

# Saint Benedict Catholic School Extended Day Program



Handbook  
2018-2019



## **Philosophy and Mission**

Saint Benedict School is dedicated to excellence in providing a classical education in the tradition of the Catholic Church. The Extended Day Program reinforces these traditions of forming mind and character, stressing the importance of arts, athletics, and spirituality, and cultivating a sense of wonder. After School Enrichment (ASE) believes that play, physical exercise, study hall, and self-determined activities are healthy choices for a child's afternoon hours. Our after school counselors are an invaluable resource for our students as they introduce activities and experiences while supporting and encouraging child initiated activities. The ASE Program provides a faith-filled environment where children experience success, learn creative structure of free time, enjoy the support of their peers and counselors, and practice respect, patience, and responsibility.

Director of Extended Day

[ase@saintbenedictschool.org](mailto:ase@saintbenedictschool.org)

School phone number (804) 254-8850

St. Benedict Catholic School Extended Day Program is religiously exempt from licensure.

The Extended Day Program has a capacity of 50 students.

St. Benedict Catholic School carries public liability insurance.

Handbook is subject to change.

## **Morning Care**

Morning care is available on regular school days from 7:30AM to 7:55AM. Students enter through the ramp entrance on Belmont Avenue and check in with the morning care counselor in St. Anselm Hall. Students may talk quietly, read, or study. Morning Care is available to Pre-kindergarteners through eighth graders. You must register for the Extended Day Program to attend Morning Care. Morning Care is limited to 35 students daily. Please let the Director know ahead to reserve a place for your child/children.

## **ASE**

The After School Enrichment Program operates on most regular school days from the end of the school day to 6:00 PM. On early dismissal days, we will open when school is dismissed. (excluding early dismissals starting a holiday break) The ASE Program is located on the school's lower level, utilizing the school cafeteria and St. Anselm Hall.

### **Activities**

There will be activities in arts and crafts, cooking, and other enrichment classes. Board games, playing cards, puzzles, and blocks are available for play. A foosball table, ping pong table, and air hockey table are also ready for indoor play.

Balls, jump ropes, and other playground and sports equipment are available for outdoor play. Weather permitting, students will be able to use the school's two playgrounds.

Children will be encouraged to participate in activities that require group interaction and self-expression. The family-like atmosphere where students of different ages play and interact with one another and the small student to staff ratio encourage a smooth transition from school to home each day.

### **Snack**

Snack will be provided each day. Grace will be offered before snack. Washing hands before and after eating is required. Children will sit at the tables, observe good manners, remain seated until finished, and help clean up after snack. Opportunities will be available for the children to help prepare and serve snack. Please let the Director know of any food allergies.

### **Study Hall**

Study hall is open daily and it is mandatory that all students attend. (No study hall on Fridays.) ASE staff are available to assist students in completing their homework, answer questions, and serve as a resource during study hall time. If a student has completed all homework and studying, the time will be used for reading. Parents are encouraged to let the Director know if their child needs any special attention in completing homework assignments or studying for tests.

During study hall, Pre-k and kindergarten students will participate in a quiet time or story time.

## **Arrival and Departure**

Students will be escorted downstairs at school dismissal. Parents are required to come into the building to sign out and pick up their children. Only the child's custodial parents/guardians and the authorized people designated on the Emergency Contacts and Pick-up Authorization will be able to sign out a child from ASE. Siblings under 18 are not allowed to sign out a student from ASE. Please inform the Director when someone other than a parent will be picking up your child from ASE or if special circumstances arise. New parents as well as other adults may be asked to furnish an ID upon request until the staff is familiar with new faces.

\*\*\* If a court order exists barring a person from access to a student, that order in its entirety must be delivered in person to the Director of Extended Day.

## **Attendance and Drop-in**

If you are registered for the full year of ASE please let the Director know if your child is not going to attend on his or her regular day(s) due to illness, other after school activities, etc. Parents who have enrolled their child on a drop-in basis are required to contact the Director prior to the day drop-in care is needed, if at all possible. Drop-in slots are available as space is available. Letting us know helps keep children safe and accounted for. It also allows us to have the proper staff numbers.

## **After School Enrichment Schedule**

**3:00-3:25 PM** Students arrive and are greeted. Roll is taken.

**3:25-3:30 PM** Restroom break, washing of hands.

**3:30-3:45 PM** Snack.

**3:45-4:15 PM** Study hall for all students. Quiet/story time for kindergarteners.

**3:55-5:30 PM** Activity and free play time.

**5:30-5:45 PM** Clean-up of all activities and sports.

**5:45-6:00 PM** Children pack to go home.

Study hall is open and will be staffed at all times during the ASE hours.

Schedule is subject to change.

## **Clothing**

Children may bring a change of clothing so they can change out of their school uniforms each day if they so desire. As we will go outside in hot and cold weather, proper attire is required. A child will not be allowed outside in the cold if he or she does not have a warm coat or jacket.

## **Personal Belongings**

Children are requested to leave food, gum, candy, money, and other valuables at home. Please discourage your child from bringing toys or other “prized” possessions.

**Electronics, including cell phones, iPods, and iPads are not allowed and must be turned in to the staff who will return them when the student is picked-up.**

## **Sick Policy**

Children will not be allowed to attend ASE on any day they have been absent from school because of illness. If children exhibit signs of illness they will not be allowed to stay at ASE. A parent will be notified and asked to pick up a child if their child is ill or should become ill during ASE.

## **Required Enrollment Forms**

All parents are required to provide a Registration Form. Students will not be allowed to attend morning care or ASE if they do not have a registration form on file. All forms must be updated yearly and throughout the year as information changes.

## **Student Behavior and Expectations**

Students are expected to follow the rules and regulations set forth by the school’s student handbook. (A copy of this handbook is available on the school’s web site/

The ASE staff will seek to foster self-control and self-discipline among its students. Staff will help children accept responsibility for their own behavior. Limits and expectations will be provided and explained to students to provide them with a greater sense of control over their environment.

Disruptive behavior will be handled in a number of ways:

- Redirection
- Conflict resolution
- Removal from the situation
- Help and encourage children to solve disagreements and difficulties themselves
- Demerits, detentions, and loss of recesses

For persistent behavior problems, the Director will contact parents. If problems still exist after parental notification, a conference with parents, the Director, and the school Principal will be scheduled.

Students, of course, are not allowed to hurt others. Hitting, throwing things, kicking, biting, pushing, and or any kind of physical abuse is forbidden. Name calling, ridiculing others, profanity, and or bullying likewise will not be tolerated. These behaviors will be dealt with by the Director and may result in the parents being called to pick up their child.

Children are expected to respect the property of others. Defacing or mistreating equipment or property of school or other children is not allowed. Parents will be expected to pay for the cost of repair or replacement.

An incident report will be filled out to document any severe deviation from school and Extended Day rules and regulations.

### **Severe Weather Plan**

ASE will continue the usual indoor activities during “watch” and “severe thunderstorm warning” conditions. Should a “tornado warning” go into effect; all persons will remain in the bottom level of the school until the warning is lifted. It is against the recommendations of the Emergency Management Agency to allow parents to pick up children and leave during a tornado warning.

### **Fire Safety**

A fire evacuation plan has been developed in cooperation with the City of Richmond Fire Marshal. In case of fire, staff members will remove the children from the building as quickly as possible. Fire extinguishers are strategically located in the hallways outside the doors. The building is equipped with a fire alarm system and smoke detectors. Fire drills are conducted monthly.

## **Emergency Plan**

In case of loss of water, power, or heat in cold weather, or air conditioning in hot weather, parents will be notified by email/phone that the program will be closed and that they must pick up their children. In the event of an emergency requiring evacuation from the immediate area of the school, the Director will organize the necessary actions.

## **Inclement Weather**

In the event of inclement weather, special closing and opening instructions will be announced to parents and staff on the local radio and television stations and/or email.

## **Equal Opportunity-Non-Discrimination**

ASE strongly believes children and employees are entitled to equal opportunities and freedom from discrimination because of race, color, religion, age, sex, national origin or handicap. Children and employees are also entitled to work and play in an environment that is non-discriminatory and free of any harassment that interferes with an individual's work/play performance, or creates an intimidating, hostile or offensive work/play atmosphere.

## **Staff**

The staff at ASE will have a background in education and / or experience working with and caring for children. All staff undergo reference checks and fingerprint/criminal background checks. Staff also complete Virtus training and are certified in first aid and CPR. One staff member present at all times will have EMAT certification. Staff must also meet basic health requirements. Staff must meet all criteria of the Richmond Catholic Diocese to be employed at St. Benedict Catholic School. Staff are also required to complete professional development hours as set by the Diocese.

Regular staff meetings are scheduled where program development as well as professional development can be discussed and offered.

## **Security**

The safety and security of children is our upper most concern. All doors to the building are locked and secured during the school day and also during Extended Day hours. Students are instructed not to open doors to let people in, that only staff members are allowed to do so. As we have many activities in the afternoon in addition to ASE, our staff members are continually monitoring doors and people entering the building or school grounds.

Children are closely monitored when moving from different spaces used by ASE so that the where about of all students is known by staff.

Please let a staff member know of any security issue you see or have.

## **Injury/Emergency Medical Care**

**\*\*One staff member present at all times will have EMAT certification. This enables administering emergency epinephrine for anaphylaxis shock, Benadryl for an allergic reaction, inhalers for asthma, and topical ointments. Proper documentation must be provided, please contact the Director for more information.**

No other medication will be administered to any child by any staff member of the Extended Day Program.

A minor injury to a child (skinned knee, scrapes, or bumps) will be administered to by a staff member with a bandage, ice, etc. and the parent will be notified at time of pick-up. First aid materials are readily available and at least one staff member present is trained and certified in First Aid and CPR.

In the event of a more serious injury, the staff will render emergency first aid, and the parent will be informed. The parent will generally be asked to pick the child up. If neither parent can be contacted, the person designated by the parent on the emergency form will be requested to fulfill this parental role.

If immediate and urgent medical treatment is required, 911 will be called. Your child's registration form authorizes the program and/or its designated employees to secure and authorize any medical attention, treatment, and services, as may be necessary for a child whose parents cannot be reached immediately. Any qualified person providing such required medical attention, treatment, or services may accept such written consent as if given by the parent in person. The child's registration forms are kept in the child's file and will be sent with the person accompanying the child to the medical facility.



## **Entry door access cards for After School Enrichment**

2 access cards are provided to each family at no charge.

Cards will open the door at the bottom of the ramp only and only during ASE hours.

Additional access cards are available at \$5.00 each.

Key fobs are available at \$10.00 each.

(Cards and key fobs are to be returned at the end of the school year.)

There will be a charge of \$10.00 per card and \$20.00 per fob for lost and non-returned cards and fobs.

## Program Fees for Extended Day 2018-19

### Registration

Students must have a completed Extended Day Option Form (re-enrollment packet) and Extended Day Handbook Acknowledgement Form (spring forms packet) in order to participate in extended day on either a regular or “drop-in” basis.

### Using Extended Day

Parents can either sign an annual agreement *or* they can use care as needed on a “drop-in” basis. *Parents using care on a “drop-in” basis must still sign-up in advance with the Director of Extended Day, ase@saintbenedictschool.org.* Sign-up is required to allow for proper staffing levels. Billing and payments will go through FACTS. Accounts not kept up to date may result in interruption of services.

**Morning Care – starts 7:30 am** – There is no morning care on days when the opening of school is delayed.

\$2.00 per day, per child K – 8 *or* \$180 for the entire year with contract

\$3.00 per day, per child PK *or* \$270 for the entire year with contract

### After School Enrichment - ends 6:00 pm

Full-time contracted services per family for the entire school year:

\$3,500.00 for one student

\$4,700.00 for two students

\$5,750.00 for three students

\$6,500.00 for four students

### ASE Drop-in Rates

#### Regular school day

	One Student	Two Students	Three Students	Four Students
Pick-up by 6:00	\$21.00	\$30.00	\$39.00	\$44.00

#### Early Dismissal

	One Student	Two Students	Three Students	Four Students
Pick-up by 3:15	\$21.00	\$30.00	\$39.00	\$44.00
Pick-up by 6:00	\$42.00	\$60.00	\$78.00	\$88.00

**Late pick-up fee** - Chronic late pick-up will be further addressed by the Director.

\$15 for the first 15 minutes after 6:00PM

\$10 for each 10 minutes after 6:15PM