

Parent Handbook

Extended Day Program

2017-2018

Mission Statement:

St. James Catholic School is dedicated to providing a faith, safe and caring environment. We provide a challenging academic program of a strong moral foundation that incorporates relevant skills with Gospel values. We encourage our students to become life-long learners to serve God and others.

Program Objectives

- **To meet the needs of working parents by providing quality child care.**
- **To provide a safe, healthy and nurturing environment for school-age children.**
- **To provide age-appropriate activities for children.**
- **To provide an enriching environment in order to develop new interests and relationships.**
- **To provide children with frequent opportunities to participate in community activities.**
- **To provide children with social activities and learning experiences.**
- **To provide rewarding experiences which promote a healthy, safe, and caring environment.**
- **To address the specific needs of individual children.**

Contacts

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Daily Activity Schedule

Before School Program Procedures:

7:00 A.M. – 8:15 A.M.

- **Arrival and sign-in log. Greeting children and parents. Choice of table top games, homework, reading, and quiet activities.**

8:00 A.M.-8:15 A.M.

- **Breakfast available through the school cafeteria at 8:00 A.M. The breakfast cost \$1.75 daily.**

After School Program Procedures:

2:45 P.M.-3:00 P.M.

- **Arrival and sign-in log. Greeting children and time set aside to talk and unwind from their day.**

3:00 P.M. -3:30 P.M.

- **Outdoor play will be provided for the children.**

3:30 P.M. - 4:00 P.M.

4:00 P.M. - 5:00 P.M.

- **Children with homework will have the opportunity to complete assignments in the homework room.**

4:00 P.M. – 5:30 P.M.

- **Movies, arts and crafts or free game activities will be provided. Students can spend time reading a favorite book or coloring.**

After School Extended Day Program Procedures (Half Day Session)

12:30 P.M. – 12:45 P.M.

- **Arrival and sign-in log. Greeting children and time set aside to talk and unwind from their day.**

1:00 P.M.-2:00 P.M.

- **Outdoor play will be provided for the children.**

2:00 P.M. -3:00 P.M.

- **Snacks will be provided for the children. (apples, cheese, crackers, chips)**

3:00 P.M. -5:30 P.M.

- **Children will continue with outside play, arts and crafts or inside activities such as games and movies.**

Changes in School Schedules

- **If inclement weather results in a two hour delay, the Extended Day program will open at 9:00 A.M.**

Hours of Operation

- **St. James School Extended Day Program will provide care for children in grades Pre K- Grade 8. The program begins at 7:00 A.M.-8:15 A.M. and after school from 2:45 P.M.-5:30 P.M.**

Daily Sign-In Procedures

- **Children are signed into the program by a staff member in the morning. The afternoon children are signed in by a staff member, but must be signed out by a parent, guardian, or anyone on the allowed pick up list.**
- **If a person other than a parent picks up a child, he/she must already be on the alternate pick-up list on the child's file. To secure your child's safety, all parents or alternative pick-up designees must be prepared to provide a photo I.D. upon request to staff before the child is released from the staff's care.**
- **We will not release any child without a Photo I.D.**

Serious Injuries

- **Should a child receive a serious injury which requires medical treatment by a physician or other medical professional, the appropriate medical designees will be contacted immediately. If transportation is needed in a potentially life threatening situation, 911 will be notified to transport the child to an area medical facility. Parents will be contacted immediately in a given medical situation.**
- **In the case of non-life threatening injuries, the child's parent will be notified. Should the child's parent not be reached, the principal will be notified of the situation.**

Child Care Fees

- **The cost is \$6.50 per hour for one child, \$8.50 per hour for two children and \$9.50 per hour for three or more children. Billing is done on a weekly basis with checks payable to St. James School. Please pay each week after receiving your bill as this makes the accounting process more systematic.**

Summer Camp

- Summer Camp is a six week program that operates from 7:00 A.M.-5:30 P.M., Monday through Friday with the exception of the July 4th Holiday.
- There will be one field trip per week. Children will take a bus for field trips.
- Children should bring their own brown bag lunch daily.
- Summer Camp also has opportunities of riding bikes, arts and crafts, movies, reading, board games and the use of sprinklers. Children should bring their own bathing suit, towel and water shoes for use with the sprinklers.
- Bikes are the child's own bikes that are kept at Summer Camp. Children must have helmets and proper footwear to ride bikes or scooters.
- Children should bring a water bottle and sunscreen with their name on the containers.

Camp Fees

1 child per week	\$250.00	Field trips and activities
2 children per week	\$320.00	Field trip and activities
3 children per week	\$350.00	Field trips and activities

Day Fee: \$75.00 per child (covers field trips and activities)

Mandated Reporter

- **The State of Connecticut requires that all members of early childhood institutions report to the State Department of Child and Families all suspected cases of child abuse and/or neglect. As a school, we are mandated to report suspected cases of child abuse and/or neglect.**

Clothing and Personal Belongings

- **The children have an opportunity to play outside daily. Please send appropriate clothing for the weather. During the winter months, children must have a coat, hat, mittens and boots to play outside.**
- **Please label all of your child's personal articles especially his/her lunch boxes, backpacks and coats.**
- **The program is not responsible for the children's articles such as toys, games, sport cards, electronic devices, etc. Please discourage your child from bringing in anything that could be easily broken, lost, or stolen.**

Disciplinary Expectations

- **The St. James School Extended Program will handle discipline in a positive and consistent manner. Clear behavioral expectations will be posted in the room.**
- **The rules and regulations will be explained to the children along with the consequences.**
- **If necessary, a brief 'time out' will allow a child to develop self-control and reflect upon their behavior and with the staffs' assistance develop a more appropriate form of behavior.**
- **We have a three strike policy for serious offenses. The child will get a conduct referral sent home to be signed and returned for each incident. The principal will be notified of all incidents in the program. After the third incident, the child will be removed from the program.**

Emergency Services Procedure

- **The emergency number 911 will be called immediately.**
- **A staff member will be at the front of the building to direct emergency personnel/vehicle to location of the emergency**
- **The building principal will be notified concerning any emergency situation.**
- **Parent/guardian will be notified concerning the emergency situation.**
- **The emergency health information will be sent with the staff member accompanying the child.**
- **An emergency/sudden illness report will be completed by the nurse, if present, and this form will accompany the child.**
- **The hospital emergency room will be notified of pending arrival of the child and the health specifics of special needs student.**
- **An accident/incident report will be filed by the staff members involved in the emergency situation.**

Emergency Preparedness Plan

- **The Extended Day Program and Summer Camp will follow the St. James Parochial School Safety Plan.**
- **The School Safety Plan is available in the classroom at all times.**

Bus Safety Expectations

- **Children are to cross in front of the bus and not the rear of the bus.**
- **Children are to remain in the seat with feet on the floor, facing forward, while the bus is in motion.**
- **Children are to keep hands, feet, and objects to themselves.**
- **Children are to be respectful with each other and avoid any name-calling, teasing, or loud and disruptive noises.**
- **The emergency doors are not to be used as an entrance or exit, except in an emergency situation.**
- **Children are not allowed to chew gum on the bus unless there is a medical reason.**
- **All aisles, emergency exits and the normal entrance are to be kept clear at all times.**
- **Unauthorized adults are not allowed on the bus.**

Parent/Guardian Acknowledgement

I/we, the undersigned, state that I/we have read in its entirety, the Parent Handbook/Extended Day Program for St. James School. We sign that we not only have read the handbook and that we fully understand the regulations contained therein, but that we will uphold them and follow them and that we recognize the right of the school to establish rules and provide for their enforcement.

Parent/Guardian Signature

Date

Please list your child (ren)'s name (s) below:

Student Name

Grade

Student Name

Grade

Student Name

Grade
