



**ST. MARY**  
*of the* PURIFICATION  
CATHOLIC SCHOOL

**EXTENDED DAY HANDBOOK**  
***THE LIONS DEN***  
**2016-2017**

Pastor: Fr. Justin Arokiasamy, S. V. D.  
Principal: Natalie M. Garrett  
After Care Director: Ms. Monique Thomas

July 28, 2016

Dear Parents:

On behalf of the Extended Day Lion's Den Staff, we would like to welcome you and your child/children to the Extended Day program for the 2016-2017 school year! The After-School Program established as a service to the students and families of St. Mary of the Purification Catholic School. Our purpose is to provide an environment that is safe and conducive to good health, where students Pre-Kindergarten through Fifth Grade can assemble, work and play together. The Extended Day Program offers a flexible program that includes times of free play, educational games, creative arts and crafts, computer and homework. Our goal is to provide opportunities for students to be surrounded by a Christian atmosphere that fosters love, respect and appreciation for each person and for the wonders of God's creations.

All students enrolled in the Extended Day Program receive snacks and a brief recess for consumption and socialization with friends. Our standard operation for facilities and space are as follows:

|   |             |                     |
|---|-------------|---------------------|
| Pre-K 3 & 4   | Room #126   | Primary Building    |
| 1 <sup>st</sup> and 2 <sup>nd</sup>                     | Family Room | Primary Building    |
| 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> | Library     | Elementary Building |

A Lion's Den staff member will be stationed at each location to ensure the safety of the students. All entrance doors and gates to the school and playground areas will be locked and should be opened by a staff member.

Our Extended Day Program is an excellent way for all parents to become active in the nurturing and education of St. Mary's students. If you would like to suggest an activity, sponsor an activity, or become a volunteer, we encourage you to contact us.

Thank you again for your support in enriching our children's lives. We look forward to a safe and rewarding year!

Sincerely,

Monique Thomas  
After-Care Director

Natalie M. Garrett  
Principal  
Extended Day Administrator

## MISSION STATEMENT OF EXTENDED DAY PROGRAMS

The mission of the Extended Day Programs in the Catholic Schools is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The well-being of the student is a priority in the before and after school programs. Before/After school programs seek to provide a well-planned atmosphere without being restrictive as well as one, which is productive without being intense. The programs seek to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their students. A structured format with scheduled activities responds to the se student needs.

## MISSION STATEMENT OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary's of the Purification Catholic School promotes and nurtures the spiritual, intellectual, cultural and physical development of its' students in accordance with Catholic values and collaboration with parents.

## PHILOSOPHY OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary's of the Purification Montessori School believe in the education of the whole child. Rooted in the Catholic faith, the St. Mary of the Purification child is nurtured in intellectual, social, emotional, physical and most importantly, spiritual growth. The Parents, the essential educators, work in partnership with our staff, teachers and clergy family to accomplish this goal. We hope to empower our graduates with the belief that they can successfully move forward in their faith, academics, and life.

## VISION STATEMENT OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary of the Purification Catholic School strives to be:

- o A place where students enjoy learning in a safe environment;
- o A place where children are encouraged to be lifelong learners and problem solvers through the integration of technology, math, science, language arts, music, art, and physical education;
- o A place where students are encouraged to perform good deeds by serving others through the gift of giving;
- o A place where we encourage our children to emulate our patron saint, Mary of the Purification, in heart, mind, body, and spirit;
- o A place in which cultural awareness is fostered and our children are encouraged to accept and respect one's differences in a warm, caring environment.

## PROGRAM REGULATIONS

1. Extended Day registration forms will be given to all families who have registered children at St. Mary of the Purification Catholic School.
2. All returned registration forms will be placed into the Extended Day files for information purposes only. It is imperative that all families provide the information requested.

## PROGRAM

The Extended Day Program strives to conduct an enjoyable atmosphere with varying activities, including vigorous play, art activities, homework time and indoor/outdoor games. Specialized instruction is offered in various classes according to the student's interests (extra charge). The schedule offered is as follows:

|                      | Monday | Tuesday | Wednesday      | Thursday                                       | Friday |
|----------------------|--------|---------|----------------|--|--------|
| 7:15 am –<br>7:45 am |        |         |                |  |        |
| 3:30 pm –<br>4:15 pm | Piano  | Golf    | Chess<br>Cheer | Karate<br>(Pre K – Kinder)                     | Tennis |
| 4:15 pm –<br>5:00 m  | Piano  |         |                | Karate<br>(1 <sup>st</sup> – 5 <sup>th</sup> ) | Tennis |

Other Clubs to be added: 4H – Raising Animals and Plants, Robotics, Science Club, Student Council, etc.

## FEES

\$150 per child monthly charge; \$10 per hour (one hour minimum)

Late Charges: Lion's Den ends at 6:00 pm; A late fee of \$5/per child per minute after 6 pm

1. The regular and prompt payment of Extended Day fees will help to assure quality personnel and ample supplies, equipment and snacks.
2. The fees for After-School are payable on St. Mary of the Purification Catholic Schools FACTS online payment program and is due on the 5<sup>th</sup> of the Month. There will be a \$30 late charge added after the 20<sup>th</sup> working day of each month.
3. In order to participate in after-school clubs, activities and programs, students must be enrolled in the extended day program.
4. Unscheduled daily or weekly drop-ins will not be permitted; therefore, it is recommended that all students enroll in the Extended Day program.
5. All students must be picked up by 6:00 pm. Please respect the time of closure. There will be a charge of \$3.00 per minute for any child not picked up by 6:00 pm.

## CHECKOUT

1. The only people allowed to pick up a child are the parents, legal guardians, or those listed on the registration form. If a different person will be picking up your child, the director need to be

notified in advance in writing. A photo ID will be required to release your child to someone the Extended Day staff is not familiar with.

2. Students must be signed in and out each day that they go to the Extended Day program
3. Parents and guardians should not take children from the playground, the Center or other areas without notifying the After-School staff and signing the child out.
4. Once a child has been signed out of the Extended Day Program, the child may not return that day.

## CHILD RELEASE TO AN IMPAIRED PARENT/GUARDIAN

No child will be released to a parent, guardian or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

1. 3.00 per minute for any child not picked up by 6:00 pm.

## COMMUNICATION

The contact phone numbers for the Extended Day Program are and 713.528.1154 (The Center) for before school care and 713.522.9276 (office) for after school care.

If there is a problem concerning your child or children, or if there is something you do not understand, you are strongly urged to contact the child's Extended Day teacher to resolve the conflict. If the matter is not resolved, you should contact the Extended Day Director. If then, you are not entirely satisfied, contact the principal immediately. Continuous communication between parents and faculty will facilitate your child in acquiring a healthy, positive self-esteem.

## DAILY RELEASE

All designated persons picking up children, must be designated in writing and a record of the same must be in the school office. Parents/authorized persons are asked to sign students out when picking them up at the end of the day.

## DISCIPLINE CODE

The Extended Day Program of St. Mary's of the Purification Catholic School is dedicated to creating an environment where students feel safe, secure and happy. In addition, our goal is that each student has the maximum opportunity to choose appropriate behavior that exhibits Catholic, Christian morals, values and ethics while enhancing self-esteem and academic success.

Discipline must always be a positive learning experience rather than a negative experience. The purpose of discipline is to encourage growth in personal responsibility and self-control for each student. It should lead to a mature, moral and ethical individual who values him/herself as a child of God.

Students are expected to follow all of the explicit and implicit rules of good order and to accept the consequences for failure to do so. General Extended Day rules are as follows:

1. The children will be expected to respect the staff, each other, themselves, and all property at all times. (Improper language and vandalism will not be tolerated).
2. Students must never leave the building or grounds without explicit permission from the Extended Day staff. Such permission will only be granted by order of the parent or guardian.
3. Students must ask for permission to go to the restroom.
4. In order to ensure a safe environment, students must make sure they never run while indoors.
5. Fighting will not be tolerated in the Extended Day Program.

The following procedures will be followed by the Extended Day staff in handling discipline problems and issuing consequences:

1. Staff members will help children be comfortable, relaxed, happy and involved in play and other activities. A spirit of sharing, compromise and nonviolence will be promoted at all times.
2. Staff members will use a variety of consequences in dealing with behavior problems. These consequences may include, but are not limited to time out, isolation, restricted play, writing assignments, revoked privileges, phone calls to parents and apologies.
3. At the discretion of the director and or/principal, a child may be temporarily and/or indefinitely suspended from attending the Extended Day Program if he/she is a persistent behavior problem, or if one infraction is serious enough.

#### DAILY RELEASE

Snacks are provided daily to the students; however, students are allowed to bring their own healthy snacks. If your child has special dietary needs, please discuss those needs with the Extended Day Director.