



St. Pius X Catholic School

Extended Day Program

Handbook

2023-2024

St. Pius X Catholic School Extended Day Program Handbook

Contact Information

St. Pius X School Extended Day direct line - 303-364-5660 or 303-364-6515 x13

Interim Program Director, Karen Shannahan, kshannahan@stpiusxschool.net

Philosophy and Purpose

The purpose of St. Pius X Catholic School Extended Day Program is to help parents by providing a safe and secure environment for children, ages 5-14 years old. Teachers cannot stay with students after a certain time of the day. Therefore, it is necessary that any child not picked up will be taken to the Extended Day area. If there is a period between the end of the school day and activities, all children staying at the school will need to be under the supervision of the Extended Day staff. The program is in place to not only support our parents but also our teachers.

It is our goal to provide opportunities for the children to socialize, play, explore, and learn in an environment that encourages personal responsibility and positive self-esteem. Extended Day program follows the same policies and guidelines of the St. Pius X Catholic School handbook during the school year.

Program Hours

The Extended Day Program will be available to families with children enrolled in our school that are five or older. During the school year, Extended Day opens at 6:30 am and closes promptly at 5:30 pm, Monday-Friday. Additional non-school days may be provided from 7:00am to 5:30pm or from midday release until 5:30pm if staff is available.

Admission and Registration

All enrolled students must be registered to attend Extended Day. Please make sure your personal information is always up to date with the school office and on FACTS. Registration forms are at the end of this packet, or they can be obtained from the school office. Please complete and return the registration forms before you plan to use our services. Please preload your FACTS account with a minimum of \$10.

Fees and Billing

Fees are billed to the FACTS account. An exact time record of student attendance (in and out) is kept both for regulations and billing. Please keep a positive balance in your FACTS account, as charges will be deducted from it. If parents in separate households are responsible for fees, each must sign the registration form and work out the division of fees between themselves, not with St. Pius X Catholic School/Extended Day as the mediator.

Before & After Care

\$.15 per minute per child (\$.15 = \$9 per hour)

Early Dismissal and Non-School Days

Number of children	(1)	(2)	(3)
Half Day (0–4-hour)	\$28	\$45	\$60
Half Day (4-6 hours)	\$35	\$50	\$65
Full Day (6+ hours)	\$50	\$67	\$80
School Break Weekly Rates	\$200	\$300	\$400

*Extended Day services may not be available to any family that does not pre-register/pre-pay for minimal days/non-school days.

*Any family that pre-registers/pre-pays for minimal days/non-school days and does not attend without 24-hour notice will be billed a full day rate. With proper 24-hour notification, you will only be charged a \$10 drop fee.

Late Pick Up Charge

Any child that is not picked up from the center by closing will not be left unattended. Attempts will be made to contact the primary parent/guardians. If there is no response, emergency contacts will be contacted to come and get the child(ren). Late pickups will be billed \$1.00 per minute for each child. If there is no response by parent or emergency contact within 30 minutes of closing, the police must be called who will in turn call child protective services. Communication is of the utmost importance.

Holidays, Minimal Days, and Non-school Days

St. Pius X would like to provide the Extended day program on most minimal days from 12:00 pm-5:30 pm and on staff professional development days from 7:00am - 5:30 pm. Both will depend on if there are staff to offer the program and enough students to open the program. **At this time, we do not have the staff to offer this option.** When this is operational, we reserve the right to close Extended Day early if there are no students in attendance or if there are not enough children registered to cover operating funds.

Preregistration and pre-payment are required for these days and will allow us to staff the day appropriately and plan accordingly. We require that you register your child at least two weeks before the non-school or minimal school day.

Please see the school calendar for no school, half and full days.

** Children MUST be signed up at least 2 weeks prior to the day you are registering to ensure proper staffing. If you do not pre-register, we may be unable to supply care services for your child.

*** If you register your child(ren) for a minimal or non-school day and know you will not be using the Extended Day service, we ask for 24-hour notice. If you do not give proper notice, your Child Care

account will be charged a full day rate. If we receive proper notice, we will only charge your account for a \$10 drop fee.

Sign-in and Sign-out Procedures

Every student will be signed-in each morning and signed-out each afternoon. Sign-in and sign-out will be done inside the doors of the Extended Day room.

A student will only be released to a parent or to an individual who has been authorized in writing to pick up the student. If someone other than a parent is picking up a student, the parent must give the Extended Day Staff prior notification by written note or via email to kshannahan@stpiusxschool.net.

If the student takes part in an extracurricular activity or sport directly after school while in Extended Day, please fully complete the drop-in form informing us where your child is coming from or going to (this form may be obtained from the teacher of the afterschool club). While the student is taking part in an activity outside of the Extended Day program, the supervising adults then become responsible for the student until he/she returns to Extended Day and is signed in. All students will be signed out, and then signed back in. If prior notification is not provided, the student will not be released.

If a person unfamiliar to the Extended Day Staff arrives to sign-out a student. A photo ID will be required. If that person does not have written permission to pick up the student, the student will not be released, and the parents will be contacted at once.

Please provide the school office & Extended day office with custodial concerns and documents.

If there are any other questions about a pick-up, the Extended Day staff will try to contact the parents. If they are unsuccessful, the child(ren) will not be released. A student will never be released to anyone who appears to be under the influence of alcohol or drugs. This includes a person under the influence of marijuana. The Director will be notified, and calls will be made to other authorized parties listed to come pick up the student.

Visitor Policy

Please call the office to schedule a classroom visit. The Director will return your call and arrange for a convenient date and time.

Emergency Procedures

Emergency procedures are in place at St. Pius X Extended Day. Monthly emergency drills are conducted on campus to ensure that the staff and students are familiar with the procedures. Evacuation instructions are posted in our classrooms and the staff is trained for each individual emergency. In case of a severe injury or lost child, 911 will be called first, and then the parent/guardian. If attempts to contact parents or primary pick-up fail, emergency contacts will then be notified.

Supervision, Illness, and Injury Prevention

If a child becomes ill or shows symptoms during Extended Day, the child will be moved to the Extended Day office and parents will be called. Someone must come within 1 hour to pick up a sick child when called. All school health guidelines regarding quarantine and health protocols will apply to Extended Day.

The safety of the children is our highest priority. No child will ever be left unsupervised. The staff circulates throughout the area where the children are playing with specific attention to the playground areas.

If an event requires first aid, an accident report will be completed, and parents will be notified at pick up. If an accident is more serious, proper first aid will be administered or 911 will be called and the child's parents will be notified immediately.

Medication; OSC Policy #2240

Medicine of any kind including aspirin, cough drops, inhalers, or any over-the-counter medicine may not be brought to school by any student. It may not be administered by any member of the staff unless a written order from the child's physician is obtained. The medication paperwork must be filled out by parents AND the child's physician before any medication can be given. The doctor's name, the name of the medication, the amount to be administered, and the time for administering the medication should be marked clearly on the medicine container. ALL medication must be kept in the Extended Day office. If you have completed all the necessary paperwork for the front office, please let the Director know so they can request the necessary paperwork.

Videos and Movies

Age appropriate "G" and "PG" movies will be shown in Extended Day. If you wish for your child not to see a "PG" rated movie, please select the corresponding option on the permission slip at the end of this packet. The judgment of the appropriate nature of a movie, regardless of its rating (G or PG), lies solely with the Extended Day staff and administration.

Homework

Students are encouraged to work on their homework during their time in Extended Day. However, one-on-one homework attention is not available. Students in grades 1st - 8th are expected to do homework upon arrival in Extended Day. Please express the importance of making sure your child has all their homework supplies for that night BEFORE they leave their classroom at the end of the day.

Snacks & Rest

If your child has any food allergies, parents/guardians are responsible for documenting these on all enrollment paperwork. On school days, please send a snack and ensure your child has a water bottle. On half or full care days please provide your child with the following: a water bottle, snacks, a lunch including all utensils (no microwave or fridge is available). We do have quiet time during full days, so if your child would like to bring items to snuggle and lay on the carpet, they are more than welcome to do so. The items need to fit in a bag or backpack.

Personal Belongings

The Extended Day staff will allow toys, board games, and books to be brought to Extended Day. Please, check to see what your child is bringing to be sure it is age appropriate. No small toys are allowed (i.e.: mini-Legos, change, Shopkins, etc.). These are choking hazards. The staff and Saint Pius X School are not responsible for lost, damaged, or missing belongings. Remember to check Lost and Found for missing items.

Weather

If the school is closed on account of inclement weather, the Extended Day Program will also be closed. Please check email and the news channels for updated school closings.

The children will be given the opportunity to play outdoors daily unless temperatures are below 20 degrees Fahrenheit or above 95 degrees Fahrenheit. Please make sure your child brings a water bottle and wears/brings proper clothing for outdoor play. Parents need to ensure sunscreen is supplied when needed, child's first and last name needs to be on the bottle and the form needs to be completed at the back of this packet.

Discipline of Children

We are committed to the principle of guiding your child(ren) in a respectful way. The Extended Day staff members are expected to interact with children in a way that supports self-discipline and in a manner that looks to assure their compliance and cooperation with necessary procedures and proper behavior. Positive means, such as supplying examples, offering clear directions, reasoning, presenting distractions, using reflective language, and questioning may be used. Under NO circumstance should a child be ridiculed or singled out.

Discipline will be respectful and will remain consistent. It will also be constructive and cooperative as the child understands his/her responsibility for his/her actions and takes part in the problem-solving process.

Discipline will never include physical punishment, yelling, verbal abuse, frightening or embarrassing remarks, withholding of eating or restroom privileges.

Chronic Misbehavior & Suspension Policy

Students that attend Extended Day are expected to be respectful and responsible. The staff discusses behavior with the children in terms of making choices that are kind, fair, safe, and responsible. The staff will contact parents directly when behavior issues arise. In all cases, the staff will work with the child and family to resolve the issues at hand.

In the event there is a continuing behavioral problem, the Extended Day staff will contact the student's parents/guardians to inform them of the problem and ask for their help in solving it. If the student continues to misbehave, the Extended Day Director and parents/guardians will be informed and possible detention or suspension from Extended Day and use of services will not be granted until parents meet with Program Director/Administration. If, after meeting with the parents, the behavior continues, it is grounds for expulsion from the Extended Day program.

Mandatory Reporting

Child Abuse Colorado Law (CRS Section 19-110-1102 to 115) requires the reporting by school personnel of suspected cases of child abuse and neglect. School personnel will call 1-844-CO-4-KIDS. The procedure to be followed in such reporting is as follows: A person who has reasonable cause to suspect that a child has been subjected to abuse or neglect, including sexual assault or sexual molestation by any person, including parish or school personnel, shall immediately make an oral report of this to Child Protective Services.

Assurance Statement of compliance with the purposes of Title IX Education Act

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attests that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Notice of Student Non-discrimination Policy (revised)

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila S.T.L. and under the direction of the Superintendent, state that all their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of the educational policies, employment practices, scholarship, and loan programs, or athletic or other school-administered programs.

Thank you for fully reading this packet; if you have any questions, comments. or concerns please feel free to contact me. I look forward to a wonderful school year with you all.

Karen Shannahan

Interim Extended Day Director/Principal

St. Pius X School

13680 East 14th Place

Aurora, CO 80011

(303) 364-5660

Email: kshannahan@stpiusxschool.net

To inquire about this facility or file a complaint contact:

The Colorado Department of Human Service

Division of Child Care

Denver, Colorado 80203-1714

Or call: (303) 866 5958 or 1-800-799-5876

**** To register for Extended Day, complete and return the following pages, as well as all other necessary paperwork explained in this packet****

REGISTRATION FOR EXTENDED DAY

STUDENT'S (full) NAME AND GRADE: _____

Permission to Participate

I, (Parent or Guardian FULL name), _____ hereby
grant permission for my student (student's name)
_____ to use all the play equipment and participate in
all of the activities of the Extended Day center.

_____ (parent's initial)

I understand that the registered activities and service rendered at St. Pius X Catholic School Extended Day Program may have an element of hazard or inherent danger and I take full responsibility for the actions and physical condition of the student. I agree to indemnity, and hold harmless, St. Pius X Catholic School Extended Day Program, and their employees from my liabilities, lost cost, or expenses (including medical and ambulatory service) that this student may incur while participating in the program.

_____ (parent's initial)

Parent Permission for Movie Rating

My student is allowed to watch "PG" movies. _____ (Parent's initials)

Parental Consent for Sunscreen

The St. Pius X Catholic School Extended Day would like your permission to apply sunscreen to your student for all of his/her outdoor activities. Please have your child bring a bottle of sunscreen labeled with his/her first and last name. Students will be responsible for the application of sunscreen with the supervision of staff.

I authorize the application and supervision of sunscreen supplied to my child for all outdoor activities including any sunscreen provided by the school.

Parent/Guardian Signature: _____ Date: _____

Agreement. Indemnification. and Non-compliance

If the parents/guardians fail to comply with the program's policies and regulations:

The parents of the Extended Day Program students must also abide by the Program's rules and regulations, including regulations regarding registration procedures, sign-in regulations, payment of fees, timely picking-up of students, and general policies and procedures. If parents fail to comply with these regulations, the Program Director will contact the parents/guardians. A meeting will be set with the parents, Program Director, and Program Staff to resolve the situation.

I/we, the parents/guardians of _____ hereby give our approval to our student's participation in the program and activities of the St. Pius X Catholic School Extended Day during the 2022-23 school year.

We the parents of _____ understand that there is an inherent health risk in having my child attend Extended Day. We understand that if a student of extended day cohort becomes ill, all students who attended Extended Day with that student will be required to quarantine for a 14-day period.

The information contained herein is subject to modification. change. interpretation. and elimination at any time at the school's discretion.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Permission for child to sign themselves in and out of Extended Day

(THIS FORM IS OPTIONAL)

*IF YOU WOULD LIKE TO DENY YOUR CHILD THE PRIVILEGE OF SIGNING THEMSELVES IN/OUT,
PLEASE LEAVE THE FOLLOWING BLANK*

I, _____, hereby give my permission to
(Name of Parent or Guardian)

my son/daughter, to sign themselves in/out of Extended Day.

*IF YOU HAVE MORE THAN ONE CHILD AND WOULD LIKE YOUR OLDER CHILD TO SIGN YOUR
YOUNGER CHILD IN/OUT, PLEASE INITIAL AND SIGN BELOW*

_____ I have more than one child in Extended Day and I am giving my

(Parent's Initials)

Child, _____ permission to sign out his/her younger
sibling(s), in/out.

Signed: _____

(Signature of Parent or Guardian)

Signed: _____

(Signature of Parent or Guardian)

Date: _____

THIS IS VALID ONLY FOR THE 2023-2024 SCHOOL YEAR