



# **EXTENDED DAY HANDBOOK**

**ST. ELIZABETH ANN SETON**  
*A CLASSICAL CATHOLIC SCHOOL*

**2020-2021**

## Mission Statement

We offer a low-cost Extended Day program in the morning and afternoon in order to make Catholic education available and convenient for working parents. In Extended Day, we provide safe, fun, orderly, and edifying care. We sign off on homework completion and quality as we are able in the afternoon, read a beautiful story to students, have snack time, and have outside playtime.

## Contact Numbers

School Office	(817) 431-4845
(Extended Day phone available during hours of operation)	(817) 716-9054

## Hours of Operation

Morning Hours	6:45 – 7:45 AM
Afternoon Hours	3:30 – 6:00 PM

Afternoon Extended Day will be available on half days from 12:10 – 3:30 P.M.

## Registration

Families who wish to enroll in the Extended Day Program will be charged a non-refundable registration fee of **\$55.00 per child**. This fee is per child (up to a *maximum of \$110 per family*) and will be due when you sign up your child for the program.

## Billing

The rate for Extended Day is **\$6.50** per hour, per student, with a one-hour minimum. Parents will be charged \$6.50 for students who are dropped off between 6:45 A.M. and 7:30 A.M. and who come into the Gym for Extended Day Morning Care. Charges for students who are taken to Extended Day after the initial after school check-in will begin at the time that they are signed in. After the first hour, there are two charging tiers. Those students who are picked up before 4:30 will be charged for ½ of the hourly fee (\$3.25) for 4:00 to 4:30. Those students who are picked up before 5:30 will be charged ½ of the hourly fee (\$3.25) for 5:00 to 5:30. Otherwise, hourly rates will be charged.

For students who do not register for Extended Day but who come to or are brought to Extended Day, their families will be charged the first hour minimum fee of \$6.50 and then additional fees according to how long they are in Extended Day. On the second occurrence of a non-registered student going to Extended Day, the family will be charged the registration fee.

Extended Day fee statements are updated daily in FACTS. Please check your FACTS account balance as often as possible. Payment is due on the 16<sup>th</sup> and last day of each month. Families with delinquent Extended Day accounts may be asked to withdraw their student(s) from the program. For any billing questions or concerns, please feel free to contact the Extended Day Director or the school Business Manager. **Each Extended Day Family is responsible for checking their balance on RenWeb and paying the balance in full on the 16<sup>th</sup> and last day of the month.**

### **Signing In and Out**

Upon arrival in the morning and after school, your child's arrival into the Extended Day Care will be recorded into our iPad by a team member. All students are then exited from our system when they go to their classroom in the morning and upon pick-up in the afternoon.

Please remain in your car for both morning drop off and afternoon pick up. A team member will assist your child both into the building in the morning and out to your car in the afternoon.

### **Morning Drop-Off**

Morning Extended Day will be held in the Gym. The morning hours begin at 6:45 A.M. Parents are asked to bring their child through the main entrance of the Gym where they will sign in. Students are welcome to bring their breakfast with them. At 7:45 A.M., students will be escorted to the school by the Extended Day Staff. The staff members will accompany students who are enrolled in PK3, PK4, and Kindergarten classes directly to their classrooms.

### **School Dismissal**

At 3:30 PM, students enrolled in Extended Day will be dismissed from their classrooms and are to report *directly* to the hall outside the Gym where they will check in. Students will be responsible for cleaning up after themselves in the Gym.

If your child will be attending Extended Day, whether it is for one day or the entire school year, please write a note to inform your child's teacher. It is very helpful to let them know if they should or should not dismiss your child. A note should also be written if your child *will not* be joining us on an afternoon.

Please contact the school office by 2:30 PM if you need to send your child either to Extended Day or to the car line at the last minute.

## **Afternoon Pick-Up**

**Afternoon Extended Day starts in the Gym lobby at 3:30 PM.** When picking up your child, please drive up to the gym portico. *All* doors will be locked, including the main ones. We apologize if we cannot get to the door right away. However, it is in everyone's best interest to keep your children as safe as possible. We will do our best to open the doors as soon as we can. Our eyes are constantly scanning the students and the doors.

For those parents who are new or for anyone whom we do not recognize, you will be asked to provide photo identification. Students will not be released to anyone whose name is not on a student's registration form. In the event that we cannot release your child, you will be notified immediately. **If, for some reason, your child will be going home with someone who is not on your registration form, please notify us immediately.** You can call one of the staff members, the school office, or send a signed note with your child. This procedure is for the safety of your child.

## **Late Fees**

Students who are not picked up promptly by 6:00 PM will be assessed a **\$10.00 late fee *per child***. This late fee will be in addition to the hourly rate of **\$6.50** per hour. If you know that you will be running late, please contact an Extended Day staff member as soon as possible.

## **General Information**

### **Allergies and Medical Information**

All listed allergies and other medical information on your child's registration form will be handled with care. Please direct any information or concerns you may have to the attention of the Extended Day Staff. If such information should change at any time, please notify us as quickly as possible.

In the event that a student becomes ill or injured during Extended Day, a parent or guardian will be notified immediately in order to make further arrangements. Please follow the school's health guidelines for excluding students from school. See Family Handbook.

### **Diocesan Allergy Policy**

If the student has any noted allergies requiring the use of an epi pen, the parent shall furnish the school with two EpiPens for the student. An allergy plan of care for the student must be in place by the 1st day of

school and at all times that the student attends the school. The EpiPens and the Diocesan Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school.

Prior to each field trip, the Parent has the responsibility of reminding the teacher that the epi pen is to go on all field trips with the student.

The EpiPens furnished to the School by the Parent must be currently valid and any expired EpiPens are to be immediately replaced by the Parent.

All school employees will have annual training in August during orientation, and refresher training as needed.

At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions.

### **Cell Phones, iPads, and Other Electronic Devices**

Students participating in the Extended Day program should at no time be making calls, texting, taking photographs, playing electronic games, listening to music, or watching videos on their electronic devices. This includes but is not limited to: cell phones, iPads, iPods, E-readers, Smartwatches, etc. **Items taken away from students will be returned to the parent(s)/guardian(s).**

### **Discipline**

We have every reason to believe that the students of St. Elizabeth Ann Seton Catholic School know how to make good choices. As members of the staff, we hold high standards for these students and trust that they know how the decisions they make will affect them. It is the belief of St. Elizabeth Ann Seton Catholic School that consequences should reflect the natural outcome of a poorly made decision. No person is perfect. We are all likely to make bad decisions, but we learn and grow from our mistakes.

Students are asked to maintain respect for other students, teachers, school property, and the property of their classmates. Any fighting, harassment, or bullying will not be tolerated. Students will be disciplined at the discretion of the Extended Day staff members, and parents will be notified of their child's behavior.

### **Email**

We ask that you regularly check your email as this will be a main source of communication between the parents and the Extended Day Supervisor. Any questions or concerns you may have can be directed through email or in person.

### **Games**

A number of card and board games will be available to the students at Extended Day. We ask that the students respect the games and play with them in the appropriate manner. It is a privilege to be able to enjoy the games that have been provided for the students' enjoyment.

If, at any time, the Extended Day Staff decides that the games are not being treated properly, the students will lose the privilege of playing with the games for a designated amount of time. The games will be used by almost every student in Extended Day and should be taken care of. It would not be fair to the next person who uses the game if it has been ruined.

Students will not be allowed to bring any toys or games from home to Extended Day; this includes handheld video games. If the student brought something that was used in class, i.e. show and tell, the item must remain in their backpack until they are picked up. Extended Day will follow the school's policy on toys, electronic devices, and cell phones.

Good sportsmanship is expected of every student. If a student's game behavior gets out of control, he/she will be disciplined accordingly and may lose their privilege to play with any of the games at Extended Day.

### **Homework**

During snack time, students begin their homework. No games will be allowed during this time. The Extended Day Staff members are available to assist students with their homework and answer any questions they may have.

### **Inclement Weather**

Texas weather is highly unpredictable. Generally, we know beforehand when a storm is approaching. When inclement weather occurs, afternoon Extended Day will be moved to the central (east/west) hall of the school. Parents will be notified either through email or by phone. We do have a weather radio on hand and will take precautions for the safety of your children.

### **Items Left in School**

If a student forgets something in his/her classroom or locker, such as homework assignments or textbooks, a staff member may not be able to escort a student back to the school in order to retrieve the item, due to the number of other students we need to keep our eyes on. If it is possible to get the items, students may return to the school no later than 3:45 with a staff member. Please remind your child that it is their responsibility to make sure that they have everything they need to bring home *before* leaving their classroom.

### **Lost and Found**

Spending an afternoon in Extended Day can lead to students losing their personal belongings. Please write your child's name on *everything*. It cannot be stressed enough how many things get left behind everyday, including homework. Remind your child to keep all of their belongings in one area. The School Lost and Found is available at the School entrance near the second grade classrooms.

### **Recess**

Weather permitting, the students will be taken out for at least a 20-minute recess. All students may play in the grassy area near the main entrance of the school. The doors to the hall will remain open for parents to sign out their children. Please make it known to a staff member that you are picking up your child.

### **Snacks**

It is recommended that you send your child to school with a snack and a drink to enjoy after school. There are quite a few days when students find themselves hungrier than they thought. Snack time will begin as soon as the students get settled in, which is typically around 3:20 PM

### **Uniforms**

Even though the bells have rung, students are to remain in their school uniform until they are picked up. While school may no longer be in session for the day, the students are still on campus and should maintain the school's uniform policy. If your child needs to change for an event following their pick-up that afternoon, they must first obtain permission from an Extended Day staff member.

### **Right to Amend**

St. Elizabeth Ann Seton Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via normal school communication methods, including email communication.

## Parent Signature Page

To St. Elizabeth Ann Seton Catholic School:

I have read the St. Elizabeth Ann Seton Catholic School 2020-2021 Extended Day Handbook and agree to follow the policies and procedures as stated.

I agree to discuss appropriate areas with my child(ren). I further understand my financial responsibilities to the program and am aware that a delinquent account may result in the withdrawal of my child from the Extended Day Program. My signature below indicates that I understand and agree to abide by all policies of the program.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Student Name/Grade (PLEASE PRINT)

\_\_\_\_\_  
Student Name/Grade (PLEASE PRINT)

\_\_\_\_\_  
Student Name/Grade (PLEASE PRINT)

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Student Name/Grade (PLEASE PRINT)

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Student Name/Grade (PLEASE PRINT)

\_\_\_\_\_  
Student Name/Grade (PLEASE PRINT)

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO EXTENDED DAY SUPERVISOR BEFORE A STUDENT MAY  
ATTEND THE EXTENDED DAY PROGRAM.**



**MEDICAL RELEASE FORM**

**Student's Name:** \_\_\_\_\_

**Medical Insurance Information**

**Group/Company Insurance Company:**

\_\_\_\_\_

**Policy Number:**

\_\_\_\_\_

**Known Allergies/Allergic Reactions:**

\_\_\_\_\_

**Other Pertinent Medical Information:**

\_\_\_\_\_

**Current Medication(s):**

\_\_\_\_\_