



# **Extended Day Parent/Student Handbook**

**Incarnate Word Academy**

**2010 - 2011**

## **PHILOSOPHY OF THE EXTENDED DAY PROGRAM**

The Incarnate Word Academy Extended Day Program partners with parents in a Christ-centered atmosphere to provide quality educational and recreational activities after regular school hours.

The director of the Extended Day program is responsible for the leadership and management of the program. The staff of the Extended Day program report directly to the director. The principal oversees the program and works collaboratively with the director and staff to ensure the goals and objectives of the program are met.

### **INCARNATE WORD ACADEMY EXTENDED DAY PROGRAM OBJECTIVES**

- To create a safe and clean environment
- To provide time and space for creative play indoors and outdoors
  - To assist with homework
- To give students opportunities to socialize with friends
  - To engage students in arts and crafts
- To offer an affordable program of quality care

### **DAILY TIME SCHEDULE**

The Extended Day program begins at 2:30 p.m. until 6:00 p.m. Monday – Friday.

The Extended Day program is closed on **ALL** school holidays.

The program is available for students in kindergarten through eighth grade.

## PHONE DIRECTORY

Extended Day Office:	Extended Day Building (Villa)	440-842-6818 Ext. 3105
Grades: K – 3	Extended Day Building (Villa)	440-842-6818 Ext. 3106 (2:30 p.m. to 5:00 p.m.)
Grades: 4 – 8	IWA Building	440-842-6818 Ext. 3103 (2:30 p.m. to 6:00 p.m.)

## FINANCIAL RESPONSIBILITIES

The registration fee of \$20.00 per child is due no later than the last day of the current school year. An additional fee of \$10.00 per family will be charged for late registration. Registration is on a first come, first served basis. The registration fee is non-refundable.

The hourly rate for one child in the Extended Day program is \$6.00 per hour. The fee for the second child is \$3.00 per hour, and the fee for the third child is \$2.00 per hour. Families will be charged \$10.00 for every 15 minutes after 6:00 p.m. if they are late in picking up their child/children.

## BILLING

Billings are sent out to families twice a month (middle and end of the month). At the beginning of the school year, each Extended Day program family will receive in their Extended Day Handbook (which is located at the end of the IWA Parent Handbook) a copy of the **“Billing Date Payment Sheet.”** It is advised that you place this sheet in an area that is easily accessible in case you have a question as to when a bill is due.

Financial obligations not remitted to the program by the original due date will incur a \$10.00 reprocessing/late fee. **Bills are due by 9:00 a.m. of the due date listed.** Failure to pay fees may result in your child’s removal from the program. If you wish to have your Extended Day billing mailed home for the entire school year, then an additional fee will be added to your first bill of the year to cover postage. The cost of postage will depend on the current first class postage rate.

For any family whose Extended Day payment is not current at the end of each grading period, your child/children **will not be permitted** to attend Extended Day until your financial obligation is paid in full. Families who still have not fulfilled their payment obligation are subject to those financial policies listed in the IWA Handbook. Also, legal action will be taken for any family who still has not paid their child's Extended Day bill in full by the final billing due date. This claim will be filed in Parma's Small Claims Court. In addition, your Extended Day registration will not be renewed.

## **INCOME TAX**

Families may request a summary of their expenses paid to the Extended Day program for tax purposes. A summary form, listing the total amount paid, will be provided no later than January 31<sup>st</sup> of each year. It will not be necessary to call the Extended Day Office to request this information. Once you have received the summary form, it is your responsibility to keep this information with your tax records.

## **NON-SUFFICIENT (NSF)/RETURNED CHECKS**

NSF checks returned by the bank will result in a fee of \$30.00 per check. Extended Day will not resubmit NSF checks for deposit. All NSF checks are to be replaced with cash, a money order, or cashier's check that includes the \$30.00 fee. **Personal checks will not be accepted for NSF/returned checks.**

## **CUSTODY DOCUMENTATION**

In cases of legal separation or divorce, it is necessary for a parent to notify in writing the Extended Day director regarding the custodial arrangements. A copy of the divorce decree or separation agreement indicating legal guardianship of students is kept on file in the school office.

Extended Day staff can only release children to the individual(s) that the custodial parent has authorized to pick up their child/children, and who are listed on the Extended Day program registration form. All information that the custodial parent has completed and submitted to the Extended Day program is confidential and will not be shared with the non-custodial parent.

## **SECURITY IN THE VILLA**

For the safety and protection of your children, only the security personnel are permitted to allow people into the building. When entering or exiting the Villa, please do not admit anyone else.

In the beginning of the school year we ask for your patience regarding security. Please understand that it does take time for our personnel to recognize you, especially if your child does not attend Extended Day on a regular basis. There will be times that you may be asked to show some form of photo identification (driver's license or state identification card). Also, when we have inclement weather, it is hard to recognize a parent/guardian over the monitor. Please understand these procedures are used for the safety of your child/children while in our care.

If someone is picking up your child/children, other than those persons listed on the Extended Day registration form, and you have not notified the Extended Day office of a change in pick-up, our security personnel have been instructed to contact the parent to verify this change.

We require a photo ID of parents and a list of names of ALL individuals (grandparents, parents, step-parents, aunts, uncles, caregivers, friends...) who will be picking up your child/children from Extended Day. A photo ID of these individuals will also be required. No child/children will be allowed to leave with anyone whose photo ID we do not have. It is important that you give us a complete list of names of the individuals you designate to pick up your child/children, and inform them that we will require a driver's license photo on file beforehand. All copies of photo IDs are kept in the director's office and the director and security personnel are the only individuals who have access to this information. It is extremely important that you keep your list of persons who are permitted to pick up your child/children up-to-date in order to avoid a phone call from our security personnel.

It is extremely important that all phone numbers (home, work, cell, and emergency) are kept up-to-date in case of emergencies. Please send a note to the Extended Day office with any changes you wish to make.

**EXTENDED DAY ACCIDENT REPORT**  
**(to be used to report all accidents)**

Name _____	Time of Accident _____	<b>S A M P L E</b>
Name of Injured Person _____		
How accident occurred _____		
Describe nature of the injury _____		
Treatment given _____		
Who was notified? _____		
Was it necessary to call 911? _____	Who made the call? _____	
Signature of person who witnessed the accident _____		
Signature of person filling out report _____		

Original Copy to the Extended Day Office  
Yellow Copy to injured party  
Revised 6/26/2010

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**EMERGENCY CARE FOR ILLNESS OR ACCIDENT**

In cases which appear minor, a staff member will administer first aid on the premises. First aid will consist of cleansing the wound with soap and water, bandaging the wound, or using an ice pack to keep the swelling down.

We do not administer any type of medication.

**Serious Cases:** Every attempt will be made to carry out instructions on the emergency portion of the Extended Day registration form. It is of vital importance that **ALL** phone numbers are kept up-to-date.

The Extended Day program does not have the facilities to take care of sick children or provide transportation. When a parent is called about a child who is ill, the parent must make arrangements to have someone pick the child up **IMMEDIATELY** and inform Extended Day Security personnel (440-842-6818, Ext. 3103) as to who is picking up the child/children.

# **EXTENDED DAY RULES**

## **GRADES K – 8**

It is the responsibility of our Extended Day staff to review the following rules with their students on the first day of Extended Day. Each child will sign a copy of these rules once the staff has reviewed them and are certain all students understand the expectations of the program. The original signed copy will be kept in our Extended Day file in the director’s office, and one copy will be sent home with the student to be given to the parents/guardian.

1. Enter the Extended Day classroom quietly.
2. Respect the Extended Day Staff personnel at all times.
3. Treat everyone as you would expect to be treated, with respect.
4. Keep hands and feet to yourself.
5. No hitting, kicking, biting, fighting, tripping, or any activity that can cause harm to another student or adult.
6. Respect the belongings and property of others.
7. Use polite language at all times. Using foul language will not be tolerated.
8. Use an indoor voice while in any classroom or school building. Yelling and screaming will not be permitted at anytime in the buildings.
9. Bringing items in from home such as toys and videos, is prohibited.

Not following the rules in the Extended Day Handbook will cause immediate dismissal from the Extended Day Program for any student who consistently and purposely breaks the rules.

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I have reviewed the rules with my Extended Day Staff teacher and have understood them. I also understand the consequences of choosing not to follow the rules.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DRESS CODE

Students may wear casual clothes appropriate for the weather. Students may not use their gym clothes for Extended Day. Students will change clothes **for all grades** between 2:30 p.m. and 2:45 p.m.

## SNACKS

Each student will receive one snack and one drink. Snacks are served between 3:30 p.m. and 3:45 p.m. If the child/children does not like the offered snack or feels the need for another snack later, he/she may bring a snack from home. If the child/children choose to bring in a beverage, only drink boxes are permitted.

## SIGN-IN PROCEDURE

The Extended Day staff are responsible for the sign-in of each student.

Sign-in is at 2:30 p.m., unless the student is involved in other extra-curricular programs such as choir, tutoring, sports, Scouts, etc. When the student arrives at Extended Day, the staff person will document the arrival time of the student according to the clock in the classroom.

Occasionally, some of the school faculty will ask students in Extended Day to help them in the classroom after school. Only students in grades 4 through 8 may do so. Those students who have been asked by a faculty member to stay and help in the classroom **MUST** report to their Extended Day classroom first and will be signed in at 2:30 p.m. by the Extended Day staff member, and then the student may return to the classroom to help the faculty member. **Those students must return to Extended Day by 3:00 p.m.**

## **SIGN-OUT PROCEDURE**

**ONLY** authorized adults may sign-out students.

If there is an emergency, and a different person will be picking up the child/children, the parent must inform the Extended Day director (440-842-6818, Ext. 3105) during school hours the name and relationship of the person who is to pick up the child. The director will then notify the proper Extended Day staff members.

When picking up your child/children, please give the child's full name and identify yourself to the person sitting at the security station (i.e. "I am here to pick up John Smith. I am his mother, Jane Smith.") Please be patient with our security staff until they recognize you as the parent of a specific child. They are asking these questions solely for the safety of all students.

When students are outdoors for play, the sign-out sheet **MUST** be with the Extended Day staff person. It is then the responsibility of the staff member to identify who is picking up the student. Parents may not take their child/children out of the classroom or off the playground without properly signing out the child/children.

Students are not to meet their parents at the car or exit. The child/children are to be escorted by the parent at all times when leaving the school grounds.

If your child does not have his/her belongings on the playground and has to return to the Villa for them, the student **MUST** be escorted back to the Villa with the parent. Absolutely no student is to be permitted back to the Villa unescorted.

Under no circumstances will the security person admit any unauthorized visitors.

## **HOMEWORK**

A homework period is scheduled for each level every day, except Friday and on special days permitted by the student's homeroom teacher.

It is the child's responsibility to bring his/her assignment notebook, books and materials to his extended day classroom. The Extended Day teacher will assist students with their homework.

### **HOMEWORK SCHEDULE**

Grade K	15 to 30 minutes
Grades 1, 2, and 3	30 to 45 minutes
Grades 4, 5, and 6	1 hour to 1 and 1/2 hours
Grades 7 and 8	1 and 1/2 hours to 2 hours

**Students are not permitted to return to their classroom, desk or locker to obtain additional materials for their homework assignments.**

### **TELEVISION, VIDEOS AND ELECTRONIC EQUIPMENT**

Television viewing is at the discretion of the staff member in charge. Talk shows are not permitted for television viewing at any time. Only videos supplied by the Extended Day program will be shown. Please do not send any videos from home. Electronic equipment may not be used in the Extended Day program.