



## Extended Day Program 2018-2019 Academic Year

Dear Parents/Guardians and Students:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2018-2019 academic school year. **Just as last year, the Extended Day Program will open their doors on the first day of school, Monday, August 27<sup>th</sup>, 2018. The program will be available from 6:30am – 7:30am for early drop off and then again from 11:45am – 6:00pm on the 27<sup>th</sup> as the first day of school is a half day. Please remember to send in a lunch with your child's name and the date on their lunch if you intend to have them attend Extended Day the first day of school.**

As an extension of our Catholic School, our philosophy and goals are the same. We recognize that each child is created by God and is unique in his/her gifts and talents. We offer an environment where children are nurtured and learn how to develop social skills, compassion and values. This is accompanied in the manner that Jesus taught us – to treat others as we want to be treated – with love, kindness and respect. We provide a safe and caring environment in our Program for those students who arrive in the mornings and to those students that come from the classrooms to the Extended Day Program in the afternoons.

Below you will find information about the Program which is available only to St. John the Evangelist School students in grades K-8:

**The Program:** Before school, the children stay with their classmates in Trinity Hall (and occasionally go outside) where they can talk, read, or play games. Some of the children enjoy playing basketball, soccer, or badminton before school. The afterschool program begins with snack (**which is provided by the program**) in Trinity Hall or outside in the Pavilion. Outdoor play follows when the weather permits, indoor games and exercises occur when weather does not permit outdoor play. Students are instructed to complete homework from 4:15pm – at least 4:45pm during Extended Day. Once homework is completed crafts, board games, and computer time are available. On rainy days or with other events going on, the program might be located in Trinity Hall, the library, our Art room or the 8th grade classroom. We are always open to suggestions and ideas for new activities, along with donations for such activities.

\*Students are encouraged to bring a change of shoes for both morning care and the afterschool program when they are wearing school dress shoes for the day. On days the program remains in Trinity Hall to play students whose shoes are not labeled as non-marking or skid resistant will have to refrain from play in the gym and will be encouraged to engage in activities that will NOT result in scuff marks on the gym floor.

Students are permitted to bring an appropriate change of clothes to change into for the afterschool program (please reference dress down day guidelines for questions concerning clothing that is permitted).

**Our Hours of Operation:** Our hours are from 6:30am-7:30am in the morning and from 3:15pm until 6:00pm after school. **Any students not picked up by 3:15pm must go to Extended Day** and parents/guardians are expected to come into the program to sign their student(s) out and will be billed for the time spent in the program.

**Cost:** The fees for the 2018-2019 school year will be \$7.00 per hour for the first child and \$6.00 per hour for any additional child in the same family. If students are picked up after 6:00pm the cost will be \$2.50 for each additional 5 minutes for each child. Payment will be made online through F.A.C.T.S. and will be collected on the 25<sup>th</sup> of each month. A \$10.00 late fee will be applied to invoices not paid within 30 days. All invoices and billing matters will be handled by the Financial Director, Greg Mott, [gmott@sje1.org](mailto:gmott@sje1.org).

**DURING THE SCHOOL YEAR, THERE ARE 7 DAYS WHEN EXTENDED DAY AFTERNOON CARE WILL NOT BE OFFERED.**

- 1.) Friday, September 28, 2018 (Friday of Oktoberfest)
- 2.) Thursday, November 8, 2018 (Parent/Teacher Conferences)
- 3.) Tuesday, November 20, 2018 (Start of Thanksgiving Holiday)
- 4.) Friday, December 21, 2018 (Start of Christmas Break)
- 5.) Thursday, April 18, 2019 (Start of Easter Break)
- 6.) Friday, May 24, 2019 (Field Day & Friday prior to Memorial Day)
- 7.) Wednesday, June 12, 2019 (last day of school)

Exceptions to those days will be if school is closed for severe weather or other emergencies.

We ask that parents have arrangements for immediate pick up of their child should the need arise. That person must be listed on the Family Information Data Sheet Form on file.

If there is a delayed opening due to inclement weather, Morning Care will be offered 1 hour and 30 minutes prior to the scheduled delayed time for school to start. Please note that, on occasions, the school may have to close after calling for a delay. Parents will need to continue to listen for school messenger announcements and emails during the delay timeframe and pick up children immediately should the school decide to close.

**Half Days:** There are several half days throughout the school year in which the Extended Day Program will be offered from 11:45am – 6:00pm. On such days parents are reminded **to send in a lunch with your child's name and the date on their lunch if you intend to have them attend Extended Day on those half days.** Snack will be provided as usual between 2:45pm – 3:15pm, but staff are required to provide a forgotten lunch to any student who does not have a lunch and the family will be billed for that forgotten lunch.

**Our Check-Out Book: EACH CHILD MUST BE SIGNED OUT** by a parent, care-giver, or individual authorized per the **St. John the Evangelist School Extended Day Program Family Information Data Sheet (and a picture ID must be provided)** before leaving in the afternoon.

In speaking about the **St. John the Evangelist School Extended Day Program Family Information Data Sheet**, we would like to ask that you all (new and returning families) please take a moment to fill out the attached form and return it to the school with your child or drop it off in the main office. We need to make sure that we can reach you in case of an emergency and that we know who is authorized to pick up your child. We also want to know if your child has any allergies or other conditions of which we should be aware. Since all students must sign into Extended Day if not picked up by 3:15pm we ask that **ALL** families complete this form.

Please do not hesitate to contact me if you have any questions, comments, concerns or suggestions about our program. Our Extended Day cell number is 540-219-6001, so please contact us as well if you will be late or if other arrangements have been made for pick-up of your child(ren).

On a final note, our program truly appreciates receiving donations of craft materials, board games, Legos, educational toys, small trinkets for our prize box, etc. If you wish to donate any such items to the Extended Day program please let me know, we would be extremely grateful.

We are looking forward to a wonderful 2018-2019 school year!

Sincerely,  
Shannon Lomax  
St. John the Evangelist School  
Extended Day Director  
[extday@stjohntheevangelistschool.org](mailto:extday@stjohntheevangelistschool.org) or 540-219-6001

**St. John the Evangelist School Extended Day Program  
Family Information Data Sheet  
2018-2019**

Family Name \_\_\_\_\_

Students Name (s)	Grade	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Father**

**Mother**

Name _____	_____
Address _____	_____
_____	_____
Work Phone _____	_____
Cell Phone _____	_____
Email _____	_____

Please Indicate:       before school care                       after school care  
    \_\_\_\_\_ usual drop off time                      \_\_\_\_\_ usual pick-up time  
     daily use of the program                       occasional program use

Other than parents, please provide names of people authorized to pick up child/ren:

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your child/ren will NOT be released to anyone whose name is not on this form. Any exceptions must be cleared with the school office DURING SCHOOL HOURS.

Please list any allergies or other medical conditions that we should be aware of.

Child's Name	Allergy or Condition
_____	_____
_____	_____