



**SAINT JOSEPH CATHOLIC PARISH  
SCHOOL**

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# 2019-20

## Extended Day Program (EDP)

## HANDBOOK and guidelines

# Saint Joseph Catholic Parish School

Part of the Educational Mission of Saint Joseph Catholic Parish  
And  
The Archdiocese of Atlanta  
Pre-Kindergarten – 8<sup>th</sup> Grade



*Accredited by*  
District-Wide Accreditation of the Office of Catholic Schools  
Sponsored by AdvancED

*Member of the*  
National Catholic Educational Association

The rules and policies for Saint Joseph Catholic Parish School outlined in this handbook are the material condition of the contractual agreement between the school, the student, and the student's parents/guardians. The administration of Saint Joseph Catholic Parish School has tried to be as explicit as possible. However, because during the academic year new and unusual circumstances may arise, the principal has the authority to use their discretion in making decisions regarding unforeseen circumstances. The principal may also amend the school handbook for just cause. Parents and students will be given written notification if changes are made.

This handbook is in full compliance with the Policies for Catholic Schools as published by the Archdiocese of Atlanta.

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## State License Exemption Notification

St. Joseph Catholic Parish School's school day and extended care programs are exempt from state licensing through Bright from the Start, Georgia's Department of Early Care and Learning. Please visit [decal.ga.gov](http://decal.ga.gov) for more information. St. Joseph Catholic Parish School maintains liability insurance coverage through Catholic Mutual Group.

## Policies and Procedures

St. Joseph Catholic Parish School's Extended Day Program (EDP) director and staff would like to welcome you and your children to our program! The purpose of this handbook is to provide you with detailed information about our policies, structure and procedures. Please take the time to become familiar with this handbook. St. Joseph Catholic Parish School is exempt from the state licensing because we operate under the Archdiocese of Atlanta's guidelines.

Enrollment in the Extended Day Program constitutes an understanding that you will abide by the policies listed as follows:

## Program Overview

The EDP staff is committed to providing the safest, most nurturing and fun environment for your children while they are with us. We recognize that our program can make for a long day for some of the children, so we strive to make time with us fun, relaxing and purposeful.

The structure of our program is outlined below and allows for organized activities, group and free play, as well as homework assistance. We encourage interaction of children in our program because it fosters a sense of community, encourages independent thinking, problem solving and teaches compromise, team cooperation as well as fair play. To complement and extend the philosophy of our Parish and school, the Extended Day Program at St. Joseph Catholic Parish School promotes growth as a Christian and the development of the whole child.

## Daily Structure

2:20 pm (W)/3:15 pm - 3:45pm	Students arrive at for roll call and snack
2:50 pm (W)/3:45pm - 4:30pm	Homework time (students are in their respective rooms for homework supervision)
3:35 pm (W)/4:30pm - 5:30pm	Supervised playground activities or indoor crafts/games (dependent on weather)
5:30pm - 6:00pm	Students are prepared for dismissal

\*If students complete their homework before their work time is up, they are to read quietly for the remainder of the time. If extra time is needed, they may stay until finished.

\*\*Students are permitted to change clothes for "special events" and activities following EDP.

During EDP hours students will be located in the main building of the school. Parents are required to come into the building to sign out their child.

Once EDP begins, students will not be allowed to return to their classrooms for any reason. Other than the designated EDP areas, the rest of the school is considered closed at 2:35 pm on Wednesdays and at 3:35 pm on Monday, Tuesday, Thursday and Friday.

## Escort Policy/Check-out Procedures

Students will not be allowed to enter or leave the facility without being escorted by the parent(s), a person authorized by the parent(s), or facility personnel. Upon arrival for pick-up, parents or their designee are to come in to the building. They will buzz the front door for entry into the building. EDP employees will communicate by phone or walkie-talkie to call the child(ren) to the front office. The child(ren) will meet the adult picking them up in the front office. Please allow a few minutes for the child(ren) to pack up.

*All students must be signed out before leaving for the afternoon.*

- If your child is expected in EDP and you know that you will be picking them up early, or at regular dismissal time, please notify the EDP Director and the teacher via note, email, or phone call.
- If your child is ill and is picked up before dismissal, please alert the school office that your child was scheduled to attend EDP, so the director can be notified.

## **Program Expectations**

### **Parents' Expectations of the Program**

Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- They may visit with the staff about concerns related to their child or the program.
- They will be notified regarding any misbehavior on the part of their child and asked to visit with the EDP director in order to bring about improvement in the situation.
- They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
- Student to staff ratio will never be more than 20-1.
- Students enrolled in the program will not be taken outside the designated EDP program area.
- EDP staff will communicate as needed with other school faculty and staff regarding their child.

No transportation is provided to and from any location for students of the program by any employee of St. Joseph Catholic School or the EDP staff at any time, with the exception of emergency transportation to Athens Regional Medical Center or another hospital by EMS.

### **Extended Day Program's Expectations**

The Extended Day Program expects that parents will:

- Pay all fees on time
- Keep children's records up to date
- Pick up children on time (6pm), \$1.00 per min will be charged after 6:00pm
- Follow Health Policy
- Contact program directors if their child will not be attending EDP on their scheduled day
- Pay attention to communications from staff members regarding their child's behavior and cooperate with efforts to bring about improvement in the situation.

### **Student's Expectations of the Program**

Students may expect:

- To have a safe, supportive and consistent environment
- To use all the program equipment, materials, and facilities on an equal basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

### **Program's Expectations of the Students**

The Extended Day Program expects that the students will:

- Be responsible for their actions
- Respect the school rules that guide them during the day and while at the program
- Remain with the group and staff members at all times
- Take care of material and equipment, properly returning them to their place when finished, or before taking new ones.
- Arrive at the program promptly, according to the enrollment information.

## Fees and Payment Policy

- Registration fee for the program is \$50.00 per family. This fee is non-refundable.
- The monthly fees are due according to the individual statements that are mailed monthly from the Business Office via FACTS Tuition Management Service.
- All fees for the year must be paid by contracted due date in accordance with Archdiocesan Policy.
- Payment is expected for the **exact number of days signed up for** at the time of registration.
- Students may be denied enrollment in the EDP program if all fees are not paid in full by the last day of school.
- Nonpayment: Overdue accounts will be assessed a \$5.00 penalty fee. Accounts that hold a delinquency amount for EDP fees are considered delinquent and the same policies outlined in the Student / Parent Handbook for non-payment will apply.

### Fee Schedule:

	5 days per week	4 days per week	3 days per week	2 days per week	1 day per week
<b>One Child</b>	\$52.00	\$42.00	\$37.00	\$24.00	\$14.00
<b>Two Children</b>	\$94.00	\$79.00	\$64.00	\$44.00	\$28.00
<b>Three or more Children</b>	\$116.00	\$101.00	\$81.00	\$66.00	\$42.00

Drop-ins will be accepted, provided there is space, with 24-hour notice and a completed registration form. The fee for drop-ins is \$14.00 per day.

## IRS Statements

The program does not provide an itemized statement for tax purposes. Please keep a record of your monthly checks as an account of your child-care expenses. We will provide you with our taxpayer identification number for the Child Care Expense Form. Please see the business manager for this information.

## Registration and Enrollment

This program is offered only to students attending St. Joseph Catholic Parish School. A child may be registered for enrollment in the program at any time.

Parents must complete all EDP registration forms and return them to the director before the student may attend. A \$50.00 non-refundable fee (per family) will be deducted from your FACTS account. Children will not be allowed to begin the program until all paperwork has been completed.

Throughout the school year, please make the EDP Director aware of any changes in contact information, telephone, emergency persons, etc. on registration forms.

St. Joseph Catholic Parish School understands that sometimes circumstances out of your control and/or unplanned circumstances may mean you will not make it to pick-up in time to retrieve your student from carpool. In accordance with school policy, and as outlined in the Student / Parent Handbook, students not picked up by 3:35 pm on Mondays, Tuesdays, Thursdays and Fridays and by 2:35 pm on Wednesdays will be dismissed to EDP. In the event this happens, you will be asked to complete a registration and information sheet when you arrive to pick up your child. All related fees will apply.

## **Withdrawal from the Program**

Parents wishing to withdraw their child from the program must provide a statement in writing at least two weeks prior to the discontinuation of this service. All fees due to the EDP program must be paid in full at the time of withdrawal.

## **Hours of Operation**

The program runs from 3:15 pm to 6:00 pm on Monday, Tuesday, Thursday, and Friday; and 2:15 pm to 6:00 pm on Wednesdays. *There is no EDP on noon dismissal days or on days when school is not in session.*

### **Late Pick up:**

Parents who do not pick up their child by 6:00 pm must pay a late pick up fee. One dollar will be charged per minute late.

## **Absences/Attendance**

Parents are asked to contact the EDP Director notifying them of an intended after-school absence. If your child will not be attending the program due to a scheduled appointment, vacation, or other planned absence, please notify the EDP director as soon as possible. You may notify the director by way of e-mail, note, or phone call.

### **Missing Child Protocol**

If a student is expected at EDP and does not show up for roll call, a school-wide intercom call will be made at that time in order to locate the student. EDP staff will also conduct a search of the campus in attempts to find the student. If the student is not located at that time, a phone call will be placed to the parents. If parents cannot be reached, then a call will be made to the student's emergency contact person(s). All means of locating the student and contacting parents will be exhausted before police are contacted.

## **Release of Children**

Children will leave the program according to the information provided by parents and written on the enrollment form. Children will be allowed to leave with persons other than the parent ONLY if permission has been given to the EDP director and is shown on the enrollment form, or presented in writing by the parent.

If your child attends extracurricular activities, or has any other kind of departure time change with the period he/she is enrolled in the program, the parent must provide the EDP director with a note regarding this change prior to the date the change is effective.

Adults picking up children are reminded to turn off their vehicle and come inside to sign child/children out.

## **Early Dismissals and School Closings**

EDP does not operate on scheduled no-school days. These days typically fall on or around a holiday. Please check your School Calendar for a list of "no-school" days. The Extended Day Program does not operate on "early dismissal" or "half" days. All children must be picked up during regular dismissal on these days.

If for any reason the school is closed early due to an emergency (water, heating, electrical problems, weather, etc.) the Extended Day Program will be closed as well. The school will notify parents if an early school closing were to take place.

## **Medications**

Unlike during the regular school day, the Extended Day Program is not allowed to administer any medications to students. If a student requires medication during program hours, a parent must be contacted.

\*It is important that you list ANY allergies your child may have on his/her health assessment form. It is possible that some exceptions may be made for specific medications (ex. Epi-pen, etc).

## **Health and Safety Policy**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please make certain that the director is aware and knows what to do should a problem arise. The EDP Director and Staff will work with the parents and the School Nurse to create a plan for the student.

If a child has any of the following conditions, the parent will be notified to pick the child up immediately: contagious disease, fever of 100 degrees F or above, vomiting/diarrhea, or any condition requiring medical attention. If it becomes apparent that a child has contracted a communicable disease, the affected child's parents will be notified immediately to pick up their child.

In case of accident or illness, parents will be called immediately. Any injury to the head will result in parents being contacted. In serious cases, the child will be taken to one of the local hospitals by an emergency vehicle for treatment, and parents will be notified.

## **Insurance**

There is a standard school policy that covers each student during the school day and during EDP hours. Families are encouraged, however, to provide additional coverage that may be obtained from the parents' policy at work, and/or their own private policies.

## **Snacks**

A time for snacks is set aside each day in our EDP schedule. Children are asked to bring their own snacks. In order to be in compliance with the licensing nutritional guidelines, children are encouraged to bring any of the following snacks: animal crackers, fruit cup, fruit/granola bars, apple sauce, gold fish, string cheese, vanilla wafers or pretzels. Keep in mind these are suggested snacks.

\*Every attempt is made to not serve peanuts or peanut products. We do know that certain foods are processed with small or trace amounts of peanuts or peanut oil. Please notify the EDP Director if your child has food allergies of any kind.

## **Student's Personal Property**

Student's personal property, coats, clothing, school bags, etc. are collected at the end of EDP each day. Any personal property remaining will be taken to the school lost and found box. EDP is not responsible for lost personal property. Make sure all items and belongings are labeled!

Students are asked not to bring toys or items from home. These could be broken or misplaced.

## **Discipline and Discharge**

Children are entitled to a pleasant and harmonious environment while attending the Extended Day Program. We cannot serve children who display chronically disruptive behavior. Students and families must agree to abide by all rules and regulations set forth in the St. Joseph Catholic Parish School Handbook and while participating in the Extended Day Program.



Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children
- Abuses the staff
- Ignores or disobeys the rules

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program.

Reasonable efforts will be made to assist children as they adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- The misbehaving student will be given a 5-minute time out in order for him/her to cool off and think about their actions.
- If multiple time outs are given to a student in a single day, the staff will write a demerit. This will be given to the parent to read, sign, and return to the EDP director.
- If the severity of a problem is great enough that it could endanger the safety of the student or others in the program, discharge will be effective immediately.
- Parents will always be notified when there is a behavior issue during EDP.

## **Emergency Procedures**

### **Severe Weather**

EDP Students will remain in the Main Building of the school during any severe weather. The weather alert radio is located in the front office of the school and is always on. Students and staff will also remain inside during thunderstorms and tornado watches. If a tornado warning is issued, the students will be moved to the locker rooms in the gym. At that point students will follow the EDP Emergency Plan.

On days when the opening of school is in question due to inclement weather, St. Joseph Catholic Parish School will follow the Clarke County School System – if Clarke County schools are closed, then St. Joseph will also be closed. This information can be found via local radio/TV stations and will be shared from the school via email, on the website, on social media, and through the automated text message system.

### **Fire**

The students will be evacuated from the building and relocated to the playground area. If it becomes necessary to move farther away from the area, the students will be moved to the Soccer Field. One EDP staff member will then direct parent(s) to the location for student pick-up.

### **Evacuation**

If it becomes necessary to evacuate the students from the classrooms because of any threat or any other reason deemed appropriate by the authorities, students will follow normal lock-down procedures. (See EDP Emergency Plan) Everyone will remain there until the all clear is given and the students are to be released to their parents. An EDP staff member will direct parent(s) to the location for student pick-up.

## **Required Reports**

St. Joseph Catholic School Extended Day Program is required to report:

1. Any suspected child abuse, neglect, exploitation or deprivation to DFCS.
2. Any suspected case of communicable diseases to the local County Health Department.
3. Any serious injury, death, or emergency situation to the licensing office.

## **Students of Employees at EDP**

Students of employees are held to the same expectations as any other student at St. Joseph Catholic Parish School.

If employees plan to stay after 2:35 pm/3:35 pm for personal reasons, students of employees must remain in their parent's classroom with and under the supervision of the employee.

On Wednesdays, students of employees may attend the Extended Day Program (EDP) free of charge until the scheduled meeting is over. If faculty meetings fall on a day other than Wednesday, this same sanction will apply. Additionally, if an employee is hosting a tutoring session for students, their children can attend EDP free of charge until the session is over. If students remain in EDP after meetings and tutoring sessions end, fees will apply.

The same communication protocols apply to employees who are parents when communicating with EDP Staff regarding questions or concerns, scheduling conferences, etc.

### **Additional Programs**

If your child participates in after school programs that are sponsored by EDP, the child will first report to EDP for roll call. They will be dismissed by a faculty member of EDP to their designated program at the specified time. When the program ends, students will be dismissed back to EDP. Students must be signed out from EDP and cannot be released directly from the sponsored activity. EDP fees will apply for any student attending and after school program that is sponsored by EDP. Fees related directly to the sponsored program will be paid directly to that program's coordinator.