

**Saint Paschal Baylon  
Catholic School**

**Extended Day  
Application  
&  
Handbook**

**2020-2021**

## **Saint Paschal Baylon Catholic School Extended Day Program**

Our Extended Day Program is a service that Saint Paschal Baylon Catholic School has chosen to provide for the parents. This program is available on all school days. Each day allots quiet time for homework, creative arts and crafts, and snacks in addition to indoor/outdoor play and socializing with school friends.

Our goal is to provide a safe and positive atmosphere for your child/ren. We believe that we can best accomplish this if parents/guardians and staff work together. We ask that you, parents/guardians and children, sit down together and review our policies.

### **Tuition Payments**

Before any child may participate in this program, a \$45.00 registration fee must be paid and all Extended Day documents must be completed prior to first attendance. The documents include:

- Completed Registration Form and fee
- Signed Enrollment Agreement
- Signed Discipline Policy

### **Daily Activities**

- Arrival
- Snack
- Indoor/Outdoor play
- Homework
- Games/Crafts etc.
- Departure

### **Late Fees**

Program hours are *2:30 PM to 6:00 PM* on full school days. Unless there is an emergency, the policy is that after 6:00 PM there will be a charge of \$1.00 for the first five minutes, and then \$5.00 for each 15 minute increment thereafter. If you know ahead of time that you will be late, please call the school and let the teacher know. We feel that this policy is important because the Extended Day supervisor may have personal plans scheduled after 6:00 PM. The late fee will be added to your weekly bill.

### **Homework**

Each day a homework period is scheduled. It is the child's responsibility to remember and complete his/her homework assignments using the resources available. The staff has no way of knowing the individual homework assignments of each student.

## **Billing Information**

### *Payment Agreement:*

All accounts should be paid in full upon receipt. If there is a problem with your account or if you will not be able to pay on time, or in full, please notify the director before the account is due; otherwise the account will be considered late.

- Every Thursday your weekly billing statement will be enclosed in your child's communication folder. Fees are due upon receipt.
- If payment is not received by Tuesday of the following week, a \$5.00 late charge will be added to your balance.
- Report Cards will be withheld and access to grades suspended should payment not be current. All accounts should be settled in full at the end of each school year.
- Fees are the sole support of the Saint Paschal Baylon School Extended Day Program. It is not subsidized by the school or parish.

## **Illness or Accident**

In cases which appear to be of a minor nature, First Aid will be administered on the premises. Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from the parent authorizing the staff to assist a child in taking such medication are on file.

In cases which appear serious, the Extended Day supervisor will make an effort to carry out the instructions as given on the emergency medical form.

Parents who do not wish their child treated in any way should indicate such on the emergency form and should give directions in the available space to be followed.

Parents will be expected to make provisions for taking sick children home. The Extended Day Program does not have the facilities for the transportation of children.

If the parent/guardian does not provide adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child.

## **Departure/ Release of Children**

We ask that all parents/guardians or "pick-up person" sign your child(ren) out daily. Your child(ren) will be released only to parents/guardians or "pick-up person" for whom the program has written authorization. We ask if a person who is not on our list is going to be picking your child(ren) up, that you please send a signed note of authorization with your child to school.

## **Extended Day Program Activities**

|              |                                                                                                      |
|--------------|------------------------------------------------------------------------------------------------------|
| 2:30-3:15 PM | Attendance and Snack (O'Brien Hall)                                                                  |
| 3:15-4:00 PM | Physical Activity- <b><u>GYM SHOES REQUIRED</u></b><br>(SPB Gymnasium or outside-weather permitting) |
| 3:45-4:30 PM | Homework/Quiet Activity Time (O'Brien Hall)                                                          |
| 4:30-6:00 PM | Free Time (O'Brien Hall)                                                                             |

***PLEASE NOTE—TIMES LISTED ARE APPROXIMATE***

## **Pick-Up**

O'Brien Hall Door—Please use buzzer on the left side of the door.

Should O'Brien Hall be scheduled for other activities or if we are in the school gym, please call the Extended Day phone number (786-770-3772). We will bring your child to you at the school entrance near O'Brien Hall.

## **DISCIPLINE POLICY**

We believe that there is a need for sound and positive discipline methods. Part of our philosophy at the Extended Day Program is to instruct and guide children into a pattern of responsible behavior. The Extended Day Program uses a three-part discipline method as described below:

1. All rules are displayed so that both parents and children can become aware of them:
  - Respect adults, other children, and property
  - Be kind to all
  - Use nice words
  - Be helpful
  - Share
  - Care for all materials
2. A child who intentionally and willfully breaks the above stated rules will be reminded in a positive manner of the need to follow these rules and then will have a "time-out" (sitting for several minutes in a visible designated area).
3. If a child continues to break these rules, or be unruly, the parents will be requested to assist in reinforcing the rules. (All inappropriate behavior is documented and signed by the parent.)

If this three-step system is not effective, and all other means have been exhausted, for the sake and safety of the other children, the Extended Day Program reserves the right to give notice of dis-enrollment from the Program.

**Saint Paschal Baylon Catholic School**  
**Extended Day Program Registration**

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female Date of Birth: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher's Name and Homeroom Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
Mother Living with Family: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Father's Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
Father Living with Family: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Parent with Custody: \_\_\_\_\_

In the event that I am unable to pick up my child/ren, I give my permission for the following individuals to pick them up:

1. \_\_\_\_\_ Mobile #: \_\_\_\_\_  
2. \_\_\_\_\_ Mobile #: \_\_\_\_\_

If parents are not available, please provide the name and phone number of an emergency contact person:

Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

**EMERGENCY MEDICAL DATA:**

In the event reasonable attempts to contact me at \_\_\_\_\_ (phone #), or other parent/guardian \_\_\_\_\_ at \_\_\_\_\_ (phone #) have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by Dr. \_\_\_\_\_ (preferred physician) at \_\_\_\_\_ (phone #) or Dr. \_\_\_\_\_ (preferred dentist) at \_\_\_\_\_ (phone #), or in the event this designated practitioner is not available, by another licensed physician or dentist, and the transfer of my child to \_\_\_\_\_ (preferred hospital) or any hospital reasonable accessible.

Family Insurance Data: Company Name \_\_\_\_\_ Policy # \_\_\_\_\_  
Insurance company phone number: \_\_\_\_\_

I agree to pay my bill in full weekly, and I understand that a \$5.00 fee will be added to my account weekly if my account is not paid in full every week.

\*Facts concerning the child's medical history including allergies, medication being taken, and any physical impairment to which a physician should be alerted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby give permission for my child to participate in Extended Day programs and activities. I understand that no liability is assumed by Saint Paschal Baylon Church or School, or other Program sponsors or staff.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Enrollment Agreement

I have thoroughly read the Parents Handbook of the Saint Paschal Baylon Extended Day Program, and I am in agreement with the following policies regarding my child(ren)'s enrollment:

1. I understand that a registration fee of \$45.00 per family will be charged. Any family planning to use the Extended Day Program even once during the year must pay the registration fee.
2. I understand that the fee for the program is \$6.00 per hour, per child. A \$5.00 per hour rate will be charged for the second child and a \$4.00 per hour rate for all others.
3. I understand that the billing will be done on a weekly basis. A bill for the previous week, including any late charges, will be sent home with my child on Thursday (via Communication Folder). Payment is due upon receipt.
4. I understand that the program will charge a \$5.00 late fee to all accounts if not paid by the following Tuesday.
5. I understand that a late pick up fee of \$1.00 will be assessed for the first five minutes after 6:00 pm and then \$5.00 for each 15 minute increment.
6. I understand that my child(ren) can be dis-enrolled from the program for the following reasons:
  - a. overdue or outstanding accounts
  - b. disruptive, unruly, and/or inappropriate behavior. If a child is withdrawn from the program, all accounts are to be settled.
7. I understand that report cards will be withheld and access to grades suspended should payment not be current. All accounts should be settled in full at the end of the school year.
8. I understand that I am, or the "pick-up" person is, responsible for signing my child(ren) out daily.
9. I understand that no child will be released to a parent/guardian or "pick-up" person without written authorization.

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(Cut and return with all registration materials and the \$45.00 registration fee)

I understand the Enrollment Agreement, and I agree to maintain these standards.

Child(ren)'s Name(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Childcare Discipline Policy

There is a need for sound and positive discipline methods. Part of our philosophy at Saint Paschal Baylon Catholic School Extended Day Program is to instruct and guide children into a pattern of responsible behavior. A three-part discipline method as described below is used at the Extended Day Program.

1. Children will
  - Respect adults, other children, and property
  - Be kind to all
  - Use nice words
  - Be helpful
  - Share
  - Care for all materials
2. A child who intentionally and willfully breaks the above stated rules will be reminded in a positive manner of the need to follow these rules and then will have a “time-out” (sitting for several minutes in a visible designated area).
3. If a child continues to break these rules, or be unruly, parents will be requested to assist in reinforcing the rules. (All inappropriate behavior is documented and signed by the parent).

If this three-step system is not effective, and all other means have been exhausted, for the sake and safety of the other children, the Extended Day Program reserves the right to give notice of dis-enrollment from the Program.

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(Cut and return with registration materials and the \$45.00 registration fee)

I understand the Discipline Policy, and I agree to maintain these standards.

Child(ren)'s Name(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_