

Extended Day Program

2019 - 2020



Elementary School

48 Negus Street
Webster, MA 01570
Telephone: 508-943-0257
Fax: 508-461-9666

Middle School

12 Day Street
Webster, MA 01570
Telephone 508-943-2735
Fax: 508-943-6215

Email: elemoffice@allsaintswebster.org and MSoffice@allsaintswebster.org

Website: www.allsaintswebster.org

Welcome

Welcome to the All Saints Academy Extended Day Program! In choosing All Saints Academy 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 All Saints Academy Extended Day Program.

The All Saints Academy Extended Day Program provides a safe, welcoming environment for the students of All Saints Academy 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.

The Extended Day Handbook reflects the policies for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of All Saints Academy Extended Care Program during the 2019-2020 school year. Failure to uphold this agreement may result in your child/children's termination from the program.

The Extended Day staff looks forward to working with you and your child in a positive experience as we build a community of faith, family, and spirituality. Please feel free to contact me at any time with questions or concerns.

Linda Oakley
Extended Day Program Director

Extended Day Program Overview

The All Saints Academy Extended Day Program strives to provide a high quality, safe, and Christian environment for our students. We consider our program an extension of the Christian environment offered during the school day for students in Preschool through Grade 8. The program is run by a Director and supported by dedicated, enthusiastic staff members. Students enrolled in the All Saints Academy Extended Day Program participate in a variety of activities including: outdoor and indoor games, arts and crafts, homework time, movies, and holiday celebrations. The program is offered on days when school is in session. Participation in the programs is a privilege; students must adhere to the Behavioral Guidelines in the Parent/Student Handbook.

Hours of Operation

Before School Program: 7:00 – 7:45 AM – Middle School 7:00 – 7:50 AM – Elementary School

- **All** students who arrive at either campus before 7:45 AM at the Middle School Campus or 7:50 AM at the Elementary School Campus **must** go directly to the Before School Program at their campus.

After School Program: 2:30 – 6:00 PM

- The After School Program at both campuses ends at 6:00 PM. When picking up children at each campus, please plan accordingly to avoid late charges.
- Schedule
 - Snack Time: 2:30 – 3:00 PM – Popcorn and a beverage will be provided. Student(s) may bring their own healthy snack.
 - Homework: 3:00 – 4:00 PM – Monday through Thursday (Friday is a “less structured” afternoon)
 - All students will begin their homework and/or work quietly.
 - Creative/Fun Supervised Time: 4:00 – 6:00 PM
- Once students have arrived at ASP, students are not allowed to go back to the classroom or wander the school halls.

The After School Program is NOT available on teacher professional days.

Fees

- Before School Program – No Charge
- After School Program
 - \$5.00 per hour per child (one half hour will be charged when pick-up falls 10 minutes into the next hour)
 - 2:30 – 3:30 = \$5.00 for one child
 - 2:30 – 4:00 = \$7.50 for one child (1 hour @ \$5.00 plus ½ hour at \$2.50)
 - 2:30 – 4:40 = \$11.75 for one child (2 hours @ \$5.00/hour plus ½ hour at \$1.75)
- \$3.00 per 5 minutes will be charged after 6:00 PM
- Repeated failure to pick up child(ren) from the Extended Day Program on time will result in your child(ren) not being allowed to continue in the program.

Billing

- Bills are issued the first week of each month and payment is due by the 15th of that month.
- Please make checks payable to All Saints Academy.
- There will be a \$35 returned check fee for all checks made payable to All Saints Academy that do not clear the bank.

Drop-Off & Pick-Up Procedures

Before School Program - (7:00 A.M. – 7:45 A.M.)

Elementary School Campus - Drop-off Procedure

Using the side entrance, parents are to bring their child(ren) to the BSP room which is located on the lower level. (At the bottom of the stairs, take a left. The room is the first one on the left.)

Middle School Campus - Drop-off Procedure

Using the front entrance of the main school building, students should proceed to the BSP room which is located on the first floor in the library.

After School Program - (2:25 P.M. – 6:00 P.M.)

Elementary School Campus – Pick-up Procedure

There will be a monitoring system in place at the side entrance. This system will be connected to the ASP room. Buzz the ASP room and a staff member will bring your child(ren) to the door. You will be asked to initial the sign-out sheet.

Middle School Campus – Pick-up Procedure

There will be a monitoring system in place at the front entrance of the main school building. This system will be connected to the ASP room. Buzz the ASP room and a staff member will bring your child(ren) to the door. You will be asked to initial the sign-out sheet.

On nice weather days, the children will be outside playing. Students can be signed-out with the staff member on yard duty. You do not need to use the monitoring system.

If you need to reach the ASP, please call the appropriate campus to speak to a staff member.

Elementary School Campus phone – 508-943-0257

Middle School Campus phone – 508-943-2735

Policy

- The Extended Day Program is a self-funded program and therefore relies solely on up-to-date accounting. Prompt payment will allow this program to continue and be fiscally sound throughout the school year.
- **If a parent or guardian fails to meet the Extended Day Program fee payment schedule within 10 days of payment due date, and does not make adequate arrangements in times of crisis with the Head of School, the child(ren) will not be allowed to continue in the program. Readmission will be possible when the billing is settled.**

- The School Health and Emergency Information form will be provided to the Director of the Extended Day Program at the beginning of the year.
- Please note that the final report card will not be issued to any student who has a delinquent tuition or Extended Day payment.
- 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 Day Program.

Early Closing

When the Webster Public School dismisses early due to inclement weather, the Extended Day Program is canceled. If the Public Schools do not dismiss early, but the weather deteriorates after 2:15 PM, it may be necessary to close the Extended Day Program. Parents/Guardians will be notified.

Cell Phones, I-Pads and other Electronic Devices

During homework time, 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®, E-readers, etc. Items taken away from students will be returned to the parent(s)/guardian(s).

Conduct

Appropriate student behavior is a subject that we are continually teaching. Successful student behavior is based on love. It means caring enough to give each child structure, order, and security. The aim of our faculty and the Extended Day staff is to provide a positive, nurturing school environment that will bring about well-mannered students. Most students will experience little difficulty living with the policies of the Parent/Student Handbook and our school procedures. When a student is in violation of a school policy, attempts to have the student change his/her behavior in line with the school rules will be made by the teacher and the Head of School. Parents/guardians will be notified and asked to share in this responsibility. This is a team effort!

The Extended Day Program will follow the Behavioral Guidelines as outlined in the Parent/Student Handbook. Please be sure you have read and understand the guidelines.

The Extended Day Director in collaboration with the Head of School reserves the right to determine the appropriateness of an action if any doubt arises.

**All Saints Academy Extended Day Program
Registration Form and Parent Signature Form**

Please register my child(ren).

Child's Name: _____ Grade: _____ Birthdate: _____

Days needed: Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Times needed: _____

(We understand that the days and time can vary; please provide your best estimate.)

Please supply Emergency Contact Information to be used during ASP hours.

**Authorized to
Pick Up**

Name: _____ Phone: _____ Yes / No

Name: _____ Phone: _____ Yes / No

Name: _____ Phone: _____ Yes / No

Parent Signature Page

I have read the 2019-2020 All Saints Academy Extended Day Program Handbook and agree to follow the policies and procedures as stated.

Parent signature Print Name Parent Contact # Date

Parent signature Print Name Parent Contact # Date

Please return to school office as soon as possible.