



St. Alphonse

CATHOLIC SCHOOL

DISCOVERING STRENGTHS • CHALLENGING MINDS
IGNITING SPIRITS

Extended Day at St. Alphonse Catholic School

Parent Handbook 2021-2022

Mission Statement:

The mission of Extended Day at St. Alphonsus Catholic School (formally 3rd Base) is to meet the wide variety of student needs in a warm and nurturing atmosphere where students can exercise individual responsibility, social interests and be free in their choices to promote a healthy self-image. By emphasizing the development of social, emotional, physical and intellectual skills within a recreational setting, we enhance the quality of the students' life.

Philosophy:

Extended Day is an extension of St. Alphonsus Catholic School. Both provide a safe and nurturing environment.

Extended Day is run by a group of individuals who love children. The group is overseen by a coordinator who takes care of the business side of the program as well as assisting in providing quality child care. The coordinator works to ensure that quality care is being provided for all. This program is overseen by our Principal, Kari Staples.

Hours/Location:

Extended Day is available every day that school is in session. Hours for Extended Day are from 1:50 PM (when school is dismissed) until - 6:00 PM.

Extended Day is located in the cafeteria and the Extended Day office is located next to the cafeteria. Pickup for Extended Day is at door 9. Text or call 763-229-9659 from your car when you arrive at door 9. A staff member will walk with your student to meet you. Parents may stay in their car and students will walk to them.

Contact Information:

Extended Day Coordinator: Justin Ericson
extendedday@mystals.org
763-503-3386

Rates and Hours:

Families can use Extended Day with 3 options:

1. Contracted month for the rate of \$15.00/day
2. "Drop-In" basis of \$20.00/day
3. Pick Up between 2:30pm and 3:30pm, the rate is lowered to \$10.00/day (with a contracted monthly calendar)
4. Pick Up before 2:30pm, the rate is lowered to \$5.00/day (with a contracted monthly calendar)

Families who enroll 2 or more children in Extended Day will receive a Multi-Child Discount of 10%. Discount does not apply to "Drop In" students.

How to Register Each Month:

Each month a Commitment Calendar will be sent out to families for your child's next month of attendance. Commitment Calendars are due as soon as possible. Payment is due with the calendar. If you do not pay with the calendar, an invoice will be sent to you via your child's homeroom teacher. If you do not pay your invoice within 30 days, suspension from Extended Day will occur. If your balance goes past 2 months unpaid, your account will be sent to the Parish Business Administrator.

When you send in your commitment calendars, please consider sending a copy to your child's homeroom teacher. Always keep them aware of pick up plans!

Additional Notes about Fees and Registration:

- Parents who do not submit a Commitment Calendar but use the Extended Care program are considered Drop In Students and charged \$20 a day.
- Parents are asked to notify the school office no later than 1:00 PM if they choose to utilize the Extended Care program that day.
- Students not picked up by 2:00 from the office will be sent down to Extended Care and charged the Drop-In Rate of \$20
- If 5th-8th grade students are at a school sponsored event/activity, Extended Care will be available to younger siblings at the reduced rate of \$10.00/day.
- If a student is not picked up 15 minutes after a practice, game, or meeting, the student will be sent to Extended Day. The parent/guardian will be charged the drop-in rate of \$20 for care and any additional fees that Extended Day may charge if the student is not picked up by 6:00 P.M.
- Extended Day closes at 6:00 P.M. If the activity ends after 6:00 P.M. please refer to the athletic handbook for pickup policies.

**Additional fees will be charged if the students are not picked up by 6pm. You will be charged \$20 + \$1 a minute to be paid directly to the supervisor within 10 days. **

Absences:

Families who notify Extended Day more than 24 hours in advance of an absence will be credited for the day they are missing. Be sure to notify your child's homeroom teacher as well as the director (extendedday@mystals.org) of any changes to their calendar. Students who are gone due to illness will be given credit for the day, including siblings who might be absent.

Arrival and Departure Procedures

Upon arrival, a supervisor will “check in” the children. Attendance will be kept in a physical hard copy as well as electronically.

Upon departure, families must sign out your child (ren) on the list with the following:

1. Who is picking them up
2. Time of Pick Up.

The on-site supervisor will also keep track of who is picking the child up on their own list.

If you arrive to pick up your child after 6:00pm, you will be charged a late fee of \$20+\$1/minute/child due at the time they are picked up. Be prepared, we do not have money onsite to make change..

If the onsite supervisor can not get in contact with anyone listed on the Registration/release form after 6:30pm, proper authorities will be called.

Who Can Pick up Students:

Only those who are specified on the Registration/Release as an authorized pick up will be allowed to take your child(ren) from Extended Care. If a new person will be picking your child up PLEASE alert the supervisor or director as soon as possible. The new person picking up should be prepared to show ID as proof.

In the case of a custody battle or a custodial parent being denied visitation, St. Alphonsus Catholic School will need a copy of any police or court decisions. We will keep these with discretion and only supervisors who need to know will be alerted.

Withdrawal:

Families who withdraw their children from the program must inform the director no later than the 15th of the month before. Families who notify the director after this day will be responsible for that month’s tuition.

Snacks:

One nutritional snack provided by St. Alphonsus will be served at 2:00.

Homework Policy:

Extended Day requires at least 30 minutes of homework/quiet reading time. If your child has no homework, they still need to respect the rest of the students who are working quietly. There are books for all levels of readers. If your child hasn’t completed their homework in the allotted time, they will have a quiet area in the Extended Day office to finish if they would like to do so. 5-8th graders may only use their Chromebooks to do homework. If there is misuse of Chromebooks, disciplinary actions will follow.

After school Activities:

If your child has an after school activity (sports, staying late with a teacher, clubs) they should first come down to Extended Care and check in with the supervisor to ensure their safety. You can also let the director know ahead of time..

If your child has an activity that starts later, they will be allowed to go no earlier than 10 minutes prior to the start of their activity. Again, please email the director ahead of time to let them know of any schedule changes.

Uniforms:

Extended Day enforces the St. Alphonsus Catholic School dress code. Children are not allowed to change out of their uniforms while at Extended Day. If your child has a sporting event, he or she may change 10 minutes prior to the event. If they are going to a sports event before coming to Extended Day, they may stay in their sport clothes as long as they are school appropriate. Please label your child's clothing (outdoor clothes, sweaters etc) as many things are often left behind downstairs.

Additional Personal Property:

Extended Care is NOT responsible for your child's personal property. Children who bring in cards, games, and other toys are responsible for their own personal property. If your child loses, misplaces or breaks something that he/she brought down, we are not responsible. There will be no trading/exchanging cards at school.

Movies:

Occasionally, there will be a movie shown after school (rated G or PG at director's discretion). A movie may be used as an alternative to outside play or the gym due to rain/extreme cold/no gym space to use.

Emergencies, Accidents, Illnesses and Medications:

Extended Care coordinates fire and tornado drills in accordance with school and licensing policies. In the event of a fire, children will be lined up, a head count taken, a final sweep performed, and the children will be led out into the parking lot by the business offices. Please refer to school emergency policies for additional information.

In the event of a tornado, children will be escorted into the Extended Day office where a headcount will be taken. Teachers will monitor via television, radio or internet or wait for further instruction. Please refer to the school emergency policies for additional information.

In the event of a blizzard, families will be notified if we need to close early. Families will need to make immediate arrangements to pick their child up. No child will ever be left unattended; children will remain in staff care until an authorized pick-up has arrived to pick up the child.

Facility Areas:

Students are made aware of the boundaries for the after school program. Children will never enter the kitchen, back storage areas, or go upstairs without a staff member's explicit consent. Children who fail to follow these guidelines or choose to go past the physical boundaries set for them will be subject to discipline by the director. Additionally, children who continually break these boundaries will be subject to a meeting with the director and school principal to decide a plan of action which may include suspension from the program. Inside, our main play area is the cafeteria. We try to reserve the main Extended Day office for students to quietly finish homework. There are some shelves in the room with games and activities.

Outdoor Play:

At Extended Day, students will be outside for 30 to 60 minutes depending on the weather. Extended Day will go outside unless it is raining, the air temperature is less than 0 or the feels like temperature is less than -10. Proper clothing is expected. See chart for expectations.

When snow is on the ground, students must have boots to play outside. Students must have their snow stuff to play in the snow. Staying inside is not an option, so it is necessary to bring proper clothing. The school playground complex is the primary location of our outdoor play. All students have access to the equipment cart. Students in 3rd-8th grade are allowed to play in the baseball/soccer fields. All students may play on the blacktop area with equipment but must be in view of the supervisor at all times.

Temperature	
70s	No jacket required
60s	No jacket required, think about sweatshirt
48-59 degrees	Sweatshirt/Jacket required, think about gloves/hat
32- 47 degrees	Jacket required, hats and gloves suggested, if snow on the ground, hats, gloves, snow pants, and, boots required
32 and colder	Jacket, hats, gloves required, if snow, boots and snow pants also required.

Student Expectations:

At Extended Day, we are a part of a Catholic community. We expect students to conduct themselves in an appropriate fashion respecting staff members, themselves, and others. Students who exhibit persistent unacceptable behaviors will be subject to discipline by the director. Also, the school principal will be notified of the incidents and parents will need to meet with the director and principal to discuss a plan of action. If a plan is not reached or does not resolve the issue, the child may be subject to suspension or expulsion from the program.

Family Expectations:

At Extended Day, we need family support and cooperation to ensure the best care for each child. Families are expected to communicate any needs or concerns about their child prior to the child's first day of attendance.

Families are also expected to register their children and fill out the required forms prior to their child coming to Extended Day.

Families are expected to fill out and return the monthly attendance calendar by the due date listed with a payment attached. Families who fail to adhere to this policy will be charged the drop in rate for every day your child is present at Extended Day that month.

Families are expected to communicate pick up plans with each other. St. Alphonsus is not responsible for a family's lack of communication.

Families are expected to enforce and adhere to these rules as they are written and updated. Families who fail to do so will be subject to a meeting with the Director and Principal. Families who do not adhere to the guidelines are subject to withdraw from the program.

Billing and Invoices:

Families will receive a monthly invoice showing the amount due or any credits that you may have.

Your child's tuition is due with the commitment calendar each month. Sign out sheets will be reviewed twice a month. Fees and credits will be applied after the review. Families are to maintain a good financial standing within Extended Day to participate in school activities.

If you have any questions, please contact the Extended Day director.