

ST. DAMIAN SCHOOL

**EXTENDED DAY
HANDBOOK**

2017-2018

**5300 WEST 155TH ST.
OAK FOREST, IL 60452
708-687-4230
FAX: 708-687-8347**

**DIRECT LINE TO EXTENDED DAY WHILE IN SESSION
708-342-8509**

www.stdamianschool.org

ST. DAMIAN SCHOOL EXTENDED DAY PROGRAM

GOALS OF THE EXTENDED DAY PROGRAM

- * To support parents who are working.**
- * To complement the child's family.**
- * To supplement the child's school.**
- * To meet the child's developmental needs: physically, socially, emotionally and intellectually.**
- * To be a place to experience accomplishment, to flourish, to build a sense of self-worth and to mature.**
- * To be in a place with a caring adult.**
- * To have time for relaxing, having fun, enjoying friends, and doing what you want for awhile.**
- * To be a family service with equal concern for the needs and well-being of both the child and his/her parents.**

St. Damian School Extended Day Program provides professional care, supervision, recreation and enrichment activities. This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment with activities planned to complement the philosophy and value systems of the school and family. Arts and crafts, games, recreation, and snack time are some of the activities planned. In addition, there is a time set aside for a start on homework.

ABSENCES

If you know in advance that your child(ren) will be absent from the center for any length of time, please notify the director in writing.

If a parent takes a child(ren) from the school for any reason, the Extended Day Program should be notified that day. Please inform the office to notify us of your child(ren) absence. We require your cooperation in providing safety for your child(ren).

Extended Day can be reached during school hours at (708) 687-4230. The school secretary will deliver messages to the Extended Day Supervisors. During the hours of the Extended Day Program, the Extended School Day Staff can be reached directly at (708) 342-8509.

ADMISSION POLICY

Enrollment at St. Damian School is mandatory. There is a registration fee of \$30.00 for one child, \$40.00 for two children, or \$45.00 for three or more children, regardless of the amount of time the program will be utilized. The service fee is \$6.00 per hour, per child, or \$8.50 per hour, per family.

The St. Damian School Extended Day Program is a before and after school care program for regularly enrolled students from Pre-School (3 & 4yr. old AM or AM & PM) and Kindergarten through Fifth Grade. Grades 6th, 7th & 8th are allowed into the program upon approval of the

principal and in consultation with the program director. It is supervised by a Program Director and other adult aides.

Pre-School and Kindergarten students must be completely toilet trained and be able to use the restroom independently. If your child is unable to do so they will be asked to leave the program and may return once they are completely toilet trained.

An emergency card for each student to be used solely by the Extended School Day Program will need to be filled out by a parent or guardian BEFORE the first day of attendance.

The Program Directors, in their sole discretion, may refuse admission or continued enrollment in the program due to filled quotas, past history of behavior problems, truant payments, parents repeatedly late in picking up children, or other reasons determined by the Program Directors to be in the best interest of the program.

Each school year the first opportunity for registration will be given to those who used the Extended Day program the previous year. Others will be placed on a waiting list. As openings occur, these people will be notified.

CLOTHING

You may send play clothes and shoes that are washable with your child(ren). Weather permitting, children will be going outside every day. Once winter arrives, hats, mittens, snow pants and boots are a necessity. Please identify all clothing sent to school with permanent marker or labels.

Kindergarten and Preschoolers is required to supply an extra change of clothes. These will be used in case of any messes or toilet accidents. Please label all clothing with your child's name and placed in a Ziploc bag with their name and room number.

DISCIPLINE AND RULES

Most discipline problems are handled by the program director or staff when the problem occurs. Repeated problems will be brought to the parents' attention and if it is a serious problem, possible dismissal from the program may occur.

Children who consistently disregard the rules of Extended Day will be dismissed permanently. Parental support is required. Unacceptable behavior would include the following:

- * Disrespect toward Extended Day Staff
- * Rowdiness and roughhousing
- * Destruction of property, games, equipment.
- * Taking things of other children
- * Leaving the Extended Day premises
- * Hitting, harming or bullying other children

Discipline at St. Damian Extended Day Program is the same as defined in the school policy. Any serious misconduct (judgment left to the discretion of the Principal, Assistant Principal, and/or Extended Day Supervisors) is cause for immediate dismissal from the program.

Dismissal of a student from Extended Day is not limited to, but will take place for any student when:

- 1. A student consistently violates Extended Day regulations and does not respond to correction.**
- 2. Parents are unable or unwilling to take the necessary corrective measures in cooperation with the school to alter a child's behavior.**
- 3. Any student endangers life and/or limb of other members of the Extended Day community or engages in stealing or damaging property.**
- 4. A student is found to be in possession of drugs, alcohol, weapons, or other contraband.**

Dismissal from Extended Day will be in effect for the student's remaining eligible years at St. Damian School.

EXTENDED DAY HOURS

6:30 to 8:00 A.M.

Children will be released at 8:00 A.M. to line up with their peers outside. Pre-School will stay with an Extended Day staff member until the teachers come outside to pick them up. During inclement weather, students are dismissed at 8:00 A.M. to their classroom. Kindergarten and Preschool are Escorted by the Extended Day Staff to their classroom.

3:05 to 6:15 P.M. Kindergarten and Preschool

3:15 to 6:15 P.M. 1st through 8th Grade

SPECIAL OCCASIONS WHEN EXTENDED DAY IS OPEN AND SCHOOL IS NOT IN SESSION

We will be open during certain ½ days and days off of school. A list of specific days will be sent to you. We will also be open on certain days off. A separate letter regarding these days will be sent home with your child(ren). Your child(ren) will only be allowed to attend once the form has been filled out and returned to the Director.

****NOTE: If there are less than 15 students participating we will not be opened, you will be notified in advance.**

DISMISSAL FROM CLASSROOM AT THE END OF THE DAY

Kindergartners & 3 & 4 yr. old full-day pre-school are dismissed at 3:05 p.m. and are escorted to the Extended Day room by Extended Day Staff members. All other students are dismissed from their classroom at 3:15 p.m. and come directly to the Extended Day Room.

EXTRA CURRICULAR ACTIVITIES

If your child(ren) normally comes to Extended Day after school and has signed up to participate in any extracurricular activities immediately after school, (ext. Girl Scouts, A.C.E., Intramurals, Boy Scouts etc. or academic session or behavior detention), Extended Day must be notified either in writing or a phone call. If we do not hear from you, we will be calling you looking for your child. If your child is coming directly to Extended Day then leaving for any extracurricular activity at school, they will not be allowed to leave unless we have a signed note or phone call from a parent or guardian. A staff member will walk them to where they need to go. No student at any time is allowed to leave Extended Day without an authorized person picking them up. Their safety is of utmost importance.

AM DROP OFF

The A.M. parents or guardians are NOT required to sign in their child(ren) upon arrival at school. Please make sure your child(ren) is safely inside before leaving the premises. A staff member will sign your child(ren) in.

PICK UP

The Extended Day door will open for pick up after all the children have been signed in (approx. 3:30 p.m.). If you need your child(ren) any earlier than this time you must go to the front office. No parent or guardian will be allowed in the Extended Day room until then. All children must be signed out by an authorized adult each day. Your sign out time is in accordance with the clock on the wall in the Extended Day room. Staff members confirm sign out time in accordance to that clock. No child is allowed to sign themselves out. Your child(ren) is/are not allowed to be picked up by any authorized or unauthorized person unless we receive permission from you either in writing or phone authorization. If we do not have either we will call you to get permission. Once that permission is authorized we will verify their identification and then allow your child(ren) to leave with them. Identification is initially required for pick up until we get to know who regularly picks up your child(ren). Please make sure you or anyone else who is picking up your child(ren) brings their license or identification with them especially someone who does not normally pick up. Children must leave with the parent once they pick them up.

FEES AND PICKUPS

This program is entirely funded by weekly fees. Regular and prompt payment will assure the continuation of personnel. The fee is \$6.00 per hour, per child or \$8.50 per hour, per family. Single students and families will be charged for the 1st hour automatically and will be billed by the ½ hour after that. A payment slip, with the total number of hours the program was used during the previous week, will be distributed to the students on Monday or Tuesday at the latest. If your

child attended the previous week and they did not give you the bill, please contact us and we will be glad to let you know your balance and/or send you another bill. Full payment is due within two days after the billing date and no later than Friday of that week. Any payment made on-line on SATURDAY OR SUNDAY is subject to a \$5.00 late fee.

****STUDENTS ARE NOT ALLOWED INTO THE PROGRAM THE FOLLOWING WEEK UNLESS THEIR BILL IS PAID IN FULL BY FRIDAY.**

Return payment envelopes should have your child(rens) name on the envelope along with their room number. Students will be dismissed from the program if payments are continually late and/or your child is asked to leave the program more than 2 times because of lack of payment.

Staff members are only employed until 6:15 P.M. After 6:15 P.M. there is a \$1.00 a minute charge added to the weekly bill.

If a parent or guardian fails to meet the programs weekly payment on the date due, a late charge of \$5.00 will be added to the weekly bill. **THIS WILL BE STRICKLY ENFORCED.** Also, there will be a \$15.00 charge assessed for all returned checks.

Children enrolled in any other activities (scouts, brownies, choral group, band, etc.) are still invited to join the Extended Day Program when they finish these activities. A change of dismissal note indicating where your child will be should be sent to the office so that Extended Day will be notified of these scheduled activities. **Please use the Extended Day Change of Dismissal Form provided in your Extended Day Packet.*

FOOD

For the morning Extended Day Program, please send a nutritious breakfast with your child(ren) if he or she has not eaten breakfast before arriving at school. We have a microwave, toaster and refrigerator that the staff members only can use to heat any food items up if necessary. An afternoon snack with drink will be provided at approximately 4:30 p.m. All snacks are peanut free. There is no pop allowed at anytime nor is any outside food allowed to be brought in after school.

FOOD ALLERGIES

If your child(ren) has any type of food allergies that could affect his/her health while attending the Extended Day Program, please contact the coordinator immediately.

MEDICATION

If your child(ren) is on any type of medication that could affect his/her health while attending the Extended Day Program, please contact the coordinator immediately.

If your child(ren) have inhalers for Asthma, please notify our staff members as to how they administer their medication and where it is kept.

MEDICAL ATTENTION

If your child(ren) should need medical attention rendered to them for a specific medical condition while attending the Extended Day Program, please contact the coordinator immediately.

HOMEWORK

There is a special quiet time set aside for children to begin and perhaps complete their homework. Certain days we will be going to the library to do homework. It is strictly for homework or quiet reading. If you do not want your child doing their homework while attending Extended Day, please notify the staff. We will not be able to guarantee that homework is started or completed. It is the child's responsibility to acknowledge his/her assignments and then use the resources available. The staff is not responsible for the student's homework. *On certain days, when weather prohibits us from going outside, we will use the Library from 3:30 to 4:30 for homework purposes only. A staff member will be with the students at all times.

ILLNESS OR ACCIDENT

In cases which appear to be of a minor nature, first-aid will be administered on the premises. In cases that appear to be more serious, the Program Director will make an effort to carry out the instructions on the emergency card. In serious emergency situations, professional emergency care will be contacted as well as the parents or guardians. Parents who do not wish their child(ren) treated in any way should indicate such on the emergency card and should give instructions to be followed in the space provided on the emergency card. Parents will be expected to make provisions for taking sick children home. If your child is vomiting or has a fever they are not allowed to stay in Extended Day. You will be notified and you must make arrangements to have your child picked up. Your child must be fever free for 24 hours before being allowed back into the program.

TOYS FROM HOME

It is strongly requested that children do not bring toys from home. Often these items are very personal and important, so that the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home. Extended Day is not responsible for any broken, stolen or lost toys. It is the child's responsibility to keep track of their own toys. Pokémon or trading cards are not allowed. Also, students may not trade any toys brought from home. However, any toys that are donated would be gladly accepted.

CLEAN UP

Students are to clean up any toys that they are playing with before they move on to playing with other toys. Every student is responsible for cleaning up any toys that they are playing with and before they leave for the day.

CELL PHONES

All cell phone rules apply in accordance with the St. Damian School Parent-Student Handbook. Children are not allowed to use cell phones in Extended Day unless approved by the supervisor. If a child breaks this rule the cell phone will be confiscated and returned to the parent or guardian. If there is a second offense the cell phone will be confiscated and turned into the principal. The parent or guardian is responsible for retrieving the cell phone from the principal (either that day if the principal is present or the next day during school hours). There is a phone in the Extended Day room in which a child is allowed to contact a parent as long as it is approved by the supervisor.

ELECTRONIC DEVICES

Electronic devices are not allowed during the regular school days. Upon approval, electronic devices will be allowed during days that school is closed and Extended Day is open and during Camps.

SCHOOL CLOSING INFORMATION

In the event of extremely inclement weather causing a school closing, the Emergency Closing Center will be notified and the closing announced on various radio and television stations. There is also a direct link to the Emergency Closing Center via the St. Damian School web site. Click on "Useful Links". The school office will not accept calls concerning school closings, nor will the Pastoral Center or the Rectory. An emergency phone blast call will be sent to all families.

END OF THE YEAR BILLS

All unpaid bills are to be paid in full prior to the last week of school. Any unpaid bill prior to the final week of school will prevent student from receiving his/her report card.

Your final bill for the last week of school will either be sent home with your child(ren) with their report cards or mailed to your home. All final payments are due back to school in accordance with the bills due date.

NOTES

**ST. DAMIAN SCHOOL
5300 W. 155th Street
Oak Forest, Illinois 60452
(708) 687-4230
(During the regular school day)**

**DIRECT PHONE NUMBER TO THE EXTENDED DAY PHONE
(During the hours of operation of the Extended Day Program)**

(708) 342-8509

PRINCIPAL: Mrs. Terese Maurer

EXTENDED DAY DIRECTOR: Mrs. Andrea Kaminski