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2014-2015

Extended Day Program

Kindergarten-Grade 8

Supplement to the Student/Parent Handbook

2014-2015

Our Lady of Peace

Extended Day Program

Mission Statement and Philosophy

Mission Statement

Our Lady of Peace Extended Day programs provide a safe and supervised environment for school-age children in a semi-structured setting. Emphasis is placed on social, emotional and physical child development.

Philosophy Statement

Our Lady of Peace Extended Day program shares the responsibility with the families of providing an environment for the children where they can grow in positive self-image, develop their potential and become responsible individuals. The program provides many kinds of experiences appropriate to the children's ages, abilities and interests.

General Policies and Procedures

Extended Day at Our Lady of Peace School offers two sessions as follows:

Morning Drop Off (K-8)*	6:30-7:50 am
After School (K-8)**	2:50-6:00 pm

- Students need to be escorted by parents and enter the building using the doors located on the Southeast corner of the building (door #12) near the playground equipment. Upon entering the building, proceed up the stairs to the 'I' (Interim) level and go to room 15. Extended day rooms are on level 'I', room numbers 11 and 15.
- Extended day staff will meet and escort the K-8 students to the Extended Day rooms after school.

Card-Key Access

Each Extended Day family will be provided with a card key for morning or afternoon access to the school. These cards will be given out at the August Open House/school registration night following the payment of September's Extended Day fees. They are to be turned back into the office by the last day of school, or upon leaving the Extended Day program. If cards are lost or not returned a fee of \$25/key card will be assessed and added into the Smart billing system.

Admission

Extended Day is available to students in kindergarten thru 8th grade.

The designated space allows for a daily maximum of 40 children

- Staff to student ration is 1:15
- In order to ensure that adequate staffing is available and staffing ratios are adhered to, all students using Extended Day must be registered.
- If on the rare chance that your family may need to use Extended Day in case of emergency, please see section below registering your student(s) in the drop-in category
- Registration occurs at the time of school registration
- Openings in the program are filled on a first come first served basis
- Registration is dependent upon accounts being current
- Once an account is more than one month past due your child/ren can no longer use the service until the account becomes current

- Extended day billing is one month in advance of the service. Drop in fees are \$25/student/day and will be billed weekly and appear on your Smart billing along with any late fees incurred, or Release day fees.
- All morning attendees will also be required to prepay for services.
- Sign up for the number of days your student intends to use either Morning or afternoon Extended day will be also be made in advance of the school year by filling out an Extended Day registration form the night of our August Open House.
- Regular fees are : \$16/day for use from 2:50-6pm. And \$5/day for morning use.
- Late fees are charged at a rate of \$15/each ten minute interval that a student is held in Extended Day past 6pm/student.
- Drop in fees: \$25/day/student
- Release days are charged at a rate of \$36/Release Day plus any miscellaneous fees for tickets/transportation/food etc. Release day fees will be added to your Smart billing the week after the Release day has occurred.

Drop-Ins K-8

- Our Lady of Peace Extended Day will accept students on a drop-in basis with advance notice and only if staffing and space are available.
- Drop in fees are higher than normal Extended Day fees and are charged at \$25/day.
- No drop-ins are allowed if the family has not completed registration for extended day at back to school night.

Arrival/Departure (Sign in/Sign out)

Attendance is taken as children arrive each day in the morning and again in the after school program. Parents are required to sign out their child/ren at pick-up time. If someone other than the parent/guardian comes to pick up your child, staff will need a written notification and will be checking identification of person(s) picking up your child.

Attendance/Absence

Please notify Extended Day staff if you know in advance that your child will be absent (vacation, going home with friend, etc.) If your child is not present during attendance and staff have not been notified of an absence, staff will contact the child's teacher, parents, and if necessary, emergency contacts. Notification can be made via written or email note, or phone to the direct line 612-821-5380.

Child Abuse and Neglect

Under Minnesota State Law, school staff and faculty are required to report suspected physical and sexual abuse and certain forms of neglect. Neglect may include failure to provide necessary food, clothing, shelter, medical care, school attendance, etc. Reports must be made to Hennepin County Child Protection Agency or to the police.

Anyone may report suspected abuse or neglect. Many people in the community have helped children by reporting suspected abuse or neglect. Because of them, children have received protection and parents have received help. The Hennepin County Child Protection number is (612) 348-3552.

For more information about Parents' Anonymous or to talk to someone if you are about to hurt your child, call the First Call for Help, United Way 211, (651)291-0211.

Cold Weather

During cold weather months, staff asks that parents make a special effort to see that their children are dressed appropriately. The children will be required to wear the outdoor clothing that is sent with them when going outside.

The children will go outside during the winter. Short periods of outdoor activity are extremely important in order to refresh a child.

Children will not go outside if the air temperature and/or wind chill are below 10 degrees Fahrenheit.

Communication

Staff will make an effort to communicate with parents daily or as often as possible to keep parents informed of their child's activities. Parents must understand that they cannot expect a staff member's full attention if children are present but you are always welcome to make appointments to discuss concerns or issues with the staff.

Parents with concerns or issues with any of the extended day procedures or policies should address the Coordinator of Extended Day. If the issue is not resolved they are to contact the school principal.

Emergency Procedures

In the event of an emergency, (fire, tornado, etc.) Extended Day personnel will follow appropriate school procedures for the safety of your child and, if necessary, evacuating the building. Our Lady of Peace Evacuation site is Hale School located across the street from the church. Students will be involved in periodic drills to practice emergency evacuation procedures.

Fees and Billing

Our Lady of Peace School cannot operate an effective extended day program without sound financial backing from all parents who use this service. Parents are responsible and held accountable for the extended day payment of their child/ren on a monthly basis. All fees and billings are managed through Smart tuition system. No family is accepted into the

program without an established Smart agreement. Fees will be billed in the month before they are incurred by Smart. After 5 days past the due date, Smart will assess a late fee. Within 5-10 days Smart will attempt to contact you to make arrangements. If, after ten days no arrangements have been made, the past due amount is referred to the Our Lady of Peace Business Manager who will contact you further.

Morning Extended Day will be billed to all students using the online tuition payment program Smart whether they arrive by bus or drop-off. No discounts apply to morning extended day and no other type “grandfathering” arrangement will be accepted.

Late Pick-up Fees will be charged beginning at 6:00 p.m. for anyone who has not been picked up at the rate of \$15.00 for every ten minutes/student. Late fees will be included in weekly billing.

Field Trips

Several times a year extended day students take a field trip. These field trips will require ten student minimum to be planned and booked. We will need a firm commitment in 1 ½ months prior to the Field Trip before the Field Trip can move forward. This allows adequate time for bus reservations, tickets to be purchased, and group Field trip rates to apply. Prior to the Field Trip, each child must have a signed field trip form to participate. A field trip form also allows staff to take the children on additional walks to various locations in the neighborhood. A specific field trip permission slip will be obtained for each child when a trip outside the neighborhood is planned. There will be additional costs involved for transportation and admission fees. Transportation is provided that meets the Minnesota Human Services rule 9503.0105, parts A-F.

Food

Snacks will be provided to the after school extended day children. The snack is included in the after school fees. All snacks will adhere to healthy guidelines for children. Snacks will be eaten in the cafeteria and/or other designated spaces in the building. Our Lady of Peace discourages food to be brought to share with other children.

One of the health guidelines is that no homemade food or food from open packages can be shared with other children.

Insurance

The Extended Day Program at Our Lady of Peace is fully insured through the Catholic Mutual Insurance Group Program with the Archdiocese of St. Paul and Minneapolis.

Personal Belongings

Children are discouraged from bringing toys and personal items from home. The Extended Day Program is not responsible for the loss or damage of these items.

All clothing (indoor and outdoor) should be labeled with your child's name.
Hats are not allowed in Extended Day unless specified.

Playground

The Extended Day students are welcome to use the playground equipment on the school playground only when supervised by a staff member. Extended Day will have scheduled times for use of the playground.

Students must obey the following rules when playing on the equipment:

- Only one child on a slide at a time
- Children may only slide down the slides, never walk up the slides
- No sitting, walking or crawling on the main support of the monkey bars
- No jumping from one piece of equipment to another
- No pushing
- No pulling anyone using a piece of equipment
- Shoes and appropriate clothing are required. No clogs, sandals or flip flops

Staff reserves the right to bar a student from using the playground equipment for violations of these safety rules.

Release of Students

Students may be released only to parents, guardians or those adults designated by the parent in writing. For the safety of your child we are able to release children on the verbal authorization of parents as an exception under emergency situations only. When someone will pick up your child other than those authorized, please provide written authorization to the Extended Day Staff. Individuals who pick up students may be asked to show picture identification.

Parents are responsible for providing file copies of custody decrees or other documents relating to a non-custodial parent's contact with an extended day child.

Release/ Vacation Days

Extended Day is offered at Our Lady of Peace School during release days and some vacation days (excluding holidays) when school is not in session. Check school calendar for release days.

Those who sign up to use Extended Day on a release/vacation day will be charged the fee for that day whether or not their child(ren) attend on the release/vacation day. In addition, field trip fees may be added depending on plans during release/vacation days. Extended Day is not offered during summer vacation.

School Closings

When it becomes necessary to close Our Lady of Peace due to an emergency (i.e. severe weather, broken boiler etc.), the Extended Day Programs are also closed. Parents should login to Cornerstone or tune to WCCO radio 830 AM for information on school closings.

Teacher/Student Ratio

Extended Day will maintain a maximum teacher/student ratio of 1/15.

Transportation

Parents are responsible for arranging transportation for their children when using the extended day program. *At no time will a staff member transport a student for any reason.*

If your child will be attending community education or athletic programs, you must give a written schedule of classes or practices to the staff. Please indicate the starting and ending time of the class as well as the dates your child will be attending. Your child will not be released from the Extended Day program without written notification from the parent. If your child forgets to go to class or practice, they will be held at Extended Day until a designated adult signs them out. Parents are responsible for arranging for their child to get to and from community education programs and athletic practices and/or games.

Health Policies

Accidents

In the event of an accident, qualified staff will administer emergency first aid and parents will be notified of the care given. If a life threatening illness or accident occurs, emergency medical care is requested from 911. Any expense incurred from use of emergency medical care will be the responsibility of the child's parents.

Exclusion of Children

No child should attend school if he/she shows active signs of illness such as unusual tiredness, lack of appetite, vomiting, persistent coughing, headache, or fever. The staff reserves the right to exclude from the program any child who shows signs of illness.

Ill Child

When a child becomes ill at Extended Day, the parents, or other designated person will be notified. The child will be isolated from the rest of the group and provided with a place to rest while arrangements are made for the child to be picked up. The child will be within sight and hearing of a staff person. Staff may never transport an ill child.

Injury Notification

The Commissioner of Health must be notified within:

- 24 hours of the death of the child in care of the program
- 24 hours of any injury of a child in care of the program that required the treatment of a physician
- 48 hours of the occurrence of a fire during the hours of operation that requires the services of the fire department
- 24 hours of the use of any emergency medical services by a child while in care

Medication

If a child needs oral or surface medication while at Our Lady of Peace, please fill out a medical permission form available at the school office. All medication must be in its original packaging with label intact. The medicine will be kept in a secure cabinet or refrigerator (if required). By state law, we can administer only medicine prescribed for the child in the labeled and dated prescription bottle or other medicine with a signed note from the doctor or parent. Please do not send medicine with your child to keep in their backpack for self-medication. This includes medicines such as cough drops and inhalers.

Parent Notification of Illness

Parents are required to inform the staff within twenty-four (24) hours, exclusive of weekends and holidays, when a child is diagnosed by the child's health care source, as having a contagious reportable disease (specified in part 4605.7040) or has lice, scabies, impetigo, ringworm or chicken pox.

When a child in our care has been medically diagnosed with a contagious condition, notice must be given to the parents of exposed children the same day a parent notifies the staff of a child's condition. It is the responsibility of the staff to notify the health authority of any suspected cases of reportable diseases or animal bites (specified in part 4605.7040) within 24 hours of receiving the parent's report.

Discipline and Student Behavior

SCHOOL RULES

Our Lady of Peace School teaches and follows the PeaceBuilders Program. This program is designed to help create an environment that reduces violence and establishes a more peaceful way of life in our school community. PeaceBuilders uses proven techniques and tools based on extensive research and testing to make this happen.

PeaceBuilders affect the entire school with visual progress. Increased cooperation, achievement, long-term vision and individual success are only a few of the benefits. PeaceBuilder behavior becomes an integral part of everyone's life - children, staff and parents.

Our Lady of Peace students strive to:

- Praise people
- Give up put-downs
- Seek wise people
- Notice and speak up about hurts they have caused
- Right wrongs
- Help others

By following these principles students will:

- Be safe and protected
- Be respected
- Be able to learn
- Have their concerns heard
- Be able to be treated with kindness and caring

Our Lady of Peace staff believes that following these principles reduces undesirable outcomes and increases many desirable ones. However, if intervention is necessary for consistent misbehavior, age appropriate consequences will be used to stop the behavior. Such consequences may include, but are not limited to; time out, separation from the activity, parent conference, or removal from the Extended Day program.

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

After reading the Our Lady of Peace Extended Day handbook please sign below and return this form to the office.

I agree to conform to the policies and procedures set forth in this handbook. The policies and procedures outlined in this handbook may be modified and amended at any time.

I have received and read the Our Lady of Peace Extended Day Handbook and agree to the policies contained herein.

Signature

Date

Print name