2019-2020

St. Anthony of Padua School

Extended Day Handbook & Registration Packet K-8

Before and After School Care Program
Kindergarten – 8th Grade
3301 Glen Carlyn Road
Falls Church, VA 22041
703-820-7450 x3

Mrs. Maureen Braun
Director
mbraun@stanthonyschoolva.org

(All information requested on registration is required by the Department of Social Services under the 22 VAC 15-3-80. Code)
St. Anthony of Padua School Extended Day Program

The St. Anthony of Padua Extended Day Program provides high quality before and after school childcare in a loving, safe, Catholic environment. Ms. Braun is the director, with a dedicated and experienced staff. In the afternoon program, students participate in a variety of activities including outdoor/indoor games, arts and crafts, homework time, watching movies, and holiday celebrations.

Staffed by experienced and trained personnel, and certified by the Diocese of Arlington and the state of Virginia, the Extended Day program is available to all currently enrolled students in grades K-8 at St. Anthony School.

Licensed by the state of Virginia, our Extended Day program receives regular inspections to verify compliance with state regulations. In accordance with Virginia law, we must have adequate staff on hand, with a ratio of one adult for every 18 students, and a minimum of two adults at all times. This is why families who plan to use this program must register, and provide as much notice as possible when using the Drop-In option. The school also creates an Extended Day file for each student who uses the program, and that file must be complete and available for the Virginia state inspector. This file must contain current immunization records as well as emergency contact information. **Failure to provide this information to the inspector jeopardizes the school’s license to operate an Extended Day program.**

In accordance with Virginia law, the following information must be provided in order for your child to attend Extended Day:

- **Registration Form:** Extended Day is required to have accurate and up-to-date emergency information on all children enrolled in the Extended Day program. Forms must be completed, signed, and reviewed with Extended Day staff before your child’s start date. **A separate form is required for each sibling.** Current families must complete a new form at the start of each school year.
- **Emergency Contacts:** Licensing requires a minimum of two emergency contact persons who are available to pick up your child when you cannot be reached. **Please make certain that your contacts accept the responsibility, and agree to have their information given to the school.**
- **Health Form & Immunization Record:** Licensing requires a copy of each child’s school Entrance Health Form. A photocopy of the School Entrance Health Form may be requested from the school office or completed by your child’s physician.
- **Persons Authorized to Pick-up Children:** Children will only be released to the persons listed on their Extended Day Child Registration Form. **Children will not be released to any person not on the Licensing form without written authorization from a parent.** Extended Day must have written notification with clearly detailed instructions whenever your child is to go home with anyone other than those authorized on your Registration Form, or if your child is to attend any event other than Extended Day. Those persons picking up students may be required to show a photo ID.

St. Anthony of Padua School Extended Day service availability:

- The morning session opens at 7:00 a.m. and closes at 7:45 a.m. when the students are brought down to the cafeteria to join their homeroom teachers and classmates.
- The afternoon session opens after the 3:25 p.m. dismissal on a regular school day, at 11:30 a.m. for a half day or 2:25 for a one hour early dismissal day.
- The Extended Day program closes at 6:00 p.m.

Contract payments for the Extended Day Program will be billed through FACTS. The registration form and Extended Day use form may be downloaded from the school website on the Extended Day page under the CURRENT FAMILIES tab. Hard copies are also available in the school office.
Drop-in fees will be billed to your FACTS account.
- After your student(s) attends Extended Day for the first time on a drop-in basis, you will be billed for the $50 registration fee per family and you will be required to submit the Extended Day registration form fully completed, as well as signing the Extended Day homework room contract and handbook agreement forms.

**Extended Day Administration and Staff**

- Principal, Ms. Nora Bucaj, nbucaj@stanthonyschoolva.org, or (703) 820-7450
- Director, Ms. Braun, mbraun@stanthonyschoolva.org or (703) 820-7450 ext. 3.

**Health and Safety Requirements**

Our facility is inspected on a regular basis by the Fairfax County Fire Department and Health Department. The children also participate in monthly fire drills. All staff members have completed background checks and have participated in classes and in-service training on the latest techniques in safety, health and education.

**Inclement Weather Policy**

St. Anthony of Padua School follows Fairfax County Public School policy decisions on inclement weather, including closings, delayed openings, early closings, and cancellation of after school and evening activities. All decisions on closings and delayed openings are made by 6:00 AM. For early closings, Fairfax County generally makes a decision between 10-11 AM. **In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for Fairfax County announcements concerning late openings and early closings.** WTOP News is available at 103.5 FM, 103.9 FM, 107.7 FM, and www.wtop.com. When possible, information will also be posted on the school website and Facebook page. Please rely on the local news for closings and delays not the school website or Facebook page.

The following is a summary of our school closings and delayed openings. Complete information is found on the parent/student handbook posted under CURRENT FAMILIES>POLICIES on our school website.

<table>
<thead>
<tr>
<th></th>
<th>THEN</th>
<th>AND</th>
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<tbody>
<tr>
<td>School is closed</td>
<td>Extended Day will also be closed.</td>
<td></td>
</tr>
<tr>
<td>If school closes on time, but ALL AFTER SCHOOL activities are cancelled</td>
<td>PK3 - Grade 8 - Extended Day and after school activities end at 4:30 p.m.</td>
<td>All evening activities are cancelled.</td>
</tr>
<tr>
<td>Evening activities (only) are cancelled</td>
<td>Only evening school activities will be cancelled. - After school activities will still occur. - Extended Day will remain open until 6:00 p.m.</td>
<td>All activities and meetings scheduled after 6:00 p.m. are cancelled.</td>
</tr>
<tr>
<td>2 hour delayed opening</td>
<td>K - Grade 8 - 8:05 a.m. opening becomes 10:05 a.m. and Preschool - 8:15 a.m. opening becomes 10:15 a.m.</td>
<td>A half day or 1 hour early dismissal becomes a full day. Shuttle Bus for St. Anthony students leaves St. Philip at 9:30 a.m.</td>
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<tr>
<td></td>
<td>Extended Day - Opens at 9:00 a.m. for K-8</td>
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<tr>
<td></td>
<td>- Students not enrolled in Extended Day will have the hourly drop in rate added to FACTS account.</td>
<td></td>
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<tr>
<td></td>
<td>- No morning Extended Day for preschool</td>
<td></td>
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<tr>
<td>2 hour early closing</td>
<td>K-8 - 3:25 dismissal is changed to a 1:25 p.m. and Preschool - 3:00 p.m. dismissal is changed to 1:00 p.m.</td>
<td>If it is half day, school will close at the early dismissal time.</td>
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<td></td>
<td>There will be <strong>NO PM Extended Day</strong> on a 2 hour early closing.</td>
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Situations not stated specifically in this policy will be determined by the school administration on a case-by-case basis, as will any other school decisions made by Fairfax County School. Parents will be notified via School Messenger.

**Sign in and Out Procedures**

- Students attending Extended Day in the morning **must** be accompanied into the school building and directly to the Extended Day room by a parent/guardian.
- **No** students or parents are allowed in the building before 7:00 a.m.
- Any student found waiting alone on the playground before 7:45 a.m., without their parent or guardian, will be taken to the Extended Day room, signed into Extended Day, and parents charged accordingly.
- Students using the program in the afternoon will be signed in by a staff member.
- When departing Extended Day, a parent **must** sign out his/her student.
- **Student(s) not picked up in car line by 3:40 p.m. will be sent to Extended Day and charged the emergency drop in rate.**

**Late Pick Up**

If a child has not been picked up from Extended Day by 6:00 p.m., the following procedures apply:

- Parents will be called at their home, work and/or on their cell phones.
- If we are unable to reach a parent, then the student’s emergency contacts will be called.
- **If by 6:30 p.m., we have been unsuccessful in reaching a parent or emergency contact, and no one from the student’s family has contacted the school, Fairfax County Child Protective Services will be notified.**
- Late pick up, after 6:00 p.m., will be charged at $2.00 per minute. Although notification by phone is appreciated, a late pick up fee will still be charged.
- **Three late fees within a school year will result in a meeting with the Extended Day Director and/or Principal and possible dismissal from the Extended Day program.**

**Snack**

The afternoon program provides a daily snack and milk drink, which adhere to USDA guidelines. There is no snack or milk in the morning.

**Lunch on Early Dismissal Days**

Although milk and snack are provided on early dismissal days, please pack a lunch for your student. **The school and Extended Day do NOT provide lunch on early dismissal days (11:30 dismissal).** Please label the lunch box with your student’s name and date.

**Homework Room**

St. Anthony of Padua School Extended Day provides a homework room in which students may study and complete their written work. **All students sign the Homework Room Contract included in this Handbook.** The Homework Room Contract ensures that students have the proper environment in which to study and complete homework assignments.
**School Holiday Closings**

When the school is closed for holidays, Extended Day is also closed. On the two teacher professional development days when school is not in session (October 25, 2019 and March 16, 2020), Extended Day is not available at St. Anthony of Padua School.

Easter camp will be offered during the St. Anthony School’s spring break for students in grades K – 8 who need the service. Christmas camp will not be offered at St. Anthony School, but will be available at St. Philip Early Childhood Center. You must contact St. Philip’s school to verify availability and submit all registration forms and payments directly to their school.

**DISCIPLINE POLICY**

Since the Extended Day program is an extension of the normal school day, students will follow all school rules. If they do not follow the rules, then the following protocol applies:

- At the first offense, the student will receive a verbal warning.
- If behavior does not improve, then demerits may be given to students in grades 4 to 8.
- If outside, younger students receive a short “time out” period.
- The principal or director will be notified immediately if a student continues to demonstrate inappropriate behavior and he/she will speak to the student.
- If behavior still does not improve, then the parents will be called in for a conference with the director or principal.
- The Extended day Directors, the Principal or Assistant Principal will be notified if inappropriate behavior continues.
- If behavior incident is serious (physical aggression, disrespect of extended day staff, vulgar or profane language) an Incident Report will be filled out, given to the parents, and placed in the student’s file indicating the action taken. The parent and student will have a conference with the Extended Day director and the Assistant Principal or Principal. After three serious incidents, the student will be dismissed from the Extended Day program.
- Depending on the seriousness and magnitude of the incident and the potential danger to other students, the student may be dismissed from the Extended Day program immediately with the approval of the Principal.
EXTENDED DAY PAYMENT SYSTEM

Fees and Charges

- A $50 registration fee must accompany your Extended Day registration forms.
- A registration fee will be charged after the first emergency use of Extended Day.
- Extended Day fees are billed through, and collected by, FACTS. If you need to remit payment of Extended Day fees outside of the FACTS system, please contact the school Finance Office. No payments (cash or check) will be accepted by Extended Day staff.
- The annual plan fee will be divided into 9 equal payments and billed to your FACTS account.
- There are two drop-in plan hourly rates:
  - Pre-registered: If you plan to use the drop-in option, you can register and pay the lower hourly rate of $10.00.
  - If you use drop-in without any prior notification or registration, you will pay the higher rate of $15.00.
  - If your child will be participating in after school activities, you may want to consider pre-registering for the Extended Day drop-in program.
- Registration Forms for Extended Day are available on our school website under the CURRENT FAMILIES menu.
- If a student is picked up after 6:00 p.m. there will be a charge of $2.00 per minute per student, which will be entered into your FACTS account.
  - Although advising us by phone that you will be late is appreciated, a late pick up fee will still be charged, as we must continue to staff the program with a minimum of two personnel (even for just one student), and pay the associated overtime salaries.
  - Three late pick-ups within a school year may result in dismissal from the Extended Day Program.
St. Anthony of Padua School
2019-2020 Extended Day Registration Form (K-8)

Start date __________

Registration Fee - $50.00 per family

Check #_______ or FACTS ______ or Credit Card_______

Please designate method of payment

**STUDENT INFORMATION (Please Print)**

<table>
<thead>
<tr>
<th>Student1:</th>
<th>Date of Birth: / /</th>
<th>Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Name (Please print neatly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student2:</th>
<th>Date of Birth: / /</th>
<th>Grade:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student3:</th>
<th>Date of Birth: / /</th>
<th>Grade:</th>
</tr>
</thead>
</table>

**PLEASE CIRCLE THE RATE PLAN YOUR STUDENT(S) WILL USE**

<table>
<thead>
<tr>
<th># of Students</th>
<th>Four days a week</th>
<th>Five days a week</th>
<th>Five days a week plus all early dismissal days (15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>$320</td>
<td>$400</td>
<td>$430</td>
</tr>
<tr>
<td>Two</td>
<td>$425</td>
<td>$530</td>
<td>$575</td>
</tr>
<tr>
<td>Three</td>
<td>$530</td>
<td>$665</td>
<td>$730</td>
</tr>
</tbody>
</table>

**Afternoon Drop-In Hourly Rates**

<table>
<thead>
<tr>
<th>Drop In per hour (with pre-registration only)</th>
<th>1 Student</th>
<th>2 Students</th>
<th>3+ Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
<td></td>
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</tbody>
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**Morning Extended Day Program – (7:00 a.m. – 7:45 a.m.)**
- $7.50 per student per day, no snacks or milk are provided.

**Early Dismissal Plan**

<table>
<thead>
<tr>
<th>Early Dismissal Day Plan - (provides service from 11:30 a.m. - 3:30 p.m. on 15 days; Drop In rates apply after 3:30 p.m. and for one hour early dismissals at 2:20 p.m.)</th>
<th>$400/1 Student Annual fee</th>
<th>$600/2 Students Annual fee</th>
<th>$800/3 Students Annual fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$400/1 Student Annual fee</td>
<td>$600/2 Students Annual fee</td>
<td>$800/3 Students Annual fee</td>
<td></td>
</tr>
</tbody>
</table>
ST. ANTHONY OF PADUA SCHOOL
EXTENDED DAY (K-8)
2019-2020 HOMEWORK ROOM CONTRACT

____________________________ promise to:

(STUDENT’S NAME)

• Work quietly when I am in the Homework Room.

• Respect those around me who are trying to work and learn.

• Ask for help if I need it from the teacher in charge.

• Understand that if I have to be asked to be quiet 3 times I will have to leave the homework room.

• Understand that if I have had to leave the homework room more than 3 times for disruptive behavior, my parents will come in for a meeting and I will be unable to use the homework room until approved by the Extended Day Director and Principal.

• Sign the dismissed from homework room slip and take responsibility for my actions. I will return the next day and will do my work.

Your signature means that you have read and agree to the terms of this contract. Please see the Extended Day Director if you have any questions about these rules. Children in K-2, parents should ensure their child understands the rules.

Student’s signature: ________________________________

Parent’s signature: ________________________________ Date: ______________

THIS FORM IS PART OF THE EXTENDED DAY REGISTRATION PACKET.
St. Anthony of Padua Extended Day Handbook
Acknowledgement Form

All Extended Day families must sign and return this acknowledgement form along with the Extended Day registration and emergency contact forms to the Extended Day director. Your signature implies that you have read and understand the policies, procedures, and fees associated with the Extended Day program.

I understand that the state of Virginia’s licensing and inspection requirements mandate that all registration forms and diocesan emergency forms be completed and submitted with the names, addresses, and phone numbers for each emergency contact. Contacts must live locally and be able to pick up my student(s) within 30 minutes.

- All Extended day forms must be submitted to St. Anthony School before Thursday, August 22, 2019. If you are unsure of the plan you need, please email the finance office, accounts@stanthonyschoolva.org for assistance.
- If your student will utilize the Extended Day program at the St. Philip Early Childhood Center, then that school must receive your paperwork, and your financial arrangement is with their administration.
  - If you are planning to have your student utilize Extended Day services at both schools, then your student must be registered with both schools.
- Parents are to pay their monthly Extended Day fees through FACTS tuition management service, or pay in full.
- All drop in charges will be directly added to your FACTS account at the end of each month.
- The first time that extended day is used for drop in purposes; the $50 registration fee will be added to your FACTS account. __________Initial
- Arriving after 6pm will result in late fees in the amount of $2.00 per minute, no exceptions. __________Initial
  - Three or more late arrivals may result in dismissal from the extended day program.

I have read and agree to the Extended Day Policies: ___________________________________________(sign)

______________________________          ________________
Parent/Guardian Signature                      Date

Student(s) first and last name and grade

____________________________________    __________________________
____________________________________    __________________________

THIS FORM IS PART OF THE EXTENDED DAY REGISTRATION PACKET.