

**St. Patrick's School**  
**EXTENDED CARE HANDBOOK**



**2016-2017**

175 St. Patrick's Street  
McEwen, TN 37101  
931-582-3493  
[www.sps-tn.org](http://www.sps-tn.org)

Dear Parents and Students,

***"Let the little children come to me, and stop keeping them away, because the kingdom from heaven belongs to people like these."  
Matthew 19:14***

Welcome to St. Patrick's Catholic School Extended Care Program! In choosing St. Patrick's Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with the St. Patrick's Catholic School Extended Care Program.

The Extended Care Handbook reflects the policies of St. Patrick's Catholic School Extended Care Program for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Patrick's Catholic School Extended Care Program during the 2016-2017 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in cursive script that reads "Sister Mary Grace Watson, O.P." The signature is written in dark ink and is positioned above the typed name of the signatory.

Sr. Mary Grace Watson, O.P.  
Principal

### **St. Patrick's Catholic School**

St. Patrick's Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Nashville Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Patrick's, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Tennessee guidelines, and Diocesan Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **Mission Statement of St. Patrick's Catholic School**

Saint Patrick's Catholic School's mission is to glorify God through the education of children in the Gospel values proclaimed and embodied by Jesus Christ. In truth and love, the children are formed spiritually, intellectually, physically, and morally.

### **Mission Statement of St. Patrick's Extended Care Program**

St. Patrick's Extended Care Program is a vital part of the mission of St. Patrick's Catholic School extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially. St. Patrick's Extended Care is a service to the families of St. Patrick's School so that children of families in need of care outside of regular school hours may attend the school.

### **Philosophy**

Saint Patrick's School is a Catholic elementary school which strives to impart a Christian education enabling students to take their place as well-rounded Christian citizens in their community, and to prepare them to spread the Gospel and to live it. Developing the spiritual, mental, moral, physical and social growth of each individual child will be accomplished through

guidance in Christian ideals and a well-planned curriculum that fulfills the individual needs and learning abilities of each student. The Catholic Church recognizes the parents as the primary educators of their children, and Saint Patrick's School is wholeheartedly committed to the task of cooperating with parents and aiding them in recognizing and developing the dignity of each child.

### **Philosophy of the Extended Care Program**

St. Patrick's Catholic School Extended Care Program provides a safe welcoming environment for the students of St. Patrick's Catholic School to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

### **Attendance**

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

Students who are enrolled in Extended Day will be charged for the number of hours for which they participate in the program. Families will be billed at the end of each month.

### **Admission Information**

#### **Nondiscriminatory Policy**

St. Patrick's Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

The extended care program is available only to students of St. Patrick's School. Students must be registered with the program in order to attend.

Requirements include the following which are on file in the School Office:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Record of IEP

Extended Care Requirements:

- \*Completed Application
- \*Enrollment Fee of \$25.00 per child
- \*Emergency Form
- \*Medical Release Form

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick’s Catholic School Extended Care Program. The recommendation and decision of the Director in collaboration with the principal is final.

**Financial Obligations**

*2016-2017 Fee Schedule*

<i>Registration.....</i>	<i>\$25.00 per child</i>
<i>Hourly Rate.....</i>	<i>\$3.00 per hour</i>

**There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.**

**Cost for markers, papers, other materials, games, and equipment is included in the registration fee.**

**Payments:**

- Invoices will be sent/given to parents on the first school day of the month for the previous month. Payment is due by the 15<sup>th</sup> day of the month.
- There will be a \$35 returned check fee for all checks made payable to St. Patrick’s Catholic School that do not clear the bank.
- All Application Fees are **NON-REFUNDABLE**.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.

**Payment Options:**

- Payment must be made by checks made to St. Patrick’s School, unless special permission is given by the principal to pay with cash.
- Payment must be made to the school office, and not given to the Director.

## **Allergy Policy**

St. Patrick's Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All Extended Care staff who come into contact with children with allergies are provided with training on allergies. Training is updated annually and as needed.

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Patrick's Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school and Extended Care staff. If medication changes in between times, parents are required to inform the school and the Extended Care Director.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Extended Care Program that are potential triggers for children with asthma. Be advised that no school or Extended Day Program can guarantee that a child will not come into contact with a substance that may trigger an attack.

### **Allergic Reaction/Emergency**

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. (An adjustment will be made to the daily rate charged.)

Tables will be washed with soap and water following any food related events held in the Extended Care Room.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Buckley Amendment**

St. Patrick's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Extended Care Program so that the student(s) is released to the custodial parent or guardian.

### **Bullying and Cyberbullying**

St. Patrick's Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Cell Phones, I-Pads and other Electronic Devices**

Students participating in the Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, MP3 players, DVD players, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Child Abuse Laws**

St. Patrick's Catholic School abides by the Child Abuse laws of the State of Tennessee. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every

individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Extended Care Director in collaboration with the Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, I-Pads, I-Pods, MP3 players, cameras, or are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Crisis Plan**

St. Patrick's Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

### **Emergency Drills**

State Law requires that fire drills be held monthly during Extended Care Programs. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;



4. Return to classroom when signal is given.

### **Gum**

Students should not chew gum at school at any time that they are at school this includes during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

### **Harassment**

Harassment of any type is not tolerated. The Director of the Extended Care Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Hours of Operation**

The Extended Care Program is open from 6:30-7:20AM and 3:00 PM – 5:30 PM any day that the school is open. The Extended Care Program is closed on Snow Days, Teacher Workdays, Half days, Scheduled Holidays and other days when the school is not in open. Please refer to the Weekly Principal Letter for any exceptions to this schedule.

All students should be picked up by 5:30 PM each day. If the parent will be late, they must call the director to let her know. Students who are not picked up by 5:30 PM will incur an additional charge of \$1.00 per minute. If students have not been picked up by 6:00 PM and no phone call has been made to let the director know, the Director will call the Humphreys County Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

### **Schedule**

The Extended Care Program schedule includes the following:

3:15 PM – 3:30 PM – Restroom Break, Snack and Drink Time

(Students may bring their own snack.)

3:30 PM – 4:00 PM: Clubs, Organized Crafts, Board Games

4:00-4:30 PM – Homework/Study Hall: Students are divided by grades. All students will be involved in study, reading, or review. Students in Grades 5-8 may utilize a longer period of time for study if needed.

4:30 PM – 5:30 PM: Free Play Outside (Inside depending on weather and amount of daylight.)

\*\*A movie is an optional choice on each Friday.

### **Lost and Found**

Any items found in the Extended Care Room or on the school grounds will be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

### **Medication**

**No medication is given during the Extended Care Program.** Students who need medication between 3:00 PM and 5:30 PM should have made arrangements with the school secretary prior to coming to Extended Care.

### **Office Records**

Since the Extended Care Program utilizes the school data base, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Uniforms**

Students in the Extended Care Program are to wear their school uniform at all times. Students are not allowed to change to play clothes.

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Rediker system. The Extended Care Program will also be closed if school closes due to inclement weather.

### **Right to Amend**

St. Patrick's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

*Parent Signature Page*

I have read the 2016-2017 St. Patrick's Catholic School Extended Care Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.**

**St. Patrick's Catholic School Extended Care Program Application  
2016-2017**

**Name of Student** \_\_\_\_\_

**Student likes to be called** \_\_\_\_\_

**Address** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent/Guardian Names:** \_\_\_\_\_

**Home Ph:** \_\_\_\_\_ **Mother Ph:** \_\_\_\_\_ **Father's Ph:** \_\_\_\_\_

**Parent's Email:** \_\_\_\_\_

**Emergency Contact Information:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Persons who may pick up your child:**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Attendance Options:**

**Regular Attendance: (list days and times):**

\_\_\_\_\_

**Occasional Drop-In:** \_\_\_\_\_

**MEDICAL RELEASE FORM**

**Student's Name:** \_\_\_\_\_

**Medical Insurance Information**

**Group/Company Insurance Company:**

\_\_\_\_\_

**Policy Number:**

\_\_\_\_\_

**Known Allergies/Allergic Reactions:**

\_\_\_\_\_

**Other Pertinent Medical Information:**

\_\_\_\_\_

**Current Medication(s):**

\_\_\_\_\_