

# Saint Benedict Catholic School Extended Day Program



## Parent Handbook 2022-2023



## **Philosophy and Mission**

Saint Benedict Catholic 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, develop a positive self-concept and express themselves creatively, enjoy the support of their peers and staff, and practice respect, patience, and responsibility. The following are offered to help students thrive spiritually, emotionally, cognitively, socially and physically:

- Daily prayer and regular service opportunities
- Activities in art, music, cooking and other creative pursuits
- A loving, supportive and nurturing environment
- Homework help, STEAM activities and experiments
- Structured free time to play and interact with staff and students
- At least 40 minutes of outdoor games and free play daily weather permitting

**Director of Extended Day-Pamela Autry**  
**[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. It meets Cognia accreditation standards as well as local and state regulations whenever such laws and regulations apply. The Extended Day Program has a capacity of 50 students. St. Benedict Catholic School carries public liability insurance. The Handbook is subject to change.

## **Morning Care**

Morning care is available on regular school days from 7:30AM to 7:50 AM. Students enter through the ramp entrance on Belmont Avenue and check in with the morning care counselor in St. Anselm Hall. Students will follow the same safety and health procedures as those arriving in the carpool line. Students may talk quietly, read, or study. Morning Care is available to Junior Kindergarteners through eighth graders. You must register for the Extended Day Program to attend Morning Care. Morning Care is limited to 25 students daily. Please email [ase@saintbenedictschool.org](mailto:ase@saintbenedictschool.org) to reserve a place for your child or children.

## **ASE**

The After-School Enrichment Program operates on most regular school days from the end of the school day to 6:00 PM and is offered to all Saint Benedict Catholic School students from JK to eighth grade. On early dismissal days, we will open when school is dismissed at 12:30 PM. (excluding early dismissals starting a holiday break ( i.e Christmas and End of the School Year). The ASE Program is located on the school's lower level, utilizing the school cafeteria, St. Anselm Hall and the outdoor grounds. After-School Enrichment is limited to **50** students daily.

## After-School Enrichment Sample Schedule

Sample Schedule:

3:00-3:10-Students arrive and are greeted. Attendance is taken.

3:10-3:30-Restroom and wash hands. Say prayer and prepare snacks. Time to socialize with friends.

3:30-4:30-Study hall in St. Anselm Hall, quiet reading, story time or outside time.

4:30-5:30-Enrichment activities and centers, outside weather permitting.

5:30-6:00-Clean and pack up. Quiet activities in St. Anselm Hall in preparation for pick up.

\*Schedule is subject to change.

### Activities

Enrichment activities and centers will be offered daily. Enrichment activities include but are not limited to: arts and crafts, music, STEAM activities, gardening, service opportunities and team building activities. Centers include but are not limited to: art, games, math and science manipulatives, library, and recreational activities. Balls, jump ropes, and other playground and sports equipment are also available for outdoor play, and structured outdoor games will be offered regularly. Weather permitting, students will be able to use the school's two playgrounds and garden. The balance between academics, physical movement, creative activities and free play supported with individual attention by ASE staff help create a smooth transition from school to home every evening.

Parents will receive a monthly calendar by email detailing the daily activities students will be able to participate in, and the ASE director will seek parent and student input for developing the ASE curriculum.

### Snack

An individually wrapped healthy snack will be provided each day. Grace will be offered before snack. Washing hands with soap before and after eating is required. Children will sit while eating, observe good manners, remain seated until finished, and help clean up after snack. Weather permitting, snacks may be eaten outside on the playground. **Please let the Director know of any food allergies or any other food-related concerns.**

### Study Hall

Study hall is open daily in St. Anselm Hall and the cafeteria, and it is mandatory for all students who have homework. The study hall on Fridays is optional. The ASE Director and counselor 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 quiet reading or outside time. 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, Junior Kindergarten and Kindergarten students will participate in a quiet time or storytime. If students are not able to complete their homework within the study hall period, they will be offered more time.

### **Arrival and Departure**

Students will be escorted downstairs at school dismissal and will immediately wash their hands or clean their hands with hand sanitizer. Parents are required to pick up their child(ren) at the ramp entrance on Belmont Avenue by calling the ASE Director or counselor at the number posted on the door (804-316-2115). If students are on the playground at the time of pickup, parents will need to call either the ASE counselor or Director, and they will escort the student(s) to the door. Only the child's custodial parent or guardian, a person designated as an Emergency Contact or Authorized Pick-up, or a person designated by a one-time note signed by a parent or guardian will be able to sign out a child from ASE. Siblings under 18 are not allowed to sign out or pick up 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. All parents may be asked to furnish an ID upon request when picking up their child(ren) until the staff is familiar with them. For safety purposes, parents picking up are expected to check in with a ASE staff member face to face and sign the students out.

\*\*\* 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 Registrar.

### **Attendance and By Appointment**

If you have an Annual Contract for ASE, please let the Director know if your child is not going to attend. Parents who have enrolled their child on a by appointment basis are required to contact the Director ([ase@saintbenedictschool.org](mailto:ase@saintbenedictschool.org)) prior to care. By appointment 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.

### **Clothing**

Children are expected to wear the school uniforms they wore during the school day to ASE. A child will not be allowed outside in the cold (Below 60 degrees fahrenheit) if he or she does not have a warm coat or jacket.

### **Weather**

Student time outside for outdoor play will be limited or eliminated when the temperature falls below 32 degrees fahrenheit or if there is inclement weather such as rain, snow, or storms.

## **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 in St. Anselm Hall away from windows 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. Parents will be notified of severe weather plans via Parent Alert, as soon as practical.

## **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, exiting out onto the large playground and filing in a single line onto Hanover Lane behind the school. 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.

## **Inclement Weather**

In the event of inclement weather, special closing and opening instructions will be announced to parents and staff via Parent Alert. When the school has an unscheduled delayed opening there is no morning care. When the school has an unscheduled early closing there is no ASE.

## **Personal Belongings**

Children are required to leave 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 kept in the students backpack.** Students must not for any reason share their belongings with other students.

## **Sick Policy**

Children will not be allowed to attend ASE on any day they have been absent from school due to illness. If children exhibit signs of illness such as a temperature of 100.4 degrees fahrenheit or above, sore throat, coughing, vomiting, nausea, muscle aches or difficulty breathing, they will not be allowed to stay at ASE that day. A parent will be notified and required to pick up their child as soon as possible (30 minutes or less is the expectation) should the child become ill during ASE. While the student is waiting to be picked up, they will be isolated from other students and will still be monitored and supervised by staff. Staff and students will follow school policies for face coverings and physical distancing.

Please inform the Principal or School Nurse if anyone in your household has been ill, in contact with someone who has been ill, or has traveled somewhere outside the U.S. recently.

## **Daily Health Checks and Health Procedures**

Any health procedure that is in place for Saint Benedict Catholic School, including the wearing of masks, physical distancing and the use of hand sanitizers, will also be in place during Morning Care and ASE.

### **Cleaning and Sanitation**

Cleaning and sanitation will happen before and after snack, after certain activities and at the end of the ASE day every day in addition to the schoolwide cleaning that will take place every evening by the school's custodial staff. Toys and games that were used by students will be sanitized daily by staff and regularly rotated. Tables will be cleaned and sanitized by staff before and after snack and again at the end of the ASE day. Bathrooms and other communal areas in the school as well as the floors will be cleaned by the school's custodians. Staff are required to wear disposable gloves when cleaning and to use EPA registered household disinfectants.

### **Handwashing**

Students and staff are expected to wash their hands upon arriving to ASE, before and after preparing or eating food and after using the restroom, sneezing, coughing, blowing their nose or being outside. Outside on the playground, hand sanitizer that contains at least 60% alcohol will be available as well for students to clean their hands. Students and staff must wash their hands according to CDC guidelines for 20 seconds with soap, and when soap and water are not available must use hand sanitizer according to CDC guidelines.

### **Injury/Emergency Medical Care**

\*\*All regular ASE staff 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. Required documents must be submitted to the school nurse, who will work with the Director of Extended Day to ensure access to medication during ASE. Any medication must be in its original container.

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 all staff members present are trained and certified in First Aid/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 as soon as possible. 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 hospital.

### **Required Enrollment Forms**

SBCS students are enrolled in Extended Day via the school enrollment contract. All school provided forms are also used in Extended Day. All forms must be updated yearly and throughout the year.

### **Student Behavior and Expectations**

Students are expected to follow the rules and regulations set forth by the school's student handbook, as extended day is an extension of the school day. (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. The rules of ASE are for students to respect themselves, others, and property and stay with the group. Parents may set up a meeting with the Director to discuss individual needs and concerns. The ASE staff use a consistent, positive approach including redirection, diversion and separation, always promoting self-discipline. Parents will be notified if there is a consistent behavior problem.

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 and to practice emotional regulation responsibly.
- Demerits and detentions

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. In that case, parents need to pick up their child within 30 minutes of being called.

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.

## **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 performance, or creates an intimidating, hostile or offensive atmosphere.

### **Staff**

All staff undergo reference checks and fingerprint/criminal background checks. Staff also complete Virtus training and are certified in First Aid, CPR and EMAT (Emergency Medication Administration Training). 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.

### **Security**

The safety and security of children is our utmost 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. 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 through Name to Face (A staff member calls each student's name from the attendance sheet while looking directly at the students). Name to Face is to be implemented at each threshold that the students pass (For example, from St. Anselm Hall to the playground) and at least every hour. Please let a staff member know of any security issues you have or see.

### **Field Trips**

When Field Trips are allowed by the school, ASE will only have field trips within a half mile walking distance, such as the VMFA. Parents will be given advance notice of any field trips planned and permission slips. In the event a child needs to be picked up while ASE is on a field trip, the parent will need to call the ASE Director and the student will be escorted back to the school or to a nearby meeting place.

### **Parent Involvement**

Parent involvement in ASE counts toward required family service hours in the same way involvement with a particular academic class would. Please refer to the SBCS Parent Handbook for more information about parent involvement in the ASE program.

### **Parent Communication**

The ASE Director and teacher will communicate with parents by email or by phone for time sensitive issues. Parents will be given this contact information once their child is enrolled in ASE. Activity schedules and calendars will be emailed to parents on at least a monthly basis.



## Program Fees for Extended Day 2022-2023

### Registration

Students must be enrolled (option chosen on tuition contract) and completed an Extended Day Handbook Acknowledgement Form (spring forms packet) in order to participate in extended day on either a regular or “by appointment” basis.

### Using Extended Day

Parents can either sign an annual agreement *or* they can use care as needed on a “by appointment” basis (formerly drop-in). *Parents using care on a “by appointment” basis must 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:

\$3,600.00 for one student  
 \$4,850.00 for two students  
 \$6,000.00 for three students  
 \$6,750.00 for four students

### ASE By Appointment Rates

#### Regular school day

	One Student	Two Students	Three Students	Four Students
Pick-up by 6:00	\$22.00	\$31.00	\$40.50	\$46.00

#### Early Dismissal

	One Student	Two Students	Three Students	Four Students
Pick-up by 3:15	\$22.00	\$31.00	\$40.50	\$46.00
Pick-up by 6:00	\$44.00	\$62.00	\$81.00	\$92.00

**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