



Ste Jeanne d'Arc School

The Journey Begins

Extended Day Program 2011 - 2012



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A CATHOLIC INDEPENDENT SCHOOL ACCREDITED BY THE
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

July 2011

Dear Parents:

The following material is presented as the twenty-fourth edition of our Extended Day Program Handbook. We have tried to include all information considered important to your child's safety and for the basic operation of the program, but we realize some things may be modified or changed as the school year progresses.

We welcome your suggestions and ideas as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,



Monique Letendre
For the Extended Day Program

Ste Jeanne d'Arc Extended Day Program
Mrs. Monique Letendre, Assistant Principal
Mrs. Lorraine Corbeil, Administrative Assistant

Please make note of these phone numbers:

Main Office: 978.453.4114 (6:45 AM - 2:05 PM)
Extended Day Program: 978.458.9870 (2:05 - 5:15 PM)
E-mail: lcorbeil@sjdarc.org

THE STE JEANNE d'ARC SCHOOL EXTENDED DAY PROGRAM

Open from 6:45 a.m. until 5:15 p.m. each school day, the Extended Day Program provides professional care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at Ste Jeanne d'Arc School in grades K1 through eight.

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment, activities planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, outdoor play, games and recreation, and snack time are just a few of the activities planned. There is also a time set aside for homework completion and study.

Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

The Extended Day Program is staffed by experienced and devoted adults. These people work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere of respect and understanding for others.

Fees are the sole support of the Extended Day Program. It is not subsidized by the school.

IMPORTANT PARENTAL RESPONSIBILITIES

Emergencies/Safety

With the children's safety and well-being in mind, it is **most** important that the parent fill out an emergency card, and then adhere to the instructions given. **Please keep your child's emergency card information current.**

One of the most important regulations concerns the child's leaving the premises of the Extended Day Program.

- Parents or guardians should not take children from the school yard or other areas without notifying the Extended Day staff and **signing the child out.**
- Parents or guardians should not send persons whose **NAMES** are not on the emergency card to ask for the release of children. For the child's safety, the release will not be granted.

Another area of concern, and also related to the child's welfare, is the matter of telephone messages.

- Parents or guardians may wish to telephone the Extended Day Program asking that their child be directed to go to various places after school. There is always a possibility that a person other than a parent or guardian might telephone. Therefore, the Center staff will call the parent back to verify the message before any such request will be granted.
- With the same potential problem in mind, Extended Day Program staff will not accept a telephone request to call a cab for a child or allow a child to dismiss themselves.

Fees and “Pick-Ups”

Additional areas of parental responsibility are in the matters of prompt fee payment, and prompt pick-up in the late afternoon.

As previously mentioned, the Program is entirely financed by the yearly fees, paid in ten monthly installments. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment and snacks.

The fee charged is for the 180 school day year and is payable in ten monthly installments, each of which is due in advance the first week of each month. This charge covers the cost of Extended Day Program operations both before and after school, each day. The fee includes a daily snack.

A late charge of \$10 will be assessed if payment is not received by the **15th of each month.**

If a parent or guardian fails to meet the Extended Day Program fee payment deadline, and does not make adequate arrangements, the child will not be allowed to continue in the program.

A \$10.00 charge will be assessed for all returned checks.

Staff members are employed only until 5:15 p.m. It is only common courtesy to respect the time of closure. **A \$5.00 late fee** will be assessed for every 15 minutes a parent or guardian is late in picking up a child, in order to cover a teacher’s overtime pay. Repeated late pick-ups are cause for dismissal from the program.

When a child has not been picked up and no parent contact has been received, the following steps will be taken:

- The staff will try to contact the parent.
- Persons listed on the Emergency card furnished by the parent will be contacted in order to locate someone who can pick up the child immediately.

SPECIAL PROVISIONS AND PROCEDURES

Absences

- If you know in advance that a child will be absent from the center for any amount of time, please notify Mrs. Corbeil, Administrative Assistant, in writing.
- If a parent dismisses a child from school on any given day, the school office will notify the Extended Day staff that day.
- There will be **no refunds** due to illness, voluntary family vacations taken during school time or afterschool activities.

Accident or Illness

- In cases which appear to be of a minor nature, First Aid will be administered on the premises.
- Medication of any sort will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from the parent authorizing the staff to assist a child in taking such medication are on file. **All medications to be administered during Extended Day hours must first be submitted to the main office for approval.**
- In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the emergency card.
- Parents who do not wish their child treated in any way should indicate such on the emergency card, and should give directions to be followed in the space "Special Instructions".
- Parents will be expected to make provisions for taking sick children home. The Extended Day Program does not have facilities for transportation of children.

- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Program staff will act according to their best judgement for the welfare of the child.

Hygiene

Since this is a school-age situation, it is assumed that all students are toilet trained and can take care of themselves. However, we all know that occasionally “accidents happen” when dealing with children.

- If a child wets his clothes, the parent or guardian will be called to change him/her.
- If a child has a bowel movement in his clothes, the parent or guardian will be called to change him/her. The teachers will not be expected to clean the child.

Clothing

It is recommended that children who stay for more than an hour should bring sneakers to change into for outdoor activities. Girls should bring a pair of sweatpants to wear under their uniforms. Children should always have a jacket or sweatshirt with them. **All clothing should be clearly marked with the child’s name on it.**

Homework

Each day a homework period for grades 2 - 8 is scheduled with a staff member available for supervision. It is the child’s responsibility to acknowledge his/her assignment and then to use the resources available. The Extended Day Staff has no way of knowing what work, if any, has been assigned to which students. **Copying another student’s work or allowing another to copy one’s homework is considered cheating and will not be tolerated.** Any student with a cheating offense on record will forfeit his/her rights to any end-of-year awards and will not be eligible for election or continued membership in the National Junior Beta Club or Student Council. Repeated incidents of cheating may result in suspension and/or expulsion from the program.

Toys from Home

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the “sharing” values encouraged in our large family atmosphere. If a personal toy becomes a source of problems, it will be confiscated until the child leaves for home.

Termination

Extended Day Program services to the family and/or an individual child may be terminated by the Director, after consultation with the school principal. Such cancellation of services will be given by written notice, and for the following causes:

- Abuse of the Extended Day Program hours (chronic late pick ups),
- Non-payment of the Extended Day Program fees,
- Failure of the parent/guardian or child to respect the safety and rights of other individuals in the Extended Day Program,
- Repeated discipline offenses. Any violent behavior, to self or others, is subject to immediate termination.

Expectations for Children’s Behavior

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and facilities provided. They must **never** leave the building or grounds without explicit permission of the staff. Such permission will only be granted by order of the parent or guardian.

In order to respect the sisters’ privacy and the classroom areas in the building, students are not allowed to wander into the convent or classroom areas. They are restricted to those areas designated for the program.

A student who chooses to disregard the program's rules will not be allowed to continue in the program.

In order to maintain a professional atmosphere, we ask that all staff members be formally addressed as adults - that is, "Mr. Smith", "Mrs. Jones", or "Miss Brown". Informal use of staff members' first names by students is inappropriate in the school setting.

Snow Days

- When school is cancelled because of the weather, Extended Day services are automatically cancelled.
- When school is dismissed early because of the weather, Extended Day Program is also cancelled.
- Extended Day Program is cancelled for some early dismissal days, for example, the last day of school. It is held on other early dismissal days such as the day before Thanksgiving and the Art Fair. A memo will be sent home reminding parents.
- When there is a delayed opening of school because of the weather, Extended Day Program will open at 6:45 a.m.

Special Events

We will celebrate all holidays as the year progresses. Birthdays are celebrated once a month for all the birthday children of that month.

