

# ST. URSULA SCHOOL

2023-24

## EXTENDED DAY HANDBOOK

Revised 06/22/2023

## Philosophy/Goals

The Extended Day program is operated under the auspices of St Ursula School, with the same emphasis on children living out their Catholic faith in everyday life. The atmosphere is one of caring and concern while fostering personal and social growth in each child.

The Extended Day program strives to construct an enjoyable atmosphere with varying activities, including vigorous play, art activities, homework time, and indoor play. The children are served a nutritious snack and drink every day.

## Admission Policies

Children must be enrolled in St Ursula School to be registered with Extended Day. Extended Day is a privilege, not a right. Parents and students must understand that they must obey the rules and regulations in order to continue in the program.

Registration is held prior to the start of each school year. Any registration received after the due date will be considered late. Students registered after the due date will not be permitted to attend Extended Day until the delayed start date. The due date and delayed start date will be determined prior to the start of registration. In order for students to attend Extended Day, all completed registration forms must be on file. Missing forms or information will delay admission to the program.

## Billing

Daily and weekly rates are established prior to the beginning of the school year.

Full time participants will be billed for the current month at the beginning of the month. If school is closed for any reason or your child is absent, you will be billed for the lost time.

Part time participants are billed at the beginning of the following month for days in attendance the prior month.

Plan choice options are determined by the parent/guardian. If you wish to change your plan, it must be submitted in writing.

Billing is processed through your FACTS account monthly. Invoices must be paid by the 20<sup>th</sup> of the month. **FAILURE TO PAY IN FULL BY THE 20<sup>TH</sup> OF THE MONTH MAY RESULT IN SUSPENSION FROM THE PROGRAM UNTIL FULL PAYMENT IS RECEIVED.**

## Hours of Operation

Morning	7:00-7:40 a.m.
Afternoon	2:50-6:00 p.m.

Extended Day closes at 6:00 PM under normal circumstances. This includes scheduled early dismissal days. Anyone picking up late will be charged a fee of \$1.00 per minute ***per child***. Late fees are not billable. Fees are due at pick-up time. If the fee is not paid at pick-up, an invoice will be issued. Failure to pay a late fee invoice within 20 days will result in suspension from the program until paid in full.

## **Inclement Weather, Late Opening or Early Dismissal**

Listen to WBAL and follow Baltimore County announcements for late openings or early dismissals. You can also check the website [www.stursula.org](http://www.stursula.org). Baltimore County also has a website and app that will notify you of any dismissal announcements.

### **Delayed opening schedule:**

Schools open 1 hour late, Extended day opens at 8:00 a.m.

Schools open 2 hours late, Extended Day opens at 9:00 a.m.

### **Early dismissal schedule:**

If schools close 1 or 2 hours early, Extended Day closes at 4:00 p.m.

If schools close 3 hours early or a 12:10 dismissal due to inclement weather, Extended Day closes at 3:00 p.m.

If BCPS after school activities are canceled, Extended Day closes at 4:00 p.m.

Anyone registered with Extended Day is welcome to utilize the morning or afternoon program in the event of late opening or early dismissal.

## **Communication**

Parents may not engage any of the Extended Day workers or students in conference or communication. Concerns should be brought to the attention of the Directors of the program.

If your child attends Extended Day, please do not email daily changes to Extended Day. Instead, please email any changes to the school office. Extended Day staff are not in the building during the school day.

## **Morning Drop Off**

Morning Extended Day is held in the lunchroom. Drop off is at the first set of doors on Manns Avenue (doors closest to Harford Road to the left of the doors used to enter the school office). Drop off begins at and NOT BEFORE 7:00 AM. Parents are welcome to walk their child(ren) into the building as far as the interior doors. Parents may not enter the lunchroom at drop off time.

There is no food service/consumption of food or drink during morning Extended Day. Please have your child eat breakfast before arriving in the morning.

Morning Extended Day ends promptly at 7:40 AM. Any students arriving after 7:40 AM must enter the building using the Neifeld Avenue entrance and following the morning drop off procedures. Students may not be dropped off at the school office during morning arrival (7:40-8:10).

## **Afternoon Pick Up**

An Authorization Form and an Emergency Form are required as part of the registration packet. Any person listed on either form will be permitted to pick up your student. Photo identification will be requested for verification. If a question arises, a phone call will be made to confirm pick up arrangements. Please make sure the information on all forms is complete and current. Children may not leave until they are signed out. Any changes in normal pick up arrangements must be submitted in writing.

Pick-up is held in the lunchroom. Parents may not enter the lunchroom during pick up. After signing out your child(ren), please wait in the hallway. Please do not enter the two classrooms located in this hallway.

## **Attendance**

Attendance is taken as the students arrive at Extended Day. Students must come directly to Extended Day directly from their classrooms, unless they are attending an afterschool activity. Students attending an afterschool activity are marked in attendance once the activity ends and they arrive at Extended Day.

Once students are signed out of Extended Day or dismissed from school, they may not return until the following school day.

## **After School Activities**

Students who are enrolled in afterschool activities are dismissed from their homerooms directly to that activity. After the activity ends, students that arrive at Extended Day are given a snack and must work on their assigned homework.

We do not escort students outside of the school building for any afterschool activities. Arrangements for escort must be made by parents for any activity held anywhere other than in the school building.

## **Daily Schedule**

Normally, Extended Day operates on the following schedule Monday-Thursday. This may change due to special events, early closure due to inclement weather, or other unplanned events.

2:50-3:30 All students arrive and are served a snack and drink

3:30-4:15 Students in PreK through grade 3 go outside

Students in grades 4-8 inside for homework

4:15-5:00 Students in grades 1-3 inside for homework

Students in grades 4-8 go outside

Students in grades PreK and Kindergarten have play time from 3:10-5:00 Mon-Fri

There is no homework time on Fridays or, if school is closed on Friday, the last school day of the week. Students have play time from 3:30 -5:00.

Daily, at 5:00 all remaining students are gathered in the lunchroom.

This schedule is subject to change without notice.

On occasion we do show movies, have organized games, crafts, dancing, make use of the Wii, etc. Students remain with their assigned group during these activities.

## **Food Service**

Students are provided a snack and drink daily upon arrival at afternoon Extended Day. Our snack schedule is posted in the lunchroom. ***Students may bring additional snacks and drinks to Extended Day. Please do not send soda or food that requires refrigeration.***

There is no food service **during** morning Extended Day. Students must eat breakfast prior to arrival.

## **Food Allergies**

If your child has a documented food allergy, please supply an afterschool snack. Please send the snack in your child's lunchbox.

## **Homework**

Students in grades 1-8 work independently on homework. They are supervised in a group setting monitored by staff members. If the students ask for help or have questions, we offer assistance. We do not check homework for accuracy or completion. Students must bring all books and materials needed to complete their assignments. Homework time is not an option. All students are expected to participate, have their own supplies, work quietly, and have a book to read in the event that they finish early. Students may not return to their classrooms for any reason after dismissal.

## **Playtime**

All students have play time daily. We DO go outside daily. Please have your student dressed appropriately, especially for the cold weather. Hats, scarves, and gloves are encouraged. Girls

may wear sweatpants, pajama pants or leggings in addition to their jumper during Extended Day.

## **Uniform**

Students must stay in their school uniform during Extended Day. They may change into tennis shoes upon arrival. It is the student's responsibility to remember to do so and secure their uniform shoes. We are not responsible if a student forgets to change shoes or loses shoes. Students may not change out of their uniform until after they are signed out for the day.

## **Health**

If a student presents with an illness during Extended Day that warrants exclusion, the parents/guardian will be contacted. These illnesses include, but are not limited to: vomiting, fever, and diarrhea. If we are not able to contact a parent/guardian, we will contact an adult listed as authorized to pick up the student. The Health Room is notified when students are sent home due to illness. We do not contact parents/guardians for minor cuts, bruises, injuries or bathroom "accidents". Parents are notified at pick up time of minor incidents. The school nurse is not on duty during Extended Day hours.

## **Health/Medication Forms**

If your child has a documented medical condition and/or requires medication during Extended Day, please notify the program directors. Extended Day must have completed Medication Administration forms on file to administer any medications. These are not the forms used by the school's Health Room. The forms may be found on the school's website. All prescribed medications must be in the original container from the pharmacy with the pharmacy label attached. Over the counter medication must be in the packaging clearly marked with the student's name.

## **Discipline**

Any student who consistently misbehaves, is non-cooperative, or fails to comply with the stated rules will receive a written warning. This must be signed by both the student and a parent/guardian and returned within 2 days.

Three written warnings will result in a 3 day suspension from the program to be determined by school administration.

Time outs are used for younger students and are age appropriate. Students being uncooperative or argumentative during any activity will be removed from the activity for a brief period to regroup. The student will be given another opportunity to participate. If after two attempts are made and the problem continues, the student will be redirected to another activity.

## **General Rules**

1. Each child is expected to participate in all activities.
2. No child is to leave a supervised area without expressed adult permission.
3. No foul language, profanity, inappropriate conduct or disrespectful behavior will be tolerated.
4. As stated in the school handbook, items such as toys, games, cell phones, personal electronic devices, radios, CD's or other articles from home are inappropriate in school and Extended Day and may not be used in Extended Day.
5. On occasion movies will be shown to the students. Selected movies are rated G or PG.
6. On occasion students will be permitted to play the Wii in a group setting.
7. All policies listed in the Student/Parent handbook also apply during Extend Day.
8. Students and parents may not go to the classrooms for any reason during Extended Day hours. Please do not ask any staff members for permission to do so.

## **EXTENDED DAY ADMINISTRATION**

Directors: Niki Thoericht ([nthoericht@stursula.org](mailto:nthoericht@stursula.org))

**EXTENDED DAY PHONE NUMBER: 410-665-7036**

**(Only available from 7:00-7:40 am and from 2:30-6:00 pm.)**