

# **St. Michael The Archangel Catholic School Extended Day PARENT HANDBOOK**



**St. Michael Catholic School  
723 Sutton Place  
Findlay, OH 45840  
School Office (419) 423-2738**

Updated October, 2021

## **Welcome to St. Michael the Archangel Extended Day Program**

### **Philosophy and Goals:**

It is our desire to provide a service to the working parents of children who attend our school Kindergarten Readiness through 5th grade. The program is to be an extension of the regular school day and is structured and organized, but flexible enough to allow students some FREE time as well as an opportunity to begin their homework. We will provide a secure, cheerful environment for the children by offering supervision, snacks and times for play and work.

### **Staff:**

According to Diocesan policy, all staff working with children are required to:

- Be trained in Virtus, Protecting God's Children
- Clear both a BCI and FBI background check

In addition to this, staff members will be familiar with basic first aid and epi-pen procedures.

### **Director:**

In charge of scheduling, billing, and staffing. The director handles serious discipline issues or parent concerns.

DIRECTOR: Miss Kalya Yoakam ([exday@findlaystmichael.org](mailto:exday@findlaystmichael.org))

BOOKKEEPER: Mrs. Pat Runge ([prunge@findlaystmichael.org](mailto:prunge@findlaystmichael.org))

**Supervisor:** In charge of children on a daily basis. This includes supervision of activities and discipline. The Extended Day program maintains a 14:1 ratio.

### **Registration:**

This is NOT a drop off service and all attendees will need to have proper registration before using the Extended Day services. The registration form can be obtained in the school office. There is an annual non-refundable registration fee of \$15.00 for one child, \$20.00 for two, and \$25.00 for three or more. In addition to the registration fee, there is also an \$8.00 fee/key card (limit of 2/family).

**Emergency Medical:** We will keep an emergency health form in the room.

Procedures for emergencies will follow the rules already set in place by St. Michael Catholic School. If your child is on medication, the Extended Day employees should be advised. If your emergency contacts or place of employment change, it is your responsibility to update the form. We need current phone numbers for parents at all times.

### **Custody Arrangements:**

If there are special custody arrangements for the child, the appropriate documentation must be on file in the program office.

**Times:**

The Extended Day Program will be open for days when school is regularly scheduled, delay days, or cancellations but NOT for vacation, conferences, or holiday breaks that are on the school calendar.

**Morning Care:** 7:00 am – 7:30 am (Grades KR-5) or  
7:30 am – 8:15 am (Preschool)

**Afternoon Care:** 2:25 pm – 5:55 pm (Grades KR-5)

**2-3 Hour Delay:** 7:00 am-9:30/10:30 am (Grades KR-5)  
9:30-10:15 am (Preschool)

**Cancellation Days:** 7:00 am-5:55 pm (Grades KR-5)- No preschool students

**Cancellations and Delays:**

- Payments are to be added to weekly payment or paid at time of drop off/pick up.
- In the event there is a delay that goes to a cancellation, the children may stay or be picked up.
- The program will be open if we are on an Emergency Level one or two.
- The program is not open on an Emergency Level three. If we reach a level three after being open, children are expected to be picked up immediately.

**COSTS:**

**Morning Care:** \$2/day per child OR \$8/week per child (four or five days)

**Afternoon Care:** \$10.00 per day OR \$38.00 per week (four or five days)

**Delay Days:** \$5 per student

**Cancellation Days:**

Attend 4 hours or less-	\$15 per student
Attend more than 4 hours -	\$20 per student

**LATE PICK-UP FEES:**

Offenses are counted per quarter. Each quarter every family will start with zero offenses.

- First offense – warning
- Second offense - \$1 per minute past 5:55 p.m. Must be paid within a week.
- Third offense - \$2 per minute past 5:55p.m. Must be paid within a week
- Fourth or more – \$3 per minute past 5:55p.m. Failure to pay late fee or consistent lateness may result in dismissal from the program.

**PAYMENTS:**

**DUE:** All payments are due on or before Friday of the week your child attends

**PAYABLE:** Checks are payable to St. Michael School

**LATE FEE:** A \$5.00 late fee will be charged to any family who does not pay on time weekly. Late payment notifications will be made on Mondays.

**ACCOUNT SUSPENSION:** The removal of students from the program may occur if payments are more than one month delinquent.

**NO NOTICE FEE:** A **\$5.00** fee may result if there is a consistent failure to notify Extended Day of attendance before 1:30 pm.

**DROP-OFF and PICK-UP PROCEDURES:****AM Drop Off:**

- Pull around south playground lot so that the driver's side of car will pull along the curb (like normal morning drop-off procedures).
- Pull up past the walk way so that multiple cars can fit at the same time.
- Walk your child(ren) up the Activity Center doors.
- The far right door will allow you access with your key card at 7:00 am.
- **An adult must accompany the child and check in with the Supervisor.**

**PM Pick Up:**

- All children must be picked by 5:55 p.m.
- Pull straight ahead off of Bright Road so that the passenger side of the car is curbside.
- Pull up past the walk way so that multiple cars can fit at the same time.
- Your key card will be active at the Activity Center doors from 2:45 pm - 5:55 pm.
- Parent needs to sign their child out before leaving.

**Authorized Adults:**

Children will only be released to those authorized on the Enrollment Form. If someone not listed on the Enrollment Form is to pick up your child, a call or note from the parent is required and said person must present a picture ID to the staff.

**Key Cards:**

- Each family will pay a key card fee of \$8.00/card.
- Each family may have up to two key cards.
- Your key cards only work for the Activity Center doors (bell tower side) between the hours of 7-8 am and 2:45-6 pm.
- All key cards will be collected at the end of each school year. Families who plan to use the program the following school year, will not be charged an

additional key card fee and will be reissued a key card before school starts again. Key cards of families not returning will be deactivated.

- Please contact the Deacon Mike Eier in the school office if your key card stops working or you lose it. A replacement fee of \$8.00 will be charged.

**Daily Space for:**

**Morning Care:** KR-5th grade- (7:00 - 7:30 am)- Activity Center  
Preschool- (7:30 - 8:15 am)- P5 room off Activity Center

**After School Care:**

KR/K- Preschool Room off Activity Center  
K-5th Grade- Activity Center  
South Playground/Field- All KR-5 students

**Daily Schedule:**

2:20 - 3:00 pm- check-in and quiet table activities/homework  
3:00 pm- Snack  
3:30pm - Outside play  
Depending on weather...return to Activity Center

**Attendance:**

Attendance will be taken each day for safety and security. It's important to know of any changes to ensure the Extended Students are safe and are where they need to be. Parent notification to Extended Day and teachers is most important to allow staff to focus more on the kids rather than figuring out if a child is missing during one of the busiest parts of the school day.

Students marked on the Enrollment Form as attending daily or on a set schedule will be permanently set to come as indicated. Students who do not have a set schedule must provide prior notification to their arrival.

**Parent Notification is Needed When:**

- Your child is not going to attend on a normal attendance day
- Your child is going to attend on an unexpected day
- Your child will be coming later due to a sports practice, club, tutoring, ect.
- Your child needs released to attend an afterschool program

**How to Notify:**

All forms of communication should take place **BEFORE 1:30 pm.**

- **Note:** Send 2 notes so that the teacher can keep one copy and the other will be given to Extended Day.

**OR**

- **Email:** Copy both the homeroom teacher and Extended Day on the same email. Extended Day will be using the e-mail [exday@findlaystmichael.org](mailto:exday@findlaystmichael.org).

**Extra-Curricular Activities:**

- A note or email including details on where and when the activity is, must be received to release a child to a school or parish activity.
- Staff will send students in buddy fashion and/or accompany a group to the activity.
- Children not returning to Extended Day will be signed out by a staff member.
- Children returning to Extended Day should be walked back by the person in charge of that function. Please be sure that the person in charge is aware of the policy.

**Emergency Changes:** Should unexpected changes be necessary, please call either the School or Parish Office to reach Extended Day.

- **1:30 pm-3:30 pm-** Call the school office at **419-423-2738**
- **3:30 pm-6:00 pm-** Call the Parish Office at **419-422-2646**

**Snacks:**

Extended Day will provide pre-packaged snacks. If there is something else you would like them to have, please send it with them. It is expected that children will clean up their areas after eating snack.

**Allergies:**

Any known allergies MUST be documented on the Enrollment Form. It is recommended that those with food allergies provide their own snacks.

**Discipline/Rules:**

All St. Michael school policies, administrative procedures and rules will also apply to the Extended Day. Discipline will be developmentally appropriate. Disciplinary problems will not be tolerated and are grounds for dismissal from the program.

The following behaviors will not be tolerated: biting, physically harming another child or staff member, stealing, habitual late pick-up, destruction of school, parish, and/or program property, disrespect for staff members and the inappropriate handling of food.

The children should participate in all activities, use appropriate language, use materials as instructed and follow directions from supervisors.

1. Verbal warning from the Supervisor.
2. Written-up - Notice to the parents to be signed and returned.
3. If three notices have been sent home (per quarter) then one week suspension will occur.

Participants can be dismissed from the program if the above actions have taken place and the child still does not comply or deemed appropriate by Administration based on the violation(s).

### **Clothing:**

Children may bring a change of clothing. These items must be kept in the backpack during the school day. Extended Day Staff will dismiss students to change in the restrooms after taking attendance. Clothing should follow the out of uniform policy as set in dress code.

Weather permitting; we will try to go outside everyday so please see that the children have weather appropriate clothing. Labeling the items with the child's name will help considerably.

### **Illness:**

Children who are ill, have a fever, a contagious skin rash, diarrhea, vomiting, evidence of lice or any other symptoms of contagious illness should not be sent to the program. If your child becomes ill while in our care, they will be separated from the other children and contacts from the emergency medical form will be called to come pick up the child. Please pick up your child as soon as possible if the Extended Day staff feels your child is too ill to remain at the program.

### **Parent Participation and Communication:**

It is important for the parents and the Extended Day staff to work together to ensure that the needs of the children are met. Comments and suggestions are welcomed. Although conferences are not routinely scheduled, a conference may be requested by parents or staff at any time. Mutual convenience of the parties and the nature of the concern shall dictate scheduling. The specific topic to be discussed should be made known in advance.

Parental concerns or complaints should be brought to the attention of the Extended Day staff as soon as possible. Staff concerns will be brought to the attention of the parents immediately.

A three-step complaint procedure shall be followed:

- 1) Parents bring the concern to the attention of the involved staff member in an informal meeting.

- 2) Unresolved concerns are addressed in a formal meeting with the Extended Day Director.
- 3) A meeting may be requested to discuss still unresolved issues with the Principal and/or Pastor.

It is the goal of the Extended Day staff to seek solutions to all concerns or complaints at the lowest step of the procedure. Mutual cooperation between all parties will ensure the most beneficial environment for the children.