



ST. BERNADETTE SCHOOL

2010-2011 EXTENDED DAY PROGRAM HANDBOOK

The Extended Day Program (EDP) provides a healthy, safe, enriching environment for the students of St. Bernadette School who require care before and after school. The program strives to meet each student's physical, educational, and spiritual needs. The EDP staff teaches skills that enhance positive interaction between children including respect, responsibility, and self-discipline. St. Bernadette does not discriminate on the basis of race, gender, color, and/or national ethnic origin in the administration of our educational policies, admissions policies, athletic and other school-administered programs

DAILY HOURS/SCHEDULE

The Extended Day Program will be held from Tuesday, August 31, 2010 to Friday, June 10, 2011.

Please mark your calendars as there will be **no afternoon EDP** on the following school days:

Wednesday, November 24, 2010	Day before Thanksgiving break
Tuesday, December 21, 2010	Day before Christmas break
Friday, February 4, 2011	Teacher Appreciation Day
Wednesday, April 20, 2011	Day before Easter break
Friday, June 10, 2011	Final Day of School

Before School Care (7:15 am – 7:50 am)

Students ring the doorbell at the old school entrance and are checked in by an EDP staff member.

After School Care (3:05 pm – 6:00 pm)

Students report to the school hall at dismissal to be checked in to the program by one of the EDP staff members. The following is the schedule on a normal day:

3:05 to 3:15 pm	Sign in with EDP staff members
3:15 to 3:30 pm	Children eat their snack*, use the bathroom, change clothes if desired.
3:30 to 4:30 pm	Unstructured outdoor play period on school grounds, or inside Study Hall (request can be initiated by either parent or student).
4:30- to 6:00 pm	Children complete homework or play a quiet indoor activity.

* On normal school days, all students should bring a nutritious snack. On half days, students **MUST** bring their lunch. Whenever available, milk is provided to EDP students.

HOMEWORK POLICY

Study Hall for students in grades 2-8 is offered daily and is supervised by an EDP staff member. This is an optional, not required, program open to all interested & eligible students. Parents have the option of requesting in writing via email that their children attend Study Hall. Students attending Study Hall will have all written homework checked by the supervising EDP staff member. We strongly recommend that parents check nightly to ensure that all assigned homework is completed.

STUDENT PICK-UP AND SIGN-OUT

Depending on their arrival time, parents may pick up their students outside or by the ringing the doorbell at the original entrance. At pick up, parents sign out their child/ren on the daily sign in sheet. No child will be dismissed from EDP with anyone other than his/her parent unless the EDP staff has been notified **in writing** by the other child's parent that someone else is permitted to sign their child out. We strongly encourage that all siblings be signed out and picked up together whenever possible.

EXTRA-CURRICULAR ACTIVITIES

EDP students attending school-related after school activities need a note on file from their parent authorizing their child's participation in the activity. Please inform all adult leaders/coaches that your child is to be escorted back to EDP after the scheduled activity. Upon returning to EDP students should check in with a staff member. EDP staff members are available to walk students to destinations on school property **only**, including the school field, church, or MSR. Due to the reduced number of staff members, students involved in activities starting after 5 pm will need another authorized adult to escort them.

HEALTH FORMS AND EMERGENCY CARDS

Health forms, including proof of immunizations, are due in the school's main office prior to the first day of school for all students. **As required by the State of Maryland, students without current health forms and emergency cards on file may not attend EDP.**

SICK CHILDREN

When a child becomes ill, parents will be called to arrange an early pick up for your child. In the event that you are unable to come earlier than usual, please know that your child may also be released to any previously authorized adult including those named on their Emergency Card.

DISCIPLINE

EDP students are expected to observe the same standards of conduct expected during the school day. Please refer to the St. Bernadette Student Handbook's Discipline section for details. The school administration will be contacted if serious situations arise that require further disciplinary action.

DROP IN POLICY

Drop in students will be accepted **only if space is available** on the day requested and provided that the request has been made 24 hours in advance. To be eligible for Drop In status, children must be registered in the program and all necessary forms completed (immunization records and emergency cards). **Drop in fee for both morning and afternoon EDP will be \$40.00 per student, per day.**

FRIDAY IS GAMEDAY

Since there is no homework on Fridays the EDP students are permitted to bring hand-held gaming devices (PSP, DS, etc) provided the games are rated "E" for Everyone. Please label all gaming devices and chargers that will be brought to school. At the beginning of the year all devices and games will be registered with Mrs. Emerson so they can be easily returned if lost throughout the school year.

BILLING QUESTIONS/CONCERNS

The Rectory Finance Office handles all billing-related concerns and registration forms including payment for late fees, plan changes and refund requests. Please call Jackie Nguyen (301-593-0357) between the hours of 8 am-4 pm on weekdays with any billing related questions.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

When school is cancelled, there will be **NO EXTENDED DAY PROGRAM** offered that day. In the event of an early dismissal (i.e. due to inclement weather) afternoon EDP will still be held for three hours past the dismissal time. **Students not picked within three (3) hours will incur a late fee.**

PLAN CHANGES:

Any plan change requests **must be made in writing** to the Finance Office at least one month in advance. There will be no partial refunds/credits for unused days for the month. For further information please contact Jackie Nguyen in the Rectory's Finance Office at 301-593-0357.

LATE PICK UP FEES

THE LATE PICK UP FEE OF \$15.00 PER CHILD WILL BE ASSESSED FOR EVERY PART OF A FIVE MINUTE INTERVAL THAT A PARENT ARRIVES AFTER 6:00 PM. The Finance Office will send invoices reflecting the late pick up fees. All late fee payments must be sent directly to the Finance Office. Checks should be made payable to: St. Bernadette School.

COMMUNICATION WITH PROGRAM DIRECTOR

If you need to reach the EDP Director please send a note or email (emerson@st-bernadetteelem.com) to Sheila Emerson. To reach the EDP office during school hours, please call 301-593-5611 (ext. 114) to leave a voicemail. To reach the EDP staff after school hours, please call 301-593-5611 (ext. 138) to leave a message on the EDP phone line and a staff member will return your call as soon as possible. Between 3:30-4:30 pm call the school's main office number (301-593-5611) as we are usually outside at that time.

Revised June 2010



PARENT SIGNATURE PAGE

I have read the EDP Handbook for the 2010-2011 School Year and agree to follow the aforementioned EDP policies, procedures and fees as stated.

Parent Signature

Date

Family Name

Student Name

Student Name

Student Name

***PLEASE RETURN THIS SIGNATURE PAGE TO THE
EDP OFFICE, ATTN: SHEILA EMERSON,
BY SEPTEMBER 7, 2010.***

THANK YOU