

SFA EXTENDED DAY PROGRAM HANDBOOK 2017-2018



IMPORTANT PHONE NUMBERS

**EXTENDED DAY PROGRAM CELL PHONE
(781)424-6100**

**SCHOOL
(781)848-0842 x10 (Front Office)**

2017-2018 EDP Director: Julianna Gratta

REGISTRATION

Registration is ongoing. You may select different days each week that your child will need to use the program. The registration form must be filled out and returned to school **weekly**. This form must be handed in to the classroom teacher or main office no later than Friday morning, the week before your child will attend the program. If there is an additional day the following week you would like to register your child for, you may sign them up in the morning at the front office. Payment for an extra day is due at time of pick up.

HOURS AND FEES

THE EXTENDED DAY PROGRAM IS AVAILABLE: MONDAY – FRIDAY

Daily Rate (2:00P.M. - 6:00P.M.) **Early Dismissal** (11:30A.M. or 12:00P.M. - 6:00P.M.)

1 Child- \$25 per day

2 Children- \$40 per day

3 Children- \$50 per day

1 Child- \$35 per day

2 Children- \$50 per day

3 Children- \$60 per day

A \$10.00 per day rate will be charged if a child is picked up before 3 P.M.

THE BEFORE SCHOOL PROGRAM IS AVAILABLE: MONDAY-FRIDAY

Daily Rate (7:00AM – 7:40AM)

1 Child - \$10 per day

2 or More Children - \$15 per day

EDP will be in operation on all full and half days that SFA is in session with the EXCEPTIONS of the following days:

Wednesday, November 22nd (11:30am dismissal)

Wednesday, December 20th (Christmas Concert, 12pm dismissal)

Friday, December 22nd (11:30am dismissal)

Last Day of School (To Be Determined)

LATE PICKUP POLICY

If you pick up your child after 6:00 P.M., you will be charged a late fee of \$15.00 for the first 10 minutes and a dollar per minute after that. The late fee must be paid before your child may return to the Extended Day Program. If you are late (pick up after 6pm) more than **3** times, that **will** result in your child/children being suspended from the program for one week **without a refund or credit**. Being late a **5th** time may result in your child/children being expelled from the program.

PAYMENTS

Payments are to be made to the staff no later than the Friday morning of the week your child will be attending. If your payments **are not up to date**, your child **will not** be allowed to attend the program.

Saint Francis of Assisi School is committed to supporting program families throughout the after school program experience. If at any time you have billing-related questions, concerns, or need to discuss a plan for payments, please contact Ms. Gratta.

CREDITS

If there is an adjustment to your child's schedule, please inform both Ms. Gratta and your child's classroom teacher in writing (via note or email) of the change.

If you know in advance that there are changes in your child's schedule, please let a staff member know and we can arrange for your child(ren) to attend another day that week if needed. Otherwise, you may use the credit the next time your child attends the program. If a child is absent from school or dismissed due to illness, then the credit will be given the next day that the child is in school and attending the Extended Day Program.

EMERGENCY FORMS AND PICK UP

We ask that each parent/guardian provide us with a list of emergency names and phone numbers (Emergency Contact form is available online) for themselves and any family member or person who has permission to pick up your child(ren). If for any reason, someone other than a parent/guardian will be picking up your child(ren), you must send a written note with your permission to release your child to that particular person. We will **not** release your child without written consent from a parent/guardian. We ask that anyone picking up your child(ren) have picture identification (including parents themselves and those on your emergency pick up list); if there is no identification, we are unable to release your child to this person.

When picking up your child, please come to the front door of the school. You will gain access to the building by ringing the bell. Please be patient when waiting for the door to be answered, as only Extended Day Program staff is permitted to let parent/guardians in the building. Parents/guardians must sign children out of program daily. If the program is elsewhere in the building or outside, we will leave a sign on the door to notify parents of our location.

INCLEMENT WEATHER POLICY

EDP is committed to ensuring the safety of SFA students, families, and staff. To that end, in the event of a snow emergency in the greater Boston area or early school closing in Braintree, the Extended Day Program will close by 4pm or may be cancelled entirely in an emergency situation. Parents will be notified of early closure of the program via Connect Ed or phone call/email from the Program Director. We ask that parents make alternate pickup arrangements for students in the event of a snow emergency if they must remain at work. Thank you in advance for your support in guaranteeing the safety of the

SFA community. Please don't hesitate to contact Ms. Gratta with any questions about this policy.

HOMEWORK/ACTIVITIES

There is not a homework policy at the Extended Day Program. We do offer time every day for children to do homework (approximately 2:30-4:00pm or 2:00-3:30pm) and will do our best to help children complete all of their assignments but we are not responsible for finishing homework with any child. If a child has not completed their work by 4:00pm, we may go outside or do another activity which may result in their needing to finish assignments at home.

SNACK AND LUNCH

Snack time is scheduled once a day and will take place sometime between 2:00-3:30pm. We will be sure to keep gluten-free, as well as peanut and tree nut free, items in stock but if your child has special dietary needs or you prefer to keep an eye on what they are eating, you are most welcome to send them with a separate snack. If you know your child(ren) are going to stay late into the day and may be hungry, please send them with additional snacks. Staff will not be permitted to give out additional snacks late in the day but children may help themselves to anything in their own lunch box. Plain crackers will be provided in case of emergency.

On half days it is the parent's responsibility to provide lunch. On some occasions, we may order a special lunch and a small fee may be requested at that time. We also may plan a trip to the Yogurt Bar or McDonald's on a nice day, at which time we will ask for parents to send \$5.00 if their child will participate.

CLOTHING

Children may bring a change of clothes if wanted and may change after snacktime upon receiving permission from a teacher. They must be able to change themselves, as legally, staff members may not assist children in changing clothes. Please be aware that clothes sent in may get dirty due to outside play or arts and crafts.

All preschool and kindergarten-aged students are required to have a full change of clothes including socks, pants, underwear, and shirt placed in a labeled gallon Ziplock bag. **Please change out these clothes as frequently as possible or when the season changes.**

POTTY TRAINING POLICY

In order for students to attend the Extended Day Program, your child must be independent in taking care of all of their individual bathroom needs. As stated in our Preschool Handbook:

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet, and get to the toilet in a timely manner without having "potty accidents."

- Children must be able to get on and off the toilet without assistance from an adult.
- Children must be able to pull pants up and down on their own.

We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

GAMES AND TOYS FROM HOME

Toys, games, and electronics from home will not be allowed at Extended Day for the 2017-2018 school year. If children bring toys or games from home, they will be held by the Extended Day teachers until the end of the day and returned to parents upon pick up. Please do not hesitate to contact Ms. Gratta with any questions about this policy. For older children, cell phones must be kept in their backpack and turned off at all times.

HEALTH CARE POLICY & EMERGENCIES

If your child has any medical concerns, i.e. asthma, allergies, or other needs, please make this known to the staff and complete the attached medical addendum. Any child who has an epi-pen or inhaler should have one on-site with our school nurse at all times, which will be transferred to the Extended Day program on days that your child attends EDP. Unfortunately, medications cannot be administered by the staff. However, all staff members have been trained to use an Epi-pen and they may administer it in case of an emergency.

It is important that each family has a reliable back-up care or emergency contact person for those times when your child cannot attend EDP due to illness. Some of these times may include:

- If your child vomits or has an episode of diarrhea while at EDP, s/he cannot stay in school. You will be notified to come and pick up your child.
- For less severe medical conditions (stomach aches, headaches, cold symptoms, etc.), the child will be isolated from the group under teacher supervision.

SPECIAL TREATS/SCHEDULE CHANGES

Often at the program for special occasions or after earning a treat with awesome group behavior for several days, children will make a “special snack” that they can help make themselves. This could include dirt cups, popsicles, cupcakes, cake pops, trail mix, etc. In order to participate, children must have a signed permission form to take part in food activities (please see attached form). On occasion, we may take the children to French’s Common after school; if we do so, we will leave a sign on the door notifying parents. If you are picking up your child during that time, you may come directly to French’s Common to sign them out.

We also may take other special trips such as McDonald’s or Yogurt Bar (permission slip also attached for special outings) and will notify parents in advance on days we will do so. We also may bring in special programs to do fun activities with the children such as

yoga, pottery, etc. and have attached permission slips for them to participate in special activities as well.

BEHAVIOR MANAGEMENT

The Extended Day Program is designed to meet the needs of each child as an individual while assuring the safety of the group as a whole. When behavior problems occur, a staff member will discuss the problem with the child and will remove the child from the group briefly, if the situation warrants this action. In most cases a time-out (for 2-5) minutes will be given, depending on the child and the nature of the issue. In more serious situations, (for example, children endangering themselves or others) a child may have a time out for more than five minutes.

Our individual behavior system from last year will stay in place, as it was helpful for children and staff to have a visual reminder of daily behavior. We will form our EDP Rules at the beginning of the year together with the children and they will be posted visibly. We will also have a “traveling behavior chart” (that can accompany us to multiple locations); each child will have a clothespin with their name clipped onto the chart. The chart will have four levels: “Blue” for awesome behavior (i.e. going out of your way to help a friend or volunteering to do something without asking for a reward); “Green” for good behavior (i.e. no more than one warning about making good choices for the day); “Yellow” (i.e. needed 2-3 warnings about behavior that day and had to be given one time-out); and “Red” (i.e. something serious happened that may have included breaking rules, unsafe behavior, or multiple timeouts for disrespect). If a child reaches the “Red” or “Yellow” levels, an incident report will be filled out and a parent/guardian will be informed of the incidents at pickup time.

If a child reaches the “Red” Zone three times in one month, they will be suspended from the program for one week and a parent conference will be held. Continued behavior problems may result in expulsion from the program. If a child reaches the “Blue Zone” for doing something helpful, they will receive a prize as a reward!

Our group behavior system will revolve around earning star stickers for “star behavior”. The children will be permitted to collectively earn a star each day to place on our star poster, and will also be allowed to add a star if their own behavior was fantastic (i.e. cleaning up without being asked or being kind to another student). They will be able to earn rewards such as group outings, or a new toy or art supply for the program, when they earn a certain number of stickers.

A child may be suspended from the program at any time for any of the following behaviors: injuring another child, staff member or themselves; verbal harassment of other children or staff; repeated disruption of the orderly operation of the program; consistent need for one on one attention; non-payment of fees; refusal to meet with program staff, or any other unacceptable behaviors as determined by program staff.

In most cases, a parent will receive a warning that a child’s behavior may result in suspension or expulsion. However, exceptions can be made in the case of serious safety

concerns. By making our expectations clear to the children, the staff hopes to minimize behavior problems. In some cases, the program may no longer be beneficial to the child. The school Principal and EDP Directors reserve the right to ask a parent to adjust the child's schedule or withdraw from the program.

The School administration reserves the right to make changes to the handbook throughout the Extended Day program year. The full cooperation of parents/guardians is always appreciated.

I have read and understand the following guidelines for The SFA Extended Day Program 2017-2018 and agree to follow them. I have also relayed these guidelines to my child/children and they are aware of the rules they must follow.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Excursion Permission for Extended Day Program 2017-18

I hereby give my child _____ permission to walk to French's Common, McDonald's, and the Yogurt Bar with the St. Francis of Assisi Extended Day Program Staff during the 2017-18 Extended Day Program. We may walk to French's Common from time to time earlier in the afternoon but will leave a sign on the door notifying parents so that they may pick up children from there. We will walk to McDonald's and Yogurt Bar on special occasions, upon which we will notify parents in advance.

Parent/Guardian Name:

Parent/ Guardian Signature:

Date: _____

St. Francis of

Accredited by the NEASC
Commission on
Independent Schools



Assisi School

850 Washington Street
Braintree, MA 02184
(781) 848-0842 • Fax: (781) 356-5309
www.sfab.org

Extended Day Program 2017-18 Food Activity Permission Slip

I hereby give my child, _____,
permission to participate in any and all activities involving food run by the
St. Francis of Assisi Extended Day Program. If I decide to change my
consent at any time during the 2017-18 school year, I will inform the EDP
staff by written notice.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Please initial below if your child has a food restriction and is unable to participate in any or all
activities involving food:

_____ I do NOT permit my child to participate in ANY food-related activities during the SFA
Extended Day Program.

_____ My child has the following food restriction:

They may participate in any activities that do not include that particular food.

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Special Activity Permission for Extended Day Program 2017-18

I hereby give my child _____ permission to participate in any special programs or activities held at Extended Day (such as yoga, archery, pottery, etc.) during the 2017-18 school year. I understand that these programs may be led by someone other than EDP teachers but that EDP teachers will always be present during activities. EDP will notify parents prior to the days when these activities will be held.

Parent/Guardian Name:

Parent/ Guardian Signature:

Date: _____

_____ I do NOT permit my child to participate in ANY additional programming during the SFA Extended Day Program.

_____ My child has the following restriction:

_____. He/she may participate in activities that do not involve that restriction.

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EXTENDED DAY HANDBOOK MEDICAL ADDENDUM

Name of Child or Children: _____

Child's Current Medications (specify if child has an inhaler or epi-pen):

Please list all known Allergies:

Does your child have any restrictions to physical activity? YES ___ NO ___

If yes, please elaborate on below lines.

If your child has a chronic condition that requires an epi-pen, inhaler or other continuous medication, describe signs of distress:

Please describe any measures staff members can take to assist child in distress (i.e. water, snack, etc.).

I hereby acknowledge my awareness that there will not be a certified nurse on-staff at the SFA Extended Day Program after 2:30pm. I further permit the staff at SFA Extended Day Program to administer medical treatment (epi-pen **ONLY**) or authorize emergency medical treatment for my child in the event that I cannot be reached in an emergency.

Signature: _____

Date: _____

CHILD WITH INHALER ONLY:

I acknowledge that my child is aware of the proper way to administer their medication if necessary. I acknowledge my awareness that EDP staff members are unable to administer inhalers.

In the event of an asthma attack, the following measures should be taken (please specify inhaler dosage and if any assistance is needed):

Parent Signature: _____

Date:

CHILD WITH DIABETES ONLY:

I acknowledge that my child is aware of the proper way to administer their medication if necessary. I acknowledge my awareness that EDP staff members are unable to administer medication.

In the event of low blood sugar (student will notify staff of feeling low or levels registering low), the following measures should be taken:

*Give student glucose tablets or juice box and snack

*Call parent and inform of situation

*Student will re-check levels in 15 minutes

*If levels have not changed, call parent again and pick up early.

Parent Signature: _____ **Date:** _____