



# Extended Programs Policies

## Extended Day

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. Our program encompasses social-emotional learning with monthly themes tying into our DRAGONS Values.

### ***Lower School Extended Day:***

After-school care (Extended Day) for Lower School students operates from 3-6 p.m., Monday through Friday, in Hubbard Hall. Pickup takes place in the Extended Day room on the lower level of Hubbard Hall. Please park and walk in to check out your child(ren) with the teacher.

- To reach the Extended Day teachers during program hours, please call or send a text to the Extended Day pickup cell phone: **804-584-9667**
- Anyone picking up a student from Extended Day should be listed on a student's Emergency Form 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.

### ***Middle School Extended Day:***

Extended Day at the Middle School operates Monday-Friday from 3-6 p.m. Students should bring snacks from home to eat at Extended Day. We ask that snacks be **NUT FREE** to accommodate students with allergies. Drinks other than water are not permitted. Pick-up until 4:30 p.m. takes place in the Allen Library in Singleton Hall. Pick-up after 4:30 p.m. will take place in Hubbard Hall. Please park and walk in to check out your child(ren) with the teacher.

- **IMPORTANT NOTE: Any student in the Allen Library after 3:15 p.m. is considered to be part of the Extended Day program and may be charged a late fee of \$10. Any student in the program beyond 3:30pm will be charged the applicable drop-in rate. See more in the Late Pick-up section below.**



### ***Homework/After School Study Hall:***

Students in grades 1 through 8 will have the opportunity to complete homework in Extended Day under the supervision of experienced staff. We work with 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. Extended Day teachers may be part of conferences held throughout the year to provide a complete picture of how your child interacts with different programs, staff, and students.

### ***Drop-in Program:***

Parents needing occasional K-8 after-school care may choose to send their children to Extended Day on a drop-in basis. **Drop-in requests must be made by 2:00 p.m. of the day in question**, unless in the case of an emergency. Drop-in care will be based on availability. **Note: Special pricing for noon dismissal days and conference days will apply.**

- Use the drop-in process that will be linked to our website to submit requests, or contact Director Ashley Buffey for more information.
- Fees for 2022-23:
  - \$23 drop-in rate until 4:30 p.m.
  - \$39 drop-in rate until 6:00 p.m.
  - \$16 contract extension (4:30 p.m. to 6:00 p.m.)
  - \$10 post ASE (30 minute window)

### ***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 may be charged. If a student is in Extended Day past 3:30 p.m. (or 12:30 p.m. on Noon Dismissal days), this will be considered a drop-in and the standard rates will apply.

Parents of students attending Extended Day who do not pick up by their contracted dismissal time 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 Head of School.

### ***Noon Dismissals and Holiday Extended Day Hours:***

Extended Day is open early for Noon Dismissal days. Extended Day will also be open from 8 a.m. to 6 p.m. on Conference Days. **These days are offered on a drop-in basis only, and have been excluded from core programs price points.**



- Long day fees for 2022-23:
  - 8:00 a.m. - 1:30 p.m. \$71
  - 8:00 a.m. - 3:00 p.m. \$80
  - 8:00 a.m. - 4:30 p.m. \$97
  - 8:00 a.m. - 6:00 p.m. \$106
  - 12:00 p.m. - 1:30 p.m. \$23
  - 12:00 p.m. - 3:00 p.m. \$39
  - 12:00 p.m. - 4:30 p.m. \$60
  - 12:00 p.m. - 6:00 p.m. \$74

**Extended Day is CLOSED** on the following school holidays:

- Sep 5, Labor Day
- Oct 10, Indigenous Peoples Day
- Nov 4, Faculty Professional Development
- Dec 19-30, Winter Break
- Jan 2, New Year's Day
- Jan 16, MLK Jr. Day
- Feb 20, Presidents' Day
- Feb 21, Faculty Professional Development
- March 6-10, Spring Break
- April 7, Good Friday
- April 10, Easter Monday
- May 8, Faculty Professional Development
- May 29, Memorial Day

**The first day for Extended Day is Tue, Aug 30. The last day for Extended Day is Fri, Jun 2.**

***Emergency and Safety Information:***

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

Teachers will perform daily simple health screenings to ensure no children in the program are ill. 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 expenses.

If a child is ill, they 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.

### ***Administration of Medication at Extended Day:***

A Permission for Medication form (obtained from the front office) signed by a healthcare provider and parent must be on hand for any prescription medication to be given during Extended Day. This form includes authorization from the student's physician and their parent. All student medications are stored in a locked facility in the front office of Hubbard Hall or in the Extended Day director's office and must be administered by a MAT (medication administration trained) staff member. All student medication must be in its original container with clear instruction regarding dosage, frequency, and route of administration. Emergency medications such as inhalers, EpiPens, and Glucagons may be kept by the student, but a Permission for Self-Medication form must be completed and on file with the nurse's office. Medications prescribed by a physician are kept on file with Nurse Maben. Medication given to be dispensed by school personnel will be available for pick-up by the parents only. Medications not picked up will be destroyed.

### ***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 (St. Michael's does NOT provide snacks or food service for students)
- 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 the School 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 *only with faculty/staff permission* in accordance with the School's Acceptable Use Policy which will be sent out in August.)

***Conduct and Behavior:***

St. Michael's expects participants to respect others and their space, harmoniously participate in games and activities, and cooperate with St. Michael's employees. 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 suspensions or expulsions from the Extended Day program.

***Additional Information:***

In compliance with the Code of Virginia, Section 63.2-1716, Extended Day is religiously exempt from licensure and is classified as a "religiously exempt child day center." Extended Day follows all Virginia state laws for religiously exempt child day centers. Requirements for religiously exempt child day centers include:

- Annual filing of documents with the Virginia Department of Education including:
  - Fire and Health Inspections for all buildings used by the program
  - Verification of required staff/child ratios
  - Staff Health Reports for all employees signed by a practicing physician or nurse practitioner stating that the employee is free from any disability that would prevent them from caring for children
  - Statement of Code Compliance
  - Specified background checks on all employees
  - Compliance with playground equipment safety codes

Extended Day is generally held in the Extended Day classroom of Hubbard Hall (grades K-1), the Hubbard Hall Dragons Den (grades 2-3), the Makerspace (grades 4-5), the Allen Library (grades 6-8), and the playground, gaga pits, and walking trails outdoors.

**Additional School Year Extended Programs**

***Free Morning Gym (For Grades K-8):***

Free early morning care (referred to as Morning Gym) is offered to all K-8 students from 7:20 to 7:45 a.m. in the Ellen Passmore Singleton Gym. Parents should pull into the gym



parking lot 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 7:45 a.m. should report to Morning Gym, as supervision is not provided to arriving students until 7:45 a.m.)*

***After-School Enrichment (ASE):***

Specialized ASE opportunities are available each season (Fall-Winter-Spring). Some examples of successful programs from past years include: golf, yoga, coding, soccer, nature exploration, art, tree climbing, cooking, fishing, and graphic design!

We also partner with Greater Richmond School of Music to provide year round private music lessons on campus. These lessons are scheduled and coordinated directly with GRSM.

**Contact Information**

Ashley Buffey (she/her)  
Director of Extended Programs  
804-272-3514 ext 404 (St M landline)  
804-584-9667 (Extended Day cell phone)  
[abuffey@stmschool.net](mailto:abuffey@stmschool.net)

Natasha Reed (she/her)  
Extended Programs Coordinator  
804-272-3514 ext 156 (St M landline)  
804-584-9667 (Extended Day cell phone)  
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