



## **EXTENDED DAY PROGRAM 2011-2012 HANDBOOK**

*"When I approach a child, she inspires in me two sentiments:  
tenderness for what she is, and respect for what she may become."  
Louis Pasteur*

**610-644-5098 (3:30 - 6:00 pm)**

Villa Maria's Extended Day Program provides professional care, recreation, and enrichment activities for your child. It serves those in our Villa family who desire supervised care beyond the scheduled school day, while acting as a continuation of the nurturing environment that educates and inspires the girls throughout the day.

The aim of our program is consistent with our efforts during the school day - namely, to create an atmosphere where Christian values are instilled through modeling and meaningful interaction; to provide continuity in the education of our girls; and, in addition, to provide security and service to the children of working parents.

Villa's program is managed by experienced and devoted teachers and staff members. They work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding are extended to others.

This service will be provided only on school days, including days that are in session but close early due to an emergency. (Please refer to the paragraph on early closing due to an emergency.) On half days before a holiday, or on holidays, it will be your responsibility to take care of your child's placement elsewhere.

## **Payment for the Program**

Invoices will be forwarded to you, via the communication folder, on a monthly basis. We ask that you kindly forward payment to the school office, in an envelope, with your daughter's name and "Extended Day" clearly marked. We likewise ask that payment be made promptly.

The cost of the program is provided below:

*(The cost is per child.)*

0 – 30 minutes	\$5.25
31 – 60 minutes	\$10.50
61 – 90 minutes	\$15.75
91 – 150 minutes	\$21.00
Late fee	\$ 5.00

There is also a per family registration fee of \$40.00.

If you have a question concerning payment, please contact our Extended Day Billing Manager, Mrs. Kim Lamb at extension 101 or by email [klamb@villamaria.org](mailto:klamb@villamaria.org)

## **Additional Purpose of the Program**

Students who remain on school premises after 3:30 PM and who are not participating in a scheduled extra-curricular activity are considered part of the extended care program.

Parents will subsequently be responsible for the required fee and will be billed for the service. The amount will be determined by the length of time the student remains at Extended Day.)

The program staff assumes responsibility for those children enrolled in the program. If a student is attending the program at the conclusion of a scheduled sports practice or after-school activity, she must report immediately to the program moderator, and the fee is to be paid accordingly.

***\*\*Students may not wait for siblings in the gym, on the field, or anywhere on school property. If one family member is involved in an after-school activity, the other member(s) must leave the school premises by their usual mode of transportation, or remain at Extended Day. No exceptions may be made.***

### **Schedule of the Afternoon**

At dismissal, those students in the program will be directed to the Cafeteria. The program moderators will meet the girls and take attendance. Students have the option of bringing with them a change of clothes. (Please be certain that each article of clothing is labeled.) The girls will be given time to change. Daily activities include: snack time, outside play (weather permitting), game/activity time, and homework time.

### **Homework**

A scheduled homework period with the staff member will be provided. It is the child's responsibility to have with her/him the necessary assignments and books. Students may not return to the classroom to get forgotten items! The staff members will guide the students, and review some of their work, but **this does not take the parent's place in doing homework with his/her child.** Moderators are present to help, but not take the place of parents. Parents remain responsible for going over written work for neatness and accuracy, as well as reviewing all studied work for the day.

## Important Parental Responsibilities

### Emergencies and Safety

With the child's safety and well-being in mind, it is most important that the Extended Day emergency form be completed, and that attention is given to all instructions. It is imperative that we have a dependable phone number where the parent may be reached if an emergency occurs with his/her child.

One of the most important regulations concerns the child's leaving the premises of the program. We will have a sign-out book, which must be signed by the parent or designated person (name of adult and time of pick-up must be recorded.) If a departure time is not indicated, billing will be set at the \$21.00 amount. Every child must be signed out before leaving the program. **No child should ever sign this book.**

Parents or guardians should not take children from the playground or other areas without notifying the staff member and signing out the child.

Program personnel will not permit children to leave with other parents or by other modes of transportation presumably sent by the parents. If you intend to send someone else for your child, you must notify the school office in advance, in writing, or have a permanent request on file with the program director.

Parents or guardians should not send persons whose signatures are not on the emergency card to ask for the release of children. For the child's safety, this request will not be granted.

Parents or guardians may wish to telephone the program director, asking that their child(ren) be directed to go to various places after school. As there is always the possibility that a person, other than a parent or guardian might telephone, such requests cannot be granted. Once we have assumed the responsibility of a child's participation in the program on given days, we cannot allow a change to be made by telephone.

## **Absences**

If you know, in advance, that a child will be absent from the program for any amount of time, please notify the director in writing. If a parent picks up his/her child early from school for any reason, the director should be notified that day. If a parent sends any notes or payments, please label them “Extended Day” and forward them to the school office in the morning.

## **Child Pick-Up**

Staff members are employed only until 6:00 PM. It is only common courtesy to respect the time of our program’s closing. Understanding that unforeseen circumstances may, at times, cause lateness, it is asked that you call the Extended Day phone (610-644-5098) to inform the moderators of your approximated time of arrival. A late fee of five dollars will be charged for care after 6:00 PM. This late fee will be included in your monthly invoice. We will use the clock in the room where the sign-out book is being held for accurate time. Please note that in the case of extreme lateness, your child will be taken to the Motherhouse and you may pick her/him up at that location. This will only occur if the moderator has spoken with you and informed you of this change in pick-up location.

## **Illness or Accident**

In cases which appear to be of a minor nature, First Aid will be administered on the premises. Medication will not be administered orally unless both a labeled pharmacy container and a note from a parent are on file.

In cases which appear serious, the program moderator will make an effort to carry out instructions as given on the emergency card.

***\*\*It is imperative that the “Extended Day emergency form” be completed and returned promptly. It will be kept in a separate file from the office emergency cards.***

Parents who do not wish their daughter treated in any way should indicate such on the emergency form, and give directions to be followed in the space marked “Special Instructions.”

If the parent does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child.

### **Early Closing Due to an Emergency**

In the event that the students are sent home early due to inclement weather or any other emergency, you will be notified. We will ask that you make arrangements, if possible, to come and pick up your daughter. Please be certain that the snow emergency form, which is kept in the school office, has a reliable number to contact for an emergency dismissal.

Warnings are often given for impending storms, so parents may wish to arm themselves with alternate arrangements for their daughter’s transportation on such days. Please be certain that the office is aware of *-in writing-* any directives given to your daughter.

### **Important Student Responsibilities**

#### **Behavior**

As members of the Villa community, the young ladies (and the gentlemen from St. Aloysius) will be expected to respect the staff, one another, and the materials and environment provided.

No one may leave the building or grounds without explicit permission of the program staff member(s). Such permission will only be granted by order of the parent or guardian.

No one may be in a location other than the specified locale of the program at any given time. This pertains to the gym and/or field area during sports practice sessions, or in any part of the school for any reason.

Any child who does not comply with the rules and regulations of our program is liable for dismissal. Parents will receive notification of any problem or concern.

If the behavior is not corrected, parents will be requested to find placement elsewhere for their child. We do not anticipate any problems or concerns. We look forward to the time beyond the school day, and hope that it proves to be a productive and enjoyable time for the children in the program.

### **Personal Belongings**

It is the responsibility of each child to keep track of her/his personal items. Immediately after changing into “after school clothing,” the articles of clothing should be placed into a backpack or carrying bag. Immediately upon completion of homework, books, etc. should be placed into backpacks.

### **Telephone**

No student should phone home during the course of the day to request that clothing or belongings be brought to school by the parent or to arrange or alter pickup schedules.

No student should use a cell phone during the time at Extended Day. Should you need to speak with your daughter or the program moderator *after school hours*, please call the Extended Day number, **610-644-5098**.

The moderators will have the phone with them at all times. Please do not leave a message on the school office number’s voice mail, as no one will be there to handle the call after dismissal.

Extended Day Program business should be conducted during regular school hours by calling the school office.

Thank you for entrusting your daughter to our care.

### **Please Note**

- Extended Day services begin on Monday, September 12th.
- Pick up is in the cafeteria, at any time before 6:00 pm.
- Invoices will be sent home on a monthly basis.
  - Payment is expected at the reception of the invoice, unless other arrangements have been made.