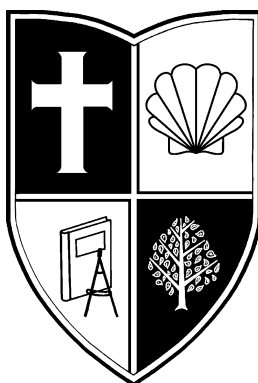


SAINT JAMES SCHOOL EXTENDED DAY PROGRAM



2026-2027 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 based on the teachings of Jesus Christ, building a foundation for independent, lifelong learners. We strive to develop every child's full potential through faith, academics, service, and character formation.

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

2:10-2:15 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, our older students will head outside (or to the gym) to play.

Pre-Kindergarten- Grade 1

This group will now move to the cafeteria for an age appropriate craft. After the craft (approximately 4:00pm), these students will move into the library for a story time.

4:30-5:30 P.M. Both groups are together for this final part of the day for table-top games, free-play, and crafts.

On special occasions such as inclement weather days and half days, we may opt to show a movie that is appropriate for all age groups.

PAYMENT

- Full Time** For students who use the program every day of the week, the rate is \$4,200.00 for the school year, paid in 10 monthly payments starting in October. Additional children in the family receive a 10% discount.
- Part Time** For students who use the program on a part time basis, the rate is \$13.00 per hour. Additional 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 at dmayo@SaintJamesManchester.org.

DROPPING OFF YOUR CHILD

If your child attends Before Care, please do not pull into the breezeway parking lot after 7:00 A.M., as this area is reserved for faculty parking beginning at that time. Parents must accompany their child to the cafeteria and sign them in with Mrs. Talaga.

PICKING UP YOUR CHILD

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. Press the doorbell button to ring the bell. Once you have identified yourself, staff will unlock the door remotely. Please ring the bell only; do not use the intercom to speak. Proceed to the cafeteria and use your family PIN to sign your child(ren) out. Please do NOT pull into the breezeway lot until after 2:45 P.M.

A parent or authorized adult is required to sign each child out daily. If someone other than a parent will be picking up your child, please notify the Program Director via email – jtalaga@SaintJamesManchester.org - or by calling the cafeteria (option 6 on the school's automated menu). Anyone not listed on the student's emergency contact form must present a valid photo ID before a child will be released.

The Extended Day Program closes promptly at 5:30 P.M. A late fee of \$1.00 per minute will be assessed for late pickups. Chronic tardiness (more than three late pickups in one month) will be addressed by the Principal and may result in suspension from the Extended Day Program.

INCLEMENT WEATHER POLICY

- There is no Before Care when school has a delayed opening.
- If school dismisses early due to inclement weather, the Extended Day Program will also close. All children must be picked up by 1:00 P.M.
- If all after-school activities in the Town of Manchester are canceled because of weather, the Extended Day Program will also be canceled.
- If unforeseen circumstances require an earlier dismissal, families will be notified by text message and email.

HEALTH AND SAFETY

If a child becomes ill during the Extended Day Program, a parent or guardian will be contacted and asked to pick up the child as soon as possible.

If your child has a medical condition (including allergies, asthma, prescribed inhalers, or EpiPens), please notify the Program Director or email jtalaga@saintjamesmanchester.org. A complete set of medications, along with all required medication authorization forms, must be provided to the Extended Day Program at the beginning of the school year. Extended Day staff do not have access to medications stored in the school nurse's office.

Playground and gym activities are supervised at all times. Rough or unsafe play is not permitted. The health, safety, and well-being of every child remain our highest priority.

BEHAVIOR EXPECTATIONS & DISCIPLINARY MEASURES

Students enrolled in the Extended Day Program are expected to follow the same behavior standards that apply during the regular school day. Respectful, responsible, and safe behavior is expected at all times.

Students in grades 2–8 have a designated study period each day from 2:30–3:30 P.M. During this time, students are expected to work quietly, use their time productively, and follow all study-time expectations established by the Program Director and staff. We appreciate your support in reinforcing these expectations at home.

Disruptive, disrespectful, or unsafe behavior may result in a time-out, parent notification, and a formal Incident Notice. Continued disregard for program expectations will result in a referral to the Principal and may lead to suspension from the Extended Day Program.

The Program Director reserves the right to search a student's backpack when there is reasonable cause to believe that doing so is necessary.

EXTENDED DAY PROGRAM STAFF

Mrs. Jodi Talaga, Director

Mrs. Christina Morrow

Mrs. Fionnuala Purcell

Mrs. Patricia Heneghan

Ms. Dawn Persechino

Mrs. Jessica Brown

**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 August 27, 2026.

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
