



# Extended Day Program

## Parent Handbook

*2023-2024*

**Primary Grade Center**  
900 West Everett Road  
Lake Forest, IL 60045  
(847) 283-9800  
(847) 295-4860 (*available during Extended Care Only*)



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## WELCOME

We are delighted to welcome you to the Extended Day program located at the School of St. Mary. We provide our participants with opportunities for relaxation, learning, and fun in a safe and nurturing environment.

## PHILOSOPHY

Extended Day adheres to the philosophical precepts of the School of St. Mary. The program provides an atmosphere that is conducive to the spiritual and physical growth of the children. It also provides a safe, caring, and wholesome environment where children effectively interact with their peers and adults. In addition to homework assistance, our supervisors place emphasis on creative activities and cooperative play.

## ADMISSION TO PROGRAM

The Extended Day program is exclusively for the use of the children enrolled at the School of St. Mary; preschool students are admitted as room permits and must be in the full day program. The School of St. Mary reserves the right to exclude a child whose needs cannot be met within the program. The program complies with non-discriminatory policies. At the time of enrollment, all registration forms should be completed, and the registration fee (\$50) needs to be paid through FACTS. Once registered, parents may utilize the program.

To utilize the program, please visit the tab on the School of St. Mary website (<https://www.schoolofstmary.org/>) under *Student Life*. Select the [Extended Day](#) link. The [registration form](#) (mentioned above) is located on this tab, as well as separate, monthly forms to reserve a spot as needed (see right, upper corner of the tab).



## CONTENT OF THE PROGRAM

### Morning Program

Morning arrival is calm and school-directed. Children have time to reflect. They are able to finish school assignments, play quiet games, listen to stories, and enjoy unstructured play. This time may also be used for peer tutoring and/or reviewing class materials.

### Afternoon Program

The after-school schedule includes a snack, supervised space for homework, and such activities as outdoor play, table games, stories, drama, arts and crafts, movies, celebrations, walking trips, socializing, computers, and gym activities.

Loosely, the group follows the schedule below:

- 3:30-4:00 Arrival - sign-in, prayer, and snack
- 4:00-4:30 Downtime (Inside): Homework for K-3 students in Great Room and “quiet” play
- 4:30-5:00 Outside play in Early Childhood playground or in the gym
- 5:00-5:15: Clean up
- 5:15-5:30: Pack up and Dismissal

## CONDUCT

Continued participation in the program is dependent upon good conduct. Supervisors will warn students and notify parents of inappropriate behavior. If the behavior continues, students will be asked to leave the program.

Students are expected to follow the same rules in Extended Day as they do during the school day. Specifically:

- Supervisors are in charge - safety guides all judgment calls
- Play must be constructive
- No running inside
- No rough, physical play



- Respectful language and inside voices
- Eating or drinking at designated tables only
- Students will be served water
- Snacks are provided
- Homework is priority for kindergarten through third grade students; it is completed inside following rules of the Bee Binder, worksheet, or assignment notebook
- Students participate in clean up routines
- Parents: must pick up by 5:30 p.m. and utilize walkie talkies

## COST/FEEES

An annual family registration fee of \$50 is due at the time of enrollment. This fee is non-refundable and is paid regardless of the entrance time into the program. The Extended Day program offers a daily rate. This rate is charged *per child*.

	Day Rate	Late Pick-up Fee
Morning Extended Day	\$15	n/a
Afternoon Extended Day	\$25	\$1/minute
Afternoon Drop-in Extended Day	\$35	\$1/minute

These costs allow the program to remain viable and solvent. All billing is done through the student's FACTS account. Please contact Mrs. Cindy Luetje, Tuition Fee Coordinator, at (847) 582-2505 with any billing questions.

## PROGRAM HOURS

The Extended Day program is only offered on days when school is in session. It is only offered at the Primary Grade Center.

### PGC Hours

- Morning Program: 7:30 a.m. - 8:45 a.m.
- Afternoon Program: 3:15 p.m. - 5:30 p.m.

***On half-days and early dismissal days, the programs operate only in the morning.***



## **DROP OFF PROCEDURES**

### **PGC Drop-Off Procedure**

Extended Day meets in the south side of the school in the Early Childhood wing. Students should enter the doors to the far RIGHT of the front courtyard. Because we operate outside of the school's office hours, drop-off and pick-up occur from those doors only. Parents may come in/out of the SOSM exit and stop at the curb in front of Early Childhood after school. Parents should not park at the curb before school due to other before school activities. Parents must enter the lot via the St. Patrick's Church parking lot.

Upon arrival, please ring the doorbell on the wall just outside the door, and a staff member will come to open the door. Parents then must sign in child(ren). In addition to the doorbell, there is also a walkie talkie, tuned to channel 22.

Parents may utilize curbside parking for Extended Day drop-off/pick-up only. All PGC children, however, must be brought to the Early Childhood doors and signed in by a parent or authorized adult. Children must be accompanied inside the school and to the drop-off site to ensure safety.

## **PICK UP PROCEDURES**

### **PGC Pick Up Procedures**

Parents may utilize curbside parking for Extended Day dismissal. All PGC children must be picked up at the Early Childhood doors and signed out by a parent or authorized adult. No child will be released unless the Extended Day staff has written authorization for the release. This requirement is necessary to ensure the safety of each child. Upon arrival, please ring the doorbell next to the Early Childhood doors, but a walkie talkie is available to notify staff of your arrival (set to channel 22).

A late fee of \$1 per minute will be assessed for each child remaining at the program after 5:30 p.m.

## **EMERGENCY CLOSINGS**

Extended Day follows the same closing procedures as the School of St. Mary. If the school closes, the Extended Day Program is NOT in session.