

2018-2019

St. Bernard Extended Day Program



Dr. Anthony Merante,

School Principal and Extended Day Director

amerante@stbpggh.org

Mrs. Diane Veri, Administrator

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Ext Day Room Phone: 412-440-2687

Ext Day Room hours: 2:30 – 6:00 PM

School Office Phone: 412-341-5444 x 204

School Office hours 8:00 – 3:30 PM

St. Bernard School Extended Day Program

Dear Parents,

August 2018

St. Bernard School Extended Day Program will be available again this year, from 3:00 – 6:00 PM, for our children enrolled **full-time** in 4 year Pre-K through eighth grade. Flexibility is important to us and the program is available for every day noted on the Extended Day Attendance Calendar. Your child(ren) are welcome to attend for the complete three hours or less, daily or on an as needed basis.

Our goal is to provide a safe, convenient, affordable, Catholic Christian extended day environment. Students will have the opportunity to work on homework, relax, and participate in recreational and enrichment activities. Our program is supervised by certified St. Bernard staff, all under the direction of the school principal.

The fees for the Saint Bernard Extended Day Program are as follows per family:

- \$ 8.00 per hour for one child
- \$ 10.00 per hour for two children
- \$ 12.00 per hour for three or more children

- St. Bernard School students K-8 are dismissed at 2:50 PM. Pre-School Students at 2:30 PM. All K-8 students registered for Extended Day will be walked to the Extended Day room at 2:50 PM.
- Pre-School students registered for Extended Day will remain in their classroom till 2:50 then walked down to the Extended Day Room by a teacher or classroom aide.
- If a parent is delayed picking up their student after school, the student **WILL NOT** be sent to Extended day. Parents will pick the student up at the school office. Only students registered for Extended Day are permitted to attend.

To participate in the Extended Day program, you need to complete:

- **1. REGISTRATION/AUTHORIZATION & EMERGENCY INFORMATION**
- **2. GUIDELINES AND AGREEMENT PERMISSION SLIP**
- **3. AFTER-SCHOOL PROGRAM ATTENDANCE CALENDAR**

To register your child for the 2018 – 2019 school year Extended Day Program, complete the 2 forms and return them to the school office **before the first day of school.**

Even if you are considering using the program only occasionally, please complete and return the registration and permission forms so that if the need arises, we will have the necessary emergency and authorization information on hand for your child. Your child **cannot attend** the Extended Day Program without completion of the registration form, including 2-3 emergency contacts.

We look forward to offering a successful Extended Day Program that will meet the needs of our school families.

Sincerely,

Dr. Anthony Merante

Dr. Anthony Merante
Principal

Mrs. Diane Veri

Mrs. Diane Veri
Extended Day Administrator

ST. BERNARD EXTENDED DAY PROGRAM AGREEMENT AND GUIDELINES

1. I will complete and submit the Extended Day Attendance calendar each month by the due date. (Calendars can be picked up at the Extended Day Room and also be found on the school website).
2. I understand that I will be billed at the beginning of the month, for the previous month's usage. I also understand that payment must be submitted by the due date listed on the invoice.
3. I understand that services can be suspended for lack of payment, discipline problems, and violation of any school handbook policies. The Extended Day program is considered an extension of the St. Bernard School day.
4. I understand that the Extended Day Program **family fee schedule** is as follows:
All fees are charged for the full hour, no discounts for half or quarter hours.

\$8.00 for one child per hour
\$10.00 for two children per hour
\$12.00 for three or more children per hour

5. I will pick up my child(ren) no later than 6:00pm. After 6:00 pm, an additional \$25 fee will be charged. The late fee will be assessed accordingly and be a part of my bill. The school principal will be notified if any child(ren) are not picked up by 6:15 p.m. At such time, appropriate steps/precautions will be in place. If no approved adult can be located by 6:30 p.m., additional steps will be taken.

Being late to pick up your child(ren), without notifying the director as to your whereabouts and E.T.A., can eliminate your child(ren) from the Extended Day Program.

6. I will complete the enclosed Registration form and return to school, including all emergency information and return it to school prior to the first day of school.
7. I will come into the Extended Day area to pick up my child. *Please use the lower parking lot and the Library entrance door. The doorbell, for admittance, is to the right of the doors.*
8. I will sign into the Extended Day Attendance calendar each time I pick up my child(ren).
9. The Extended Day Program will be available for every **full day** of school (Exceptions will be noted on the monthly calendar). There is **NO EXTENDED DAY SERVICE ON HALF-DAYS.**
10. I understand that if the school dismisses early due to inclement weather, the Extended Day Program will be cancelled. If school does not dismiss early but the weather deteriorates after 2:15 PM, it may be necessary to close the program for that day and parents and guardians will be notified.
11. The program will be **closed** due to:
 - a. Problems with the building
 - b. School closing due to weather
 - c. Emergency situations (**Please have a plan in place for your child to follow**).
12. As a parent of 4 Year Preschool/Kindergarten students, I will provide an extra change of clothes, to be left in the Extended Day room, for potential emergency situation.*
13. I understand that NO MEDICATIONS WILL BE ADMINISTERED during Extended Day hours. (Rescue Medications such as Epi-Pens and inhalers will be used if provided by parent in case of an emergency).

14. I understand that in accident cases that appear to be minor, first aid will be administered. In more serious cases, a staff member will make all efforts to contact the parent/guardian to come and pick up the child. If a parent/guardian cannot be reached, other persons listed on the registration form as emergency contacts, will be notified. In extreme cases, the child will be transported to St. Clair Hospital unless another hospital is indicated on the registration form.
15. I understand that if my child becomes ill while at the Extended Day Program, I will be contacted and will pick up my child. I also understand that if my child leaves school due to illness, he/she is not permitted to come back to attend the Extended Day Program on that day.
16. **In keeping with the care for all of our students, we would like to remind parents that if they would like their children to have a snack in Extended Day, parents need to send a nut-free snack in to school with their child. Extended Day staff members are not able to provide food/snacks to students after school due to students' allergies and dietary concerns.**
17. I understand that the behavior expectations are outlined and should be followed as provided in the General Rules and the Discipline Code sections of the St. Bernard School Parent/Student Handbook. Children are expected to respect the staff, each other and the environment provided for them.
18. I understand that any infraction of the Extended Day rules will result in :
 - a. A written warning to the student and his/her parents, documenting the behavior that will require parent signature and kept on file.
 - b. More than two such warnings will result in the child being suspended from the program for a one week period after consultation with parent(s) and principal. Additional abuse of program will result in permanent expulsion.
19. In the event that there is a change for my child's attendance, at Extended Day on any given day, I will contact the School Office by 2:00p.m. or if known in advance please send a note to the office. **Should someone other than the parent be picking up a child on any given day, a note or email of permission MUST be sent to school for the teacher and the Director.**
20. I understand that only the people listed on the registration form will be allowed to pick up my child(ren). If someone other than those persons listed will pick up my child(ren) I will send a note to school notifying the Extended Day staff who will be picking up my child(ren). That person will be asked to show a form of Identification.
21. I understand that all terms listed in this guideline are subject to change at the Administrator's discretion.
22. St. Bernard Extended Day does not provide 1:1 homework/subject tutoring. We provide assistance as needed for grade level group work only

ST BERNARD EXTENDED DAY PROGRAM RULES:

- a. Stay in the program area- no leaving without an adult for any reason.
Program area includes designated Extended Day room, washroom, gymnasium, library and the bike room. Students will not go out of area without asking permission from a staff adult.
- b. When the group plays in the gym, stay with the group.
- c. No running in the area, except in gym under adult supervision and permission.
- d. Students are responsible for cleaning up after themselves at all times.
- e. All Students and Staff must wash hands after using the restrooms.
- f. School Classrooms are off limits to everyone.
- g. When in the program area, do not touch materials, books, etc. that are not your property.
- h. Respect others! ***Bullying is not tolerated at any time. Student(s) guilty of such behavior will be suspended/removed from the program.**
- i. When participating in the St. Bernard Extended Day Program, always be a buddy.
- j. Toys from home are permitted, but are not the responsibility of the staff. Electronic games are allowed only if the content is acceptable for all ages. If a game is not acceptable, it will be confiscated and your child will no longer be permitted to bring the game to Extended Day.