



**Blessed  
Trinity  
Academy**



**NHRCES**

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**EXTENDED DAY  
HANDBOOK  
2018-2019**

July 2018

## **WHAT IS AN EXTENDED DAY PROGRAM?**

The Extended Day Program is care for enrolled children at Blessed Trinity Academy in K-8<sup>th</sup> grade. It is staffed by a Program Director and part time assistant and operates directly after school. Hours of operation are from 2:50 p.m. - 6:30 p.m. each school day. The Extended Day Program is designed to provide care, supervision and recreation. There is also time set aside for homework completion.

The Program is available for daily or occasional use, depending upon your need.

## **ADMISSION POLICY**

Parents or Guardians will need to complete the following steps in order to enroll their child/children in the Extended Day Program:

1. Application Form
2. A \$15.00 Registration Fee (per family)
3. Emergency Form
4. Handbook Signature Page
5. Service Usage Form or Calendar for the month

## **PROGRAM**

The Extended Day Program will be in Room #18. The phone number will be announced. We will meet and do most of our activities in this room. When the students are outside or in the gym, a note will be on the door letting parents know where to find the children.

Children in the Extended Day Program will follow the schedule listed below. As these times are subject to change due to weather (nice weather we like to be outside a little longer).

2:50 - 3:30	Attendance and free play
3:30 - 4:00	Bathroom break, snack, and free time
4:00 - 4:45	Homework, quiet time and crafts
4:45 - 5:45	Games, free play (outside if possible)
5:45 - 6:30	Clean-up time and games

## **HOMEWORK**

A scheduled homework period is provided each day. It is the child's responsibility to have his/her assignments and books. No child can be forced to do his/her homework. It is the responsibility of the parent to discuss with their child/children what they expect to be completed. Children are asked to take time to remember their books before coming to extended day. Children that do not have homework still need to respect other children and find a quiet activity at this time.

**PLEASE NOTE:** Children should not bring personal belongings to school for use at Extended Day unless permission is given by the Program Director. Extended Day is part of the school, which means if an item is not permitted at school it is not permitted at Extended Day. Staff is not responsible for items brought from home.

### **FEES (Extended Care)**

\$6.00 hour/first child

\$4.00 hour/second child

\$2.00 hour/third child

\$1.00 hour/fourth child

A \$15.00 non-refundable registration fee is required with the application form.

**A \$20.00 late fee will be charged for any pick-up after 6:30 p.m.**

Invoices will be sent out in the blue folders the first Wednesday of the month for the previous month. Your first invoice will be sent the first Wednesday in October. Payment is expected by the 20<sup>th</sup> of each month unless other arrangements are made with the Program Director. If payment is not paid by the end of the month, children may not be allowed in program until payment is made or arranged. Checks should be made payable to North Hills Regional Catholic Schools. A charge will be assessed for all returned checks. **IN MAY AND JUNE, PAYMENTS ARE TO BE MADE BY THE END OF EACH WEEK.** The program director will have hours counted each week for your convenience.

If a parent or guardian fails to meet the program fee payment and does not make adequate arrangements with the Director, the child/children will not be allowed to continue in the program.

Please keep the top copy of the bill for your records. This will help you with your taxes. The Director will only have the same records that are sent home. The Director will not send home an end of year statement.

### **COMMUNICATION**

Parents and Guardians are encouraged to communicate with the Program Director when there are questions or concerns regarding their child/children. The best way to do this is by email.

### **SCHEDULING**

You will receive a monthly calendar to use if your child/children will be attending the Extended Day Program. The calendar needs to be marked with the days that your child/children will be using the program and returned by the first of the month. If you do not know in advance your child/children's schedule, you complete the service usage form. This form is to be filled out a week in advance and returned the first day of the week you need the service. You may request extra copies or make your own copies.

In case of an emergency, please call the school as soon as possible.

If your child/children are scheduled for Extended Day and will not be there, please notify the Director or the school. You should inform your child/children's teacher on the day he/she will be dismissed to Extended Day. Forms for this can be found on the school's website.

The **Program Director and the Teacher** need to be informed with information about child/children's schedule for Extended Day use.

**The Extended Day Program follows the school's schedule. If school is cancelled due to inclement weather or other emergencies, there will be no Extended Day. Students may only use extended day the days they are in school.**

### **PICK-UPS**

An additional area of parental responsibility is the matter of prompt pick-up in the afternoon. Staff members are employed only until 6:30 p.m. It is only common courtesy to respect the time of closure. For anytime after 6:30 p.m., you will be charged a late fee of \$20.00.

The Director should be contacted immediately in the event of an emergency situation that would prevent you from being there before 6:30 p.m. These situations will be reviewed by the Director before a late fee is charged.

Safety during pick-up of child/children is most important. The aftercare doors are the double doors - Entrance #5. Ring the bell and someone will come to open the door. Parents and Guardians for the safety of the children, you will have to show identification when you pick up your children. If for any reason a parent or guardian cannot pick their child/children only the people on the emergency form will be allowed to pick up. Please inform emergency contact people of all information regarding this matter, including showing identification. Only adults 18 years or older may pick up children. Remember this for the emergency form.

### **CUSTODIAL CONSIDERATIONS**

If a custody decree exists, the school Principal must have a copy of the document. It should give information relating to a parent's contact with a child. If parents do not have joint custody of the child, the Program Director must know when, if ever, a child may be released to a non-custodial parent. All of the information provided will be kept confidential.

### **NUTRITION**

Parents or guardians are asked to send in a **peanut free** snack about once a month to share with the children. Drinks will be provided. Please send in enough snacks for 25-30 children.

### **ILLNESS**

As with the regular school code, children with communicable diseases will not be permitted to attend Extended Day. The parent or guardian will be notified if the child should become ill while in the Program.

### **ACCIDENTS**

In cases which appear to be of a minor nature, first aid will be administered on the premises.

In cases which appear serious, the Program Director will act according to their best judgment for the welfare of the child. Parents and guardians who do not wish their child/children treated

in any way should indicate such on the emergency form and should give directions to be followed.

In the event of any illness, accident or emergency, the parent will be notified immediately. If the parent or guardian cannot be reached, the emergency name on file will be notified.

### **MEDICATION**

Procedures for dispensing prescription medications will be the same as during the school day.

### **ABSENCES**

If you know, in advance, that your child/children will be absent from the program, please notify the Director.

### **BEHAVIOR**

As members of a caring community, the children will be expected to respect the staff, each other, and the materials and equipment provided.

Every child is expected to abide by the Program Rules.

1. Each child is expected to participate in all activities to the best of his/her ability.
2. Children are not to leave the supervision of the Program Director without expressed consent.
3. Disrespect to staff members, other students, or property will NOT be tolerated.
4. Each child will be expected to clean up after him/herself.
5. Returning to the classrooms is not permitted.

If a child violates standards, we will first give a verbal warning. If the behavior continues, the child will be removed from the group for a time-out period.

If the child doesn't respond to this and the problem persists, a disciplinary note will be sent to the principal and the parent will be notified when they pick up the child.

Should there continue to be a problem, detention will be given to the child and a conference will be arranged for the purpose of dismissing the child from the Program.

## **RIGHT TO AMEND**

We reserve the right to amend this handbook for just cause. You will be notified promptly, in writing, if changes are made. Last date revised 08/06/2018.

# **NHRCES**



## **Extended Day Program**

July 2018



# Blessed Trinity Academy

2510 Middle Road, Glenshaw, PA 15116 • Phone: 412.486.7611 • Fax: 412.487.9509 • btacademy.net

Dear Parents and Guardians,

Blessed Trinity Academy is pleased to again offer the Extended Day Program for the 2018-2019 school year. We are now accepting applications for the Program, which begins on the first day of school. Extended Day is a program designed to provide care, supervision and recreation. There is also time set aside for homework completion. The program is available for daily and occasional use depending on your needs. The program operates from 2:50 p.m. to 6:30 p.m. each school day. Extended Day serves enrolled members of our school and is open to students in K-8<sup>th</sup> grade.

In order for your child/children to attend the program, I must have

1. A completed application form
2. A non-refundable registration fee of \$15.00 (per family)
3. A completed emergency form
4. Handbook signature page returned.

If any previous bills are owed, your application will not be accepted until payment is made in full. **You must register each new school year.**

This handbook lists detailed information regarding the program. Please read it carefully and refer to the handbook for future reference.

I suggest if you need peace of mind throughout the school year, I would enroll your child/children in the program. Once enrolled, if an occasion arises that you are detained at work, shopping, etc., you can call the school and your child will be able to stay in a safe and fun environment.

Please feel free to call the school 412-486-7611 and/or the extended day to be announced if you have any questions. I also have an e-mail address [extendedcare@btacademy.net](mailto:extendedcare@btacademy.net)

Thank you,

Extended Day Director

July 2018

# **EXTENDED DAY APPLICATION FORM**

Blessed Trinity Academy

<b>CHILD'S NAME</b>	<b>MALE OR FEMALE</b>	<b>BIRTHDATE</b>	<b>GRADE</b>	<b>BUS #</b>

**PARENT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**HOW DO YOU ANTICIPATE USING THE EXTENDED DAY PROGRAM?**

\_\_\_\_\_ **DAILY BASIS**

\_\_\_\_\_ **OCCASIONALLY**

**PLEASE ATTACH A \$15.00 (per family) REGISTRATION FEE AND RETURN TO SCHOOL. PLEASE MAKE CHECKS PAYABLE TO North Hills Regional Catholic Schools.**



**CHILD/CHILDREN'S NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOTHER'S NAME** \_\_\_\_\_ **CELL** \_\_\_\_\_  
**BUSINESS NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**FATHER'S NAME** \_\_\_\_\_ **CELL** \_\_\_\_\_  
**BUSINESS NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMERGENCY CONTACT PERSON: IN THE EVENT OF ILLNESS OR ACCIDENT, WHEN NEITHER PARENT CAN BE REACHED, THE FOLLOWING ARE TO BE NOTIFIED. THEY ARE AUTHORIZED TO ACT IN MY ABSENCE. THEY MAY ALSO BE PERMITTED TO RELEASE MY CHILD/CHILDREN FROM THE EXTENDED DAY PROGRAM.**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**RELATIONSHIP TO CHILD** \_\_\_\_\_

**THE FOLLOWING PERSON (S) ARE AUTHORIZED ONLY TO RELEASE MY CHILD FROM THE EXTENDED DAY PROGRAM.**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**RELATIONSHIP TO CHILD** \_\_\_\_\_

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**RELATIONSHIP TO CHILD** \_\_\_\_\_

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**RELATIONSHIP TO CHILD** \_\_\_\_\_

**PLEASE INDICATE ANY INFORMATION USEFUL TO THE ADULT IN CHARGE TO ANY HEALTH CONDITIONS (ALLERGIES, MEDICAL OR DIETARY INFORMATION AND RESTRICTED ACTIVITIES).**

**PARENT'S**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# **EXTENDED DAY PROGRAM SERVICE USAGE FORM**

Blessed Trinity Academy

**FOR WEEK OF** \_\_\_\_\_

**CHILD'S NAME** \_\_\_\_\_

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**My child/children will use the Extended Day Program on the following day(s). CHECK ALL THAT APPLY.**

<b>MONDAY</b>	_____
<b>TUESDAY</b>	_____
<b>WEDNESDAY</b>	_____
<b>THURSDAY</b>	_____
<b>FRIDAY</b>	_____

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE NOTE: You should inform your child's teacher on the days he/she will be dismissed to Extended Day.**

Dear Parents and Guardians:

This handbook is designed to familiarize you and your child/children with the basic policies and operations of the Extended Day Program. Please take time to read carefully and address those issues with your child/children which will assist them in functioning comfortably in the Extended Day Program. You are requested to return the bottom portion with your signature to indicate, that you have read the handbook.

Thank you for your time and continued cooperation.

Sincerely,

Program Director

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**EXTENDED DAY PROGRAM**  
HANDBOOK RESPONSE FORM

I have read the Extended Day Program Handbook and have discussed pertinent sections with my child/children.

\_\_\_\_\_  
Signature of Parent or Guardian

Name (s) of Child/Children

\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE RETURN THE BOTTOM OF THIS FORM TO THE EXTENDED DAY PROGRAM!**

July 2018