



## ST. AUGUSTINE EXTENDED SCHOOL PROGRAM

### **Philosophy/Goals**

The Extended School Program strives to construct an enjoyable and safe atmosphere for the students, in which they feel good about themselves and parents are relieved of worry and stress. In the Extended School Program there are varying activities including play, art activities, homework time and indoor games. The students may bring a nutritious snack and juice each day if desired.

### **Admission Policy**

Any student aged 5-12 who is presently enrolled in St. Augustine School will be admitted to the Extended School Program. There is a \$25.00 registration fee per family for use of the program even if it is only occasionally. Students will be accepted on a drop-in basis. Fees are \$5.50 a day per student regardless of the amount of time the student is present. Parents are asked to **pay weekly** to make record keeping easier. Parents are asked not to pay in advance. Accounts are to be kept current. A reminder will be sent if fees owed reach an unacceptable level. Failure to keep payment current may result in dismissal from the program.

### **Program**

The homeroom teacher will bring all students to the cafeteria after class has been dismissed at 3:00.

(Sample schedule of activities)

- 3:00 Check in
- 3:15 Activity time outside, weather permitting
- 3:45 Snack
- 4:00 Homework/Quiet time
- 4:45 Supervised enrichment games, films, arts, crafts, etc.
- 5:30 Clean up
- 6:00 Program ends

The program meets on full school days. If an early dismissal is included on the monthly or yearly calendar, the program will be held beginning at dismissal time. On days when school is dismissed early or is closed unexpectedly because of weather or another emergency, the program will not be in operation.

### **Communication**

If there are any questions or concerns, please contact:

Extended School Program at: (270) 692-2063

### **Daily Release**

A student will only be released to parents or an individual who has been authorized by the parents to pick up the student. In order for someone else to pick up a student the director must have a note including information about who will be picking up the student and the date. Exceptions will *never* be made. A parent must come inside to the cafeteria to sign out the student(s) before picking him/her up each day.

### **Discipline Code**

Every student is expected to abide by the rules of the program, respect staff members, other students and all property. If a student violates these standards, the first action will be removing the student from the group and seating him/her alone for a 5 to 30 minute period. If the student does not respond to this consequence and the problem behavior persists, the parents will be called to pick up the student. Should there continue to be problems, the student may be dismissed from the program.

## **EXTENDED SCHOOL RULES**

1. Each student is expected to participate in all activities to the best of his/her abilities.
2. No student is to leave the supervision of his/her teacher without permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
5. Running in the halls or down steps is dangerous and cannot be permitted.
6. Each student will be expected to help clean up his/her toys, craft supplies and to generally straighten the room.

7. Each student is unique and valuable; therefore, we will expect every student to be treated with respect, love and concern.
8. Please do not bring toys or other articles from home without the permission from the teacher.
9. All pertinent rules listed in the school's Code of Conduct apply to the Extended Care Program.
10. Students are to remain in uniform until picked up by parents. The only exception is for participation in basketball practices during Extended Care hours.

### **Emergency Procedures**

In case of an emergency, parents will be called at home and/or at work. If the parents cannot be reached, emergency contacts indicated by the parent on the emergency registration form will be contacted. In case of a fire or situation that makes it necessary to evacuate the building, all students will be taken to the parish center.

### **Nutrition**

The students are to bring their own *nutritious* snack and juice if desired. Examples of some acceptable snacks would be fruit, crackers, dry cereal, pretzel, etc.

### **Records**

Any records that may be needed are already maintained in the school's office.

### **Medication**

Medication will not be dispensed during Extended Care hours. All medication must be given during school hours or at home.

### **Field Trips**

Field trips may be taken for special events at the public library or other similar occasions. In all cases each student must have a permission form signed by his/her parents or legal guardian in order to participate in any activity away from the school grounds. A student who has not returned a signed permission form may not accompany the group.

### **Search and Seizure**

The Director may request a student to empty pockets, book bags, purses, socks, shoes, etc., if the student is believed to be carrying a dangerous item

or if the student is suspected of theft. If warranted, the director shall search the student's person or personal belongings. Parents will be contacted and, if the condition becomes extreme, the police will be called.

**Right to Amend**

St. Augustine School reserves the right to change policies and procedures contained in this handbook. Parents will be given prompt notice of any change.

**Welcome to  
St. Augustine School  
Extended School Program**



**Parent/Student Handbook  
2009-2010**

**St. Augustine School  
236 S. Spalding Ave  
Lebanon, KY 40033  
(270) 692-2063**

**St. Augustine Extended School Program**  
Parent(s)/Student(s) Signed Agreement

We have read and agree to be governed by this handbook.

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Parent(s) signature \_\_\_\_\_

Date \_\_\_\_\_