

Extended Day Program Parent Handbook 2016-2017

SUMMERVILLE
Catholic



Mission Statement

The Mission of the Extended Day Program is to provide within a Christian atmosphere a safe and caring environment for those students who must be cared for during the hours before and after the regular school day. We are an extension of the school day and we will do our best to provide your child with a healthy, fun, safe, learning environment while in our care.

The Extended Day Program (EDP) at Summerville Catholic School is offered as a service to parents and their children. The philosophy and policies of the school administration guide the program. EDP employees are responsible for the implementation of the goals and policies of the program, subject to the supervision of the school principal. We hope that this handbook will be a valuable tool for your understanding of the program's guidelines, policies, and procedures to ensure a safe and effective program. Thank you for placing your child in our care.

Eligibility and Hours of Operation

EDP is an extension of the school day. If your child did not attend school on a particular day, the child may not attend EDP. Unlike a full-service day care, the EDP schedule follows the school year calendar. The program begins on the first day of school and ends on the last day of school, unless otherwise directed by the school principal. Care is provided from 6:30am – 7:55am and from 3:10pm – 6:00pm on days when school is in session. If your child attends EDP regularly and will not be attending, please send a note to the EDP office, and likewise if your child normally does not attend and will be attending. Registration All SCS families must register for EDP by filling out a blue registration form. EDP registration forms will be mailed to all families with their school packets. Please pay your registration fees at open house in August or mail the fees with the forms to the school. Only those families planning to use EDP on a regular basis need to pay the registration fee, otherwise families will pay for EDP registration and services only when they use EDP services. Registration forms are always available in the office and from the EDP office. A registration fee of \$15.00 per student will be assessed to cover the cost of supplies and other program expenses. The registration fee is non-refundable. All students must have a registration form on file with EDP and the registration fee paid. Any change in information, such as emergency names/numbers, must be put in writing and turned in to the EDP office as soon as possible.

Payment Information

The Extended Day Program and its personnel are financed entirely by its fees. Regular and prompt payment will assure the continuance of the Extended Day Program, employment of its personnel, and the provision of supplies and equipment. All payments should be sent in an envelope marked EDP with your child's name. The payments can be turned in to your child's teacher, any EDP supervisor, the EDP director, or the school office. Check or money order should be made to SCS – EDP. There is a \$25.00 NSF fee for any returned checks. Rate: \$8.00 an hour for 1 child, and \$4.00 per hour for each additional child.

Failure to keep accounts current may result in loss of EDP usage, your child's records withheld, and/or collection of the debt. Taxes / Statements EDP fees are deductible as childcare on your income tax

return. Every current EDP family will receive a tax statement on or before January 31 of the New Year. The statement must be signed for and picked up from the EDP office. The E.I.N. is 57-0782463 (Tax ID Number). Each family will receive a monthly statement from EDP on the first Tuesday of each month. They will be sent home in your youngest child's Tuesday folder. There is a \$2.00 fee to replace lost statements. Additional statements and records are available at a cost of \$1.00 per copied page. Should there appear to be an error, please contact the EDP director in writing as soon as possible for clarification. Inquiries will be made, and proper documentation will be required. Please note that when statements are sent home with the Tuesday folders only payments received by the last day of each month will be reflected on the current statement.

Medication / First Aid/Safety

EDP employees follow the safety procedures outlined in the SCS Safety Manual. Employees will not dispense medication to children unless during a medical emergency. This is Diocesan policy. All medicines are to be dispensed by the EDP Director. Please be sure to have all health records, work and emergency numbers kept current.

Discipline Policy

ALL SCHOOL RULES AS STATED IN THE SCHOOL HANDBOOK APPLY TO STUDENTS ATTENDING THE EXTENDED DAY PROGRAM. The EDP staff will enforce all rules according to school policy. In the event of severe or repetitive violations, the principal will be notified of the offense and will have the final judgment on such disciplinary actions, which may result in suspension or permanent dismissal from the EDP program. Student Responsibilities: - Follow the Golden Rule: Do unto others, as you would like them to do unto you. - Respect authority. - Respect others' rights and property - Listen and follow directions. - Be responsible for all of your actions and be prepared to accept the consequences of those actions. - Be silent during homework time. Come prepared with all homework materials. - Do not litter. Put trash in its proper place. - K3- 4th grade students cannot play with older students without permission from the supervisor. - Personal items (toys, games, trading cards, electronic equipment, etc.) should not be brought to EDP.

Morning Arrival

For safety reasons, parents are not permitted to drop children off before 6:30am. No one will be permitted in the building before that time. You will find a keypad on the EDP door which is located between the breezeway by the Great Room. The code is provided to EDP families. This code will be changed periodically to ensure the safety of our children. Students registered for morning or full time will observe quiet time through activities such as reading, coloring, quiet games (crosswords, word search, and board games) or studying. Morning EDP is held in the Great Room adjacent to the school library. An adult must sign in all students before they can enter morning EDP.

Morning Routine

6:30 am- 7:55 am Parent or adult sign in student/ students

6:30 am- 7:25 am Crafts, activities, board games, reading, studying

7:25am- 7:30 am Clean up and get ready to go to classes

7:30am- 7:55am Yoga/Stretch

7:55am – Students dismissed to class

After School Schedule

Students in Grades K3-K5 who attend afternoon EDP will be greeted in the hall and will be escorted to the Great Room after school. Students in grades 1st– 8th must report directly to the Great Room after school. If a student has an after school meeting or activity, the child must report to their EDP Supervisor first.

EDP offers a variety of activities open to all EDP students. Participation in these activities is up to the individual child's interests. Regularly scheduled EDP activities (see schedule below) will be included in the EDP fees. At times we will offer specialized programs at an extra charge. (Note: activities vary from year to year). Payments for these are made directly to the activity and are not included in EDP fees. If your child is signed up for an extra activity and has to go to EDP in order to attend that activity, you will be charged for their time actually spent in EDP. Children will play outdoors each day (weather permitting). During inclement weather, EDP Supervisors will provide alternative activities such as board games, art/crafts, and manipulative toys for their group.

Afternoon EDP Routine

3:10pm - 3:15 pm Enter Great Room and sit at assigned tables to get checked in

3:15pm – 3:30pm Snack time

3:30pm – 3:35pm Cleanup to go outside

3:35pm – 3:50 pm Recess

3:50pm – 4:30pm Homework (1st – 8th grades in the Media Center)

4:30pm – 5:30pm Daily Scheduled Activity (Children not participating will be allowed additional homework or free play time.)

5:30pm – 6:00pm Group activities, free play, or Homework

**Note – All times are subject to change according to the planned activity.

Activity Schedule

Mondays – Fine Arts: Students will learn a variety of artistic skills and will work on a variety of projects including Sculpting, Pottery, Printmaking, & Screen Printing.

Tuesdays – Baking & Kitchen Skills: Students will learn how to read recipes, safely work in the kitchen, and prepare scrumptious baked goods. Several times a year the EDP students will complete service projects to provide baked treats to area ministries. Desserts prepared during EDP will be sent home with the students.

Wednesdays – Computers & Coding: Students will work on keyboarding and basic coding skills that will give them the head start needed in a tech focused world.

Thursdays – Science Exploration: Students will challenge their minds with interesting and educational science experiments.

Fridays – Chess: Learn how to play and implement strategies. The Chess program will help the students to develop a lifelong love of the game and prepare them for friendly, tournament play.

Emergency Closure / In-service Work Days

Summerville Catholic School follows the same school closing policy as Dorchester School District Two. When our school closes, the Extended Day Program also closes. If a decision is reached that the school should close during school hours due to inclement weather or for other reasons, the Extended Day Program will also close. Please make sure arrangements are made **IN WRITING** for your child to be picked up in the event of any emergency.

Homework Time

All EDP students are provided an opportunity for homework completion and study time. However, supervisors are not responsible for the completion of homework! It is up to the student to use their study hall time wisely. During this time all students are expected to work quietly on homework. The EDP Staff will be happy to assist students if they have questions about their homework directions. If a student has no homework, quiet activities will be provided.

Snack Time

Each child will be provided time for snack. Parents are responsible for sending children with an afternoon snack and drink or water bottle.

Items Left in the Classroom

It is each student's responsibility to pack up all belongings at the end of the day. Students will not be permitted to return to their classroom or lockers to retrieve forgotten books, lunch boxes, jackets, etc. after the final dismissal bell. Group Supervisors and other after school hour staff are not permitted to unlock classrooms for students or parents. Lost and Found SCS and the EDP Staff are not responsible for items left behind by students. All items found on the playground, pavilion, etc. will be returned to the "lost and found box" kept outside the Great Room in the Junior High wing. All students are responsible for their own belongings, which should be properly labeled. Personal Items Personal items from home are not allowed in EDP. Sports equipment used in SCS sports programs must be put away in a bag until practice.

Change of Clothes

All K3 and K4 students must provide a change of clothes in a labeled bag to be kept with the EDP supplies in case of accidents. Changes of clothes DO NOT have to be uniform. For all students, play clothes may be brought to EDP provided they are labeled in a cloth, canvas, or nylon type bag and separate from the regular school book bag. Shorts must be appropriate length as noted in school policy. For safety reasons, flip-flops, sandals, or "opened toe" shoes will not be

permitted. Also, halter, spandex, or mid-riff tops are not permitted. EDP follows the SCS Dress Code. All book bags, lunch boxes, and clothing, including uniforms, must be labeled with the child's name. EDP employees are not responsible for lost items, so we strongly encourage parents to label clothes, lunch boxes, etc.

Sports / Extra-curricular Activities

Several SCS sports practices are held here on campus (unless otherwise noted by the coach). Please notify, in writing, the EDP office if your child is registered for any extra-curricular activities for which they will need to be signed out. The EDP staff will not allow coaches to sign out students or for students to leave without a written note. This is very important for your child's safety and is also stated in the SCS Handbook. EDP students will be dismissed to the care of the coach/teacher. In the case of siblings or car pool children NOT participating in the sports program/activity, parents will need to pick-up siblings by 6:00pm. Coaches/Teachers are ONLY responsible for the child enrolled in the sport/activity.

Sign-Out Procedure

Each child will be assigned to a group leader. The sign-out book will be in the Great Room and emergency pick-up lists will be kept with the director. Please find your child's group leader in their assigned room or on the playground before leaving for the day. The sign-out procedure is as follows: 1) Locate your child's group leader 2) Locate your child's page in the sign-out book, locate the calendar day, and indicate the time and sign your name on that day 3) Locate your child

FOLLOW THIS PROCEDURE EVEN IF STUDENTS ARE ON THE PLAYGROUND.

Please alert those you have listed for emergencies of the sign-out procedure. Identification will be requested. If the name of the person calling for your child is not on the card, the child cannot be released. If anyone other than the parent is picking up a child, the EDP director must be notified in writing as phone calls will not be accepted. If you have additions to the pick-up list, please notify the EDP office in writing to add the name to your list. This procedure is

set up for your child's safety. Please make your child aware that this procedure must be followed. Late Car Line Pick Ups Any student that has not been picked up by 3:30pm at the car line will be signed in to EDP by the teacher. We understand that emergencies arise on occasion. Students will be given a 10 minute grace period a total of three (3) times during the school year. Once the three times has been exceeded, the regular EDP charges will apply.

Failure to Sign Out & Late Pick up

If the time out is not recorded on the sign-out sheet, the family will be charged as if their child were present full time (until 6:00pm). Late Pick-up Procedure Staff members are employed until 6:00pm. It is common courtesy to respect the time of closure. A fee of \$1.00 per minute will be charged for late pick-ups and will be charged to your child's EDP account. When a child has not been picked up and no parent contact has been received the following steps will be taken: 1) The staff will try to contact the parent. 2) If a parent cannot be reached, the staff will try to locate someone on the emergency pick-up list and have them pick-up the child.

Thank you for your support and partnership. We look forward to a wonderful year.

Student Rules & Responsibilities

Follow the Golden Rule - Do unto others as you would have them do unto you.

Respect Authority by following the directions given by the EDP & School Staff

Be Respectful of others' Rights & Property

Listen & Follow Directions

Take Responsibility for Your Actions & Accept the Consequences

Remain Silent During Homework Time

Come Prepared with All Needed Homework Materials

Respect the School Property by Not Littering and Treating All Toys & Supplies With Respect

Students MAY NOT Bring Toys or Games From Home to EDP

All SCS rules and consequences apply during EDP. Failure to follow the EDP & School Rules may result in time away, loss of activity privileges, and/or contacting the child's parent. Severe infractions will be referred immediately to the EDP Supervisor who will contact the parent and principal as necessary.

Contact Information

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