

Quincy Catholic Academy  
370 Hancock Street  
Quincy, MA 02171

## **Extended Day Program Policies and Procedures**

**617-328-3830 Ext. #21**

*(You may leave a message... messages will be checked periodically.)*

### **PHILOSOPHY AND GOALS:**

We believe that the children attending QCA Extended Day Program have worked very hard all day in school. Therefore, we hope to offer them the opportunity to relax, have fun, and explore a variety of endeavors, both structured and unstructured. The opportunity to complete homework assignments will also be made available. Although the children may be offered assistance as they do their homework, tutoring will not be available. Our goal is to provide a well supervised, comfortable, entertaining, happy environment for our students.

### **REGISTRATION:**

- Any QCA student in Preschool to Grade 8 may attend the Extended Day Program. However, a registration and an emergency form **MUST** be filled out for our records with a \$15 registration fee.
- The program will begin the first full week of school.
- Anyone picking up a student from the Extended Day Program **MUST** be designated on the registration form unless we are notified in writing or by phone.
- All students must be signed out when leaving. **NO** student will be dismissed unless an adult checks them out.

### **TIME:**

- Monday-Friday: 2:20-6:00 p.m. (Pickup is from Hodges Court lower entrance/Preschool)
- Early Release Days: 11:30 a.m.- 6:00 p.m.

### **COST:**

- \$5.50 per hour
- Families will be billed for the Extended Day through the FACTS program. Please be sure to authorize prompt payment of the Extended Day bill.
- **Delinquency of payment for the Extended Day Program may mean a child cannot return to the program.**

### **LATE FEES:**

- After 6:00 P.M. a charge of \$5.00 for each five (5) minute interval will be assessed. If parents habitually fail to pick up their children on time, the Extended Day staff reserves the right to terminate a child's enrollment. A written warning will be issued before termination.

**SNOW DAYS:**

The Quincy Catholic Academy Extended Day Program will not operate on days when Quincy Catholic Academy, following Quincy Public Schools, is closed because of inclement weather. If serious weather develops during the school day and it is determined by the Extended Day staff that the program should be cancelled, parents will be notified during the day, as soon as possible.

For the safety of the children, should inclement weather develop later in the day, we ask parents to pick up their children from the Extended Day program as soon as possible.

**BEHAVIOR MANAGEMENT:**

In order to provide a fun and safe environment for all children attending the Extended Day Program, rules of behavior consistent with those expected during the school day must apply.

- Students must respect the rights and feelings of all children and staff in the program.
- Students must share Extended Day material and equipment and abide by the rules set forth by the staff.
- Students must stay within the boundaries established by the staff at all times.
- Students must refrain from any action that may cause physical or emotional harm to themselves, other students, or staff members.
- Students must take responsible care of the space, equipment, and supplies of the program.

**ASSORTED:**

- Please bring a labeled water bottle (we do not always have access to cups.)
- Nutritional snacks should accompany the students. Candy and soda are not allowed.
- On early release days, please pack a lunch and snack along with juice or water.
- Cell phones, Ipods, cameras, or any other electronic devices are not permitted. The program will not be responsible for lost items.
- Students will be going outside for play whenever possible. Please provide proper clothing (hats, gloves, etc.) for the weather.
- The Extended Day program is a PEANUT FREE environment. Students should never bring items with peanuts or peanut by-products.
- All students are given adequate time to complete homework. Teachers will ask children if they have completed homework and while assistance is offered, it is ultimately the parent's responsibility to check homework at night.

## **DISCIPLINE PROCEDURES:**

In order to insure the safety and well being of all students enrolled in the program, if it is determined by the staff that a student's behavior is not consistent with the rules of behavior set forth, the following steps will be taken:

Students may be separated from the rest of the Extended Day Program if necessary.

Parent(s) will be notified verbally and/or in writing of serious inappropriate behavior. The student will be given warning about the consequences of additional improper behavior.

In extreme cases, at the discretion of the staff, students may be suspended for a period of one day to one week. A meeting between parents, student, staff, and principal will be held and a written plan of action will be established before a suspended student is allowed to return to the program.

## **TERMINATION:**

A child may be terminated from the program if, after all discipline procedures are followed:

- There is persistent behavior, determined by the staff, to be putting other students or staff at risk.
- There is the necessity of constant one-to-one supervision.
- There is behavior that repeatedly disrupts the normal schedule of the program.



