

# Our Lady of the Most Blessed Sacrament School



## HANDBOOK

### **Dear Parents and Guardians:**

This handbook is designed to familiarize you and your child/children with the basic policies and operations of OLMBSS Extended Day Program.

Please take time to read it carefully and address those issues with your child/children which will assist them in functioning comfortably in the Extended Day Program.

You are requested to return the back page of this handbook with your signature to indicate that you have read the handbook.

Thank you for your time and continued cooperation.

Sincerely,  
OLMBSS Extended Day Program Director

## **WHAT IS THE EXTENDED DAY PROGRAM?**

Our Lady of the Most Blessed Sacrament School is pleased to offer the Extended Day Program which provides before and after school care for students enrolled students in grades PreSchool 3-8<sup>th</sup>. It is staffed by a certified teacher and, if necessary, various part time assistants. A certified director oversees the program. Services are only available to the children currently enrolled at the school and operates only when school is in session.

OLMBSS Extended Day begins on the first day of school. Extended Day is a program designed to provide convenience, care, supervision and recreation for the students. We are fortunate to offer our school families both **BEFORE SCHOOL CARE** and **AFTER SCHOOL CARE** services. Both services are available for daily OR occasional use depending on your needs. We do strongly suggest for planning purposes: if you know in advance that you will be utilizing either service, please sign up on the provided forms/calendar.

- **Before School Care is available and operates from 7:15am to 8:15am**

Children will be engaged in free play, social interactions with peers and have the ability to purchase “continental” breakfast items during this time.

- **After School Care is available and operates from 3:30pm to 6:00pm**

Children will be engaged in free play, arts and crafts, outside play, social interactions with peers, snack time, and there is also time set aside for homework completion. After School Care is only offered to students who attend a full day of school **i.e.** Half day PreSchool and Half Day Kindergarten students are unable to use the After School Care Service.

In order for your child/children to attend the program you must have a completed application form; attached with a non-refundable registration fee of \$15.00 (per family), emergency form filled out, and handbook signature page returned and on file within 3 days of the first use. *If any previous year's bills are owed, your application will not be accepted until payment is made in full.*

**You must register each new school year.**

We strongly suggest if you need peace of mind throughout the school year for any unforeseen problem, enroll your child/children in the program. Once enrolled if an occasion arises that you are detained at work, shopping, traffic jams, etc., you can call the school and your child will be able to stay in a safe and fun environment.

Please feel free to call the school if you have any questions: 724-226-2345

## **ADMISSION POLICY and RATES**

Within three school days of the first use - Parents and or Guardians will need to complete the following in order to utilize OLMBSS Before or After School Care Services.

1. Application Form
2. A \$15.00 NON-REFUNDABLE Registration Fee (per family)
3. Emergency Form
4. Handbook Signature Page
5. If possible: Service Usage Form/Calendar for the week/month

### **Extended Day Program Rates:**

<p>Before School Care &amp; After School Care Services</p> <p><b>If student(s) stays 3+ hours in one day – rates decrease by \$2.00</b></p>
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<p>\$5.00 hour/first child</p> <p>\$3.00 hour/second child</p> <p>\$2.00 hour/third child</p> <p>fourth + child \$ FREE \$</p>
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**A \$20.00 late fee will be charged for any pick-up after 6:00 p.m.**

Bills will be sent out in the Friday Family folders, the first Friday of the new month for the following month. Your first bill won't be sent out until the first Friday in October. We will also put the first week on that bill (Aug.) Payments are expected by the 20<sup>th</sup> of each month unless other arrangements are made with the Program Director. If payment is not paid by the end of the new month, children may not be allowed in program until payment is paid. Checks should be made payable to OLMBSS. A charge will be assessed for all returned checks. **IN MAY AND JUNE, PAYMENTS ARE TO BE PAID BY THE END OF EACH WEEK.** The program director will have hours counted each week for your convenience.

If a parent or guardian fails to meet the program fee payment and does not make adequate arrangements with the Director, the child/children will not be allowed to continue in the program.

Please keep a copy of the bill for your records. This will help you with your taxes. The Director will only have the same records that are sent home. The Director will not send home an end of year statement.

## **PROGRAM OVERVIEW:**

Both Before School Care ARRIVAL and After School Care PICK-UP will be at Door # 3 (The Pre-School Entrance.) Parents may park in the parking lot next to St. Joseph's Gymnasium. It is required that you push the button on the intercom to be granted access to the building. Please be advised you may be required to show identification when picking up a student.

**BOTH** Before Care and After School Care will be located in the Pre-School classroom (Room 15). We will meet and do most of our activities in this room. During After School Care students MAY be outside on the playground, in the computer lab, or elsewhere on campus – SHOULD THIS OCCUR a note will ALWAYS be on the exterior door letting parents know where the students are.

### **BEFORE SCHOOL CARE:**

7:15 am - 8:15 am ----- Attendance, OPTIONAL breakfast, and free play

### **AFTER SCHOOL CARE SCHEDULE:**

3:30 pm - 4:00 pm	Attendance and free play
4:00 pm - 4:30 pm	Bathroom break, snack, and free play
4:30 pm - 5:00 pm	Homework, quiet time and crafts
5:00 pm - 5:30 pm	Games, free play (outside if possible)
5:30 pm - 6:00 pm	Clean-up time and games

These times MAY be subject to change due to weather conditions  
(In nice weather, we like to be outside a little longer).

### **HOMEWORK and QUIET TIME**

A scheduled homework period is provided each day. It is the child's responsibility to have his/her assignments and books. No child can be forced to do his/her homework. It is the responsibility of the parent to discuss with their child/children what they expect to be completed. Children are asked to take time to remember their books before coming to extended day. Children who do not have homework still need to respect other children and find a quiet activity at this time.

**PLEASE NOTE:** Children should not bring personal belongings to school for use at Extended Day unless permission is given by the Parent/Program Director. Extended Day is part of the school, which means if an item is not permitted at school it is not permitted at Extended Day. If a student brings items from home – the Extended Day staff are not responsible for items that get lost, stolen, damaged, or broken.

## SCHEDULING

If you plan to use the OLMBSS Extended Day Program frequently -- You will receive a **weekly service usage form**. This form can be filled out a week in advance and returned the first day of the week you need the service. You may request extra copies or make your own copies.

For families using the OLMBSS Extended Day Program frequently and consistently – for your convenience, a blank monthly calendar can be used. The calendar needs to be filled out with the days marked that your child/children will be using the program and returned by the first of the month. You may request a blank monthly calendar or make your own. **PLEASE indicate which service you will be using by printing: AM or PM with your child's name on those days. SEE EXAMPLE BELOW:**

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3 <small>Labeled Here</small>	Kennedi PM 4	Kennedi PM 5	Kennedi PM 6	Kennedi PM 7
Kennedi AM 10	11	Kennedi AM 12	13	Kennedi AM & PM 14
17	18	19	20	21
24	Kennedi AM & PM 25	Kennedi AM & PM 26	Kennedi AM & PM 27	Kennedi AM & PM 28

**FOR AFTER SCHOOL CARE SERVICES:** If you do not utilize the monthly calendar or weekly usage forms – a written note **MUST** be given to the school office for the child to be dismissed to After School Care at the end of the school day. Sometimes things come up last minute and for that we understand and are here to help. If an emergency arises, we do ask that you please call the school **as soon as possible** to inform the office of dismissal changes.

If your child/children are scheduled for Extended Day and will not be there, please notify the school office. You should also be sure to inform your child/children's teacher in addition to the school office on the days he/she will be dismissed to Extended Day.

**The School Office and the Teacher** need to be informed with information about child/children's schedule for extended day use.

**The Extended Day Program follows the school's schedule. If school is cancelled due to inclement weather or other emergencies, there will be no extended day. Students may only use extended day the days they are present in school.**

## **DROP OFF and PICK UP**

**ALL DROP OFF AND PICK UP WILL OCCUR AT DOOR #3 – the Preschool Door.**

Parents need to park in the St. Joseph Gymnasium lot, walk their student to door 3 and ring the intercom buzzer. **ONLY** an Extended Day staff member is permitted to “buzz” you into the building and meet you in the hallway near room 15. Children also need to be signed in and out by an adult daily. Room 15 doors will be locked at all times and only OLMBSS Extended Day staff members are permitted to be in the room with the students. Breakfast for the Before School Care students will be offered inside of the Extended Day room, not in the cafeteria. A daily snack will also now be provided in the Extended Day room for students using the After School Care service. Once students are signed in to either service, they will not be permitted to leave the Extended Day room (to run to their lockers, help teachers in their classrooms, etc. etc. etc.).

Additional areas of parental responsibility are the matter of prompt pick-up in the afternoon. Staff members are employed only until 6:00 p.m. It is only common courtesy to respect the time of closure. For any time after 6:00 p.m., you will be charged a late fee of \$20.00. **The School Office and Director should be contacted immediately in the event of an emergency situation that would prevent you from being there before 6:00 p.m. These situations will be reviewed by the school Principal before a late fee is charged.**

Safety during pick-up of child/children is most important. Carefully drive behind OLMBS School and park in the parking lot beside SJHS Gymnasium. Please do not park in front of / block the steps to pick up or drop off your child/children for Extended Day.

**BEFORE SCHOOL CARE SERVICE:** Please avoid dropping off or parking between 8:15 – 8:30am. Before School Care ENDS at 8:15 am – Drop off after to 8:15 is considered regular car rider arrival which is located in the front of the school building.

**AFTER SCHOOL CARE SERVICE:**

Please avoid picking up or parking between 3:00 – 3:30p.m. Afterschool care DOES NOT begin until 3:30 – Pick-up prior to 3:30 is considered regular car rider dismissal which is located on the opposite side of the building in the parking lot next to the field.

Parents and Guardians for the safety of the children, you MAY be asked to show identification when you pick up your children. If for any reason a parent or guardian cannot pick up the child/children only the people on the emergency form will be allowed to pick up. Please inform emergency contact people of all information regarding this matter. Only adults 18 years or older may pick up children. Remember this for the emergency form.

## **CUSTODIAL CONSIDERATIONS**

If a custody decree exists, the school Principal must have a copy of the document. It should give information relating to a parent's contact with a child. If parents do not have joint custody of the child, the Program Director must know when, if ever, a child may be released to a non-custodial parent. All of the information provided will be kept confidential.

## **SNACK DONATIONS ARE ALWAYS APPRECIATED**

Parents or guardians **ARE WELCOME** to send in and donate a snack/drinks every couple of months to share with the children. Drinks will be provided. Please send in enough snacks for 25-30 children. We do not keep a list of who or when snacks are brought in. Just bring them in anytime. If your child has specific allergies or nutritional needs, please inform the director and arrange to have a "Safe Snack" supply readily available.

## **ILLNESS**

As with the regular school code, children with communicable diseases will not be permitted to attend Extended Day. The parent or guardian will be notified if the child should become ill while in the Program.

## **ACCIDENTS and INJURIES**

In cases which appear to be of a minor nature, first aid will be administered on the premises.

In cases which appear serious, the Program Director will act according to their best judgment for the welfare of the child. Parents and guardians who do not wish their child/children treated in any way should indicate such on the emergency form and should give directions to be followed.

In the event of any illness, accident or emergency, the parent will be notified immediately. If the parent or guardian cannot be reached, the emergency name on file will be notified.

## **MEDICATION**

Procedures for dispensing prescription medications will be the same as during the school day.

## **ABSENCES**

If you know in advance that your child/children will be absent from the program, please notify the School Office ASAP.

## **COMMUNICATION**

Parents and Guardians are encouraged to communicate with the Program Director when there are questions or concerns regarding their child/children. ALL OLMBSS school rules apply: Failure to comply or excess behavior issues may result in loss of privilege to use OLMBSS Extended Day Program.

## **BEHAVIOR**

As members of a caring school community, the children will be expected to respect the staff, each other, and the materials and equipment provided.

Every child is expected to abide by the Program Rules.

1. Each child is expected to participate in all activities to the best of his/her ability.
2. Children are not to leave the supervision of the Program Director without expressed consent.
3. Disrespect to staff members, other students, or property will NOT be tolerated.
4. Each child will be expected to clean up after him/herself.
5. Returning to the classrooms, lockers, hallways, etc. is not permitted.

If a child violates standards, we will first give a verbal warning. If the behavior continues, the child will be removed from the group for a time-out period. If the child doesn't respond to this and the problem persists, a disciplinary note will be sent to the school Principal and the parent will be notified when they pick up the child.

Should there continue to be a problem, a conference will be arranged with the Program Director, School Principal, and Parents for the purpose of dismissing the child from the Program.

## **RIGHT TO AMEND**

We reserve the right to amend this handbook for just cause. You will be notified promptly, in writing, if changes are made. Last date revised August 2018.



**OLMBSS EXTENDED DAY PROGRAM  
HANDBOOK REPOSE FORM**

**I have read the Extended Day Program Handbook and have discussed pertinent sections with my child/children.**

\_\_\_\_\_  
**Signature of Parent or Guardian**

**DATE** \_\_\_\_\_

**Name(s) of Child(ren) enrolled in OLMBSS**

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

**PLEASE RETURN THIS PAGE TO THE EXTENDED DAY PROGRAM DIRECTOR  
THE ABOVE RESPONSE FORM WILL BE KEPT ON FILE.**