

St. Augustine School
EXTENDED DAY HANDBOOK
2022-2023

Recognizing the demands placed on families and the challenges of finding good care around school hours, St. Augustine School's Extended Day Program offers a safe, supervised and nurturing environment for the children in our care.

Students currently enrolled at St. Augustine School may participate in the Extended Day Program. The Extended Day Program is a privilege not a right. It is expected that children and parents will abide by all rules and regulations set forth in this handbook.

HOURS & ENROLLMENT:

Nursery	12:00 – 3:00 PM	St. Julie Billiard House
Nursery – grade 8	7:00 - 8:30 AM / 3:00 – 5:00 PM	St. Augustine School Cafeteria

There are no Extended Day Programs during school vacations, holidays, or storm days. When there is a delayed opening, parents will be notified via an automated phone message from the school whether or not morning care will be available.

- Families must complete the Extended Day application and pay a \$50.00 per child non-refundable deposit, which will be charged through FACTS Management. The deposit will be applied to the first month's payment. FACTS will send an email as to the date of the withdrawal. Families will be notified if the requested days / hours are not available.
- Families must adhere to the schedule for which their child is enrolled and pick up accordingly.
- Families of students officially enrolled in the program may request additional days or hours if needed. All requests must be made in writing and forwarded to Donna Canning (dcanning@staugustineandover.org) for approval. Availability is not guaranteed. Requests will be reviewed between the business hours of 9:00 – 5:00 Mon – Fri (excluding days when school is closed). Any requests made after 5:00 pm will be reviewed on the next school day, and parents will have to find alternative care for next day needs.
- St. Augustine School does not hold seats for extended absences in the Extended Day program.
- Families of children who attend after school clubs, play rehearsals, and activities are still responsible for payment of extended day spots being held.
- Extended Day enrollment will not be allowed for temporary periods of time. (ie. Basketball Season, Clubs, etc.). Students must be permanently enrolled.
- Students who are not officially enrolled in the program may not attend Extended Day, with the exception of extenuating circumstances as approved by the Principal.
- ***A one-month notice is required for permanent changes to your child's schedule and/or withdrawal from the program. Please submit requests for schedule changes and/or withdrawal from the program in writing to dcanning@staugustineandover.org.***

The Extended Day Program is not a drop-off or drop-in program.

FEES AND BILLING:

FEES:

Morning Care: Flat fee of \$12.00 (per child) per morning

After School Care: \$10.00 per hour (per child) for any part of the hour

Late fee for pick up after 5:00 closing: \$15.00 per child

Families will be charged for an additional hour(s) if their children are picked up a quarter after the hour or later of their scheduled pick up time.

Families who apply for the Extended Day Program will be charged *a non-refundable deposit through their FACTS agreement. FACTS will send an email as to the date of the withdrawal.*

BILLING:

Monthly billing for the Extended Day Program is done through the FACTS Management automatic withdrawal system. **All families in the Extended Day program must sign up for Auto Pay for incidental expenses in their FACTS agreement.** Monthly charges are withdrawn through the FACTS account on the 20th of the month during the month before services are rendered. For example, September Extended Day charges will be withdrawn on August 20th, October Extended Day charges will be withdrawn on September 20th, etc. A statement of charges will be sent to families on a monthly basis and will indicate the amount which will be withdrawn through their FACTS agreement. In addition, a withdrawal notification email will be sent from FACTS Management to each family.

A \$10.00 fee will be charged from St. Augustine School for all FACTS payments returned for insufficient funds. In addition, there will be a \$30.00 insufficient funds fee charged by FACTS Management.

If an account is more than one month past due, the child(ren) may not attend until the balance is paid up to date.

Please note that once you commit to specific days/times, you will be charged for those days/times regardless of use (with the exception of school cancellations).

COMMUNICATIONS:

Parents may reach the staff of the Extended Day Program while in session by calling the **Nursery/PK Program at 978-783-3937 (3:00 – 5:00, M - F)** or the **Grade K – 8 Program at 978-475-2414 (3:00 – 5:00 PM, M - F).**

All scheduling and billing questions should be directed to Donna Canning at 978-475-2414 x47 or at dcanning@staugustineandover.org between the business hours of 9:00 AM and 5:00 PM Monday through Friday (excluding days when school is closed). All scheduling requests made after 5:00 PM on school business days will be reviewed on the next school day, and parents will have to find alternative care for any next day needs.

NO SCHOOL ANNOUNCEMENTS apply to the Extended Day Program and can be heard via an automated phone message from the school.

ABSENCE:

In the event of an absence from the Extended Day program, parents must submit notice in writing to the student's homeroom teacher and to the Extended Day staff. If a child is to be absent from school on a particular day, parents are to notify the school nurse's office on the day of the absence and ask the school nurse to inform the Extended Day staff.

RECORDS:

Each participating student is required to have a *Pupil Data and Emergency Information* form and *Parent/Guardian Agreement* form on file in the school. Extended Day Staff will obtain a copy of the *Pupil Data and Emergency Information* form from the school office. These confidential records, when not in use by staff, are secured in a file and will be shared only with those who have a legal right to know.

DAILY RELEASE:

Children will be released from the Extended Day Program only to parents or to individuals designated on the *Pupil Data and Emergency Information* form. Parents must come into the Extended Day Program to pick up their child and sign them out. **NO** student will be dismissed without proper authorization from the parent.

DISCIPLINARY CODES:

Every child is expected to abide by the rules of the Extended Day Program. Respect of all staff members, other students, and all property is expected. If a child disregards these expectations, the first action taken will be removing the child from the group for a time out period from 5-15 minutes. If the child does not respond to this action and the problem behavior persists, parents will be contacted. Should problems continue a second contact will be made and at that time the child may be dismissed from the program. Students are expected to adhere to the policies as stated in the Parent-Student Handbook.

EXTENDED DAY PROGRAM RULES:

1. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern, and to treat others in the same way.
2. Each child is expected to participate in all activities to the best of his/her abilities.
3. No child is to leave the supervision of the staff without expressed permission.
4. No foul language or profanity will be tolerated.
5. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
6. Running in the halls or down steps is dangerous and will not be permitted.
7. Each child will be expected to help clean up his/her toys or craft supplies and to generally maintain a clean environment.
8. Toys or other articles may not be brought from home without permission from the Program staff.

HEALTH AND SAFETY:

- No staff member in the Extended Day Program can dispense medications.
- Our school nurse will serve as nurse consultant to the Extended Day Program.
- Fire Drill exits are posted in the School and are reviewed regularly. Regular fire drills will be held throughout the year.
- Local authorities complete annual fire inspections.

EMERGENCY PROCEDURE:

In the event of an emergency, parents will be contacted by phone either at home or at work. If a parent cannot be reached, the individuals listed on the *Pupil Data and Emergency Information* form will be contacted. ***It is very important that the Extended Day Program staff be notified immediately of any change of phone numbers or emergency numbers during the course of the year.***

Should the facility need to be evacuated, students will follow the evacuation procedure for St. Augustine School. ***At no time will students be left unsupervised.***

NUTRITION:

Healthy snacks will be available to the students daily. If a child has food allergies, parents are required to notify the Extended Day Program supervisor. Healthy snacks may be sent with the child. Soda and high sugar snacks ***may not be sent.*** Children in the Nursery Program are to bring nutritional lunches packed in a bag or lunch box with an ice pack.

VISITORS:

St. Augustine School Extended Day Program has an open door policy with regard to parent visits. We reserve the right to regulate visits of those not participating in the program or those not directly associated with St. Augustine School.

AMENDMENTS TO HANDBOOK:

The St. Augustine Extended Day Program reserves the right to amend the Handbook for just cause. Parents will be promptly notified in writing if changes are made.

PARENT INVOLVEMENT PLAN:

Suggestions and recommendations from parents will be gratefully received. We ask that you put these suggestions in writing so that we will be able to take time to consider them. Suggestions may be made to the Extended Day teachers directly or they may sent to the school office addressed to Extended Day