

2010-2011

ANNUNCIATION EXTENDED DAY PARENT HANDBOOK

The staff and administration of Annunciation wish to welcome your family to the Extended Day Program. Our goal is to create a safe and friendly environment where your children can discover new interests, develop new friendships and independence, and be guided to respect themselves and the uniqueness of others.

This parent handbook outlines what you may expect from the Extended Day Program and what the Extended Day Program expects from you in return. We hope it will be helpful and we welcome suggestions for future handbooks.

We hope your family's experience with the Extended Day Program will be a rewarding one.

PROGRAM

- The Extended Day Program offers children a wide choice of activities for both groups and individuals. Interest centers include art, books, music, crafts, creative dramatic play, games, manipulative and constructive toys and food preparation.
- Time is spent outdoors on the playground every day, and the children have access to computers and the gym.
- Ample, nutritious snacks are served every afternoon and milk is provided. Typical snacks include fruit, crackers, cheese, pretzels, and assorted cookies. The program provides a snack right after school. At 4:30 students are given time to eat a snack which has been brought from home.
- There is a quiet reading/homework period that occurs daily for the students.
- Field trips by bus may be offered when the children are in Extended Day for a full day of programming. This occurs on school release days. Registration for these days is separate from school day registration.
- Visitors and volunteers from in and around the Annunciation Community are used to enhance the program in areas of storytelling, sports, crafts, social services and nature.

REGISTRATION POLICIES

- Openings in the extended day are filled in the following order: Annunciation School kindergarten students, siblings of students enrolled in the program, students who have been previously enrolled in the program, and students who are new to Annunciation.
- In the event that there is full enrollment, the following additional priorities are followed: Number of days per week enrolled.
- Families may contract from anywhere from one to five days per week.
- There is a registration fee of \$45 per child. Each additional child is \$25.

CHILDREN SERVED

The Extended Day Program serves children in grades K through 8, who are currently enrolled in the school. Both programs accept children with special needs (physical, emotional, or mental handicaps) as long as the staff is able to provide adequately for the child's needs in the existing environment. The Extended Day Program does not discriminate on the basis of race, creed, or national origin in their registration policies.

LOCATION

The Extended Day Program is conveniently located in Rooms A02, A04, and A06 of the school, with access to the gym, computers, and the playground.

ACCESS

Parents MUST USE the South Foyer door (located on Garfield Avenue) of the school when bringing or picking up their child. Families will receive a security card that provides access to the South Foyer door during Extended Day hours. Families will receive a second card upon request. Loss of a card will result in a replacement fee of \$10. All other school doors are locked for the safety of the children.

There is NO PARKING or dropping off of children in the school parking lot during school hours. This is for the safety of the children. Parents may park at the northeast end of the parking lot by the church and walk their child to the South Foyer door.

HOURS

The Extended Day Program is open 7:00 a.m. to 7:50 a.m. and 2:25 p.m. to 6:00 p.m. on school days. Full day programming, (7:00 a.m. to 6:00 p.m.) is available on all teacher in-service days, including MEA, Martin Luther King Jr. Day and President's Day. The program is not open on Labor Day, Thanksgiving Day or the Friday after Thanksgiving, Christmas Break, Spring Break, Good Friday, Easter Monday and Memorial Day.

SIGN IN/OUT

You must sign your child in when dropping them off and sign your child out when you pick up your child at Extended Day. This sheet will be located by the mailboxes inside the front door of the Extended Day rooms. Please sign your initials and the time picked up.

MAILBOXES

Each family has a mailbox. This mailbox is located inside the door to the Extended Day rooms. Please check your mailbox on a daily basis. This will be our primary method for written communication. You may expect to receive bills, newsletters, and various other information in your mailbox.

2

LOCKERS

Each student enrolled in the Extended Day Program receives a locker while they are enrolled in the program. The student is responsible for keeping their belongings inside their locker.

FORMS

Extended day must have on file, a registration form, a contract, a field trip/emergency form, and a field trip/emergency care card. These forms must be completed by each family prior to attendance in the program. Please inform the program immediately should some of the information on these forms change. Keeping this information current is extremely important.

PICK UP

You must inform the program, by note or phone, if anyone other than a parent will be picking up your child. Your child will never be released to any individual (other than a parent) unless this permission is given.

LATE PICK-UP FINE

The extended day program closes at 6:00 p.m. Any parent and/or authorized person arriving after 6:00 p.m. must pay a fine of \$5.00 for every five minutes or portion thereof. For example, at 6:01 p.m. the fine is \$5.00, at 6:06 p.m. the fine is \$10.00 and so on. The fine is to be paid directly to the staff person staying late that day.

STAFF/STAFFING

The Extended Day supervisory staff members are experienced professionals with certification in CPR and First Aid. All staff are involved in on-going, in-service training.

The ratio of staff to children is: Kindergarten - 1:12, Mixed groups of grades K-6 - 1:12, and grades 1-7 - 1:15.

ABSENCES

If your child is going to be absent from Extended Day, please call the Extended Day Program BEFORE his or her normal arrival time. It is very important for you to do this, otherwise we must assume your child is lost and put out a search party! We do check the office for notes, and a direct phone call to (612) 824-9993 (X3) will assure the staff of your child's whereabouts.

ACCIDENTS

If a child has an ACCIDENT (especially a blow to the head, a sprain, deep cut, etc.) the staff person attending to the child will send home an Accident Report to you and call you.

If a SERIOUS ACCIDENT occurs which might need medical attention, the staff will contact you immediately so you can take your child to the doctor or dentist.

3

In an EMERGENCY when immediate attention is needed, the staff will call 911, and then immediately contact you. After 911 have been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take him or her to the nearest hospital and you will be responsible for the medical charges. We will use your emergency care form/card when necessary to determine which hospital you prefer to use in case of an emergency.

ILLNESS

A child may not attend Extended Day with any of the following symptoms:

FEVER UNDIAGNOSED RASH VOMITING INFLAMED OR WATTEY EYES
EYES DIARRHEA SEVERE COLD OR SORE THROAT

If a child becomes ill during Extended Day, the staff will have the child rest in a quiet area of the room, isolated from the rest of the children and will contact you to pick up your child. If you cannot be reached, the staff will call the emergency person on the registration form.

You should contact the Extended Day Program if your child comes down with a COMMUNICABLE DISEASE. When a communicable disease has been reported, notices are sent home immediately to all parents and a copy of the notice is posted by the sign in/out sheet located by the front door of the Extended Day.

MEDICATION

The Extended Day staff can administer ONLY prescription medicines that are in the prescription bottle and are accompanied by a note from your physician. You must fill out a Medication Permission form and it must be signed by your physician when you leave medicine for the staff to administer.

OUTDOOR PLAY

Unless the temperature or wind chill is at 10 below zero, or it is raining (thunder and lightning), the children will spend some time outside every day. Children need to be dressed for the weather on a daily basis (i.e. umbrellas, raincoats, and boots in wet weather, and hats, mittens, warm jackets, coats, snow-pants, and boots in cold snowy weather). Children may change out of their uniforms at the end of the school day, if they bring a change of clothes in their bag or backpack. During wet and snowy weather, each child should bring extra pairs of dry socks and mittens or gloves.

EMERGENCY SCHOOL CLOSING POLICY

If Annunciation School is closed due to weather, THE EXTENDED DAY PROGRAM WILL ALSO BE CLOSED. If school is dismissed early due to weather, THE EXTENDED DAY PROGRAMS will close TWO HOURS AFTER THE SCHOOL CLOSES. (You may request that your child go directly home in the case of an early dismissal, by calling us directly.) SCHOOL CLOSING ANNOUNCEMENTS ARE MADE ON WCCO AM 830 RADIO.

FIELD TRIPS

You must sign a field trip permission form and card when you register your child. The Program Coordinator will inform you in advance of any field trip, describing the date, time, type of transportation, destination, and the activities involved for each field trip. There may be an extra charge for off-site field trips during the school year, but no charge for transportation.

BEHAVIOR POLICIES

The Extended Day program values greatly the safety and well-being of the kids enrolled in the program. Each child should and will feel safe at Annunciation and below are the behavior guidelines and or consequences. As each disciplinary interaction is different, appropriate consequences to offenses will also vary and the administration reserves the right to modify the consequences.

1. Verbal warning
2. Removal from situation
3. Parents are notified
4. Conference with parents
5. Contract: Which is an agreed upon expectations placed on the child. The contract spells out term, behavior, expectations, and consequences for the child's enrollment in the program.
6. One week (5days) of removal from the Extended Day program
7. Conference with parents and principal
8. Child expelled from the Extended Day Program

BILLING

Bills will be in your mailbox one week before payment is due. Payment is due IN ADVANCE on the last day of the month.

ANNUNCIATION EXTENDED DAY is a non-profit, self-supporting program and needs prompt payments from parents in order to meet its expenses. Therefore, a \$10.00 Late Fee will be assessed for each payment received after the due date.

Full payment of tuition is due whether or not the child is in attendance. If you contract for three days a week, you pay for three days a week whether your child is in attendance or not. No refunds can be made for absences due to illness or vacations.

Our policy for holidays and school release days is as follows: If you choose to register your child for one or all of the No School Days, you pay an additional charge for the day. For example, if you pay \$15.00 an afternoon, then you would pay an additional \$16.00 for a full day if this is one of your contract days. If the No School Day is not one of your contracted days, the charge is \$31.00 for a full day. If your child is registered for a No School Day and your child does not attend, you are still responsible for payment for that day.

The only time you are not charged during the school year is at Winter Break (two weeks) and Spring Break (one week). The Extended Day is not open on Labor Day, Thanksgiving Day Break (2 days), Good Friday, Easter Monday, or Memorial Day.

Payments must be made by CHECK OR MONEY ORDER, made out to Annunciation Extended Day. Payments may be left in the Parent Message Box located in the Extended Day Program, or in the school office, or mailed to Annunciation Extended Day 525 W. 54th St. Mpls, MN 55419.

Two delinquent tuition payments may result in dismissal from the program.

Notice of withdrawal must be made IN WRITING at least two weeks in advance.

FINANCIAL AID

Financial Aid is available for Extended Day, form attached to packet.

SUMMER

Annunciation offers a summer Extended Day Program. Registration and daily guidelines are separate from the school year Extended Day Program. This information is disseminated in March for the upcoming summer. **The summer program is also available for in-coming kindergarteners.**

Jeff Wisdom, Director
Annunciation Extended Day
612-824-9993 Ext.210

Sessions and Fees for 2009-2010

(fees for 2010-2011 have not been set and may increase)

Morning Session

7:00 a.m. to 7:50 a.m. \$5.00 per session

Afternoon Session

2:25 p.m. to 6:00 p.m. \$15.00 per session

School Release Day

7:00 a.m. to 6:00 p.m. \$31.00 per day

Summer Day

7:00 a.m. to 6:00 p.m. \$31.00 per day

Annunciation Extended Day Registration

Name of Child _____ Age _____ Grade _____
(As of 9/1/2010)

Birth Date _____

Home Address _____

Telephone _____

Mother _____

Home Address _____

Telephone (Home) _____ Telephone (Work) _____

Employer _____

Father _____

Home Address _____

Telephone (Home) _____ Telephone (Work) _____

Employer _____

Name of additional emergency contact _____

Relationship _____ Telephone _____

Doctor _____ Telephone _____

Dentist _____ Telephone _____

Does your child have any known allergies or medical concerns that Extended Day should be aware of? _____

Name of individual(s) who may have permission to pick up your child.

General Field Trip Permission and Emergency Care Authorization Form

My child _____ has my permission to use all of the play equipment and participate in all the appropriate activities of the Annunciation Extended Day Program.

I give my child permission to leave the school premises under the supervision of a staff person.

In the event that emergency care is necessary for my child, I give permission for a staff person to take the following steps, as time and situation permit:

1. Attempt to contact parent or guardian.
2. Attempt to contact child's physician or dentist.
3. Attempt to contact you through any of the persons listed on the emergency information form on your child's registration form.
4. If necessary based on the situation, 911 will be called.
5. Any expenses incurred under step 4 will be the responsibility of the child's family.

Signature of parent or guardian

Date

Child's name

Annunciation Extended Day Contract

Name _____ Age _____ Grade _____
(As of 9/1/2010)

Will be attending Annunciation Extended Day on the days and for the sessions indicated below.

GRADE K THROUGH 8th CHILDREN

7:00 a.m. to 7:50 a.m. M ___ T ___ W ___ TH ___ F ___

2:25 p.m. to 6:00 p.m. M ___ T ___ W ___ TH ___ F ___

Signature of parent or guardian Date

\$45 Registration fee per child Check Number

(\$25 Reg. fee per additional child)

Sessions and Fees for 2009-2010

7:00 a.m. to 7:50 a.m. \$5.00 per session

2:25 p.m. to 6:00 p.m. \$15.00 per session

(fees for 2010-11 have not been set yet and may increase)