



FRASSATI CATHOLIC ACADEMY

EXTENDED DAY PROGRAM
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PHILOSOPHY

Frassati Catholic Academy Extended Day Program has been planned as an educational/recreational experience within a Catholic Christian environment as a service for our families. Within this environment the staff will work together to help each child grow in self-respect, as well as in respect and understanding of others. The Extended Day Program will provide a rich diversity of activities that promote Christian service among students and staff:

1. Address the appropriate developmental needs of the children in the spiritual, social/emotional, physical and intellectual areas with a maximum ratio of 1 adult per 17, lower ratio of 1 adult per 10 based on activity/situation.
2. Complement the philosophy and value system of our school and families.
3. Extend and enrich our school's curriculum whenever possible.

GOALS

The goals of Frassati Catholic Academy Extended Day Program are:

- To provide a safe, nurturing and stimulating environment for school-age children.
- To nurture creativity in each child.
- To encourage participation in group activities.
- To develop and maintain an enhanced self-concept.
- To provide an opportunity to work on long-range and independent projects.
- To develop independence in work, play, and social activities.

ADMISSION

The Extended Day Program is designed to serve children enrolled in kindergarten through grade 8 at Frassati Catholic Academy. Enrollment is on a first-come, first-served basis. Enrollment will not be considered complete if a family has an outstanding balance of unpaid fees. If there are any outstanding fees at the end of the current school year, the child will be put on a waiting list for the Extended Day Program for the following year until all the fees are paid.

To complete enrollment, parents need to:

1. Complete the following forms:
 - A. Extended Day Registration Form
 - B. Emergency Card
 - C. Signed Extended Day Registration Contract
 - D. Handbook Acknowledgement Form (back of handbook)

2. Submit a \$30 registration fee and \$10 activity fee with the first payment.

HOURS

The Extended Day Program hours are from 2:05 -- 6:00 p.m., Monday through Friday while school is in session.

FEES

All fees are subject to change. The Extended Day Program is self-supported by user fees. Therefore, it is imperative that all fees are paid on time.

School year fees run from the first day of school to last day of school.

- Registration fee: \$30 per child (this is non-refundable).
- Activity fee: \$10 per child
- Daily tuition: 2:05 - 6:00 p.m. - \$15/day standard contract or \$17/day variable contract
- Drop-in care is available on a space available basis only. Children must be pre-registered and the registration fee paid. The cost is \$20/day.

BILLING

Parents are required to sign a contract for the Extended Day Program. There are three options available.

The **Standard Contract** (\$15/day) is for parents who wish to commit to a regular schedule. You must contract for the same days every week. Fees are charged on enrollment, not attendance. No credit is given for absence. To change the contract or withdraw from the Extended Day Program, the Director must be notified in writing at least two weeks in advance.

The **Variable Contract** (\$17/day) is for parents who need some flexibility from the standard contract. Parents will be able to indicate which days their child(ren) will attend on a monthly basis. Parents will receive a calendar on the 25th of each month for the upcoming month and are expected to fill out the calendar with their days of attendance and return it to the Extended Day Director by the 1st of the next month. There will be no credit for absences and additional days not on the calendar will be billed at the drop in rate

The **Drop-In Contract** (\$20/day) is for parents who cannot commit to a standard or monthly schedule, or who only need occasional care. Parents are to call the Director at least two days in advance to make arrangements, and to make sure space is available. Children must be officially registered in the Extended Day Program in order to be eligible for this option.

Extended Day fees are due on the **15th of every month** for the current month. Charges will show up in your Sycamore Education account and should be paid online. You will receive a notification when new charges have been added to your account.

WITHDRAWING FROM THE EXTENDED DAY PROGRAM

A two-week written notice is required to withdraw from the Extended Day Program. The contracted daily fee will be charged for two weeks following the date that written notice is received. Telephone calls or lack of attendance is not an acceptable method of withdrawing from the program. You will be responsible for all charges incurred throughout the two-week period.

ARRIVAL/DEPARTURE

Parents are responsible for the transportation of their child(ren) from the Extended Day Program.

Parents must sign child(ren) out of the Extended Day Program. It is vital that the Extended Day Director/teacher knows you are present and leaving with your child(ren).

Please notify us in writing if there will be a change in transportation arrangements and/or someone else will be picking up your child(ren).

Late Pick-Ups: Parents are expected to pick up their child(ren) by 6:00 PM. A late charge of \$5.00 for every 15 minutes will be assessed for late pick-up. It is the parent's responsibility to have the late payment ready upon arrival and to make payment to the staff person who is present.

ATTENDANCE

The Extended Day Program assumes responsibility for enrolled children after school. When a child, who is present during the school day, will be absent from the Extended Day Program, please notify the school office. Attendance is taken daily and a missing child causes much concern. If a child does not come to the program as intended, a parent will be contacted to verify the child's location. If you know in advance that a child will be absent from the program for any amount of time, please notify the school office in writing.

RESPONSIBILITIES

Parents have the responsibility to:

1. Observe the rules and policies of the Extended Day Program.
2. Let the staff know if their child(ren) will not be attending for the day.
3. Sign their child(ren) out of the program.
4. Pay fees on time.
5. Pick child(ren) up on time.

6. Share their concerns with staff members if the program is not meeting their child(ren)'s needs.
7. Listen to concerns that staff members have about their child's behavior and work through an agreeable solution to any problems that occur.
8. Know about any change in policy or procedure.
9. Inform staff if child has been exposed to a contagious illness.
10. Notify staff of withdrawal at least two weeks in advance.
11. Keep family contact information up to date.

Students will:

1. Work, play and speak respectfully to the other children and staff.
2. Use only acceptable language.
3. Respect the work of other children.
4. Take good care of all materials.
5. Put materials in their proper place after each use.
6. Share all materials while working in groups.
7. Clean up their own place, table, floor, etc. and push in chairs before leaving.
8. Children must listen and obey the director in charge at all times.
9. Any problems should be reported to the director in charge.

DISCIPLINE

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials and the environment provided. Children will be helped to understand their responsibility to other children, staff and environment. They must **never** leave the building or grounds without explicit permission of the staff of the program. Such permission will only be granted by order of the parent or guardian.

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring consistent one-to-one attention, physically or verbally abusing other children or staff or otherwise unable to conform to the rules and guidelines of the program.

When conflicts over the rights of other people and property develop, it is the program's goal to work with the individual children, listening to what each has to say and helping to resolve the conflict through effective communication.

If a conflict continues to exist, the principal will be informed and/or:

1. A child may not be allowed to participate for a period of time in the particular activity where conflict exists.
2. If the problem is reoccurring, the director will request a conference with the parents to discuss ideas on solving the problem. At this

time a probationary period may be established; the principal will be informed.

3. If the situation continues, parents will be expected to remove the child from the program.

SNACKS

An after-school snack will be provided. If a child does not wish to eat the snack provided, he/she may bring a healthy, peanut-free snack from home. In the event that a child would like to share a treat with the children in the Extended Day Program, it is required by state law that all treats be wrapped and not homemade. THIS TREAT SHOULD BE PEANUT-FREE.

HOMEWORK

Each day quiet time for doing homework is provided. It is the child's responsibility to acknowledge his/her assignment and then to use the time provided. The staff has no way of knowing what homework, if any, has been assigned to which children. Parents are requested to inform the director if they do not want their children to do homework during the Extended Day Program.

FIELD TRIPS

A field trip form will be sent home with children prior to a field trip opportunity. Please sign and return it to the director by the indicated date.

SPECIAL EVENTS

Students enrolled in the Extended Day Program will celebrate the various holidays and holy days.

PERSONAL PROPERTY

Please label all articles of clothing and other personal items that children will be bringing to the program. We will be playing outdoors, so be sure your child is dressed appropriately for the weather. **Shoes must be worn indoors at all times. Tennis shoes must be worn for all physical activities.**

The program is not responsible for lost items. Valuable items should not be brought to the program. There is a lost and found area located in the school.

PARENT INVOLVEMENT

Parents are encouraged to participate in the program. Please feel free to offer suggestions you feel will enhance the program.

Communication with parents is handled by monthly newsletters and by notices at the sign in/out sheet table. Please watch for these announcements. Such notices include field trips, special events, meetings, and special needs of the program and requests for help from the parents. Please feel free to contact us at any time if questions about your child or the program arise.

HEALTH POLICIES

Emergency Information

Emergency forms must be on file with the Extended Day Director for all children enrolled in the Extended Day Program.

Illness

Sick children should not be brought to the program. When children indicate illness at home, do not send them. This results in further inconvenience to the parent and possible exposure of illness to other children.

It is important that communicable disease such as strep throat, chicken pox, impetigo and conjunctivitis be reported to the staff.

Parents will be notified by phone from the staff of any symptoms of impending illness (headache, fever, vomiting, and cramps). Parents will be expected to leave work and pick up a child who appears to the director to be too ill to remain in the program. Until the parent arrives, the child will be excluded from the activities with other children. The child will rest in the “quiet area” secluded from the main area and be supervised by a staff member.

Medication Policy

In order to administer medication, a Medication Permission Form must be filled out by both the physician and the parent and returned to the Extended Day Director.

Notification of Diseases

Parents will be notified in the case of infections or communicable disease. After conferring with the school health aide concerning the severity of the disease, the staff will follow policies set by the school’s health office.

EMERGENCY PROCEDURES

In the event school is closed because of severe weather or utility emergency, there will be no Extended Day Program. Parents should have alternate emergency arrangements for picking up children in the case of unexpected school closing. If school is dismissed early in the day due to bad weather or utility emergency, parents will be notified and asked to pick up their children as soon as possible. If after-school events for district 624 are cancelled, you will be notified to pick-up your child.

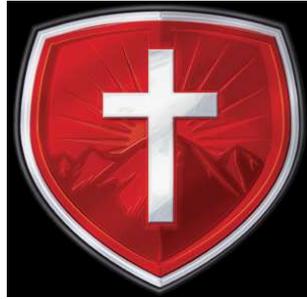
Announcements of emergency closings will be carried on WCCO-AM (830). Closings will be announced with the White Bear Area School closings. The White Bear Lake school closing hotline is 651-407-7540.

FIRE AND TORNADO DRILLS

Fire drills are held during the year to make quick evacuation of the building a familiar routine. Tornado drills are held annually in the spring. Students are taught a “duck and cover” technique to ensure their personal safety. Please do not call the school office during a tornado warning. Students and staff will be in the shelter area of the school building. The students and staff will be in the preschool/Extended Day hallway during the tornado warning.

PROGRAM CONTACT INFORMATION

Frassati Catholic Academy	651-429-7771
Extended Day Staff	651-429-7771 x272
Nikki Olson, Extended Day Director	651-233-9110



ACKNOWLEDGMENT FORM

I/we hereby acknowledge receipt and understanding of all policies listed in the Frassati Catholic Academy Extended Day Program Handbook.

If I should have any questions regarding said policies I will contact the school office at 651-429-7771 option 2.

Family Name

Date