



Saint Agatha School

St. Agatha School

Extended Day Program

Handbook for 2009-2010

(617) 696-3548 ext. 217

ExtendedDay@StAgathaParish.org

Policies and Guidelines

Principal – Mrs. Maureen Simmons

Pastor – Father Peter Casey

Director of S.A.E.D – Mrs. Elizabeth Eastep

Welcome to our Program!

Staff Members:

Director- Mrs. Elizabeth Eastep

Assistant Director- 3rd Mrs. Tricia Cook, Mon-Fri

Mr. Brendan Cronin-2nd grade, Mon-Fri

Miss Jillian Bernier-K & 1st, Mon-Fri

Miss Liz Stapleton-4th & 5th Tu,Wed,Thur

Mrs. Janine Winters-4th & 5th M-F

Mrs. MaryAnn Casinelli- Fridays

Mr. Cameron Blankenship- K & 1st M-F

Our program offers full and part-time afternoons per week. You may choose between one to five afternoons per week. Before a child can attend these sessions s/he must be registered to attend. Please include a once a year, non refundable registration fee of \$50.00.

Checks must be made payable to:

St. Agatha School Extended-Day

440 Adams Street

Milton, Ma. 02186

Upon receipt of a completed registration form and all forms attached to this booklet, your child/ren will be enrolled in our S.A.E.D program.

Daily Rates

(As of September 2009)

5 days = \$90.00 per week (special discount rate)

4 days = \$80.00 per week

3 days = \$60.00 per week

2 days = \$40.00 per week

1 day = \$20.00 per week

***Sibling Discount: 5% off the total package**

10% for 3 or more siblings

Waiting List

Make sure to reserve your spot in our program as soon as possible. A waiting list will be administered if we feel we are unable to provide for your child based on a reasonable student/teacher ratio.

Drop-In Non Registered Students

Students not registered with the program will be charged \$10.00 for the first hour. After the first hour, the student will be charged the full days tuition of \$20.00. If a student visits our program more than one time, a registration fee; and completed registration forms will be required.

Billing

ALL OUTSTANDING BILLS MUST BE PAID BEFORE STUDENTS CAN REGISTER FOR THE NEW SCHOOL YEAR.

S.A.E.D tuition bills are presented to parents/guardians on a monthly basis. All tuition bills will be distributed atleast 15 days prior to their due date and therefore will be presented on or around the 1st of each month and payment due sometime after the 15th of that month. Tuition bills for the program can either be mailed to the school or dropped off at the front office or the SAED youth center room. When sending payment, please make all checks payable to: St. Agatha School Extended-Day and include your child's name in the memo section. If possible, please attach a copy of your bill. If payments are received late, a 10% late fee will be charged to your next bill.

Policy regarding sick days, family vacation, and Withdrawing your child.

Please be aware that if your child is absent from school due to illness, a has a necessary absence, or 24 hours notice is provided a credit will be given on the next monthly bill. Notify the director as soon as possible if your child cannot attend S.A.E.D on any given day by calling (617) 696-3548 ext. 217. If your child does miss a day of extended day, please allow him/her to come on their next scheduled day. Do not send your child on a day that they are not scheduled and without permission from the director. A minimum of 24 hours notice is required for any student adding a day into the program. Your child will not be allowed to attend if this guideline is not met. This is only done to ensure the teacher/child ratio has been arranged for each day of our program. If your family is going on vacation or you do not need care for a week or two during the school year and you would like to maintain your child's enrollment, you must submit written notice to the director at least two weeks in advance. If your child is withdrawing from the program entirely; please also give two weeks written notice. If notice is not given you are expected to pay for these two weeks.

The program will not meet on days that school is not in session. The program may also be cancelled at the discretion of the Principal and the director if weather conditions worsen throughout the school day. Parents will be notified by phone if the program must be cancelled.

Conduct Code

Our code of conduct refers to the same policies and guidelines that are required within the school's student handbook. "No hands and no bullying" policies are strictly enforced within our program. If a student does not follow the policies, the student will be given a verbal warning and the parent will be notified. If a student continues to be problematic following our guidelines and continually demonstrates poor behavior, the Principal will be notified and will address the situation. Further steps may be necessary like removal of the student from the program altogether.

Daily Schedule

The program is available all days that school is in session, including early dismissal days. The program begins at 2:30 when school is dismissed and (11:45 a.m. on early dismissal days). The students will meet the staff in the school cafeteria at 2:30. At this time attendance will be taken and if your child chooses to change into play clothes they may. However, we are not responsible for any lost items. From 2:30 until 3:00 students will be provided one snack and water. If your child has any allergies of any kind please notify the staff immediately. Please pack additional snacks for your children if needed. On days that have early dismissal, please pack your child a lunch. Lunch is not provided with this program. Following snack, homework club meets from 3:00 until 4:00. Your child/ren will have the opportunity to do homework with staff supervision. However, we do ask parents to recheck students' work. Homework club is designed to help students begin their homework. Our staff is not required to be a student's individual tutor, or to ensure all homework is completed in homework club.

Program Activities

Our Program is designed for students of all ages and in all grades. Students are able to participate in physical activities either on the playground or in the school gymnasium. Students can enjoy such activities as kickball, basketball, or soccer. We also offer homework club, newspaper club, dance club, and art activities. For the younger children, these physical activities may also include: Ring toss and Badminton or other skill building games.

Parking and dismissal for Extended Day

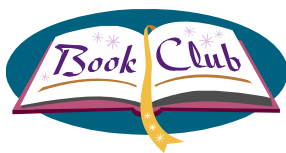
All Parents /Guardians picking up his/her child should park adjacent to the fence along the back parking lot. Parking is prohibited within the back parking lot due to the physical activities and safety of the children in the program. All parents or guardians must enter the building to sign the dismissal log and to pick up backpacks and all other belongings. If someone else other than the parent or guardian is picking up your child, a note needs should be sent to the school and given to the child's classroom teacher. If no letter has been sent from the parent to the school, extended day staff will not release that child. A driver's license needs to be shown to the director before a child is released by anyone other than a parent or guardian.

The program promptly closes at 6:00 pm. If you are delayed in picking up your child, contact the director at 617-696-3548 ext. 217 as soon as possible. A \$10.00 penalty after 6:00 pm for every five minutes will be charged to your account. If parents repeatedly arrive after 6pm the principal will be notified. A student may be asked to withdraw from the program if this situation continues.

Please complete all forms enclosed and mail to:

**St. Agatha School Extended-Day
440 Adams Street
Milton, Ma. 02186**

**Thank you for your support.
S.A.E.D Staff**



***Please sign and return this portion of the form after reading all of the policies and guidelines of the St. Agatha School Extended-Day Program.**

I _____ (printed parent/guardian name) have read and agreed to all of the terms and conditions listed for the St. Agatha School Extended-Day Program.

**Signature of Parent/
guardian: _____**

**Name of
Student/s: _____**

Please initial on the line next to the following statements.

_____ I understand that St. Agatha School Extended-Day Program ends promptly at 6pm. If I am delayed in picking up my child, I will try to contact the Extended- Day Program Director at 617-696-3548 ext. 217 as soon as possible. A \$10.00 penalty for every five minutes I am delayed will be charged to my account.

_____ I understand that St. Agatha School Extended-Day Program is billed monthly and that payments are due around at the end of each month. If payment cannot be made I will make every effort to contact the Extended-Day Program Director at 617-696-3548 ext. 217. A 10% late fee will be charged to my account if payment is not received by the due date.

Emergency Contact and Medical Information for a Child

Child's Name _____		Date of Birth _____	M F Sex
Parent's/Guardian's Name _____		Parent's/Guardian's Name _____	
Home Phone _____	Work Phone _____	Home Phone _____	Work Phone _____
Address _____		Address _____	
City, ST ZIP Code _____		City, ST ZIP Code _____	

Alternative Emergency Contacts

Primary Emergency Contact _____		Secondary Emergency Contact _____	
Home Phone _____	Work Phone _____	Home Phone _____	Work Phone _____
Address _____		Address _____	
City, ST ZIP Code _____		City, ST ZIP Code _____	

Medical Information

Hospital/Clinic Preference _____

Physician's Name _____	Phone Number _____
Insurance Company _____	Policy Number _____

Allergies/Special Health Considerations _____

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. **This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.**

Parent's/Guardian's Signature _____	Date _____
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Alternative pick-up (other than mother, father, or guardian)

I authorize these people to pick-up up my child/ren from St. Agatha's School Extended-Day Program if I am unable to by 6pm.

NAME _____	ADDRESS _____	TELEPHONE _____
NAME _____	ADDRESS _____	TELEPHONE _____
NAME _____	ADDRESS _____	TELEPHONE _____
NAME _____	ADDRESS _____	TELEPHONE _____