



# St. Pius X Catholic School

*"Building Leaders for Christ"*

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## **Extended Day Handbook Guidelines/Expectations 2020-2021**

### **Daily Pick-Up**

Children will only be released to parents or individuals designated on the parent's pick-up list. In case of an emergency, or when a person on your list cannot pick up your child, you must call the school office and leave the name of the individual who will be responsible for your child. Please tell the person picking up your child that we require identification for verification.

### **Health (We will follow the SPX Action Plan/COVID guidelines)**

If your child should become ill during the Extended Day hours, you will be called to pick up your child immediately. We are not allowed to give any medication or apply any ointment.

In order to best provide for the needs of your child, the Extended Day Staff will have access to all health information which the school has on file.

Please do not send your child to school or Extended Day if she/he has any type of communicable disease. Thus, if your child has a fever, diarrhea, or has been vomiting, we ask that you keep him/her at home until the symptoms disappear.

### **Computer Lab Usage**

Students will continue to follow the Computer User Agreement as outlined in our Student-Parent Handbook.

### **Discipline Code & Rules**

Every child is expected to abide by the rules of Extended Day, the rules of the school, respect all staff members, students and property.

If a child violates these standards, we will first take action by giving him/her a brief "time out", as well as notes to the parents, referrals, and detentions. Should the behavior persist, the parents/guardians will be called in for a conference. If this intervention fails, the child may be dismissed from Extended Day for a time period determined by the Director and Principal, or removed from the program completely.



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In addition to the code of conduct that is expected from every student at St. Pius X Catholic School, the following rules also apply in Extended Day:

- No cell phones;
- No biting, pinching, hitting, kicking, or bodily harm to another student; this behavior will not be tolerated;
- No child shall leave the supervision of his/her Staff member without expressed permission;
- Foul language or profanity is not acceptable;
- Eating in the Gym, Library or near the computers is not allowed;
- Running in the halls or inside the building is not permitted;
- Surfing on the Internet is not permitted without the expressed permission of an Extended Day Staff member;
- Each child will be expected to help clean up all toys, games and crafts he/she is using as well as general clean up for the room;
- Online registration must be submitted before your child can participate in Extended Day. Drop in charges will be posted to your FACTS account on the Monday after use.

## **Safety**

For the children's safety, we ask that no toys, games, or CD players, etc., be brought to Extended Day without prior permission of an Extended Day Staff member. If we feel a child has brought an inappropriate item to Extended Day, we will ask the child to turn that item over to a Staff member. It will be stored at check out until the child is picked up, at which time; we will ask the parent(s) to not allow the student to bring this item again.

## **Snack Time**

Your child will need an afternoon snack. We ask that you do not pack candy bars, caffeinated drinks, or other sugar-filled snacks. **PreK-3, PreK-4, and Kindergarten area is NUT FREE.**



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## **Records**

An online registration form will be held in a folder in the Extended Day Room and notes on Extended Day conferences will be kept by the Extended Day Director.

## **Single Parent/Other Relative Considerations**

Extended Day should have access to any custody decree on file in (RenWeb) in the case of a parent or relative not allowed to remove the child from the school premises. If there are changes in custody, please notify both the School Office and the Extended Day Director.

Only parents and/or their designees are allowed to discuss matters pertaining to the child with Staff members.

## **Visitors**

We will follow the St. Pius X Catholic School COVID-19 policies regarding visitors.

## **Fees/Penalties**

**Pick-up Time:** 6:00 PM

\*\*\*\$1/minute will be charged after 6:00 PM\*\*\*

**Drop-in:** Always available on days Extended Day is offered at a rate of \$5/hour per child, rounded to the nearest hour (starting at 3:45 PM)

**Athletes:** FREE on practice days (before practice only). Parents are responsible for Extended Day cost when there is no practice or checked in after practice (\$5/hour, per child, rounded to the nearest hour).

**Extended Day payments will be paid directly to FACTS due on the 1st of each month beginning in September, 2020 with the final payment made in May, 2021**

**\*\*\*PAST DUE accounts will accrue late fees and become ineligible to use Extended Day\*\*\***



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## **PLEASE SIGN AND RETURN THIS TO THE EXTENDED DAY DIRECTOR**

### **Parental Agreement**

We, the parents of \_\_\_\_\_, in consideration of acceptance into the Extended Day Program at St. Pius X Catholic School, agree to make timely payments of required fees and to adhere to all rules and regulations set forth by both the school and the program. We understand that our failure to meet the conditions of this agreement may result in our child(ren) being dismissed from the Extended Day Program.

**Emergency Medical Treatment:** In the event of an emergency, I give permission to transport my child to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, contact:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ or \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ or \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ or \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ or \_\_\_\_\_

Please furnish medical information about your child, which may be pertinent to his or her participation in the Extended Day program: \_\_\_\_\_

St. Pius X Catholic School Extended Care Program reserves the right to amend this Handbook for just cause. Parents will be promptly notified in writing if changes are made.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Grades Kinder-8<sup>th</sup>)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Grades Kinder-8<sup>th</sup>)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Grades Kinder-8<sup>th</sup>)

\_\_\_\_\_  
Date