



Extended Day Policies

St. Michael's offers a Core Extended Day program at both the Lower and Middle Schools, with the mission of providing a safe and nurturing environment for students after the regular school day is over. We place particular emphasis on encouraging positive peer socialization, promoting healthy study habits, and providing space for learning and exploration to continue into the afternoon.

Lower School:

Early morning care (referred to as Morning Gym) is offered at the Lower School from 7:20 to 7:55 a.m. in the Lower School gym. Parents should pull into the carpool loop and walk students into the gym to be checked in with the staff member on duty. *(For safety reasons, students arriving to School before carpool drop-off begins at 7:55 a.m. should also report to Morning Gym as supervision is not provided to arriving students until 7:55 a.m.)* Pricing is available by semester or on a drop-in basis. Please see School website for pricing.

After-school care (Extended Day) at the Lower School operates from 3 to 6 p.m., Monday through Friday, in the Hubbard Educational Wing. Students attending Extended Day in Kindergarten and First Grade report to a staff member in the Atrium at 3 p.m. dismissal and are escorted to Extended Day. Students in Second through Fifth Grade go directly to Extended Day from their classrooms and check in with the staff member on duty. For pick up, parents and caretakers must come to the breezeway at Ticer Hall, ring the bell for assistance and come inside the Hubbard Educational Wing to sign students out with a staff member. Parking is conveniently located in the gated lot outside of this entrance on McRae Rd.

Anyone picking up a student from Extended Day should be listed on a student's Emergency Card on file or have written approval to pick up from a parent via email or written note. Students will not be dismissed to anyone without prior parental consent.

Parents are responsible for providing healthy snacks for students attending Extended Day. We ask that snacks be **NUT FREE** to accommodate students with allergies. Drinks other than water are not permitted at Extended Day.

Homework/After School Study Hall:

Students in grades 1 through 5 will have the opportunity to complete homework in Extended Day under the supervision of experienced staff. We work with Lower School teachers to support classroom goals in regards to homework. Our staff will help students with comprehension of assignments, but work will not be checked for correctness. Our goal is to encourage good time management and diligence in completing assignments while communicating effectively with parents and teachers regarding study habits.

Drop-in Program:

Parents needing occasional after-school care may choose to send their children to Extended Day on a drop-in basis. Drop-ins are assessed per day at a rate of \$30.00 per child



and require 24 hours notice, unless in the case of an emergency. Drop-in care will be based on availability.

Late Pick-up:

Students who are not picked up at regular carpool by 3:15 p.m. (or 12:15 p.m. on Noon Dismissal days) will be sent to Extended Day. Parents must report to Extended Day and follow the sign-out procedure with a staff member on duty. A late fee of \$10.00 will be charged until 3:30 p.m. If the student is in Extended Day past 3:30, this will be considered a drop-in and the rate of \$30.00 will apply.

Parents of students attending Extended Day who do not pick up by their contracted dismissal time (4:30 or 6 p.m.) will be charged a late fee of \$10.00 per occurrence. Repeated late pick-up could result in further action at the discretion of the Director and the Headmaster.

Noon Dismissals and Holiday Extended Day Hours:

Extended Day is open early for all Noon Dismissals. Extended Day will also be open from 8 a.m. to 6 p.m. on the following holidays, when School is closed: Columbus Day, Clerical Days, Martin Luther King, Jr. Day, Presidents' Day, and Easter Monday. All students registered for 2-, 3-, or 5-day programs may attend Extended Day on these days at no extra cost. Drop-in fees will apply to all other students. Please see the School website for these rates.

Middle School Extended Day:

Extended Day at the Middle School operates from 3:15 to 4:30 p.m. Monday through Thursday in the Allen Library on the Singleton Campus. Students may attend on an as-needed basis. During this time, students may get homework done, work on ongoing school projects, socialize with friends, play games and spend time outdoors as staff allows. Students may bring snacks from home to eat at Extended Day. Drinks other than water are not permitted. Students will be signed in and out through Kinderlime software by the staff member on duty. Parents must walk inside the library to pick up students and sign out. **Any student in the Allen Library after 3:15 p.m. is considered to be part of the Extended Day program and will be charged as such.** Fees are assessed at \$5.00 per half hour unless a student is in Extended Day for the purpose of waiting for a School-sponsored co-curricular event to begin (ie. a sports practice or game). There is a flat fee of \$5.00 per day in this case. Extended Day charges will be assessed and billed monthly.

Emergency and Safety Information:

While staff members are CPR and First Aid certified, there is no nurse on staff at St. Michael's. Parents are required to share all information related to allergies or any conditions that may affect or restrict a student's participation in activities.

In the event of illness or an accidental injury, the staff will make an immediate attempt to contact a parent. Parents contacted by telephone concerning minor injuries are responsible for



deciding if medical attention is needed. Should a parent not be reachable immediately, the Director or staff member on duty will make any necessary decisions regarding the care of the child. Parents will be expected to assume responsibility for any resulting expense.

If a child is ill, he/she will not be permitted to attend Extended Day. Parents will be expected to pick up a child as soon as possible after being called. If a parent cannot be reached, an adult on the child's emergency card will be called. The Director or a staff member must also be informed of any illness that may be communicable. Parents will be notified if a child is exposed to any contagious diseases or health related occurrences.

Permissible Items for Extended Day:

Students attending Extended Day are permitted to bring the following to Extended Day:

- A water bottle, labeled with student's name
- Nut-free snacks in a labeled container
- One of the following balls from home for use outside or in the gym (basketball, soccer ball, tennis ball, volleyball, or kickball), with the understanding that it will be used to encourage play with others. ***Acceptable use of these items is at the discretion of the director and staff members.***

Students are solely responsible for all personal items, and staff will not be liable should these items be lost or damaged.

The following items are NOT permitted at Extended Day:

- Juice, soda, or other drinks *UNLESS* directed by a physician (written note required)
- Toys from home (such as dolls, trading cards, stuffed animals, Legos, fidget spinners, etc.) *UNLESS* they are being donated to the program and will stay at School for use by all students
- Chewing gum
- Other athletic equipment such as bats, gloves, sticks, etc. *UNLESS* needed for a practice or game after pick-up. These items must remain with students' backpacks/belongings during the afternoon
- Electronics (Middle Schoolers may use mobile devices with faculty/staff permission in accordance with the School's Acceptable Use Policy).

Conduct and Behavior:

St. Michael's expects participants to respect others and their space, harmoniously participate in games, cooperate with St Michael's employees and be enthusiastic. Unacceptable behaviors include profanity, disrespecting others and their space, failure to comply with a staff



member's directions, excessive horseplay, or inappropriate or rough physical contact. St. Michael's will report incidents of unacceptable behavior to the parents/guardians of all children involved. Serious or repeated disregard of policies or continued conduct issues may result in expulsions from the Extended Day program.

Contact Information:

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