

# OCS Extended School Day Handbook

Dear Parent/Guardian,

Welcome to the Owensboro Catholic Elementary Schools Extended School Day Program! We are pleased to have your child/children as a member of our Extended School Day Program.

We believe each child is special and our responsibility is to nurture the development of each person in a supporting environment. We seek to provide activities to aid in development of such characteristics as self-discipline, self-esteem, self-reliance, initiative and independence.

We hope each child's experience will be a positive one.

Sincerely,

Tracy Conkright      Elementary 4-6 Campus Director  
Lori Whitehouse      Elementary K-3 Campus Director

## **GOALS AND OBJECTIVES**

The goal of the Owensboro Catholic Elementary Extended School Day Program is to provide a safe after school environment conducive to both the social development and the academic achievement of participating students.

The objectives of the program are:

1. To develop good after school study habits through homework and tutorial assistance.
2. To provide opportunities for students to interact socially with other students through structured activities.

## **STATEMENT OF NON-DISCRIMINATION**

No child shall be refused admission to the program because of sex, race, color, nationality, religion, or ethnic origin.

## **ADMISSION**

Admission into the program shall be open to students and families of Owensboro Catholic Elementary K-3 Campus and Elementary 4-6 Campus. Students admitted to the program must be in compliance with all admission and health regulations.

Parents sign-up their child(ren) at registration in March.

## **ATTENDANCE**

For the child's protection, parents should inform a member of the Extended School Day staff on days the child will not be in attendance.

## **PROGRAM CONTENT**

The Owensboro Catholic Elementary Extended School Day Program activities include, but are not limited to:

- (A) Homework assistance
- (B) Intellectually stimulating structured activities (board games, reading, computerized educational games, etc.)
- (C) Supervised free-choice times
- (D) Arts and crafts projects
- (E) Special Events

## **DISCIPLINE**

Reasonable cooperation is expected of all students participating in the Extended School Day Program. Students who refuse to cooperate with staff members may be excluded from participating in certain activities. The program reserves the right to permanently dismiss any student who regularly refuses to cooperate with the staff.

Discipline may take the form of:

1. Age appropriate time out.
2. Age appropriate written forms of correction.
3. Activity directed forms of discipline, example:
  - Pick up paper from playground,
  - Erase marks from desks or walls, etc.
  - Repair or replace item child damaged.
  - Other forms of age appropriate discipline may be imposed at the Director's discretion.

## **RELEASE OF CHILD(REN)**

The program accepts responsibility for each child entrusted to it. Therefore, no child will be released into the custody of any person other than parents, guardians, or persons authorized by the parent. Persons picking up a child must initial the dismissal register each day.

## **FIELD TRIPS**

Field trips will not be available for the Extended School Day Program.

## **ABUSE PROCEDURES**

If we suspect, or are aware of any child abuse in the home, we are required by law, to report such abuse to the proper authorities immediately. All such reports will be recorded and kept on file. We will follow any and all requests issued by the proper authorities regarding these matters.

## **STAFF**

The Extended School Day Program is staffed by:

- A Director or Director designee responsible for the overall operation of the program.
- One full time staff member for:
  - \* Each 15 students six years of age and under.
  - \* Each 25 students over the age of seven years.

**SNACK**

Nutritious snack is provided each afternoon.

**OPERATION AND COST**

The program operates each day school is in session from 2:30 – 5:30 PM except for the last day before Christmas Break and the last day of the academic school year. For the safety of the students, parents, and the caregivers the program will be closed when school is dismissed early due to inclement weather.

Fees for the extended school day are as follows:

There will be only **THREE OPTIONS** for paying for enrollment in the Extended School Day Program:

1. **PAY IN FULL on or before July 15, 2015.**
2. **PAY ½ on or before July 15, 2015 and the second ½ by January 15, 2016.**
3. **Via FACTS** – this will be deducted from your designated account along with your tuition.
4. **Payroll Deduction** – available to OCS employees only.

**FULL-TIME**  
**(3 or more days per week)**

**\*PART-TIME**  
**(2 days per week)**

**\*PART-TIME**  
**(1 day per week)**

**One Child - \$1,150**

**One Child - \$753**

**One Child - \$377**

**Two Children - \$1,824**

**Two Children – \$1,507**

**Two Children - \$753**

**Three Children - \$2,498**

**Three Children - \$2,260**

**Three Children - \$1,130**

**Four Children - \$3,172**

**Four Children - \$3,013**

**Four Children - \$1,507**

**ALL** children enrolled, Full-time or Part-time, will be charged the full cost regardless of attendance.

\*Parents must designate the day(s) of the week the child will be staying if they are Part-time.

Delinquent accounts may result in the child(ren)’s dismissal from the program.

A late pick up fee of \$5.00 will be assessed for the initial five (5) minutes after 5:30 and \$1.00 for each additional minute. Two (2) or more late pick ups may lead to dismissal from the program.

## **MEDICINE**

No medication will be given to a child unless prescribed by a physician and/or written request of the parent or guardian.

All medicine must be in the original container and properly labeled. Medication will not be given if the expiration date on the container has passed. No aspirin will be given except with a physician's prescription.

Parents should notify the program director of any allergies, including but not limited to, food, medical, etc. of his/her child(ren).

## **EMERGENCY MEDICAL CARE**

Should there be a need for emergency medical care, the following procedures will be followed:

1. Parents will be contacted and their instructions followed.
2. Should a life-threatening situation arise, the 911 procedure will be activated first and parents notified as soon as possible.
3. In the event parents cannot be reached, the director or director designee will determine whether the 911 emergency procedure should be followed or first aid administered at location.
4. In the event parents cannot be reached and the director or director designee determines the need to transport to a hospital, an emergency vehicle will be called. Under no circumstances will the school provide emergency transportation.
5. The child's history and authorization for emergency medical care will be made available to the emergency personnel.
6. Any expenses incurred under any of the above will be borne by the child's family.
7. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment, and/or failure to update student's information in writing.