

**ST PATRICK**



**CATHOLIC  
SCHOOL**

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**Extended Day Program  
2018-2019**

## St. Patrick Catholic School Extended Day Program

The Extended Day Program at St. Patrick Catholic School is a service available for children enrolled in St. Patrick Catholic School. Open each day, the Extended Day Program provides professional care, supervision, recreation and enrichment activities. It serves families who desire supplementary care in a Christian environment.

The professionally operated program allows children to experience a diversity of growth activities within a Christian environment with planned activities to compliment the philosophy and value systems of the school and family. The program aims to provide individual attention, security, consistency and fair treatment for all children. The program also provides a time to work on homework with teacher supervision and resource materials available.

The Extended Day Program is staffed by a highly qualified director and extended day employees. All Extended Day employees are trained in CPR and basic first aid.

All families participating in the Extended Day program are required to complete a written application.

### **Days and hours of operation:**

The Extended Day Program will operate during the regular school year.

Early Care: (no fee is charged for early care)	
PreK 3 & PreK 4	7:40 am – 9:00 am
K-8 <sup>th</sup> grade	7:00 am – 7:40 am
After School Care:	
PreK 3-8 <sup>th</sup> grade	2:50 pm – 6:00 pm

On early dismissal days, the program will begin after school dismissal. The program does not operate on regular school holidays, including Teacher-In-Service days, Labor Day, Thanksgiving holidays, Christmas holidays, Spring Break, Easter Break, Memorial Day, and the last day of school.

### **Contact information:**

To leave a message for the program director during school hours please call the school office at 214-348-8070 or email Mrs. Lucido, the program director at [amylucido@spsdallas.org](mailto:amylucido@spsdallas.org)

To contact Extended Day directly during its hours of operation please call 214-348-4848

### **Extended Day Sign up:**

PreK 3 – Kinder parents and students in grades 1-8 sign up for Extended Day each morning in their homeroom using the green sign-up sheets. At dismissal time, teachers in grades Pre-K through 5<sup>th</sup> escort students to Extended day and students in grades 6-8 proceed to Extended Day at dismissal. An Extended Day staff member then checks in each student to the program for the day.

Any 1<sup>st</sup>-5<sup>th</sup> grade student who is not picked up from school by 3:30 pm is escorted to Extended Day and checked into the program. Parents sign these children out of Extended Day after 3:30 pm and are charged the Extended Day fee. Any 6<sup>th</sup>-8<sup>th</sup> grade student who is not picked up by 3:45 pm is escorted

to Extended Day and checked into the program. Parents sign these children out of Extended Day after 3:45 pm and are charged the Extended Day fee.

### **Extended Day for pre-school students:**

Pre-school morning care is offered for those who need it at no additional fee. The hours are from 7:40 am – 9:00 am. Children must be walked in and taken to their classroom by 7:55 am.

After-school care for early childhood students is held in the pod classrooms and is separate from the program for the older students. Students are given snacks and are supervised by staff members in each room. Three and four year olds enrolled in Extended Day must be independent and mature enough to attend after school care with minimal need for behavior modification. If a child is not emotionally ready to attend Extended Day care, the parent will be notified and alternative arrangements for the child's care will be required.

### **Special provisions and procedures:**

#### **Emergencies and Safety**

With the child's safety and well being in mind, the following procedures will be observed:

1. Parent or guardian must maintain an updated emergency form for their child/children with the school office.
2. Only authorized persons may pick up child/children. Child/children must be signed out by an adult at pick-up.

#### **Illness/Accident**

1. In case of a minor injury, first aid will be administered. Medication will not be administered by mouth unless a written statement from a physician detailing method, amount, and time schedule, and written statement from parent or guardian authorizing the staff to assist a child in taking such medication are available.
2. In cases which appear serious, the director will make an effort to carry out the instructions as given on the emergency form. If the instructions cannot be followed at the time of the emergency, the director will act according to the best judgment for the welfare of the child.
3. Parents are expected to make provisions for taking sick children home.

#### **Snacks:**

A nutritious snack will be provided each day.

#### **Fees for late pick up:**

Staff members are employed only until 6:00 P.M. A penalty fee for late pick-up will begin at 6:01 P.M. The late pick up fee is \$5 per every five minutes a parent/guardian is late. The fee will be billed to the family FACTS incidental account.

#### **Homework:**

Monday through Thursday Extended Day will offer an opportunity for students to work on their homework. There is a mandatory homework time on these days from 3:30 to 4 pm for 1<sup>st</sup> to 4<sup>th</sup> grade and from 4:00 to 4:30 for students in 5<sup>th</sup> through 8<sup>th</sup> grade. The homework room in the pod will remain open, as staffing is appropriate, until 5:30 for students to complete their homework. If a student does not have homework, or a parent prefers them to work on their homework at home, they may draw, color, read, or work on dot to dots. In other words, work on a quiet activity. All students are asked

to respect their fellow students by doing their part in creating an environment that is conducive to homework.

At 4:00 pm the outside will open for play for 1<sup>st</sup> – 4<sup>th</sup> graders and 4:30 pm for 5<sup>th</sup> – 8<sup>th</sup> graders. Students have the opportunity to continue working on their homework or to play outside. It is encouraged for parents to discuss with their students their expectations of homework.

In addition, the school day ends when students and teachers leave their classrooms at the end of the day. Extended Day Staff are not able to access the classrooms. Please work with your student to develop a routine to remember what they need to bring home. If assistance is needed, please seek advice from your student's teacher.

### **Extended Day technology policy:**

#### **Phones:**

SPS currently has a no cell phone policy on campus. This applies to extended day since it is a program of SPS.

At Extended Day, all phones must stay in student's backpacks and there is an "Extended Day Phone" available for all to use. If a student chooses to take his or her phone out of his or her backpack, a warning will be given and the student will be instructed to return the phone to his or her backpack. If, after this warning a student takes a cell phone out of his or her back pack, he or she will turn the phone into the Extended Day Director. The Extended Day Director will lock the phone in a safe spot each day the student is at Extended Day for a period of 1 quarter. If there are less than 3 weeks left in the quarter, the Extended Day Director will lock the student's phone in a safe place for the next quarter.

When the student is picked up, the Extended Day Director will give the student his or her phone to take home.

#### **Use of school computers/tablets:**

Surfaces are a privilege. To assist with the completion of homework, students in grades 6<sup>th</sup> to 8<sup>th</sup> grade will be able to utilize the Surface Cart when adequate supervision is available. The Surfaces are available to be used for homework only. If a student chooses to use the Surface for another use, they will lose the privilege of using a Surface at Extended Day for the rest of the quarter. If there are less than 3 weeks left in the quarter, the student will lose the privilege of using the Surface in Extended Day for the next quarter. Surfaces will be signed in and out each day by the supervising Extended Day staff member.

#### **Absences:**

If it is known in advance that a child will be absent from the program for any amount of time, the director should be notified by the parent.

If a child is absent from school, the director will be notified of the child's absence by the school office. However, if a child is in attendance during the regular school day but will not attend the Extended Day Program for the day, the director should be notified by the parent. Messages for the director may be left with the school office until 3:00 P.M.

**Pick up and sign out**

All children must be picked up by a parent or other adults as indicated on the emergency form. Please enter the middle doors of the Walnut Hill entrance to the school. If an adult besides the parents and who is not on the emergency pick up list is to sign out a student, the parent is required to send written notice to the school office of such. The school office will add this adult to the emergency form and pick up list. We will check their driver's license to compare names.

Parents and guardians are required to sign their students out of the program daily. Students may not sign themselves out of extended day. It is important for us to know your child is safely with you.

Please check cubbies daily for your child's belongings.

**Extended Day fees:**

Please find the current Extended Day Fees Schedule on the school website, [spsdallas.org](http://spsdallas.org)

**Withdrawal:**

If a parent or guardian withdraws a child from the Extended Day Program, the director should be notified.