



EXTENDED DAY HANDBOOK

School Advisory Council Approved 11/30/2017

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation for the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect all students to follow reasonable rules and not violate rights of others.

VISION

Graduates of St. Anthony Catholic School will be engaged Catholic Christians, and responsible members of their community, for the service of their families, church, and communities.

MISSION

To provide a safe, secure and well balanced program that allows children the opportunity to actively participate in an enriching, recreational and nurturing environment.

ABOUT EXTENDED DAY

St. Anthony School's Extended Day program provides care for St. Anthony Catholic School students from 4-years-old to 6th grade. The program offers the children engaging opportunities which allow the children to develop their interests and skills. Children will also have the chance to spend time on homework, read and enjoy free time.

STAFF CONTACT INFORMATION

An experienced care-giver with knowledge of working with children oversees Extended Day. The individual is here to guide your child spiritually and cognitively in a fun, relaxed environment.

If you need to reach the staff during or after school, please call the school office at (806) 364-1952

HOURS and DATES OF OPERATION

4K After School Care: 12:35 – 5:15PM

5K - 6th Grade Afterschool Care: 3:35 – 5:15PM

The program will operate on school days when school is in session.

Extended Day will NOT open on the following days:

- Last day of school before Christmas Break, December 21, 2017.
- Holy Thursday, March 29, 2018.
- Last Day of the School Year, May 25, 2018.

When St. Anthony Catholic School is closed, Extended Day will also be closed. In the event that Hereford Independent School District is closed due to weather or other emergency conditions, Saint Anthony Catholic School will also close.

FEES AND PAYMENT POLICY

Extended Day Fees are billed at the end of each month through FACTS Tuition Management as an “incidental expense” or through direct billing from school office.

Please make all extended day fee payments to FACTS or St. Anthony Catholic School. Any payments turned into the office or classroom teachers must be marked Extended Day on the memo line.

Extended Day Rates:

4K: \$12.00/day*

5K – 6th Grade: \$8.00/day*

Late Pickup: \$1.00/minute after 5:15 PM.

ENROLLMENT and REGISTRATION

Fill out all registration material, in full, and return to school, or mail to:
St. Anthony Catholic School, 120 W. Park, Hereford, TX 79045.

Indicate on the registration form, which days your child will be attending the program.

It is the responsibility of parents to keep enrollment records current including home phone and address, place of employment, business phone and address, emergency contact phone numbers, immunization records, and contract hours.

In addition, persons authorized to sign your child out of the program must be listed and kept current.

Updates at the school office do not automatically update your child's information at Extended Day. Parents must update our records in addition to the schools.

WITHDRAWAL POLICY

Any outstanding balance must be paid at the time of withdrawal.

EARLY OUT DAYS

One Monday every month in session, St. Anthony Catholic School will have early out days, releasing at 2:15 PM. On early out days, Extended Day will operate under normal operating hours.

LATE PICK-UP

Any authorized person picking up a child after 5:15 PM will be charged a late fee of **\$1.00 per minute per child**.

If a child is picked up late excessively, it is the right of the program to discontinue service. Once the parent is notified of such circumstances they will have 5 days to find alternate care for the child.

At 5:30 pm, if a child has not yet been picked up, the teachers on duty will make all attempts to contact the child's parents/guardians, if the parents cannot be contacted and the parents have not contacted the program, the staff will start calling authorized people on the enrollment form to pick up the child. At 5:45 pm if all attempts have been made to notify all emergency contact, the police will be called and the child will be turned over to their custody.

SIGN-IN/SIGN-OUT PROCEDURES

There will be a sign out sheet so parents/guardians are asked to come to the classroom to pick up their children. We will only release the child to the adult(s), for whom written authorization has been given, which is maintained in the child's file. Parents/guardians should notify the staff in writing whenever someone other than a parent/guardian will be picking up the child. The staff will check the photo ID of anyone unknown to them who is picking up a child even though the parent/guardian has given their permission: this policy is designed to protect the children.

Teacher will make sure all students are signed out by a parent/guardian. If a parent/guardian forgets to sign out but was seen picking up the student by a teacher, then the teacher on duty will note on sign out sheet that the student was picked up by parent.

ABSENCES

If a child becomes ill while in school or will be home ill for the day, please inform us if your child will not be attending our program that day.

DISCIPLINE AND EXPECTATIONS

The same expectations for behavior at school are the same for the Extended Day. **Please read all behavior guidelines in Parent/Student Handbook.** All behavior guidelines, discipline codes and definition of terms are stated in the St. Anthony Catholic School Parent/Student Handbook under "Discipline Policy".

HOMEWORK

Each afternoon a homework/quiet period is scheduled, with the staff available to provide assistance. It is the child's responsibility to acknowledge his/her assignments and then to pursue the resources available. The staff does not know what work, if any, has been assigned to the student.

ACCESS TO TEACHER'S ROOMS

The Extended Day staff cannot unlock any teacher's rooms to allow your child to get forgotten assignments, clothing etc.

PARENT COMMUNICATION

All parent communication for Extended Day will be through the principal's weekly newsletter, notes home, and Flocknote©. Please check your family folders for any information regarding the program.

PERSONAL BELONGINGS and MONEY

Each child is responsible for their own personal belongings. Extended Day is not responsible for any lost or broken belongings. Parents should not allow items to come to Extended Day/ school that are irreplaceable. If a child has money, he/she must keep it in their backpack and he/she is responsible for it at all times.

SNACK

Snack will be provided every day for the children. If a child would like additional snack, he/she may bring a snack from home. We do not encourage children bringing candy to eat for snack.

SPECIAL ACTIVITIES

There will be some occasions that we may have special activities, such as a nature walk, special guests, etc. Parents/guardians will be informed of the special activity in advanced. Parents/guardians may be required to sign a permission form depending on the special activity so that their child will be able to participate.

TELEVISION VIEWING AND VIDEOS

There will be occasional age appropriate television viewing or an occasional age appropriate video.

WEATHER

We do go outside as part of our program. Please provide appropriate clothing for the current weather. We will not subject your child to extreme hot or cold weather.

SUNSCREEN

The program will provide sunscreen. If you wish your child to wear sunscreen, a permission slip must be signed. If you would like for your child to wear a specific sunscreen, please send in a bottle with your name clearly labeled.

RADIOS, HEADSETS, IPODS, OR OTHER ELECTRONIC EQUIPMENT

These devices may be used with the permission of the teacher/director on duty during appropriate times. Use of these electronic items is the responsibility of the child.

TRANSPORTATION

It is the responsibility of the parents/guardians to transport their child to and from Extended Day.

MEDICAL CONDITIONS

Please advise us of any medical conditions that your child may have.

VISITORS

All visitors, including parents and volunteers, must check in with the teacher of Extended Day in addition to the school office. There is a visitor sign in/sign out sheet located in the school office.

EMERGENCIES

The program follows the school's procedures for emergencies such as tornadoes, earthquakes, fires, etc. The children have practice drills so they will learn the proper procedures.

Please sign the form found on the attached page and return with registration forms to the school office.

ST. ANTHONY CATHOLIC SCHOOL EXTENDED DAY

Acknowledgement of Electronic Distribution

My child and I are responsible for reading, understanding, and abiding by the St. Anthony Catholic School Parent/Student AND Extended Day Handbooks, which includes the Student Code of Conduct.

My child and I have been offered the option to receive a paper copy or to electronically access via email or at www.stanthonysaints.com.

I have chosen to:

_____ Receive a paper copy of the SACS Extended Day Handbook.

_____ Accept responsibility for accessing the Parent/Student Handbook via email or by visiting the web address listed above.

I have read, understand, and agree to abide by the St. Anthony Parent/Student and Extended Day Handbooks for the 2017-18 School Year. I understand that my child will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Code of Conduct. I understand that the Student code of Conduct governs all behavior at Extended Day. If you have any questions, we encourage you to ask for an explanation from faculty, staff, or Principal.

PARENT/GUARDIAN NAME (PLEASE PRINT)

PARENT/GUARDIAN SIGNATURE

_____ DATE _____