



EXTENDED DAY HANDBOOK AND APPLICATION

2024-25

St. Augustine Catholic School

722 Monroe Street
Napoleon, Ohio 43545
Phone: 419-592-3641

www.staugie.net

Welcome to St. Augustine Catholic School Extended Day Program. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of the St. Augustine School Extended Day Program. Failure to uphold this agreement may result in your child's termination from the program. The faculty and staff of the Extended Day Program look forward to working with you to promote a positive experience for your child(ren).

Philosophy of St. Augustine Extended Day Program

St. Augustine School Extended Day Program provides a safe welcoming environment for the students of St. Augustine School to pray, finish homework, learn, play, and foster relationships outside of the classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment led by a certified adult, as they complete their work day before picking up their child.

Attendance

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

Admission Information (Nondiscriminatory Policy)

St. Augustine 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 following documents must be on file in the School Office before attending:

- *Emergency Medical Form
- *Immunization Records

Hours of Operation

The Extended Day Program is open from 7:00 AM – 8:00 AM and 3:15 PM – 6:00 PM, any day St. Augustine Catholic School is open. All students should be picked up by 6:00 PM each day. Students who are not picked up by 6:00 PM will incur an additional charge of \$1.00 per minute.

Weather Delays and Snow Days:

The Extended Day Program will be available beginning at 9:00am on 2-hour delay days. The Extended Day Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays and any other day the school is not open.

Fee Schedule:

\$3.00 per child/per hour with a minimum charge of 15 minutes each day attended. Billed in increments of 15 minutes.

There is no Financial Assistance for the Extended Day Program. If your family experiences a change in financial situation, please speak with the Principal. The cost includes an afternoon snack.

Payments:

- Invoices will be sent to parents on the first Friday of the following month. Payment is due by the 15th day of the following month.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Day.
- Payment Options: Online (OptionC), Check, cash or money order.

Allergy Policy:

St. Augustine Extended Day Program recognizes that an allergy is an important condition affecting many school children and welcomes all pupils with allergies to participate in the program. All Extended Day staff, who come into contact with children with allergies, are provided with training. 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.

Allergic Reaction/Emergency

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

Bullying and Cyberbullying

St. Augustine 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**) will face detention, suspension, and/or expulsion.

Cell Phones, Tablets and other Electronic Devices

Students participating in the Extended Day Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices.

Child Abuse Laws

St. Augustine Catholic School abides by the Child Abuse laws of the State of Ohio. 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, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all relationships.

Crisis Plan

St. Augustine School has implemented a “crisis plan” in case of a lockdown emergency. All Extended Day Staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to the designated location: Ministry Center (across Clinton Street)

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 phone on record and e-mail account listed on a student’s file via OptionC, our parent communication system. The Extended Day Program will also be closed if school closes due to inclement weather.

Right to Amend

St. Augustine School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the (Friday) Blue Folder and through OptionC, our parent communication system.



St. Augustine School Extended Day Program Application

Name of Child(ren) _____

Address _____

Grade(s) _____ Date(s) of Birth _____

Parent/Guardian Name(s): _____

Cell Ph #1: _____ Cell Ph #2: _____

Email: _____

Emergency Contact Information:

Name _____ Phone _____

Name _____ Phone _____

Person(s) who may pick up your child:

Name _____ Relationship _____

Name _____ Relationship _____

Person(s) who may NOT pick up your child:

Name _____ Relationship _____

Name _____ Relationship _____

Parent/Guardian Signature

I have read the St. Augustine School Extended Day Handbook and agree to follow the policies and procedures as stated.

Family Name _____

Parent/Guardian Signature Date

Parent/Guardian Signature Date

SIGNED FORM MUST BE TURNED IN BEFORE A STUDENT MAY ATTEND THE EXTENDED DAY PROGRAM.