



## **Extended Day Handbook**

**Cathedral School of Saint Mary  
910 San Jacinto  
School Office (512) 476-1480  
School Fax (512)476-9922**

## **Welcome to CSSM Extended Day Program**

### **PHILOSOPHY & GOALS**

It is our desire to provide a service to the working parents of children who attend our school. The program is structured and organized, but flexible enough to allow students time to explore other activities, to have some free time as well as to have an opportunity to begin, and hopefully finish, their homework. We will provide a secure, cheerful environment for the children by offering supervision, discovery, and times for play and work. Our objectives include the elements of enhancing a positive self-esteem, developing social skills, and teaching life-long values such as responsibility, organization, and cooperation.

### **ENROLLMENT IN THE EXTENDED DAY PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:**

#### **PROGRAM'S EXPECTATIONS OF THE PARENTS**

The program expects that parents will

1. Register for the Extended Day Program, sign handbook acknowledgement sheet, and pay fees on time as explained below.
2. Keep the child's records up to date.
3. Pick-up children on time as explained in Hours of Operation.
4. Contact the program if their child will not be attending on a scheduled day.
5. Pay attention to any communications from Extended Day Personnel regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
6. Communicate with us for the care of your child via written notes or email.

#### **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

The program expects that the children will

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.
3. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
4. Arrive at the program promptly, according to the enrollment information.

#### **DISCIPLINE**

All Cathedral School of Saint Mary policies, administrative procedures, and rules will also apply to the Extended Day. Disciplinary problems will not be tolerated and are grounds for dismissal from the program.

1. Verbal warning from Personnel.
2. Time out (one minute per year old).
3. Notice to parents.
4. Meeting with Coordinator including parent and child.
5. Child can be suspended for a day or more when the behavior consistently violates the above rules or is deemed to be in serious violation of the rules by the Director/Coordinator.
6. Participants can be dismissed from the program if the above actions have taken place and the child still does not comply.

**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 registration fee of \$30.00 per family. If you are not registered but use our Extended Day Program, you must fill out a registration form immediately. You will be billed for the registration fee and the daily rate per child.

**FEES AND PAYMENT POLICY**

1. The program salaries, supplies, and administrative expenses are supported entirely by fees.
2. If your child is not picked up by 3:30 P.M. sharp, or at the scheduled dismissal of an after school activity, he or she will be checked into the Extended Day Program.
3. Any billing inquiries should be addressed to the accountant in the Rectory.
4. Refer to Extended Day Program fee schedule description for details and rates.

**TIMES & FEES**

Morning: 6:30 A.M. – 7:15 A.M.

COST: \$500 per family per year

Afternoon: 3:30 P.M. – 6:00 P.M.

COST:

\$1350 per year 1 child

\$2050 per year 2 children

\$2750 per year 3 or more

Daily drop-in rate per child \$20/per day

**LATE PICK-UP FEES**

Offenses are cumulative.

- a. First to fifth offense - \$2 per minute past 6:00 P.M.
- b. Sixth to tenth offense - \$5 per minute past 6:00 P.M.
- c. Eleventh and over- \$10 per minute past 6:00 P.M.

**REFUNDS**

There is no refund for missed days.

**PAYMENT OF FEES**

Fees are drafted monthly. Make sure you have arranged with the accountant to have your fees drafted from your account. Drop-in daily rate fees and late pick-up fees are billed monthly.

**ENROLLMENT FORMS**

1. The program expects the registration forms to be kept completed and current. They should be completed before the child's first day of attendance in the program.
2. The parent must provide any changes to the forms such as emergency person's, contacts, employer's, phone numbers, or departure changes.

**ATTENDANCE**

Changes in attendance must be sent to your child's Homeroom Teacher, who will notify Extended Day Personnel. Email or faxes are acceptable forms of notification.

**HOURS OF OPERATION**

1. The program operates from the end of full school days (3:30 P.M.) until 6:00 P.M. for all students. On early dismissal days for in-services, the Extended Day Program will be offered 1:00 P.M. to 6:00 P.M.
2. Extended Day Program will be offered on days when school is not in session; however, a sufficient number of students must be in attendance. That will be determined by enrollment forms sent home. In addition, Extended Day is not available at 11:30 A.M. on Christmas dismissal day. If there is inclement weather and school is cancelled, there will not be Extended Day. Please be prepared to make other arrangements.
3. Snacks must be sent in by the parents.
4. After 6:00 P.M. late fees are charged. Parents are required to sign a late slip at that time. Late fees may be paid at pick-up, or billed through your school account.
5. For the safety of the children, photo I.D will be required of anyone other than the child's parents to pick up a child.

**EMERGENCY PROCEDURES**

1. In case of emergency, the Extended Day Program telephone number is 2. The guidelines as stated in the Parent/Student Handbook regarding when a child will be sent home due to illness (i.e. fever, diarrhea, strep throat, communicable disease, etc.) will be followed during Extended Day hours. Please refer to the Parent/Student Handbook.
3. If a medical emergency or injury arises, or if your child has been exposed to a communicable disease, or has an adverse reaction to medication, Extended Day staff members will first attempt to contact the primary parent listed on enrollment forms. If the primary contact cannot be reached, the staff will try to contact the child's doctor and the persons listed as emergency contacts. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle will be called.
4. Emergency procedures for protection of children in case of emergencies such as severe weather, fire, and physical plant problems have been developed.

**MEDICATION**

1. Medication generally will not be dispensed during Extended Day hours except in cases of emergency. If medication is dispensed, verification that it was dispensed according to parental authorization will be maintained.
2. If administering medication during Extended Day hours is absolutely necessary, the specific procedures outlined in the Parent/Student Handbook must be followed. Parents must submit a Medication Consent Form for each medication (prescription and over-the-counter). A doctor's signature is required. Medication will be kept in a secure, locked location and administered by Extended Day personnel.
3. Students who must self-carry medication (ex. inhalers, EPI pens) must have written authorization from a doctor to carry during Extended Day hours.
4. Please note on your enrollment form for Extended Day any allergies and doctor information.

**STAFF**

All staff members must have attended the Ethics and Integrity in Ministry which includes a background check by the state.

- **DIRECTOR**-Robert LeGros, Principal, is the director of the Extended Day Program. He handles any dispute in billing or serious discipline issues or parent concerns.
- **COORDINATOR**-Mr. Don Boyles is the Coordinator In charge of children on daily basis. This includes supervision of activities and discipline.
- **TEACHERS**-Help the coordinator with activities

**A.M. DROP-OFF**

An adult must accompany the child to the cafeteria, and the adult must sign-in the child. Coats and book bags may accompany the child to Extended Day for easy access and availability.

**PICK-UP IN P.M.**

You should enter the San Jacinto gate with its code or enter the Donahue Center with its code. Make sure that you have entered all names of those authorized to pick-up your child.

**CLOTHING**

Students will wear their school uniform. Extra clothing, in case of accidents, may be packed.

**CONCERNS**

Please contact the Coordinator with any concerns you might have. Parents and guardians are encouraged to meet the staff during regular hours of operation. Any problems not settled by the Coordinator should be brought to the attention of the Director.

**EMERGENCIES**

We will keep an emergency health form in the room. Procedures for emergencies will follow the rules already set in place by Cathedral School of Saint Mary. 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.

**OPENINGS/CLOSINGS**

The program will be open if we have school. If there is no school, we will not have Extended Day.

**HOLIDAYS**

If there is enough interest in a holiday Extended Day, we will open the program.

**ATTENDANCE**

Attendance will be taken each day for safety and security. If your child will attend on a set schedule for the week, one note to the teacher at the beginning of the year will be sufficient. If your child's attendance will vary, please send a note daily or for the week so that we know to expect them at the program. Children who participate in a before or after school activity will be walked to their Extended Day location.

**ILLNESS**

Children who are ill 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.

**SCHEDULE**

Before school the children will be permitted to play quiet games or talk. If a child needs to finish any homework, he/she will have some time to do that; however, we recommend that the students come prepared for the day and not count on that as a daily habit. A.M. Personnel may not be able to tutor your child one-on-one with homework questions due to supervision requirements.

P.M. Extended Day students should bring a snack. There will be discovery time, recreation time, and time to do homework. The Extended Day Personnel are available for help with homework; however, they are not responsible for homework being correct or completed. That is still the responsibility of the child and the parent. Hopefully, this study time will then allow for quality family time after the child is picked up from Extended Day.

CATHEDRAL SCHOOL OF SAINT MARY

**EXTENDED DAY PROGRAM APPLICATION**

Registration: \$30 per family

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergies/Special Needs: \_\_\_\_\_

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergies/Special Needs: \_\_\_\_\_

Address/Street: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Father's Work: (\_\_\_\_\_) \_\_\_\_\_ Mother's Work: (\_\_\_\_\_) \_\_\_\_\_

Father's Cell: (\_\_\_\_\_) \_\_\_\_\_ Mother's Cell: (\_\_\_\_\_) \_\_\_\_\_

**Authorized representatives to pick up children and for emergencies:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

**EMERGENCY MEDICAL CONSENT AND INFORMATION**

In the event I cannot be reached to make arrangements for emergency medical attention, I authorize the Extended Day Program to take my child to the nearest hospital or doctor.

Personal Physician Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Address: \_\_\_\_\_

I give my consent for necessary emergency treatment by Extended Day, and/or physician and/or hospital in my absence.

\_\_\_\_\_  
*Signature of Parent/Guardian*                      *Date*

**Please circle all that apply:** Morning: 6:30 A.M.-7:15 A.M. Afternoon: 3:30-6:00 P.M.  
As needed: Drop-in status

Yearly Rates: A.M. \$500; P.M. \$1350.00-1 child \$2050.00 -2 children \$2750.00 3 or more  
Daily: \$20/Day per child

Parents will be charged per minute for late pick: \$2.00 per minute after 6:00 P.M. for first five occurrences; for the 6<sup>th</sup> -10<sup>th</sup> incident \$5.00 per minute; and after the 10<sup>th</sup> incident \$10.00 per minute. There is no grace period. If parents cannot be contacted after a reasonable period of time, Austin Police Department and CPS will be called.

**PARENTAL ACKNOWLEDGEMENT**

I acknowledge that my family has been given a current copy of the Cathedral School of Saint Mary (CSSM) Extended Day Handbook, and that I have discussed the contents with my child/children. I agree to abide by the policies and regulations enforced by the school and affirm my support of their implementation.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_