

# St. Luke School Extension Program Handbook

## 2011-2012

PLEASE READ THOROUGHLY



# **ST. LUKE CATHOLIC SCHOOL EXTENSION PROGRAM 2011-2012**

## **PHILOSOPHY OF THE PROGRAM**

The purpose of this program is to function as a bridge between school hours and time at home; it will provide a nurturing, secure environment for students between the time when school ends at 3:05 and 5:45 p.m.

We believe each child is special and plan to meet individual, specific needs by providing a variety of activities and opportunities. Each child is regarded as a valuable, contributing member of the community.

Within this atmosphere of loving and caring, our students are able to develop to their fullest potential. Through these efforts, with the cooperation of the parents, the St. Luke School Extension Program will provide quality care for children as they continue their lifelong process of learning.

## **GENERAL GOALS OF THE PROGRAM**

1. A safe setting will be provided in which the children can actively learn through discovery and curiosity.
2. Each child will be given individual attention and activities appropriate for his/her age level and interest.
3. Friendships will be encouraged and promoted.
4. Conflicts will be approached from a loving, Christian perspective.
5. Opportunities for quiet time and homework will be available.
6. Students will develop cooperative skills.
7. Students will develop problem-solving skills.
8. The program will provide adequate supervision and adult intervention whenever necessary while maintaining an atmosphere of fun and relaxation.

## **HOURS OF OPERATION**

The Extension Program will operate from 3:05 p.m. until 5:45 p.m. every day that school is in session. We will be closed during school holidays and any day that school is not in session.

## **REGISTRATION AND FEES - REGISTRATION**

A \$40.00 registration fee per child (\$100 maximum per family) is required to reserve a space in the Extension Program. You may enroll your child for any number of days as long as space is available. Priority for admission will be given to full time students first and then to those attending periodically.

## **FEES**

<u>Full time:</u>	\$47.25 per week	(1 <sup>st</sup> child)
	\$84.00 per week	(two children)
	\$118.75 per week	(three children)-maximum/family

**Families are charged only when their child(ren) are in attendance at Extension.**

<u>Part time:</u>	\$10.00 per day - 4 or fewer days
	\$ 6.00 per hour (irregular attendees)

## **LATE FEES**

A fee of \$2.00 per minute per child will be charged for children consistently picked up after 5:45 p.m. This fee is due in cash when you arrive to pick up your child(ren).

## **BILLING/PAYMENT PROCEDURE**

Parents will be billed weekly. The week will run Monday through Friday. Bills will be in the family folder on the following Tuesday OR Wednesday afternoon. Payment is due by Friday of the same week. Please make checks payable to St. Luke Extension.

## **DISCIPLINE**

The Extension Program operates on a basic premise of courtesy and respect for God, others and ourselves. We have simple rules that must be followed in order for all the children to be able to relax and have a good time. Every effort will be made to ensure the physical safety and mental well-being of each child. The following situations will not be tolerated:

1. Disrespect for staff members and other students.
2. Endangerment of self or others.
3. Damage to St. Luke Parish property.
4. Dishonesty, be it theft or deception.

This kind of behavior will result in an incident report or disciplinary notice, which will be signed by the staff member, director, student, parent and principal of St. Luke School. Any student who accumulates three incident reports or disciplinary notices will be expelled from the program. The director reserves the right to expel any student from the program who commits a severe infraction of the program's or St. Luke School's rules as outlined in the school handbook. The director reserves the right to suspend any student based on his or her behavior after consulting with the principal.

## **SNACKS**

Children are welcome to bring their own snacks from home for after school. They may also bring a drink. Tap water is always available.

The Extension Program will be selling snacks after school Monday through Friday. Students who participate in after-school activities will be given the opportunity to purchase a snack or eat a snack brought from home. The various snacks and drinks sell for \$.50 each. Snacks will be billed with the childcare fees. Limits may be set by you and will be enforced. Please designate the limit on the return signature form.

If your child is on a special diet, please be sure to inform the Extension staff. We cannot meet every child's dietary needs. Please pack your child a snack if possible.

## HEALTH CONCERNS

In cases that appear to be of a minor nature, First Aid will be administered on the premises. Medication will not be administered by any member of the Extension Program Staff unless a signed permission slip is on file; all medications will be given in the office. In cases that appear serious, the Program Director will make every effort to contact the parent and carry out the instructions as given on the Emergency Medical Authorization Form.

**Children who have allergies that require the use of an EpiPen must have paperwork and medication which will be kept with the Extension Program.**

In cases where a child becomes ill, a parent or someone designated on the information sheet will be contacted to come to take the child home. Children should be without a fever for twenty-four hours before returning. If your child has a communicable disease, we must see a doctor's verification stating that the child is no longer contagious.

If your child is absent during the school day, he/she may NOT attend the Extension Program for that day.

## CLOTHING CONSIDERATIONS

Your child will be participating in a variety of activities that may include going outside or to the gym for physical playtime. Please be sure your child has the appropriate outerwear for the weather. If you wish to send a change of clothing, you may do so. Please be sure to label all clothing items. **Students will not be able to participate in outdoor activities without the proper outerwear.**

## EMERGENCY CLOSINGS

In bad weather, the Beavercreek Public Schools may make the decision to dismiss school early. Announcements will be made on various radio stations as well as TV 2, 7, and 22, as well as thru the St. Luke One Call Now system (**be sure to notify Mrs. Sutton in the school office if you wish to be put on the Extension "One Call Now" list**). If St. Luke School is closed, the Extension Program will also be closed.

**IF STUDENTS ARE DISMISSED FROM SCHOOL EARLY DUE TO BAD WEATHER, THE EXTENSION PROGRAM WILL OPEN AND REMAIN OPEN UNTIL THE TIME COMMUNICATED THRU THE "ONE CALL NOW" MESSAGE**

## OTHER SUGGESTIONS

1. Please notify us immediately of changes in address, employment, and emergency telephone numbers.
2. Feel free to visit the Extension Program at any time.
3. Please arrange a conference if you have concerns regarding your child.
4. If you have any questions or concerns, please discuss them with the program director.

## **PICK UP PROCEDURES AND PARKING**

We ask that parents park in the parking lot behind the school. Students are to be picked up in the Social Center. If an occasion should arise where someone other than yourself will be picking up your child, we must be notified in advance, preferably by written note. Identification will be required of all persons picking up your child. Students must be signed out when picked up. Students will be escorted from the playground or gym when the parent arrives. All students are to meet their parents in the Social Center to be dismissed.

## **CONTACT INFORMATION**

To contact Barb at Extension:

Before 2:30, please call: 426-8345

After 2:30: 657-8624 (school) or 279-7223 (personal)

e-mail: barbs.baskets@gmail.com

**PLEASE SIGN AND RETURN THE BOTTOM PORTION OF THIS PAGE AT YOUR EARLIEST CONVENIENCE. THANK YOU!**

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I/we have read the St. Luke Extension Program handbook and understand that acceptance of the policies described is a prerequisite for allowing my child(ren) to be a part of the Extension Program. If there is no limit designated on this form (below), we will assume there is no limit to the number of snacks your child purchases each day.

**I WOULD LIKE MY CHILD/REN'S SNACK LIMIT (PER DAY) TO BE: \_\_\_\_\_ (\$ .50 EACH). SNACKS WILL BE CHARGED WITH THE WEEKLY FEES.**

\_\_\_\_ MY CHILD(REN) IS/ARE TO COMPLETE HIS/HER HOMEWORK BEFORE PLAYING OR TV TIME.

\_\_\_\_ PLEASE PROVIDE BONUS HOMEWORK FOR MY CHILD(REN): \_\_\_\_ MATH FACTS, \_\_\_\_ HANDWRITING PRACTICE, \_\_\_\_ OTHER \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date