

Extended Day Program Handbook

2012-2013



“Where Faith and Knowledge Meet”

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Procedures

- Pack your child an extra snack & drink if he/she is to be in the Extended Day Program (EDP). Snacks for EDP can be purchased in the Cafeteria at snack time or lunch time. No snack cart is available after school, please do NOT send candy or soda to school with your child
- Students from Pre-K to Grade 4 who go directly to the EDP are signed in & billed from 3:00 (12:00 on early dismissal days). Students from Grades 5 to 8 who go directly to the EDP are signed in & billed from 3:15 (12:15 on an early dismissal days).
- If students remain on campus to participate in an after-school activity that begins later than 3:00 pm, the student must stay in the extended day program. Students may not leave the teacher or the area for any reason without permission from the person in charge. Scout leaders and coaches are responsible for signing out students from the EDP for meetings or practices. At the conclusion of any team practice/meeting, students must be signed back into the program, if the parent is not on time to pick up from practice/meeting and you will be charged accordingly.
- Homework time is offered in EDP but completion of homework cannot be enforced by the staff member. Getting homework done is a personal agreement between you and your child and it is your child's responsibility to do the homework when the time is allotted.
- **ALL STUDENTS MUST BE SIGNED OUT** by an authorized individual. There are no exceptions to this policy! Do not call ahead to ask that your child be sent to the gate. Please come to the gate, ring the bell and you will be let in to come to the classroom to sign out your child.
- The EDP staff has a copy of your child's classroom pickup list that you submitted at registration. If someone attempts to pick up who is not on your pick-up list, he/she will not be released until you send authorization IN WRITING to the school office before 3:00 pm - fax #727-1181. If a student is to be picked up by someone who is not on the pick-up list, written notification must be sent to the School Office by 3:00 pm. The Office will inform the staff and a picture I.D. will be required.
- The EDP is not available on National and School Holidays. However, the program is available on teacher in-service days and early dismissal days (please check your school calendar). In order to plan staffing, the administration will need to know, in advance, if your child will need EDP services on these days. The program will be offered if ten students sign up to participate at least one

week prior to the in-service date. Please let your EDP caretaker know at least the week before teacher in-service days if you will be needing services.

Billing

NEW: Invoices will be e-mailed to you unless otherwise noted on the EDP registration form. **INVOICES ARE TO BE PAID UPON RECEIPT.** If your account becomes delinquent by 1 month, you will be asked to find alternative after school care arrangements for your child.

If you have questions about a charge, you may request a copy of the sign out sheet you sign when you pick your child up from care. This must be done within 30 days of receipt of the bill. Bills that are exceedingly overdue may be charged late fees.

The extended day program hours are 3:00-6:00 pm ONLY.

Any student picked up after 6:00 pm will be charged a late fee of \$ 1.00 per minute for every minute they are late past 6:00 pm. This fee is payable directly to the staff member who stayed with the student and is due at the time of pickup. If not paid at that time, the late charges will be added to that week's invoice. As well, a signed acknowledgement of the late pick up must be done at the time of pick up.

Discipline & Behavior

The goal of all discipline is self-discipline, creating a wholesome sense of what is appropriate and what is inappropriate behavior. Students are taught to make choices based on what is good for the school community.

The following is a list of general guidelines, by which all students are expected to abide:

1. Respect yourself and every other person regardless of age or position.
2. Kind words are very important. Offensive language will not be tolerated.
3. Always tell the truth.
4. Keep hands & feet to oneself. If you are having a problem with another student, tell the staff member in charge. Do not try to handle the situation yourself.
5. Play fairly and encourage one another in games and activities. Invite all classmates to participate.
6. Respect school property, especially inside the classrooms. Students should not touch anything on someone else's desk for any reason. Rooms must be picked up and tidied as the day goes on - this is everyone's responsibility.
7. Safety first is our motto. Use swings correctly or you lose the privilege. You may not carry objects that are or could be used as weapons, i.e. sticks, mulch. You

may not throw sand or mulch. Stay away from the fence that borders the playgrounds, especially when a dog is present in the neighboring yard. If a stray animal happens to come on campus, do not touch them or run toward them; contact the staff member immediately.

8. Complete uniforms must be worn at all times while on school grounds. No sneakers with drop down wheels are permitted on campus.
9. Any student found on campus, unattended, will be sent and signed into EDP and charged accordingly. No child is to be unattended while on campus.

Disciplinary Consequences

When a rule is broken or a behavior unacceptable, disciplinary actions taken are minor in nature and are enforced by the staff as follows:

1. A verbal warning is given.
2. Loss of recess time and a written paragraph may be assigned. The paragraph will explain why the student misbehaved and should be signed by the student and given to the staff member.
3. A disciplinary note stating the problem will be sent home to be signed by a parent and returned the following day.
4. If a second note is sent home, signed by a parent & returned to school. A conference with the parent will be set up and a detention may be given.
5. If a third note goes home from EDP the student's privileges may be revoked and you will be asked to make other arrangements for your child's after care.

ST. JOSEPH CATHOLIC SCHOOL

EXTENDED DAY PROGRAM

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Respect and cooperation are vital to making any program successful. Parents and children are expected to abide by the guidelines accordingly.

We have read this policy. We understand and agree to these rules and procedures.

Family Name: _____

Date: _____

Parent Signature(s): _____

Student Signature(s): _____

Return this page to your Homeroom Teacher

<Date>