

Calvert Catholic Schools Extended Day Program

Our Extended Day program provides effective child care in a Christian environment. It is our intent to operate a program where a child's mental, emotional, social, spiritual, and physical growth is fostered. *Children who are enrolled at Calvert Elementary in grades Pre-Kindergarten through 5th grade may utilize the extended day program.*

Program Hours: Extended Day is open when school is in session. Normal operating hours are 6:30 a.m. to 5:30 p.m. **Weather delay** hours are 8:30 a.m. to 5:30 p.m. When school is delayed or cancelled, you will be notified via School Messenger. The delays and cancellations will also be on TV channels 11, 12, and 13. When school is closed, the Extended Day program will also be closed. All students may attend before and after school. Pre-kindergarten students may use Extended Day opposite of their class time, and on days they are not scheduled for class.

Fees: The fee for this service is \$3.00 an hour. You will be billed monthly (see attached schedule). *If your child is not picked up upon closing time, and all persons listed on their emergency contact are unable to be reached, a charge of \$5.00 per every 15 minutes you are late will be assessed.* It is required that all balances are paid in full within 3 weeks of billing. Payments not met will render your child ineligible to use Extended Day until the balance is paid in full or other arrangements have been made. Please feel free to contact Director Amy Fretz with questions or concerns at afretz@calvertcatholic.org or call the school at (419)447- 5790.

Rules: The same rules that apply in the classroom and school building are to be followed in Extended Day. Rules such as being kind, respectful, and caring of other students. Students should be respectful of staff members and respect the property and materials used in Extended Day. If the rules are broken, there will be consequences such as losing the privilege of playing in the gym, using ipads or computers, etc. If misbehaving or disrespect continues to occur, the parent and/or principal will be contacted for further disciplinary action.

Safety: Staff has immediate access to a working phone at all times. The phone number is the school number (419)447-5790. Any person picking up a child will have to ring a bell to be let into the school building for both drop-off and pick up. Staff members will ask the person to identify themselves if not recognized. For the safety of the children, parents/designated persons will be asked for ID until staff learns the faces of those picking up children. Children will only be released to the people listed on the paperwork. If you must send someone else, please notify the school ahead of time. Families that have specific custody arrangements will need to supply the school with court documentation as to their court-ordered agreement and inform the Extended Day director that there is one on file with the office. All children coming in and leaving Extended Day will need to be signed in and out with a staff member. When leaving Extended Day, a signature is required from the person picking up the child.

Dress Code: The children will follow the dress code as stated in both the K-5th grade and pre-kindergarten student handbook. No open-toe shoes or flip flops without back straps allowed for safety precautions.

Snacks and Lunch: Snacks are provided by Extended Day. We will provide both a mid-morning snack and an afternoon snack for children who attend Extended Day. **Please make sure we are aware of any food allergies your child has or develops during the school year.** Pre-kindergarten students staying for lunch may either buy a school lunch or pack a lunch. Milk can also be purchased for a packer. Please inform either Extended Day or your child's teacher about lunch.

Health: We are unable to care for sick children. Please keep your child at home if they exhibit any signs of illness. Staff members have taken classes in the prevention, recognition, and management of communicable diseases. If a child exhibits any of the symptoms below while in Extended Day, he/she will be isolated immediately. Parent(s) or emergency contacts will be called to come and pick up your child.

- -Temperature of 100 degrees or more Fahrenheit
- -Diarrhea or vomiting
- -Difficult or rapid breathing
- -Yellowish skin or eyes
- -Conjunctivitis (pink eye)
- -Untreated, infected skin patches
- -Skin rashes or unusual spots
- -Sore throat or difficulty swallowing
- -Stiff neck
- -Evidence of lice, scabies, or other parasitic infestation

If other children are exposed to a communicable disease, parents will be notified as promptly as possible.

The Director of Extended Day and staff members will not administer medications of any kind unless there is a signed health plan filed with the school nurse. Forms are available from the school office, nurse, or online.

Emergency/ Medical Policy: A properly equipped first-aid kit is kept on the premises. Staff members are certified in first-aid procedures.

Fire Drills - Staff members will lead the children to safety outside of the building and go to a designated location. Take attendance. Staff members will remain with the children until the emergency has ended or other arrangements have been made.

Tornado (or other severe storms) - Staff members lead the children to the cafeteria and remain with the children until the emergency has ended.

Lockdown - Staff members will have all of the students in the Extended Day classroom and lock the door. During school hours, children will remain quiet and in the classroom with the staff until an “all clear” signal has been given. We will follow the general school lockdown procedures. Before and after school hours, staff will have all children in the classroom and lock the door. Staff will then call 911 to notify them of the emergency at hand. They will wait until emergency personnel give the “all clear.”

Rapid Dismissal - Staff members will lead children safely outside, proceed to the designated area. They will make sure all children are accounted for and wait quietly for directions given by administrative staff.

Medical Emergency - In the event of a medical emergency or accident, we shall contact the parent and the child will be taken immediately to the nearest hospital. An incident report will be filled out, signed by a parent or guardian, a copy will be sent home and kept on file at Extended Day.

Electronic Devices: The electronic policy being followed is the same policy stated in the school handbook. To help create a positive learning environment and to eliminate distractions from the learning process, electronic devices are not permitted during Extended Day hours: iPods, cellular phones, etc. Any inappropriate use of technology is prohibited (unauthorized phone calls, unauthorized video recording, unauthorized use of social media, cyberbullying/harassment, etc.). All phone calls must be made from the school office. Children may only use the Extended Day electronics under the supervision of Extended Day staff for a limited time.

Consequences for inappropriate usage of electronic devices are outlined below:

- First Offense - confiscation and the device will be given back when the child is picked up.
- Second Offense - confiscation and the device will be given back at the end of the week by the school principal.
- Third Offense - confiscation and a parent must claim the device from the school principal and administration will be involved.

Extended Day Supervision Handbook

Student to Staff Ratio:

Acceptable student to staff ratio should not exceed 25 students per one staff member. If at any time there are more than 25 students to one staff member, that staff member is to call the Director of Extended Day. The Director, Amy Fretz, will send additional staff to help supervise until another scheduled staff member arrives . There are always at least two staff members scheduled to supervise and Mrs. Fretz can help supervise until the third staff member's arrival.

Student Behavior:

Any student behavior that is not acceptable should be documented in the Behavior Log Notebook for Director Amy Fretz to review. If all attempts to stop a student's behavior have failed, Mrs. Fretz should be called to intervene. The rules for student behavior are outlined in the School Handbook and Extended Day Handbook.

Student Injuries:

All injuries, no matter, if a report is needed, are to be documented in a notebook marked Student Injuries. We use this documentation to answer any parent questions regarding bumps, bruises, or injuries that a student may incur while in our care.

Computer Time:

Students may sign up to use the computer. Only three students are to be on the computer at a time in 15 minute increments. This allows for all the students to have an opportunity to use the computer. While students are waiting for their turn to use a computer, they are to be at least three feet away, playing with toys or reading books, etc.

Rules:

The same rules that apply in the classroom and school building are to be followed in Extended Day. Rules such as being kind, respectful, and caring of other students. Students should be respectful of staff members and respect the property and materials used in Extended Day. If the rules are broken, there will be consequences such as losing the privilege of playing in the gym, using ipads or computers, etc. If misbehaving or disrespect continues to occur, the parent and/or principal will be contacted for further disciplinary action.

There will be no throwing of balls or frisbees in the Cafeteria. Students may play with balls as long as the balls are being rolled on the floor. The same rules that apply during the school day for electronic devices apply during Extended Day.

The same punishment for misuse during the school day will be applied.

Chain of Command:

First offense the staff member on duty will handle the situation and provide documentation in the Behavior Log Notebook.

Second offense the Director of Extended Day will talk to the student and parent(s).

Third offense the Director of Extended Day will involve the Principal, Mrs. Seislove, the student(s) involved, and parent(s). On a third offense depending on the situation a punishment may be handled during the school day or suspension from Extended Day may occur.

Schedule for Extended Day

2:50-3:05 Gather students in the Old Gym and take attendance

3:05-3:30 Have students work on homework or silent read

3:30-4:00 Give students snack and then get ready to go outside or to the Old Gym

4:00-4:30 Students may play outside, in the Old Gym, or free play

4:30-5:30 Students may free play and then combine into Preschool Room

