



St. Pius X Catholic School

"Building Leaders for Christ"

Extended Day Handbook Guidelines/Expectations 2017-2018

Daily Pick-Up

Children will only be released to parents or individuals designated on the parent's pick-up list. In case of an emergency, or when a person on your list cannot pick up your child, you must call the school office and leave the name of the individual who will be responsible for your child. Please tell the person picking up your child that we require identification for verification.

Health

If your child should become ill during the Extended Day hours, you will be called to pick up your child immediately. We are not allowed to give any medication or apply any ointment.

In order to best provide for the needs of your child, the Extended Day Staff will have access to all health information which the school has on file.

Please do not send your child to school or Extended Day if she/he has any type of communicable disease. Thus, if your child has a fever, diarrhea, or has been vomiting, we ask that you keep him/her at home until the symptoms disappear.

Computer Lab Usage

It is our expectation that our students will continue to follow the Computer User Agreement as outlined in our Student-Parent Handbook.

Discipline Code & Rules

Every child is expected to abide by the rules Extended Day, the rules of the school, respect all staff members, students and property.

If a child violates these standards, we will first take action by giving him/her a "time out" for a 5-20 minute period, as well as notes, referrals, and detentions. Should the behavior persist, the parents/guardians will be called in for a conference. If this intervention fails, the child may be dismissed from Extended Day for a time period determined by the Director and Principal, or removed from the program completely.



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In addition to the code of conduct that is expected from every student at St. Pius X Catholic School, the following rules also apply in Extended Day:

- No cell phones
- No biting, pinching, hitting, kicking, or bodily harm to another student will be tolerated;
- No child shall leave the supervision of his/her Staff member without expressed permission;
- Foul language or profanity is not acceptable;
- Eating in the Gym, Library or Computer Lab is not allowed;
- Running in the halls or inside the building is not permitted;
- Surfing on the Internet is not permitted without the expressed permission of an Extended Day Staff member;
- Please do not bring toys, lap tops, CD players, or other personal items that can be lost, broken or stolen. We are not responsible for such items;
- Each child will be expected to help clean up all toys, games and crafts he/she is using as well as general clean up for the room;
- Online registration must be submitted before your child can participate in Extended Day

Safety

For the children's safety, we ask that no toys, games, or CD players, etc., be brought to Extended Day without prior permission of an Extended Day Staff member. If we feel a child has brought an inappropriate item to Extended Day, we will ask that child to turn that item over to a Staff member. It will be stored at check out until the child is picked up, at which time; we will ask the parent(s) not to allow the student to bring this item again.

In addition, we remind our students and parents that our school is a closed campus. **This means that no child may leave campus for any reason and then return.** Thus, trips to McDonald's are prohibited. Parental permissions are not accepted. Children who are found leaving campus will be suspended.



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Snack Time

Your child will need an afternoon snack. We ask that you do not pack candy bars, caffeinated drinks, or other sugar-filled snacks.

Records

A registration form, emergency card, and first aid form will be kept on file. Detention slips, conduct referrals, and notes on Extended Day conferences will be kept in the Principal's Office.

Single Parent/Other Relative Considerations

Extended Day should have a copy of any custody decree on file in the case of a parent or relative not allowed to remove the child from the school premises. A photo of the person would be helpful.

Only parents and/or their designees are allowed to discuss matters pertaining to the child with Staff members. This requirement applies to aunts, uncles, cousins and grandparents.

Visitors

We have an open-door policy with regard to parent visits. We do ask for noninterference with other children and with the program.

Only parent visitors and their designated representatives are allowed on the program site unless on appropriate official business. In such a case, the visitor shall be accompanied by a Staff member.

Fees/Penalties

There are 3 options: 1) Register and pay the registration fee; 2) Pay a flat fee per month and use it anytime during its regular hours of operation and (3) Pay the daily rate. Should you pick option two (2), you may add this monthly expense to your monthly payment plan.

Families with multiple children will receive a discounted rate for the 2nd and 3rd child. Please note that in order to compensate for overtime costs, should you arrive after 6:00 PM, there will be a \$1.00 charge for every minute you are late. This fee must be paid at time of pickup.



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PLEASE SIGN AND RETURN THIS TO THE EXTENDED DAY DIRECTOR

Parental Agreement

We, the parents of _____, in consideration of acceptance into the Extended Day Program at St. Pius X Catholic School, agree to make timely payments of required fees and to adhere to all rules and regulations set forth by both the school and the program. We understand that our failure to meet the conditions of this agreement may result in our child(ren) being dismissed from the Extended Day Program.

St. Pius X Catholic School Extended Care Program reserves the right to amend this Handbook for just cause. Parents will be promptly notified in writing if changes are made.

Parent Signature

Date

Parent Signature

Date

Student Signature (Grades Kinder-8th)

Date

Student Signature (Grades Kinder-8th)

Date

Student Signature (Grades Kinder-8th)

Date