



Extended Programs Policies

Extended Day

St. Michael's offers a core Extended Day program at 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 Lower School Dragon's Den or the Middle School Lobby **for all K-8 students** before 5:00 p.m. After 5:00 p.m., pick-up for students from both schools will occur in the Lower School Dragon's Den. Please park in the **Green Loop** and walk in to check out your child(ren) with a teacher on a tablet. All parents/guardians must check out their student from the Dragon's Den or Middle School Lobby in order for their student(s) to be released.

- To reach the Extended Day 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 the 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.
- Any parent requesting their middle school student to walk home or to Trinity must complete a [waiver/release form](#) and return it to Natasha Reed prior to the date that the student will be walking home/to Trinity.
- Extended Day will provide healthy snacks for students attending Extended Day. The snacks will be **nut-free**, and dairy/gluten-free options will be available. If you choose to provide a snack for your student, we ask that it be **nut-free**.

Middle School Extended Day:

Extended Day at the Middle School operates Monday-Friday from 3-6 p.m. Extended Day will provide healthy snacks for students attending Extended Day. The snacks will be NUT-FREE, and dairy/gluten-free options will be available. Drinks other than water are not permitted. If you choose to provide a snack for your student, we ask that it be **NUT-FREE**. Pickup takes place in the Middle School Lobby **for all 6-8 students** before 5:00 p.m. After 5:00 p.m., pick-up for students from both schools will occur in the Lower School Dragon's Den. Please park in the **Green Loop** and walk in to check out your child(ren) with a teacher on a



tablet. All parents/guardians must check out their student from the Dragon's Den or Middle School Lobby for their student(s) to be released. Children will not be released alone to the Gym Lot or Green Loop for safety and traffic control.

IMPORTANT NOTE: Any student who is present after 3:15 p.m. is considered to be part of the Extended Day program and may be charged a late fee of \$25.00. Any student in the program beyond 3:30 pm 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 regarding homework. Our staff will help students with comprehension of assignments, but work will not be checked for correctness. We aim 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.

- Use the drop-in process ([Link](https://tinyurl.com/2526dropin)) <https://tinyurl.com/2526dropin>
- Parents can use the website to submit requests or contact Director Natasha Reed for more information.
- Fees for 2025-26:
 - \$28.50 drop-in rate until 4:30 p.m.
 - \$45.00 drop-in rate until 6:00 p.m.
 - \$13 post ASE (30 minute window)

Late Pick-up:

Students who are not picked up at regular carpool by 3:15 p.m. 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 \$25.00 per child may be charged. If a student is in Extended Day past 3:30 p.m., this will be considered a drop-in, and the standard rates will apply.



Extended Programs does not operate on select days such as Conference Days, Holidays, and Noon Dismissal days.

Extended Day will close early at 4:30 p.m. on the following days:

- Groovin' on the Green Parent Event
- Christmas Tree Lighting
- Annual Auction.

If your student(s) are not picked up at the designated time for the dates mentioned below, a \$25.00 late fee will be applied for pickups 10 minutes after carpool. After 20 minutes, a \$50.00 late fee will be applied. These charges will automatically be charged to the school account or credit card on file.

Parents of students attending Extended Day who do not pick up by their contracted dismissal time will be charged \$25.00. A \$25.00 late fee will be applied for pickups 10-20 minutes after your chosen pick-up time ends. Afterward, after 20 minutes, a \$50.00 late fee will be applied. These charges will automatically be charged to the credit card on file or school account, per occurrence. Repeated late pick-up could result in further action at the discretion of the Director and the Head of School.

Extended Day is CLOSED on the following school holidays:

- August 26, Noon Dismissal
- September 22, Faculty Professional Development
- September 1, Labor Day
- October 10, Conference Day
- October 13, Long Fall Weekend
- October 31, Faculty Professional Development
- November 26-28, Thanksgiving Break
- December 19, Noon Dismissal
- December 22-31, Christmas Break
- January 1-4, Christmas Break
- January 19, MLK Jr. Day
- February 13, Faculty Professional Development
- February 16, Presidents' Day
- March 6, Noon Dismissal
- March 9-13, Spring Break
- April 3, Good Friday
- April 2 Conference Day
- April 6, Easter Monday
- May 4, Faculty Professional Development
- May 25, Memorial Day



The first full day for Extended Day is Wednesday, Aug 27.

The last day for Extended Day is Friday, May 28.

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 their 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 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 parents. 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 instructions 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 the student's name
- Students are solely responsible for all personal items, and the School will not be liable should these items be lost or damaged. The Lower School Lost and Found is located on the upper floor of Hubbard Hall. The Middle School Lost and Found is located at the entrance of Singleton Hall.

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 the 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:

Extended Day Behavior Policy

Students are expected to follow the same behavior standards in Extended Day as during the school day. Unacceptable behaviors include profanity, disrespect, noncompliance with staff, rough play, and inappropriate physical contact. Incidents will be reported to parents/guardians of all involved.

At the discretion of the Director of Extended Programs:

- Students may serve detention during Extended Day.
- Students on behavioral probation may be suspended from Extended Day or enrichment activities.
- Repeated or serious misconduct may result in suspension or expulsion from Extended Day/Auxiliary Programs.

Behavioral probation, determined by the Division Director or Head of School, temporarily bars participation in all school-sponsored extracurriculars. Contracts may be held or not renewed if sufficient behavioral improvement is not shown. Severe infractions may lead to suspension or expulsion from the School.

***Additional Information:***

St. Michael's Episcopal School's child day program (Extended and Auxiliary Programming) is exempt from licensure and is not regulated by the Virginia Department of Education.

This program is recognized as a Virginia Council for Private Education; exempt or accredited program and is not licensed by the Virginia Department of Education (VDOE). While we follow basic health and safety standards, our program is not routinely monitored or inspected by the VDOE.

We operate under an approved exemption in accordance with § 22.1-289.030 of the Code of Virginia.

If you have any questions about our exemption status or policies, please feel free to speak with a member of our administrative team.

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 at School before carpool at 7:45 a.m. drop-off begins, should report to Morning Gym, as supervision is not provided to arriving students until 7:45 a.m.)*

After-School Enrichment (ASE):**Discover Exciting ASE Opportunities Every Season!**

Each season—Fall, Winter, and Spring—brings fresh, specialized After School Enrichment (ASE) programs designed to spark curiosity and inspire creativity. From the calm focus of yoga and the thrill of flag football to the hands-on fun of cooking, fishing, and even dancing, there's something for every interest! Past favorites have also included golf, nature exploration, graphic design, coding, and art.



Contact Information

Natasha Reed

Director of Extended Programs

804-272-3514 ext 156 (St M landline)

804-584-9667 (Extended Day cell phone)

nreed@stmschool.net

Minh Pham

Extended Programs Coordinator

804-272-3514 ext 404 (St M landline)

804-584-9667 (Extended Day cell phone)

mpham@stmschool.net