



## *Extended Day Program*

Soaring Above  
and Beyond at  
Summerville  
Catholic School



### **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 programs 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. 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. Extended Day is provided from 6:30 a.m. - 7:50 a.m. and from 3:30 p.m. - 6:00 p.m. Students are automatically registered for EDP with their SCS registration.

## **Payment Information**

The Extended Day Program is financed entirely by its fees. Rates are \$8.00/hour for 1 child, and \$4.00/hour for each additional child.

Students participating in the following activities; safety patrol, alter server training, teacher assistance (service hours) and their siblings are not charged for EDP. There is also no charge during teacher conferences.

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

## **Medication/First Aid/Safety**

EDP employees follow the safety procedures outlined in the SCS Handbook. Employees will not dispense medication to children. Please be sure to have all health records, work, and emergency numbers kept current. In case of medical emergency 911 will be called.

## **Discipline Policy**

ALL SCHOOL RULES AS STATED IN THE SCHOOL HANDBOOK APPLY TO SUDENTS ATTENDING THE EXTENDED DAY PROGRAM. The EDP staff will enforce all rules according to the school handbook. 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.

## **Morning Arrival**

No one is allowed in the building prior to 6:30 a.m. Parents are not permitted to drop children off before that time. Please enter using the intercom call button by the middle door of the school.

## **Morning Routine**

6:30 a.m. - 7:40 a.m. Students report to Great Room where they can read, study, eat breakfast or socialize.

7:40 a.m. - 7:50 a.m. Clean up

## **After School Schedule**

Students in all grades will be brought to the Great Room at 3:10 pm by their teachers for carline.

Any student that has not been picked up by 3:30 p.m. will be signed in to EDP and regular EDP charges will apply.

## **Afternoon EDP Routine**

3:10 p.m. - 3:30 p.m. Car line

3:30 p.m. - 3:45 p.m. Snack time

3:45 p.m. - 3:50 p.m. Cleanup to go outside

3:50 p.m. - 4:05 p.m. Recess

4:05 p.m. - 4:50 p.m. Homework (1 - 8 grade), Storytime

4:30 p.m. - 5:30 p.m. Daily Scheduled Activity

5:30 p.m. - 6:00 p.m. Free play or more homework time

All times subject to change

## **Activity Schedule**

**Monday** - Creative Expression: Students learn a variety of artistic skills through music, dance, drama, and visual arts.

**Tuesday** - Puzzles and Games: students learn how to develop group play skills and implement strategies to solve problems.

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

**Thursday** - Science Exploration: Students challenge their minds with interesting and educational science experiments.

**Friday** - Nutrition and Kitchen Skills: Students learn to read recipes, safely work in the kitchen, and prepare healthy, nutritious foods.

### **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 and please keep this information updated at all times.

### **Homework Time**

EDP students, grades 1-8, 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. EDP strives to encourage an understanding of healthy and balanced nutrition.

### **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. SCS and 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 from home are not allowed in EDP including toys, trading cards, etc unless given permission by EDP Director and staff. 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 in their backpack in case of accidents. Changes of clothes DO NOT have to be uniform. 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 everything.

### **Sports / Extra-Curricular Activities**

Several SCS sports practices are held here on campus (unless otherwise noted by the coach). Please notify the EDP Staff or the Front office in writing if the coach will be signing out your child from EDP.

### **Sign-Out Procedure**

Please notify one of the EDP staff before leaving the premises with 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 pickup list, the child cannot be released. If anyone other than the parent is picking up a child, the EDP staff must be notified in writing via email, text, or hand written note.

**EDP Cell # 843-998-3440**

### **Late Pick Up**

EDP staff are employed until 6 pm. A fee of \$1.00/minute will be charged for late pick up. EDP staff will attempt to contact a parent first, if parents are unreachable staff will contact people on the emergency list to pick up the child.

Thank you for your support and partnership.

## **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 Materials

Respect the School Property by Not Littering and Please Treat All Toys & Supplies with Respect

Students **MAY NOT** Bring Toys or Games from Home to EDP

*All SCS rules and consequences apply during EDP as stated in the SCS Handbook. 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**

EDP Director – Nelly Infante email: [ninfante@summervillecatholic.org](mailto:ninfante@summervillecatholic.org) 843-873-9310 ext. 110

EDP Staff Morning – Michelle Hollis email: [mhollis@summervillecatholic.org](mailto:mhollis@summervillecatholic.org)

Rebecca Turkall email: [rturkall@summervillecatholic.org](mailto:rturkall@summervillecatholic.org)

EDP Staff Afternoon – Nina Heffernan email: [nheffernan@summervillecatholic.org](mailto:nheffernan@summervillecatholic.org)