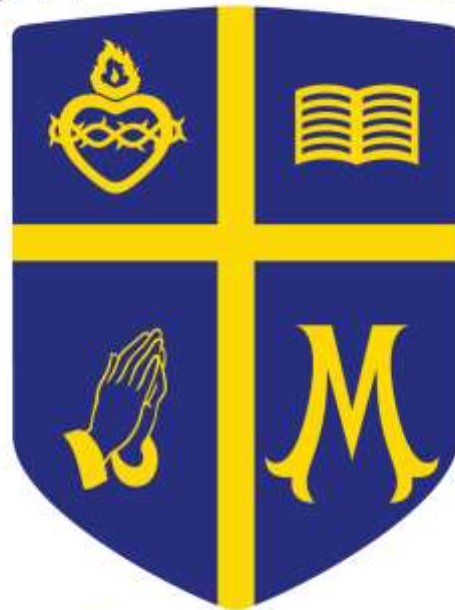


ST. MARY SCHOOL



ESCONDIDO

Extension Handbook

2017-2018

Welcome to St. Mary's Extension. We support our families by providing quality care that promotes the students' physical, social and emotional development. A caring staff offers an organized, safe, healthy and nurturing environment for your children.

Our Extension will:

- Encourage Catholic behavior
- Encourage positive self-esteem
- Encourage respect for all people and living things
- Encourage the development of social skills and life skills
- Build a sense of community
- Encourage students to take responsibility for their actions
- Encourage students to work on homework

Our policies and procedures are the following:

Registration Fee

- New students \$50
- Returning students \$25

Payments

- Extension charges will be billed and paid through your FACTS incidental billing account.

Morning Program Schedule

Monday through Friday 7:00 a.m. – 7:30 a.m.

Parents or guardians are required to sign-in their child/children into our program. Students are not allowed to be on campus alone during this time.

If any student is on campus unsupervised, they will be sent to the Extension and parents will be billed as an Emergency Drop-In for that day.

After School Program Schedule

- Monday through Friday 3:00 p.m. – 6:00 p.m.
- Half days 12:15 p.m. – 6:00 p.m.

Parents or Guardians are required to sign-out their child/children when picking them up. We will not dismiss a student without a parent. Children will not be released to anyone that is not listed on the Emergency card. Anyone not listed on the emergency card, will need a written letter and a photo I.D.

If any student is on campus during these hours, they will be sent to our program and parents will be billed as an Emergency Drop-In for that day.

During Sports season, coaches, drivers and etc. are required to drop-off students to our program if they are not picked up by their parents after practice or after a game.

Emergency Drop-In

Emergency Drop-in is for students that are not registered with the program. Anytime a student is on the school premises during program hours, it will be considered an Emergency Drop-In. A \$20 fee will be billed to the parent/s of the child/children.

After-School Snack

Students are served a healthy snack once a day. Please let us know if your child has dietary restrictions or allergies.

Pizza

Pizza will be available on half days only. The cost of the pizza is \$3 and includes a drink. Pizza will not be available for the following days:

- The first week of school
- Parent/Teacher Conferences

Code of Conduct

Our Extension is executed from the point of view of respect and Catholic consideration. The structure of the program is to provide a safe and cheerful atmosphere for all students.

Students are required to:

- Follow the direction of our staff
- Remain within sight of the staff members at all times
- Treat students and staff with kindness and respect
- Use appropriate words and actions at all times
- Play safe and make good choices
- Maintain self-control at all times
- Set good examples for all
- Leave personal electronics at home
- Understand phones are permitted but for emergencies only
- Stay dressed in uniform while on campus
- Put away games, toys, etc. and throw away their trash

Violations to this code of conduct will result in disciplinary action, which may include one or more of the following:

- A talk between a staff member and the child
- Time out (duration to be determined by staff member)
- Written warning and a note sent home to parent/s
- Conference with parent/s, director and principal

Possible suspension/termination from the program will be determined at the discretion of the principal.

Loss of the Morning and After School Program Privileges

Parents and students may lose the privileges of our program for any of the following reasons:

- Non-payment and/or delinquent payment of fees
- Frequent late pick-ups
- Failure to follow policies, procedures and/or disrespectful treatment of staff members by either Parents and/or students.
- Continued disruptive behavior by the child.

If you have any questions, please contact the program director, Mrs. Coy, at (760) 743-3431 ext. 140 or mrs.coy@stmesc.org.

*St. Mary School
Extension*

Acknowledgement of Policies

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against St. Mary Extension will be made in writing and will be followed up in a timely manner.

We also understand that any breach of policies may be grounds to terminate childcare. A two-week notice will be given in such circumstance unless the infraction is severe enough to warrant termination without notice.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____