



ST. RAPHAEL

CATHOLIC SCHOOL

Preschool – Eighth Grade • Crystal, Minnesota

7301 Bass Lake Road, Crystal, MN 55428

763-504-9450 • www.srsmn.org

Extended Day Program Handbook

Kari Marsh, Director ext. 309

Eds/QEST Room, ext. 317

St. Raphael Catholic School Extended Day

Program Objectives:

- To provide a safe, nurturing environment for children.
- To provide a support service for school parents with child care needs.
- It is each student's job to be the best student and person that they can be. It is our job to give them the tools to succeed.

Program Hours

- Monday, Tuesday, Wednesday, Thursday, Friday 2:20–6:00 pm

Program Staff

- Mrs. Kari Marsh, Director
- Mrs. Teri Scherber
- Mrs. Maria Miller
- Mrs. Sheila Kearney

St. Raphael Catholic School

Extended Day Program Summary

Location:

- Extended Day program will assemble in Room 17.

Days/Hours of Operation:

- Extended Day will be offered on full school days when students are in session.
- Extended Day will run from 2:20 pm until 6:00 pm.

Enrollment:

- Children enrolled in St. Raphael Catholic School grades Kindergarten through Grade 4 are eligible.
- Order of acceptance into the program will be managed the same as the school enrollment. (See Parent/Student Handbook).

Fees:

- Fees will be paid using our online payment program through TAD.
- Reserved rates are available to families indicating days of attendance at least seven days prior to date needed.
- Drop-in rates apply if no reservations are made.

Food Service:

- The cost of a snack is included in the fee for the Extended Day program.
- Students are asked not to bring their own snacks from home.

POLICY AND PROCEDURE GUIDE

Homework: Time will be provided for children to work independently on their homework. Daily, individual assistance with homework will be provided as needed.

Absence and Schedule Changes: If a child will be absent from the Extended Day Program due to illness, you must notify a staff member. If the attendance schedule for your child is going to change due to work schedules, family trips, family emergencies, etc., the program must be notified at least two days in advance. Parents are always responsible for notification.

Illness: In fairness to your child and others, if fever or any signs of ill health are noticed, you must make other arrangements for the care of your child. If a child becomes ill during Extended Day hours, parents will be called to come and pick up their child immediately to prevent other children from getting sick. Students will be kept comfortable under adult supervision until the parent arrives.

Medication: A medical form (same as for school) must be filled out with specific orders from the child's physician in writing for us to administer medication. We ask that you have a monthly supply of any regular medication given to us in the prescription bottle with the child's name and dosage clearly printed on the bottle. Only the director will administer medication.

Allergies: If your child has any food allergies or other health concerns, please notify the staff.

Accidents: Parents will be notified of any accidents involving their child during the Extended Day Program. In the event of an emergency, we will contact a parent. If the parents cannot be reached, we will call the person indicated on the child's emergency form, or the child's doctor.

Information Changes: Please notify the director of any changes in emergency information such as persons authorized to pick up your child, address, home, work, or cell phone numbers.

Withdrawal Notice: Parents wishing to withdraw their child from the Extended Day Program must notify the director in writing two weeks prior to the last day of attendance. Tuition will be charged for two weeks from the date of notification.

Children with Special Needs: The Extended Day Program will accommodate children with special needs based on accessibility within our present limits. Please notify staff.

Personal Belongings and Clothing: Students will be required to wear their uniforms during the school day. Students in the Extended Day Program will be allowed to change out of their uniform for the program. All clothing items (jackets, hats, gloves, etc. must be labeled with the child's name. For weather conditions, outside clothing will be necessary.

We ask that students do not bring personal toys or other items unless they check with a staff person. The child will be responsible for this property.

Personal electronics and cell phone use is prohibited in the Extended Day Program.

Arrival and Pick-Up: For the safety of our students, we require parents to enter at Door 20 (Game Entrance) by ringing the bell to gain access to the building. Parents will then proceed to Room 17 to sign their child/children out of the program with our electronic Time Tracker system.

If someone other than the parent will be picking up the child/children, written permission will be required before the child/children are released. The person picking up will also need a Driver's License or State ID to show the staff member or director before the child/children are released. For the safety of the students and liability reasons, there will be no exceptions to the above procedures.

Late Fee: If students are not picked up by 6:00 pm, a late fee of \$1 per minute after six o'clock will be charged, payable to staff on duty.

Extra-curricular Activities: Students that attend extra-curricular activities during Extended Day hours will be signed out from ED's program by the staff and will then be under the responsibility of and supervision of the extra-curricular activity supervisor. If the activity should end before 6:00 pm and the parents would like their student to return to Extended Day, the Parent will need to notify the ED's staff in writing and their student will be signed back in.

All other school policies, unless otherwise stated, will apply as well.

ST. RAPHAEL CATHOLIC SCHOOL

EXTENDED DAY PROGRAM

DISCIPLINE POLICY

Students must follow the rules of the Extended Day Program for the safety of themselves and other students. The Extended Day Program will follow St. Raphael Catholic School's Discipline Policy. See the Parent/Student Handbook appendix for more information.

Rules:

1. Respect others.
2. Respect other people's property.
3. Follow teacher directions.
4. Use an indoor voice.

Rewards:

- Verbal Praise
- Special snacks or treats (popcorn party, movie party)

