

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



**2023-2024**

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 2023-2024 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 2023-2024 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,



Sr. Veronica Marie Buckmaster, 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."

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

Saint Patrick's Catholic School's mission is to glorify God educate the whole child in a Christ-centered community rooted in the Gospel values.

### **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 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.

If discerned necessary, students may be withheld from the Extended Care program due to disciplinary challenges during Extended Care or other reasons determined by the administration.

Students who are enrolled in Extended Day will be charged by the day. Please see fees further on in this handbook. Families will be billed at the end of each month through the FACTS tuition management system.

**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)

**Extended Care Requirements:**

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

All new students will be given a trial period of not less than one quarter. If during this trial period there are any disciplinary challenges, 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**

***2023-2024 Fee Schedule***

***Registration.....\$25.00 per family***  
***Daily Rate.....\$3.00 per hour per child***

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:**

- Parents will receive an incidental bill monthly through FACTS. The full amount is due within the billed month.
- Parents will receive an email from FACTS with the amount of the payment.
- 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.

### **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.

### **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.

### **Record Keeping**

At the beginning of each school year, or when a child joins St. Patrick's Catholic School, the school will provide the teacher with the medical information provided to the school on the student. Parents are asked to submit a child's medical record. Regular medication may not be administered by Extended Care Staff but must be arranged with the school's Office Manager. If medication changes in between times, parents are required to inform the school and the Extended Care Director.

### **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.

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.

### **Illness/Injury:**

If a child becomes ill or injured while at Extended Care, the parents will be contacted. They may be asked to come and pick up the child depending on the situation.

### **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**

The cell phone policy of the school is in effect during Extended Care. Students must check in their devices with the Extended Care Supervisor and may check them out when leaving. Student may only use their classroom Chromebooks in aftercare with very special permission from their teacher communicated directly to the Extended Care Staff by that teacher. At no time should they make use of the Chromebook to play games or do any non-academic activity. They must return the Chromebook to the classroom before leaving the school building. 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. 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).**

### **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. Child abuse prevention information is made available to all parents using the extended care program.

### **Personal Safety Lessons**

Personal safety and child abuse awareness is taught to the children during the regular school hours by the counselor or another teacher in four lessons each year.

### **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.

Discipline is used that is consistent with the discipline used during the regular school day. Praise and encouragement give positive reinforcement. Corporal punishment is NEVER used.

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, knives, guns, matches, cigarettes, toys, trading cards, pagers, laser lights, palm pilots, 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).**

### **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 3:15 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 \$3.00 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 Principal and then 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.

### **Transportation:**

No transportation is available with the Extended Care program. Students must be dropped off and picked up by the parent or guardian.

### **Playground and Gym Use**

The playground or gym may be used during Extended Care at the discretion of the Extended Care Staff. Students must remain within the gated area of these location and be supervised by Extended Care Staff. Students may not remain in the school building, on the playground, or in the gym unsupervised.

Students are not allowed in the hallways or classrooms unsupervised during Extended Care.

### **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), initial homework time
- 3:30 PM – 4:00 PM: Clubs, Organized Crafts, Board Games OR outside play
- 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. Students who come to Extended Care after a sports practice may remain in their practice 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 FACTS 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 Thursday Folder or through e-mail communication.

*Please complete a separate application for each child.*

**St. Patrick's Catholic School Extended Care Program Application  
2023-2024**

**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 (please list 2 people other than parents above—parents will always be contacted first):**

**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 Information**

**Physician's name**

\_\_\_\_\_

**Physician's phone number:** \_\_\_\_\_

**Known Allergies/Allergic Reactions:**

\_\_\_\_\_

**Other Pertinent Medical Information:**

\_\_\_\_\_

**Current Medication(s):**

\_\_\_\_\_

**Medical Consent:**

In case of a medical or surgical emergency, I hereby give permission to the St. Patrick School employees to secure proper medical treatment for the above named student. I understand that I am responsible for the cost of any medical treatments including surgery received by my child. I hereby release the directors and staff of the event from all responsibility for sickness or accidents which occur during the event. I understand that I will be contacted immediately in the case of an emergency.

**Signature:** \_\_\_\_\_

***Parent Signature Page***

I have read the 2023-2024 St. Patrick’s Catholic School Extended Care Handbook and agree to follow the school policies and procedures as stated.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Registration Fee of ***\$25 per student*** must be paid each year to enroll in the program.

The registration and monthly charges will be added to the FACTS Agreement plan as they apply.