

**Blessed Sacrament School  
Extended Day Program  
Handbook**

**2007-2008**

Blessed Sacrament School Extended Day Program

1745 East 9800 South  
Sandy, Utah 84092

Phone: 523-5055

Staff 2007-2008

Director                    Mary Smith

Teachers                    Ana Lies  
                                  Liz Dalby  
                                  Lori Boland  
                                  Amber Leaver  
                                  Theah Smith  
                                  Jessica Smith  
                                  Kelly Lawrence  
                                  Chelsey Richards  
                                  Kylie West  
                                  Jillian West

Principal                    Judy Julian

Pastor                        Msgr. Robert Servatius

## PHILOSOPHY

The Extended Day Program (EDP) is administered under the direction of Blessed Sacrament Catholic Church and Blessed Sacrament Catholic School. All policies and regulations are established and/or approved by the Parish Pastor and the Principal of the school. The Director and teachers are employees of the school, and as such, are obligated to uphold and abide by such policies and regulations, as well as specific school policies, ideals and goals.

The Catholic school has the unique privilege and responsibility of educating the total person in the Christian way. The pastor, principal and faculty of Blessed Sacrament are convinced that this can only be done by exploring with the parents and students their beliefs and expectations for our school.

In Christian unity, we, the faculty, the parents, and the students, declare the follows:

### **The Faculty**

#### **We believe:**

That Blessed Sacrament School exists in order to create an atmosphere of academic excellence and creative freedom within the framework of the Gospel message of Jesus Christ.

That the school is an educational community where students and teachers, in a Christian spirit, recognize personal worth and responsibility.

The student is a unique creation of God with capabilities and talents, which the school must further, develop.

That the student must be guided in forming a positive self-image, in making responsible decisions and in responding in faith to the Gospel message by prayer, worship and service.

That our school is part of our parish structure of Blessed Sacrament and part of the wider community of Sandy and that this calls for integration and interdependence.

That the teachers should accept and live the Christian life and strive as a united whole under the leadership of our principal to evidence the Christian way to our students.

That the educators in the school see their commitment as a journey in process calling for periodic evaluations to maintain growth.

## **The Parents**

### **We believe:**

That the children's religious education initiated in the Catholic school is a continuous process extending through the whole of their lives.

That the Christian community created by the Catholic school should accept each child with his/her talents and shortcomings and provide the discipline and structure needed for the child to develop as a Christian citizen.

That all school personnel are religious leaders and examples to the students.

That as parents, we must encourage our children's growth by our own self-discipline, thereby discouraging their emulation of our bad habits.

That our school should provide a loving atmosphere which encourages and supports the intellectual, emotional, and spiritual growth of each child as a total person.

That our school should provide opportunities for the expression of religious convictions and beliefs as a Catholic community.

### **The Students:**

#### **We believe:**

That we should be taught to love God.

That all people have good in them and that we should learn to share and love one another in school.

That we should learn to listen to Jesus and pray to Him.

That all people at Blessed Sacrament School should be fair to others and that teachers and students should be understanding and kind.

That we have a right to the best in education according to our ability.

## **Procedures and Policies**

### **Absence – Illness**

Please do not bring sick children to EDP. If your child becomes ill during the day, you will be notified to come pick them up. This policy must be enforced for the safety and health of all the children. If your child is too sick to be in school, he/she is too sick to attend EDP.

### **Accidents – Injuries**

When a student becomes ill or is the victim of an accident, the EDP staff will contact the parent or guardian immediately.

In emergency situations, if the parent or guardian cannot be reached, the EDP staff will follow the instructions on the student's emergency card. The signed card suffices for the parent authorization when parents cannot be reached in emergency situations.

**Please notify us of any changes in telephone numbers for home or work.**

### **Daily Schedule**

A weekly log of students who are to attend EDP is listed in the individual classrooms by grade. This is a way for the teacher to know which students are to go to EDP after school. This is also the way EDP checks each student into the EDP attendance system.

If we leave the EDP room for any extended length of time, (i.e., playground, lunchroom, church), a note will be put on the door of the classroom indicating our location.

Activities are planned to allow for a variety of large and small group functions, quiet and active periods, as well as breaks for snacks and restroom.

Please pay special attention to the regular school calendar and newsletters for early dismissal times and other activities that may affect the number of hours your child is in EDP.

### **Damaged/Lost Games and Toys**

It is foreseeable that in any program where children are together for extended periods of time, situations will arise that require the staff to discipline the children involved. It is the philosophy of EDP that the children should be helped to learn to work out their problems in non-violent, non-destructive means. Children are given "peace time" for minor offenses. They are given "time out" for more serious offenses. If a child has three "time outs" in a session, the parents will be contacted. At all times, discipline will be conducted in such a manner as to uphold the dignity of the individual child. In cases of severe and continuous discipline problems, exclusion from EDP for a period of one week may be required.

## **Dropping Off and Picking Up Children**

Students should be brought into the school building and picked up from the school building **using the north door** of the school. This will be the only door unlocked before school, between 7:00 a.m.-8:00 a.m.

Please note that staff members are employed from **7:00 a.m. to 6:00 p.m.** daily. We ask that you please respect the time of closure. **A late fee of \$10 will be charged for any pick up after 6:00 p.m. A late fee of \$25 will be charged for any pick up after 6:15 p.m.**

If an emergency situation arises that prevents the timely pick up of your child by 6:00 p.m., please try to arrange for an authorized individual to come and pick up your child. If this cannot be accomplished, please telephone and notify the staff of your situation as quickly as possible.

## **Fees and Payment Schedule**

Fees are the sole support of the EDP program. It is not subsidized by the parish or the school. There is an annual registration fee of \$10 per student for the academic school year that is due upon registration. The hourly rate is \$2.80 per hour during the academic school year.

Statements will be placed in the brown accordion file in the EDP room during the first week of the month. Please review these statements and notify the director of any discrepancies. Payment of these charges is done via direct withdrawal as per Diocesan policy. This direct withdrawal is on the 25<sup>th</sup> of each month.

## **Grievance Procedure**

Parents should first direct their concerns about EDP to the Director. All attempts should be made to work problems out at this level. If further attention is needed the chain of command is as follows: Principal and then Pastor

## **Homework**

A homework period will be scheduled Monday through Thursday for grades 2<sup>nd</sup> and older. This will be a quiet time to work on homework, or time outside for those who do not have homework. The EDP staff will try to assist students as needed, but this is not to take the place of parents working with their children. In order to encourage the parent's involvement with their child's work, the EDP staff will not sign homework pages.

Hopefully, by getting their homework done before they go home, the children will be able to have more time to be with their families in the evening.

## **Hours of Operation**

EDP will be open from 7:00 a.m. each morning and will close at 6:00 p.m. each evening. EDP is before, during, and after school care for those children who are enrolled at Blessed Sacrament School for the academic school year.

On early dismissal days, EDP will be available at the time of dismissal until 6:00 p.m. each day. Please consult your school calendar and policies manual for information regarding non-school days and emergency closures and dismissals.

EDP will be open on the days that school is actually in session. EDP will not be available during Thanksgiving, Christmas, or Easter breaks, Martin Luther King Day, or any other school holiday or teacher workday.

## **Summer Camp Hours**

Summer camp hours will be evaluated each year and will be open no earlier than 8:00 a.m. and close no later than 6:00 p.m.

## **Meals and Snacks**

**EDP does not provide breakfast for children.** It is very important that you give your children a nutritious breakfast before you bring them to school. If necessary, you may send a nutritious snack that your child can eat before school begins.

An afternoon snack is provided each day after school at 3:30 p.m. A monthly snack schedule will be posted on the EDP bulletin board. If your child has an allergy or intolerance to a snack please notify the staff so that the proper arrangements can be made.

Children must bring a lunch on early dismissal days. **Please do not send children with lunches that are labor intensive for the staff or that need to be heated** as there is only one microwave and the line can become quite long.

## **Medication**

If your child needs to take medication while attending EDP, a medication form must be completed giving the EDP teachers permission to dispense the medication. The medication must be in its original container with the correct dosage listed. Children with asthma medications must also have a medical form on file.

## **Sign-In and Sign-Out Procedures**

Each child needs to be signed in and out of the computer each day when being pick up and dropped off by the parents or guardian. Each family is assigned a personal code that identifies them. This system helps to ensure the safety of your children by determining when and with whom each child arrives and leaves EDP. It also provides a current list of children in the event of an emergency or fire drill. This system also calculates the fees and hours attended.

When signing in or out, type in the assigned code. A box will appear containing your child's name. Use the mouse and "click on the box". The box will turn green when checking in and bright green when checking out. Lastly, click **FINISH** when done in order to complete the process correctly.

**The parent or responsible party dropping off and/or picking up the child is required to come into the room and complete the attendance process on the computer.**

Please do not leave your children outside and unattended before the 7:00 a.m. staff member arrives.

Students will be signed out and escorted to class by a teacher.

The staff will sign in children that come to EDP after class.

### **Toys from Home**

It is requested that children not bring toys from home, except on specified "show and tell" days. Often these toys are very special and the children have a tendency to be overprotective of them. This is not consistent with the EDP philosophy of sharing. The toy may become lost or stolen. If a personal toy becomes the source of problems, the toy will be confiscated until the child leaves for home. We ask parents for their support of this policy by checking to make sure that their child does not bring toys or items from home in his/her backpack. Absolutely no guns or weapon like toys are permitted.

### **Playground/Lunchroom Rules**

Respect for all adults is always an important priority in our school. Attached is a copy of our lunchroom and playground rules. EDP will abide by these rules in an effort to maintain unity and consistency throughout the school.