**3:30-4:30 P.M. Grades 2-8**

Upon completion of homework, students will head outside to play.

#### **Pre-Kindergarten- Grade 1**

At this time, the group is in the cafeteria. The children will be read a couple of stories. They will be spread out in a large area of the gym. After the stories, the children are brought down to the cafeteria to make a craft. It is also time for coloring, playing games, and other table activities.

**4:30-5:30 P.M.** Both groups are together for this final part of the day.

- Crafts will be available to older children occasionally. The crafts will be designed to be more challenging and more labor-intensive than those crafts made by the younger grades.
- Each Friday, a special activity is planned. The special activities are posted each month by the sign out table.
- We show a movie on occasions such as inclement weather days, half days, and special occasions. We welcome movies brought in by the children from home.

## PAYMENT

<b>Full Time</b>	For students who use the program every day of the week, the rate is \$3,775.00 for the school year, paid in monthly payments (in arrears). Additional children in the family receive a 10% discount.
<b>Part Time</b>	For students who use the program on a part time basis, the rate is \$11.50 per hour. children in the family receive a 10% discount. Parents are billed monthly (in arrears). A minimum one-hour charge per day will apply for the part-time use of after-school care. If a student uses after-school care following an after-school activity, the charge for after-school care will commence at the conclusion of school, 2:00pm.

Extended Day payments will be paid through FACTS beginning in October and ending in July. Your payments will not be withdrawn on the same day of the month as your tuition payments. They will be withdrawn on the 28th. If you would like to have your payments withdrawn on a different day, please contact our tuition manager, Denise Mayo.

## DROPPING OFF YOUR CHILDREN

If you use Before school care, please **do not** pull into the parking lot after 7:00 A.M. You may park on the street, and use the walkway to the breezeway door.

## PICKING UP YOUR CHILDREN

Children must be picked up by 5:30 P.M. Please park in the front of the school and enter the cafeteria through the breezeway connector door. Push the button to ring the bell. Once you have identified yourself, we can release the lock. Please push the button to ring the bell, but do not push it to talk. Please come down to the cafeteria and use your family PIN to log out your child(ren).

Each parent is required to log his or her child/children out every day. If another person is picking up a child, a note or telephone call is to be made to the director. If the person is not listed on the emergency form, he/she is required to show identification before any child is released into their care.

The Extended Day Program officially closes at 5:30 P.M. Please be prompt in picking up your child. **A late fee of \$1.00 per minute will be charged** to those who are late. Chronic tardiness will be addressed through the Principal's office. If your child has not been picked up by 6:00 P.M. and the Extended Day Staff has not received a phone call from you, the Principal will be notified.

If you are late picking up your child three (3) times in a month, you will not be allowed to use the Extended Day Program for a month.

## IN CASE OF SNOW

In the event of a late opening, there will be **NO Before care**.

In the case of snow causing an early dismissal, Aftercare will close as well. **All children must be picked up by 1:00 P.M.** If after school activities in the Town of Manchester are canceled, Aftercare will also be canceled. If the snow falls after the Aftercare Program begins, it is up to the discretion of the Director whether to close early or not. If Aftercare closes early, the Aftercare personnel will notify you.

## HEALTH AND SAFETY

If a child becomes ill at Extended Day, a parent will be notified so that they may pick up their child as soon as possible.

If your child has a medical condition that we should know about, please see the Director with the details. i.e. allergies, asthma, inhalers, EpiPens.

Playground time and gym time are always monitored. Rough play is not allowed and children will be reprimanded

for such behavior. The health, safety, and well-being of your child is our first and foremost concern.

**It is extremely important that the Extended Day Program Emergency Forms are completed and returned to the Extended Day Program Director. The main office and nurse's office are closed and locked prior to the end of the Extended Day afternoon. Time is valuable in a rare case of an extreme emergency and it is absolutely crucial that the Extended Day Staff has access to your child's emergency information. Our emergency forms are our only means to contact you if the need arises.**

#### **DISCIPLINARY MEASURES**

Each child is responsible for his/her actions and is expected to control his/her behavior. All children have a right to be in a safe environment, an environment free from physical or verbal harassment. Time-outs will be the consequence for disruptive, disrespectful, hurtful, or rude behavior. Parents will be notified of any time-outs a child incurs for these reasons. We do have "Incident Notices" that we will fill out and have parents sign to keep them aware of any problems. A child who continues to be out of control will visit the Principal and the parent will be informed. All children are expected to follow the same rules and guidelines that they would follow in the classroom.

#### **SUSPENSION FROM THE EXTENDED DAY PROGRAM**

If there is a continuous behavior problem with a child and alternative solutions are not effective, that child may be suspended from Extended Day for a specific amount of time.

#### **SEARCH**

It is the right and responsibility of the director to search a child's backpack, if there is a reasonable cause for a search, and parents will be notified.

#### **EXTENDED DAY PROGRAM STAFF**

Mrs. Jean Burdick, Director  
Mrs. Debra Deptula  
Mrs. Mary Harris  
Mrs. Gloria Hobbs  
Mrs. Christina Morrow  
Mrs. Divyata Rane  
Mrs. Mehuish Rashid

**EXTENDED DAY PROGRAM POLICY HANDBOOK  
PARENT SIGNATURE FORM**

**In order to be certain that each family has read a copy of this Extended Day Program Policy Handbook, we ask that you sign this and return it to the Extended Day program director by  
September 16, 2022**

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I have read the Extended Day Program Policy Handbook, and I have discussed it with my child/children (list names below):

Date

Signature of Parent/Guardian

Date