



## Extended Day Program Rules and Regulations

Our Extended Day Program is available for all students beginning at 7:00 AM, and after school until 5:30 PM. You can download the Extended Day Registration Form and rates from the St. Bridget School website, under the Parent Tab. Please keep the Registration Form updated, as it is important that whenever there is a change in information previously reported, you notify the school office as well as Extended Day personnel so our records will remain up-to-date and fees can be adjusted accordingly. Also, please be sure to include Extended Day in the notes to your child(ren)'s teacher's indicating a dismissal change so we are notified as well.

Extended Day is located in the school. Various activities include daily arts and crafts, games, and indoor and outdoor play (weather permitting), using school facilities including the dining hall, gym, and library. Homework time is set aside for Grades One through Eight (Monday-Thursday).

If your child has any allergies, Extended Day needs to have their own set of medicine(s) in case of an Emergency.

General Rules of Behavior and Recess Playground Rules for all students are outlined in the Parent/Student Handbook. The Conduct Referral Form also applies to all Extended Day students. The Extended Day staff member will fill it out and give it to the parents upon pick-up.

Please note on Wednesday, November 22<sup>nd</sup>, Thursday, December 22<sup>nd</sup> and Thursday, March 28<sup>th</sup> Extended Day will be closing at 4:30 PM for the Thanksgiving, Christmas and Easter Holidays.

When school is delayed (eg. 2 hrs.), the start of Extended Day is also delayed (eg. 2 hrs.), therefore, the start of Extended Day would then be 9:00 AM. If school is dismissed early at 1:20 PM due to inclement weather, Extended Day will remain open until 2:20 PM (one hour after school is dismissed).

Extended Day monthly payment plan fees are due one (1) month in advance for nine (9) months beginning August 20, 2022 and ending May 20, 2023. You will receive an email payment reminder at the beginning of each month. Extended Day rates can be found on the School Website.

There is a sign-in sheet in the morning and a sign-out sheet in the afternoon. Only people listed on the Extended Day Registration Form can sign out your child(ren)'s. They must show a photo I.D. (e.g.: Drivers License) and be at least 18 years of age. Please make your best effort to be on time. There is a \$5.00 late fee for every 15 minutes that you are late for each child.

The success of the Extended Day Program is our goal. We want this program to work for you and your child/children and look forward to another great year!