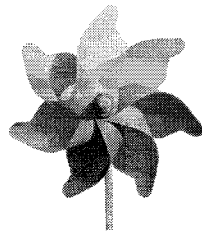


# **Our Lady of Lourdes School**

**Extension Program  
741 Ware Ave.  
Colusa, CA 95932**

**Room 8- 530-458-8750  
Extended Room - St. Bernadette's Hall -  
530-458-5779**



## **Extension Program Handbook**

**Barbara Genera, Principal  
Susan Hodges, Director  
Elizabeth Chalker, Teacher**

*To the Parents,*

*The following material is presented as an "Ongoing Handbook" for the Our Lady of Lourdes School Extension Program. We have tried to include all information considered for the basic operation of the program, but we realize that some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.*

*Sincerely,*

*Susan Hodges,  
Preschool/Extension Director*

## **Introduction:**

The Extension Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an extension of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin in the administration of policies and procedures. Children enrolled in Our Lady of Lourdes School are eligible for enrollment in Extension.

This professionally operated program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, recreational games, music, and rest and snack periods are just a few of the regularly scheduled activities in Extension. Also, there is a time set aside for homework completion, with tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

A qualified Director staffs the Extension Program with a number of devoted and committed adult leaders. These people work together to maintain an atmosphere wherein respect and understanding others is realized.

## **General Policies:**

### **Enrollment:**

Enrollment in the Extension Program is initiated by contacting the principal of the School. There is an initial, nonrefundable registration fee payable at the time of enrollment. There are full time, half time, part time, and hourly enrollment options. For staffing and budgeting purposes, it is expected that you will remain on your chosen enrollment plan throughout the school year. Staff will keep track of hours to make sure you remain on the program you selected. Increase in hours will result in movement up of your original enrollment option. Please contact the director if changes in your family's personal or work schedule occur. Drop-in care is available on an hourly rate.

Flat rates and hourly fees must be paid by the 1<sup>st</sup> of each month or students may not attend extended until the fee is paid. The extended director will give bills to extended parents the fourth Monday of each month. If payments are not made on or by the 1<sup>st</sup>, students will not be allowed to stay in extended beginning on the 2<sup>nd</sup> of the month.

### **Program Participation:**

Children in attendance are encouraged to take part in all of the activities, both indoors and outdoors. It is expected that children well enough to be in school and attend the program are well enough to be full participants.

### **Child Arrival:**

The Extension Program opens at 7:30 A.M. The Extension staff cannot take responsibility for children before that time. Preschool and Kindergarten students using the Extension Program before school must be brought to Room 8 and signed in by a responsible adult each morning. Students in First through Eighth grade will go to the assigned teacher's room (a different room each morning). The teacher will sign the student in if not accompanied by an adult. (A schedule of Extension rooms for each morning will be placed on the bulletin board by the office and on the door of Room 8.)

Children coming to the Extension Program after school will be accounted for during the Leader's daily roll call. It is necessary for safety and supervision that all students check in immediately after class.

### **Meals and Snacks:**

The Extension Program does not offer afternoon snacks. Children must bring their own snacks. Milk and juice will be available for 10 cents. Children may bring or buy lunch on days that lunch is available. Children must bring lunch from home on all minimum days (12:00) and on all Fridays.

### **Child Pickup/Late Policy:**

It is your responsibility to **sign your child out each day**. Children may leave the center only with the parent, guardian, or other persons authorized by the parent on the child's emergency sheet. All other authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangement for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in Extension care. Please keep emergency work and home numbers current.

Staff members are employed only until 5:30 P.M. It is common courtesy to respect the time of closure.

### **Late Policy for Parents Picking Up Children After 5:30 P.M.:**

Time is based on the Extension Program's clock. You are considered late after 5:30 P.M. If pick up is after 5:30 P.M., parents will be charged \$1.00 per minute starting at 5:30 P.M., the amount not to exceed \$20.00. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 5:30 P.M., parents must meet with the director and develop a plan for pickup.

### **Student Behavior:**

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. As members of a Christian, and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided.

Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children's emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

## **General Extension Student Behavior Rules:**

The following rules have been set to preserve the safety and welfare of all children in the Extension Program. *Please discuss them with your child.*

1. Children must “check in” with Extension staff immediately after school.
2. Children must stay in assigned supervised areas. Children are not to be in the Extension room at any time unsupervised. The school parking lot, unsupervised areas, and neighboring private property are off limits.
3. Children must have permission from the Extension staff to leave the room or the supervised play area.
4. Defiance toward Extension staff is unacceptable.
5. Children are to treat each other with courtesy and respect. Teasing, name calling, racial slurs, harassment, and intimidation will not be tolerated.
6. Children may not fight or encourage others to fight. Injury or the threat of injury to children or staff is not permitted.
7. Children must respect and care for other’s property.
8. Children in Extension must also obey the same rules of Our Lady of Lourdes School.

## **Discipline Methods:**

*The following are the most common disciplinary methods used in the Extension Program:*

- Having the child take a time out from an activity.
- Providing a related consequence appropriate to the situation and the child’s developmental level.
- Children are taught to resolve conflict by problem-solving and discussion.

*Occasional methods used in the Extension Program:*

- Denying privileges such as participation in an activity or special event
- Contacting the parent by means of a pink slip, phone call, or personal contact to make the parent aware of the situation
- Referral to the school principal
- Parent conference
- Behavioral Contract

*Rare methods used in the Extension Program:*

- Parent may be called to pick up child or the child may be delivered to the parent
- Parent may be asked to repair or replace broken equipment or materials.
- Suspension from the Extension Program

### **Homework:**

Each day a homework period is scheduled with one or more adult leaders available for tutorial help. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. The Extension staff has no way of knowing what work, if any, have been assigned to which student. For the benefit of all, behavior disturbances will not be tolerated. If your child is removed from homework time, a note will be sent home that evening as to why your student did not work on his/her homework. Likewise, a written note from the parent is necessary to excuse a student from doing homework during Extension. Your support and cooperation with our procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during extended time.

### **After School Activities:**

Extension students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher and the extension staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. **It is imperative for their safety and supervision that all enrolled Extension students check in with Extension before taking part in other functions.**

### **Phone Calls:**

Occasionally you may need to call your child in the Extension room. Please limit these calls to times when it is absolutely necessary. Cell phone use by students will not be allowed in Extension. Students will be allowed to use the Extension room phone in emergencies.

### **Clothing:**

Children are active in the program. They will be using expressive materials on occasion which may include paint, water, mud, and so on. In addition, they will be involved in climbing and running activities. Please identify all of your children's belongings with permanent marker. There is a lost and found basket by the school office. Please check this regularly for any missing items.

Children may change out of school uniforms into appropriate free dress attire while attending Extension.

### **Toys From Home:**

It is requested that children NOT bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the “sharing” atmosphere encouraged in our large family environment. If a child brings something for “show –and-tell” time for their class, it will need to remain in the child’s backpack or cubby during the time in Extension.

### **Health and Emergency Policies:**

*Please see the School Parent Handbook for procedures for Emergency information, Illness, Medication, and Medical Emergencies.*

### **Absences:**

- If you know in advance that the child will be absent from Extension for any amount of time, please notify the Director by calling or in a written note.
- As an extension of the school day, the program is legally unable to accept a child for supervision who has not attended class that day for any reason.

### **Special Event and Field Trips**

We will be celebrating the various holidays and holy days as the year progresses, but we are always open to new ideas. There is an acknowledgement for each Extension student’s birthday throughout the school year.

### **Fees and Financial Issues:**

The fees for the Extension Program fall into four categories: full-time, halftime, part time, and hourly. See the fee schedule for details.

The flat fee payments are due in monthly installments, August through May. Fees are due on the 1<sup>st</sup> of the month and considered delinquent on the 2<sup>nd</sup>. There is an initial non-refundable registration fee of \$75.00 per student paid at the time of registration. Registering early allows us sufficient time to manage and staff appropriately

It is the policy of Our Lady of Lourdes Extension that whenever a parent wants to change the status of their child's hours or to discontinue the use of the Extension Program they must submit the request in writing to the Director or the Principal prior to the month in which the change will become effective. Parents who use more hours than signed up for will be contacted by the Director or the Principal to change their category. If you have any questions or concerns, please do not hesitate to contact the Extension Director.

### **Donations:**

Parents often have access to resources the children would enjoy. Donations to the Extension Program are tax deductible in accordance with the current tax law. There will be an ongoing "wish list" of Extension needs posted on the parent bulletin board. Useful donations always include:

- Craft and sewing materials
- Games
- Paper and art supplies
- Athletic and/or recreation supplies
- Just about anything – please ask

### **Suggestion, Compliments, or Complaints:**

The director and the program leaders try to plan together with parents for the children's complete extension experience. It is very helpful for the staff to know of parents' preferences and concerns. We encourage you to either talk informally or request conference time to discuss any part of the program. **Please do not let any upsetting circumstances go without discussion.**

**Who to contact with:**

**Finances:**

1. School bookkeeper

**Concerns About Program**

1. Preschool/Extension Director
2. School Principal

**Complaints About Staff or Substitutes:**

1. Preschool/Extension Director
2. School Principal

**Concerns About Children:**

1. Program leader
2. Preschool/Extension Director
3. School Principal

**Important Numbers:**

Preschool Room 8 – 458-8750  
After School Extension Room – 458-5779  
School Bookkeeper – 458-3183  
School Principal – 458-3100

\*\*\*Tax ID Number 94-2515733

\*\*\*The Extension Program is classified as “tax exempt”. An ID number is not required for your tax forms.