

## Extended School Program

### Grades PreK–8

The ICCS Extended School Program (ESP) will be an extension of the school day and will help nurture students intellectually, socially and physically. Each day, students will have a snack and engage in activities including crafts and outside play. Ample time will be carved into the afternoon for students to complete homework.

#### Accident/Illness Policy

We encourage you to maintain medical insurance on your child and cannot assume responsibility for accidents. If you have questions or concerns regarding this policy, please feel free to contact us.

ICCS does everything possible to ensure a safe, healthy environment for our students and our staff. To keep students and staff healthy, students must be healthy prior to arriving to ESP. Children with a cold, fever, rash, deep cough, runny nose, diarrhea or vomiting within the last 24 hours may not attend ESP. Your child must be symptom-free for 24 hours before allowed to return to ESP. Children with head lice must be nit-free before returning to ESP. If student exhibits symptoms of illness, a parent/guardian will be notified to take the child home, and the child must remain at home for at least 24 hours. If your child has a runny nose due to allergies, we require a doctor's note stating that the symptoms are not contagious.

In addition, it is imperative that ICCS monitor contagious illnesses. Please report any communicable illness, such as Chicken Pox, Measles, Mumps, Strep Throat, Head Lice, etc... to the ESP Staff immediately.

#### Attendance Taking Procedures

As students arrive in ESP, the staff member will write down their name and their time of arrival. If their name is already on the sheet from a previous day, the staff member will just write their time of arrival. As a student is picked up, the teacher will write down their time of departure.

#### Daily Policies

There will be a balance between adult-directed activities and free-choice activities daily as well as a balance between quiet activities and vigorous play.

On a regular school day, each child will be provided one snack. On a full day, children must bring their own lunches and a morning and afternoon snack will be provided.

Food will never be forced or withheld from a child or used as reward or punishment.

Any food allergies will be in writing in each child's registration packet and will be noted in the medical information files in the ESP office.

All caregivers and children will wash hands before eating or handling food.

The floor under the tables will be swept after meals. The tables will be cleaned with a disinfectant after each meal.

A napkin or paper towel will be provided for the child's snack. Snack will never be served directly on the table.

Each child will work on homework daily. The goal is to have them complete their homework. The ESP Staff will help

to make sure as much homework is complete as possible upon the parent/guardian's arrival. If a parent would rather their child work on homework at home, please notify the director in writing. Students should also have a book, or other quiet activity readily available to work on as other students finish their homework.

All children will be taken outside daily, weather permitting. On full days, they will be taken outside twice, once in the morning and once in the afternoon. Parents should provide appropriate outerwear for outside play. In the event of inclement weather, children will be taken to the gymnasium for active play, if it is available. Also, a movie may be shown from the approved and signed list parents were provided in the beginning of the school year.

All discipline will be handled in as positive a way as possible. There will be NO physical punishment of ANY kind. Positive redirection will be the first course of a staff member in a situation where a child is having difficulty. Positive reinforcement will be used for the children who are behaving appropriately in order to try to get the non-compliant child in line. If neither of these is working, a child may be asked to sit in time out. The staff member will discuss the infraction with the child explaining why the action was wrong. Time outs will not exceed 10 minutes. ESP will follow the discipline policy found in the handbook for students 6th-8th grade.

Parents will be notified if a child has to sit in time out for any reason. Good behavior will always be praised as well as encouraged. Punishment will never be associated with food, rest or toileting. If a child is consistently misbehaving and no form of discipline seems to be working, a conference will be called with the director, the principal and the child's parents. A result of the conference may or may not be that the child is put on a 2-week probationary period. If the behavior does not improve during that time, the parents will be asked to find alternative care for the child.

### **Dress Code**

1. Students in ESP should stay in uniform during ESP.
2. Students going to an extra curricular activity requiring changing will be given time to do so.

### **Electronics**

1. Students are not allowed to use their personal cell phones in ESP. They will be allowed to use school phones for emergencies.
2. NO hand held video games are allowed.
3. ESP follows the same policy regarding electronics as found in the handbook.

### **Medication**

The Diocese does not permit staff to dispense medications to students for any reason. Additionally, medications may not be kept in a classroom or in a child's backpack. If your child takes medication during after school hours:

1. A parent/guardian must complete the school's Authorization to Dispense Medication form.
2. A parent/guardian must supply the medication in the original container to the ESP staff. Students are not permitted to carry or administer medications on school grounds.

### **Schedule of Fees**

Registration Fee	\$40
Part time	\$15 per day
Full time	\$60 per week
Activity	\$5 per hour

### Descriptions of payment options

1. Part time: This option is for families that need care 1-2 days per week. Fees are charged for the days used. Any additional day needed during the week will be \$15, and notification will need to be given to the director.
2. Full time: This option is for families that need care for 3-5 days per week. Fees are charged per week. Parents are obligated to pay for each week regardless of attendance. One vacation week will be given, provided the student is absent from ESP for the entire week.
3. Activity: This option is for those families needing care prior to extra curricular activities a few days a week. Students must be picked up from the extra curricular activity. Failure to do so will result in a \$15 daily charge.

ESP will be open on scheduled half days throughout the school year, but the cafeteria will not be open, so please send a sack lunch.

Registration and payment can be processed online thru the school website.

### Pickup Procedures

Parents must sign out their child each afternoon in the sign out binder provided. When you arrive, please go to the sign-out table. Only individuals authorized on your registration form will be allowed to sign your child out. You must notify us in writing if someone not on your authorized list will pick up your child.

For your child's safety, all individuals (including family members) checking out a child for the first time will be asked to show identification. Because various staff members may check students out on different days, it is possible that an individual may have to show his or her identification more than once. While this may be an inconvenience, please remember that it is for your child's safety.

Children are not allowed to walk home from ESP under any circumstances. All children must be picked up from ESP either in the cafeteria or on the playground. We will not allow children to go to another area of the school to wait for their rides.

### Privacy Policy

At no time will any ESP staff member discuss a child or his/her family with any other child or families. Confidentiality is extremely important and will be maintained at all times. Only the parent/ guardian of a child will be notified if there is an emergency or problem. In the event of one child showing aggression to another child, neither parent will be told the name of the other child involved by a staff member. If there is a problem with a particular child, the staff member will discuss it only with the director of the program or, if she is unavailable, the principal of the school. This policy is applicable both during operating hours of the program as well as when the program is not open.

### Contact Information

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