



SAINT AUGUSTINE SCHOOL

WISDOM ~ INTEGRITY ~ RESPECT ~ EXCELLENCE ~ DEVOTION

Dear Parents,

Recognizing the demands placed on families and the challenges of finding good care around school hours, St. Augustine School's Extended Day Program offers a safe and nurturing environment for those few hours when schedules overlap. We are currently accepting applications for the Nursery and Nursery - 8 Extended Day programs.

The Extended Day Program for *half day* Nursery students is Mon. - Fri., 12:00-3:00. We offer extended hours for those half day students who need additional hours not offered in the regular tuition offering. The cost for the afternoon Nursery/Pre-K Extended Day Program is \$9.00 an hour.

The Extended Day Program for nursery through eighth grade students is Mon.-Fri., 7:00-8:30 and/or 3:00-6:00 and is held in the school cafeteria. There is a flat fee of \$10.00 a day for before school (7:00-8:30 a.m.), which includes breakfast. The cost for after school care (3:00-6:00 p.m.) is \$9.00 an hour.

Extended Day is provided only on days when school is in session. There is no Extended Day on holidays or vacations. On half days, morning care (7:00-8:30 a.m.) will be offered but there will be no care in the afternoon.

On the enclosed form, you will be asked to indicate the days and times that you are requesting care. Due to demand, we can only accommodate regularly requested days. Please note that once you commit to specific days/times, you will be charged for those days/times regardless of use (with the exception of school cancellations).

Please complete the attached form and return it in an envelope marked "Extended Day Attn: Donna Canning" to the main school office ***as soon as possible, but by no later than May 15, 2019***. Once received, a \$50.00 deposit will be withdrawn through your FACTS account. This fee will be deducted from your September 2019 bill. FACTS will send you an e-mail as to the date of the withdrawal. ***All students will be accepted into the program on a first come-first serve basis.***

The Extended Day Handbook is also included in this mailing. Please take the time to read it over carefully. Kindly complete and return the Parent/Guardian Agreement along with your application.

Please call 978-475-2414, Ext. 47 or e-mail me at dcanning@staugustineandover.org with any questions.

Sincerely,

Donna Canning
Tuition Manager

**ST. AUGUSTINE SCHOOL EXTENDED DAY PROGRAM APPLICATION
2019/2020**

Student(s): _____ **Grade (2019/2020)** _____

Address: _____

Street

City/Town

Zip

Start Date: _____

<u>Nursery</u> (half day Students)	<u>Days</u>	<u>Pick-Up Time (Circle One)</u>		
	Monday	1:00	2:00	3:00
	Tuesday	1:00	2:00	3:00
	Wednesday	1:00	2:00	3:00
	Thursday	1:00	2:00	3:00
	Friday	1:00	2:00	3:00

<u>Nursery</u> <u>through</u> <u>Grade 8</u>	<u>Days</u>	<u>Morning Program</u>	<u>Pick-Up Time(Circle One)</u>		
	Monday	AM	4:00	5:00	6:00
	Tuesday	AM	4:00	5:00	6:00
	Wednesday	AM	4:00	5:00	6:00
	Thursday	AM	4:00	5:00	6:00
	Friday	AM	4:00	5:00	6:00

Parent Signature

Tel. #

Date

A \$50.00 *per child* application fee will be withdrawn through your FACTS account once the application is received. You will receive an e-mail from FACTS with the exact date of the withdrawal.

St. Augustine School Extended Day Program
PARENT/GUARDIAN AGREEMENT
2019-2020

(1) I/We have read and agree to be governed by the St. Augustine Extended Day Program Handbook.

(2) I hereby give my consent, in the event of a medical emergency when I cannot be contacted, for the Extended Day staff to obtain whatever treatment may be deemed necessary for

Student's Name

Date of Birth

Student's Name

Date of Birth

Student's Name

Date of Birth

This authorization includes my consent for the above-mentioned child to receive treatment in a medical emergency situation as stated on the *Pupil Data and Emergency Form* in any hospital emergency department.

I hereby give my authorization for emergency medical treatment as outlined above.

I have read and agree to be governed by the St. Augustine Extended Day Program Handbook.

Parent/Guardian

Date

Parent/Guardian

Date

**St. Augustine School Extended Day
2019-2020 Emergency Contact Information**

Child's Name(s) _____ Birthdate: _____
_____ Birthdate: _____
_____ Birthdate: _____

Parent/Guardian Name: _____

Cell #: _____ Work# _____ Home# _____

Email: _____

Parent/Guardian Name: _____

Cell #: _____ Work# _____ Home# _____

Email: _____

Emergency Contacts if parent/guardian can't be reached

Name/Relationship _____

Phone _____

Name/Relationship _____

Phone _____

Name/Relationship _____

Phone _____

Please list any additional adults allowed to pick up your child from Afterschool Care (ID will be req'd)

Name/Relationship _____

Name/Relationship _____

Name/Relationship _____

Name/Relationship _____

Please list all allergies below*:

*Please note that the afterschool staff does not have access to medications in the nurses office.

We therefore recommend providing the afterschool program with medications as well.

(ex: EPI Pen, benadryl)

St. Augustine School

EXTENDED DAY HANDBOOK

2019-2020

Recognizing the demands placed on families and the challenges of finding good care around school hours, St. Augustine School's Extended Day Program offers a safe, supervised and nurturing environment for the children in our care.

Students currently enrolled at St. Augustine School may participate in the Extended Day Program. The Extended Day Program is a privilege not a right. It is expected that children will abide by all rules and regulations set forth in this handbook.

HOURS:

Nursery	12:00 – 3:00 PM	St. Julie Billiard House
Nursery – grade 8	7:00 - 8:30 AM / 3:00 – 6:00 PM	St. Augustine School Cafeteria

There are no Extended Day Programs during school vacations, holidays, or storm days. When there is a delayed opening, parents will be notified via an automated phone message from the school whether or not morning care will be available.

Families must adhere to the schedule for which their child is enrolled and pick up accordingly. Families of students officially enrolled in the program may request additional days or hours if needed. All requests must be made in writing and forwarded to Donna Canning (dcanning@staugustineandover.org) for approval. St. Augustine School does not hold seats for extended absences in the Extended Day program. Families of children who attend after school clubs are still responsible for payment of extended day spots being held.

The Extended Day Program is not a drop-off or drop-in program. Students who are not officially enrolled in the program may not attend Extended Day, with the exception of extenuating circumstances as approved by the Principal.

FEES AND BILLING:

The Extended Day Morning Care has a flat fee of \$10.00/morning. The fee for the afternoon Extended Day programs is \$9.00/hour per child for any part of the hour. There is a \$10 fee per child for pick-up after 6 PM. Families will be charged for an additional hour(s) if their children are picked up a quarter after the hour or later of their scheduled pick up time.

Families who apply for the Extended Day Program will be charged *a non-refundable application fee through their FACTS agreement. FACTS will send an e-mail as to the date of the withdrawal.*

Monthly billing for the Extended Day Program is done through the FACTS Management automatic withdrawal system. All monthly charges are withdrawn from the FACTS account on the 20th of the month during the month prior to services. For example, September Extended Day charges will be withdrawn on August 20th, October Extended Day charges will be withdrawn on September 20th, etc. A statement of charges will be sent to families on a monthly basis and will indicate the amount which will be withdrawn from their FACTS account. In addition, a withdrawal notification e-mail will be sent from FACTS Management to each family. A \$10.00 fee will be charged from St. Augustine School for all FACTS payments returned for insufficient funds. In addition, there will be a \$30.00 insufficient funds fee charged by FACTS Management.

FEES AND BILLING (Cont.):

Extended Day fees will be withdrawn through the same FACTS account that is used for tuition.

If an account is more than one month past due, the child(ren) may not attend until the balance is paid up to date.

Please note that once you commit to specific days/times, you will be charged for those days/times regardless of use (with the exception of school cancellations). *A one-month notice is required for permanent changes to your child's schedule and/or withdrawal from the program. Please submit requests for schedule changes and/or withdrawal from the program in writing to Donna Canning at dcanning@staugustineandover.org . **The Extended Day Program is not a drop-in program.***

COMMUNICATIONS:

Parents may reach the Extended Day Program while in session by calling the **Nursery Program at 978-783-3937 (12:00 – 3:00, M - F)** or the **Nursery – 8 Program at 978-719-3678 (3:00 – 6:00 PM, M - F)**. *Please forward all Extended Day scheduling and billing questions to Donna Canning at dcanning@staugustineandover.org .*

NO SCHOOL ANNOUNCEMENTS apply to the Extended Day Program and can be heard via *an automated phone message from the school* and on local television and radio stations.

Communication from parents regarding changes in a child's daily schedule must be submitted in writing and sent to the student's homeroom teacher and to the Extended Day staff. If a child is to be absent for any reason, parents are to notify the school nurse's office on the day of the absence and ask the school nurse to inform the Extended Day staff.

RECORDS:

Each participating student is required to have a *Pupil Data and Emergency Information* form and *Parent/Guardian Agreement* form on file in the school. Extended Day Staff will obtain a copy of the *Pupil Data and Emergency Information* form from the school office. These confidential records, when not in use by staff, are secured in a file and will be shared only with those who have a legal right to know.

DAILY RELEASE:

Children will be released from the Extended Day Program only to parents or to individuals designated on the *Pupil Data and Emergency Information* form. Parents must come into the Extended Day Program to pick up their child and sign them out. **NO** student will be dismissed without proper authorization from the parent.

DISCIPLINARY CODES:

Every child is expected to abide by the rules of the Extended Day Program. Respect of all staff members, other students, and all property is expected. If a child disregards these expectations, the first action taken will be removing the child from the group for a time out period from 5-15 minutes. If the child does not respond to this action and the problem behavior persists, parents will be contacted. Should problems continue a second contact will be made and at that time the child may be dismissed from the program. Students are expected to adhere to the policies as stated in the Parent-Student Handbook.

EXTENDED DAY PROGRAM RULES:

1. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern, and to treat others in the same way.
2. Each child is expected to participate in all activities to the best of his/her abilities.
3. No child is to leave the supervision of the staff without expressed permission.
4. No foul language or profanity will be tolerated.
5. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
6. Running in the halls or down steps is dangerous and will not be permitted.
7. Each child will be expected to help clean up his/her toys or craft supplies and to generally maintain a clean environment.
8. Toys or other articles may not be brought from home without permission from the Program staff.

HEALTH AND SAFETY:

- No staff member in the Extended Day Program can dispense medications.
- Our school nurse will serve as nurse consultant to the Extended Day Program.
- Fire Drill exits are posted in the School and are reviewed regularly. Regular fire drills will be held throughout the year.
- Local authorities complete annual fire inspections.

EMERGENCY PROCEDURE:

In the event of an emergency, parents will be contacted by phone either at home or at work. If a parent cannot be reached, the individuals listed on the *Pupil Data and Emergency Information* form will be contacted. ***It is very important that the Extended Day Program staff be notified immediately of any change of phone numbers or emergency numbers during the course of the year.***

Should the facility need to be evacuated, students will follow the evacuation procedure for St. Augustine School. ***At no time will students be left unsupervised.***

NUTRITION:

Healthy snacks will be available to the students daily. If a child has food allergies, parents are required to notify the Extended Day Program supervisor. Healthy snacks may be sent with the child. Soda and high sugar snacks *may not be sent*. Children in the Nursery/Pre K Program are to bring nutritional lunches packed in a bag or lunch box with an ice pack.

VISITORS:

St. Augustine School Extended Day Program has an open door policy with regard to parent visits. We reserve the right to regulate visits of those not participating in the program or those not directly associated with St. Augustine School.

AMENDMENTS TO HANDBOOK:

The St. Augustine Extended Day Program reserves the right to amend the Handbook for just cause. Parents will be promptly notified in writing if changes are made.

PARENT INVOLVEMENT PLAN:

Suggestions and recommendations from parents will be gratefully received. We ask that you put these suggestions in writing so that we will be able to take time to consider them. Suggestions may be made to the Extended Day teachers directly or they may sent to the school office addressed to Extended Day