

# **Our Lady of the Blessed Sacrament**

## **Extended Day Handbook**



LAYING THE BUILDING BLOCKS OF A BRIGHTER WORLD ONE CHILD AT A TIME

**2023-2024**

**20 French Road  
Depew, NY 14043**

## *Mission Statement of Our Lady of the Blessed Sacrament School* *Extended Day Program*

OLBS Extended Day Program is a vital part of the mission of OLBS extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child-spiritually, academically and socially.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### *Philosophy of the Extended Day Program*

OLBS School Extended Day Program provides a safe welcoming environment for the students of OLBS to pray, learn, play and foster relationships outside of the classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

### *Admission Information*

#### *Nondiscriminatory Policy*

OLBS School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Requirements include the following which are on file in the School/Nurse's offices:

- Health Records
- Immunization Records
- Birth Certificate (copy of the original)
- Record of IEP

Extended day Requirements:

- Completed Application
- Emergency Contact Form
- Medical Release Form
- Daily Student Pick-up Form

#### **Restrooms & Toileting:**

All students in grades pre-kindergarten 3 through third grade must be properly potty trained and aware of when they need to use the restroom. We are licensed as an elementary school, not a daycare facility. Therefore, **our staff cannot enter or assist your child in the restroom. *Your child must be completely self-sufficient in their toileting skills.*** That said, our pre-k students may have an occasional accident; extra clothes should be kept in school and families will be contacted to pick up your child should an accident occur unless a school nurse is available.

### **Attendance**

The school office will notify the Extended Day Program Coordinator if a child is absent from school. There will be no charge for an absent child from the program.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended day program. If a child is sent home from school due to illness, there will be no charge for the day.

### **Buckley Amendment**

OLBS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Extended day staff so that the student(s) is released to the custodial parent or guardian.

### **Bullying and Cyberbullying**

OLBS School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Cellphone, I-Pads and other Electronic Devices**

Students participating in the Extended day program should at no time be making calls, texting, taking photographs, or watching videos on their electronic devices. This includes, but is not limited to : cellphones, I-pads, I-pods, E-readers, etc.

### **Change of Clothes**

Students in our Pre-K programs should plan to send an extra set of clothes (in addition to the extra set for classroom use) for their child in the case of an emergency. Oftentimes in the beginning of the school year, young students have not established a routine and may have a bathroom accident. Please note, that Extended Day staff will be unable to change a students' clothes or clean up a student by physically touching them.

## **Child Abuse Laws**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Extended day teachers in collaboration with the Principal or Assistant Principal reserve the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, e-cigarettes, marijuana, or cameras are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) after a conference is held to discuss the infraction.**

## **Crisis Plan**

OLBS School in conjunction with the Depew Police Department has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

## **Financial Obligations**

### **2023-2024 Fee Schedule**

**\$7.50/Hour**

**There will be at least 2 adults supervising students daily in accordance to child adult ratios.**

**There is no financial assistance for Extended Day. If your family experiences a change in your financial situation during the school year, please contact the Principal.**

## **Payments**

- Invoices will be sent to parents the first week of the month following services.
- Please note that billing will be on the ½ hour with a 5 minute grace period. A student who is present greater than 5 minutes into the half hour will be billed for the entire ½ hour.
- Funds will be deducted from the parent account using FACTS. Parents will receive an email of when the payment will occur.

- Parents can choose to mail-in payment option, however, there could be extra processing fees if payment is late.

### **Harassment**

Harassment of any type is not tolerated. All reported complaints of harassment and bullying will be investigated by the Principal and Lead Extended day staff. Students involved in harassing behavior face detention, suspension and/or expulsion.

### **Hours of Operation**

The Extended Day Program is open from 2:00-5:30 PM on regularly scheduled school days or per the annual school calendar. The Extended Day Program is **closed** on snow days, teacher workdays, scheduled holidays and other days when the school is not open. All students should be picked up by 5:30 PM each day. Students who are not picked up by 5:30 PM will incur an additional charge.

*If students have not been picked up by 5:30 PM, and no contact has been established by the parents explaining why there is a delay in pick-up, the Extended Day Director will contact the school administration and may be required to call the Depew Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.*

### **Medical**

All Extended Day staff who come into contact with children with medical conditions/allergies are provided with training from the school nurse who has had specialized training. Training is updated annually and as needed.

### **Medication**

No medication is to be given during the Extended Day Program. Students who need medication between 2:00-5:30 PM should make arrangements with the nurse prior to coming to Extended Day.

### **Office Records**

Since the Extended Day Program utilizes the school database, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up to date.

### **Pick-up Routine/Policy**

Parent(s)/Guardian(s), authorized persons picking up student(s) at the Extended Day Program will pull up outside of the door labeled #6 on the driveway (bus) side of the school. Parents should call the Extended Day cellphone (716)331-1602 to notify the Extended Day staff that they have arrived. Staff will get the student(s) ready and bring them to the door. The student should be signed out and the time of pickup must be recorded for accurate record keeping.

Any adult who is **not** on the regular Extended Day pick up contact form will need to provide verification from the parent(s)/guardian(s) and will need to show proof such as a license to verify who they are. Families are to notify the school office either in person or in writing, of any such changes prior to 1:45pm that day.

### **Right to Amend**

OLBS School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through the Wednesday newsletter or through email communication.

### **Schedule**

The Extended Day Program schedule includes the following:

- Monday-Friday:  
2:00-2:30 PM- Restroom break and snack time
  - Students will be given time to have a snack. **Parents are responsible for packing a snack(s) for their child.**
  - If a student has a food allergy, such as peanut or tree nut, a separate, safe table will be provided.
  - Please note, that staff does not have access to refrigeration, microwave or stove for snacks.
- Monday-Thursday:  
2:30 PM- As needed- Homework time- any homework will be completed in a separate location with an Extended Day employee.
- Monday-Friday:  
3:00- 4:00 PM- Students will have organized crafts, board games, coloring, pretend play time, and gym usage.
- Monday-Friday:  
4:00-5:30 PM- Students will have free choice play time, video/TV time.

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent through the School

Messenger phone service to the home phone and cell phone, emails will be sent to the current email address that is on file with the OLBS School office. The Extended Day Program will also be closed if school closes due to inclement weather.