

St. Luke School Extension Program Handbook

PHILOSOPHY/GOALS

St. Luke School's Extension Program supports the family unit by offering a safe and caring atmosphere for St. Luke School students before and after the school day. Under qualified supervision, the Extension program provides a supervised study time, free play time, and directed creative activities to foster social relationships, creative abilities, and learning skills.

ADMISSION POLICIES

The Extension Program is available to all students enrolled in St. Luke School. Each child attending Extension on a regular basis must have a completed Emergency/Registration form and a signed Extension Agreement Statement on file.

PROGRAM ACTIVITIES AND SCHEDULE

The Extension Program offers children indoor and outdoor activities that include guided free play, art experiences, games, movies, computers, and study time. The following is a general schedule of the Extension day:

AM Extension

7:00 Free choice activities – games, art activities, visiting with friends, completing homework, reading, etc.

8:15 Cleanup

8:20 Students are dismissed in an orderly manner to the playground to line up for school.

PM Extension

3:00 Check in (2:00 p.m. on Tuesdays)

6:00 Extension closes.

Study time is provided for all students. After homework is completed, activities include: outdoor play, art activities, board games, free play, computers, movies, etc. Students are responsible to put away all materials, equipment and games after use.

Snacks are not provided as part of the Extension Program. Please pack an extra snack and drink for afternoon Extension. It may be helpful to mark the snack "Extension" or keep it in a special place in your child's backpack.

PAYMENTS

The Extension rate is \$3.00 per hour per child. As this fee is the sole support of the program, we ask that parents prepay for Extension time in blocks of 40 hours (\$120) or 20 hours (\$60). These payments should be paid by the 10th of each month and sent to the school office. Parents will receive a monthly statement, but should not wait for that statement to prepay for that month. Quarterly report cards may be withheld from families not current on their extension payments.

TELEPHONE

Telephone use is for emergencies only. Arrangements to go home with others need to be made ahead of time.

HOURS OF OPERATION/LATE PICK UP CHARGES

Hours of operation are:

7:00-8:20 a.m. Monday - Friday

3:00- 6:00 p.m. Monday, Wednesday, Thursday, Friday

2:00- 6:00 p.m. Tuesday

Extension is open only on days when school is in session. If school is closed, Extension is closed. If school is on a "late start" schedule, Extension will open at 7:00 a.m.

Our Extension Program ends promptly at 6:00 p.m. Parents, who have not picked up their children by 6:00 p.m., add \$5.00 for the first 5 minutes and \$5.00 per minute thereafter. This fee will be directly docked from the time card. This policy is strictly enforced. We ask for your consideration of our staff's time and personal commitments.

COMMUNICATION

Parents may communicate with the Extension staff or director by written notes, telephone, or in person. Parents cannot expect a staff member's full attention if children are present, but may make a private appointment with the Supervising Teacher or the Extension Director.

SIGN IN/SIGN OUT PROCEDURES

AM Extension - Parents must escort their children into the Extension classroom. **Parents must sign their children in**, using their full, legal signature, in the Sign In/Out book, and record the time in the Time Card Book.

PM Extension - **Parents must sign their children out**, using their full, legal signature, in the Sign In/Out Book and record the time in the Time Card Book.

Persons other than parents picking up children must either be authorized on the Emergency Card or parents must send written notice authorizing the children to be released. Students will not be released to unauthorized persons.

Students wishing to attend other activities (sports practices, art class, Mad Science, sewing, etc.) must have a signed activity release form or they will not be released from Extension. The Extension Program is not responsible for students while they attend these activities.

ILLNESS OR ACCIDENT

With the children's safety and well being in mind, it is most important that each child have a completed Emergency Card on file. Injuries which appear to be of a minor nature will be treated on the premises. Students with minor cuts, scrapes or bumps are instructed to clean the wounded area and are provided with Band-Aids and/or ice. Extension staff will not administer any treatment other than basic first aid, unless instructed by trained emergency personnel.

Students feeling ill will be made as comfortable as possible. Parents are expected to make provision for taking sick children home. In situations which appear serious, the Extension staff will make every effort to carry out the instructions provided on the Emergency Card. If the instructions on the card are inadequate, or cannot be followed at the time of the emergency, the Extension staff will act in a prudent and reasonable manner for the welfare of the child. Staff will not administer medications.

DISCIPLINE CODE

Every child is expected to abide by the rules of the program, respect staff members, other students, and all property. If a child violates these standards, he/she will be removed from the group for a five to thirty minute period.

If the child does not respond to this and the problem behavior persists, the parents will be notified in the form of a behavior slip. Should there continue to be problems, a second behavior slip will be sent and the parents will be called in for a conference. A child who receives a third behavior slip may be suspended or expelled from the extension program. Any child participating in dangerous, destructive or malicious behavior may be immediately suspended or expelled

EXPECTATIONS OF STUDENTS

Our program is an extension of the St. Luke School day. As such it conforms to the policies and procedures of the school. Students are expected to follow all of the rules outlined in the St. Luke School Student Handbook, as well as these additional guidelines for Extension:

- All students are expected to report to the Extension Room immediately after school and sign in with the Extension Supervisor. Extension children are not to go to the carpool area. Kindergarten students will be escorted to the Extension Room by their teacher.
- Students are to remain in the care of the Extension staff and are not to leave the Extension area without permission. Once they get permission, they must sign out in a special book indicating the time they leave and their destination.
- Students are expected to remain in their school uniforms unless given permission by the Extension Supervisor to change their clothes.
- Study time is available to all students with homework. It is the child's responsibility to acknowledge his/her assignments and then use the time and resources available.
- Students should have in their backpacks all the supplies (including pencils) they need to complete their assignments. Trips back to their classroom are discouraged.
- Students are discouraged from bringing toys from home. If a personal toy becomes a problem, it will be confiscated and returned at the discretion of the Extension Supervisor.
- Students are expected to address all staff members in a formal manner - that is, "Mr. Smith", "Mrs. Jones", or "Ms". Informal use of staff members' names by students is inappropriate in the school setting.
- Students are expected to respect the staff, each other, the materials provided and the environment. Each child is expected to care for games and equipment and help clean Extension areas after use.

Right to Amend

The Extension Program reserves the right to amend the handbook as circumstances warrant. Parents will be promptly notified in writing if changes are made.

Saint Luke School Extension Program Handbook Agreement Form

We ask that parents read the following policies, procedures, and rules carefully. By enrollment in the St. Luke Extension Program, parents automatically accept the policies, procedures and rules herein contained. Please read carefully and then sign that you have received and read a copy of this book. Please return this signed agreement to the Extension Director.

As the parent/guardian of

_____ (name of child/children)
I have received and read the Extension Program Handbook.

Signature

Print Name

Date: _____

As a student of the St. Luke School Extension Program, I/We have received and read the Extension Program Handbook.

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name