

St. Augustine School

EXTENDED DAY HANDBOOK

2026 - 2027

Recognizing the demands placed on families and the challenges of securing quality care outside of school hours, St. Augustine School's Extended Day Program provides a safe, supervised, and nurturing environment for the children in our care.

Students currently enrolled at St. Augustine School are eligible to participate in the Extended Day Program. Participation in the program is considered a privilege, not a right. It is expected that both children and parents will adhere to all rules and regulations outlined in this handbook.

HOURS & ENROLLMENT:

The Extended Day Program is available for students in Nursery through Grade 8.

Hours: 7:00–8:30 AM and 3:00–5:00 PM.

All sessions are held in the St. Augustine School Cafeteria.

There are no Extended Day programs during school vacations, holidays, or snow days. In the event of a delayed school opening, morning care will not be available. Credits will not be issued for unexpected or unplanned closures (e.g., snow days, emergency closures, etc.).

- Families must complete the Extended Day application and pay a \$50.00 non-refundable deposit per child, which will be charged through FACTS Management. The deposit will be applied to the first month's payment. FACTS will notify families via email of the scheduled withdrawal date. Families will be notified if the requested days or hours are not available.
- Families are expected to adhere to their child's enrolled schedule and pick up accordingly.
- St. Augustine School does not hold seats in the Extended Day Program during extended absences.
- Families of children participating in after-school clubs, play rehearsals, or other activities remain responsible for payment for their reserved Extended Day spots.
- Extended Day enrollment is not available for temporary or short-term periods (e.g., basketball season, clubs, etc.). Students must be enrolled on a permanent basis.
- Students who are not officially enrolled in the program are not permitted to attend Extended Day.
- **A one-month notice is required for permanent changes to your child's schedule and/or withdrawal from the program. Please submit all requests for schedule changes and/or withdrawal in writing to fnentis@staugustineandover.org.**

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

FEES AND BILLING:

FEES:

Morning Care: Flat fee of \$15.00 per child, per morning

After School Care: \$13.00 per child, per hour (any part of an hour is billed as a full hour)

Late fee for pick up is \$25.00 for each 15 min late.

Families will be charged for an additional hour if their child is picked up at 15 minutes after the hour or later than their scheduled pick-up time. Continued late pick-ups on a 4:00 PM schedule may result in a permanent schedule change to 5:00 PM.

BILLING:

Monthly billing for the Extended Day Program is processed through the FACTS Management automatic withdrawal system. ***All families enrolled in the Extended Day Program are required to enroll in Auto Pay for incidental expenses through their FACTS agreement.***

Monthly charges are withdrawn from FACTS accounts on the 20th of the month prior to the month services are rendered. For example, September charges are withdrawn on August 20th, October charges are withdrawn on September 20th, and so on.

A monthly statement of charges will be sent to families outlining the amount to be withdrawn through their FACTS agreement. In addition, FACTS Management will send a separate email notification prior to each scheduled withdrawal.

A \$20.00 fee will be charged by St. Augustine School for all FACTS payments returned due to insufficient funds. In addition, FACTS Management will assess a separate returned payment fee.

If an account is past due, the child(ren) may not attend the Extended Day Program until the balance is brought current.

Please note that once you commit to specific days and times, you will be charged for those days and times regardless of attendance.

COMMUNICATIONS:

Parents may reach the staff of the Extended Day Program while in session by calling: 617-870-1007.

All scheduling and billing questions should be directed to [Fay Nentis at 617-586-5179 or fnentis@staugustineandover.org](mailto:FayNentis@staugustineandover.org).

ABSENCE:

In the event of an absence from the Extended Day Program, parents must notify the student's homeroom teacher and also email Fay Nentis at fnentis@staugustineandover.org.

If a child will be absent from school on a given day, parents should follow the school's standard absence procedures.

DAILY RELEASE:

Children will be released from the Extended Day Program only to parents or to individuals listed on the approved pick-up list. Parents must enter the Extended Day Program to pick up their child and sign them out. **NO** student will be dismissed without proper authorization from a parent or guardian.

DISCIPLINARY CODES:

Every child is expected to abide by the rules of the Extended Day Program. Respect for all staff members, other students, and school property is required at all times.

If a child does not meet these expectations, the first step will be a time-out period of 5–15 minutes away from the group. If the behavior continues, parents and administration will be contacted. Should the behavior persist after a second contact, the child may be dismissed from the program.

Students are expected to adhere to all policies outlined in the Parent-Student Handbook.

EXTENDED DAY PROGRAM RULES:

1. Each child is unique and valuable; therefore, all children are expected to be treated with respect, love, and concern, and to treat others in the same manner.
2. Each child is expected to participate in all activities to the best of their ability.
3. No child may leave staff supervision without express permission.
4. Foul language or profanity will not be tolerated.
5. Biting, pinching, hitting, kicking, or any form of physical harm toward others will not be tolerated.
6. Running in halls or on stairs is dangerous and is not permitted.
7. Each child is expected to help clean up toys, craft supplies, and maintain a clean environment.
8. Toys or other items may not be brought from home without permission from program staff.

HEALTH AND SAFETY:

- No staff member in the Extended Day Program may dispense medications.
- The school nurse serves as the nurse consultant to the Extended Day Program.
- Fire drill exit routes are posted throughout the school and are reviewed regularly. Fire drills are conducted throughout the year in accordance with school safety procedures.
- Local authorities conduct annual fire inspections.
- In the event of an emergency, staff will follow all school-wide emergency and evacuation procedures.
- Parents/guardians will be contacted in the event of illness, injury, or any situation requiring immediate attention.
- Students must be free of fever, vomiting, or contagious symptoms in order to attend the program. If a child becomes ill during Extended Day, parents will be contacted for immediate pick-up.
- All allergies and medical conditions must be clearly documented with the school nurse and Extended Day staff. Emergency information must be kept up to date at all times.

EMERGENCY PROCEDURE:

In the event of an emergency, parents will be contacted by phone at home or at work. If a parent cannot be reached, the emergency contacts listed on the student's record will be notified. It is essential that Extended Day staff are informed immediately of any changes to phone numbers or emergency contact information throughout the year.

In the event the facility must be evacuated, students will follow the established evacuation procedures for St. Augustine School. At no time will students be left unsupervised.

NUTRITION:

Healthy snacks will be provided to students daily. If a child has food allergies, parents are required to notify the Extended Day Program supervisor.

Parents may also send additional healthy snacks with their child. Soda and high-sugar snacks are not permitted.

Children in the Nursery Program must bring a nutritious lunch packed in a lunch bag or lunch box with an ice pack.

AMENDMENTS TO HANDBOOK:

While the Handbook is subject to annual review, the administration reserves the right to amend the Extended Day Handbook at any time. Parents will be notified in writing of any changes in a timely manner.

PARENT INVOLVEMENT PLAN:

Suggestions and recommendations from parents are welcomed and appreciated. Parents are asked to submit all suggestions in writing so they may be given appropriate consideration. Suggestions may be shared directly with Extended Day staff or emailed to Fay Nentis at fnentis@staugustineandover.org.

The Extended Day Program is reserved for enrolled students and authorized individuals only.