

Mason Preparatory School
Extended Day Program
2019-2020

Handbook

MASON PREPARATORY SCHOOL

Extended Day Program

2019-2020

(843)723-0664
(843)723-8566 after 4pm

Welcome to the Mason Preparatory Extended Day Program. We are pleased to provide child care services for you and your family. Our goal is to give children a safe, comfortable place to learn, play and be themselves after school.

The Extended Day Program is designed to offer a quality, affordable after school experience to students and parents enrolled at Mason Preparatory School.

Our program offers a balance of study time and free time every day, to give children the security of a structured environment while still allowing them to relax and unwind after school. We include time for homework every afternoon and provide support for students who need extra assistance.

Please keep this Extended Day Handbook as a reference to answer your questions regarding program policies, fees and daily details. If at any time you have a question, concern or suggestion, please feel free to speak to us. Thank you for your support of our program.

Kim Hendriks
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Extended Day Co-Director

General Information

Extended Day: As a service to our families, Mason Preparatory School operates an Extended Day Program for students in grades K – 8. The Extended Day Program is offered after school on regular school days August through May. The program is closed on school holidays and during summer vacation. It is run on a fee-for-service basis and participation is as needed.

Hours of Operation: After school extended day begins at the conclusion of the school day and ends promptly at 5:45 PM. ALL STUDENTS MUST BE PICKED UP NO LATER THAN 5:45 PM. **All late pick-ups will generate a fee (per child) of \$25.00.**

Fees and Payment: Mason Prep Extended Day is pleased to be able to provide childcare services at affordable rates. Attendance in the Extended Day Program is on an “as needed” basis with no minimum attendance required as a convenience to our Mason Prep families. Therefore, our fee policies use a simplified hourly rate. Rates are \$6.50 per hour **or any fraction thereof.** **Example:** A child clocks in to extended day at 3:05 and is picked up and clocks out at 4:20. He/She will be charged \$6.50 X 2 hours for a total of \$13.00 for that day.

Extended Day fees will be billed at the end of each month and are due on or before the 20th of the following month.

Exceptions: Any child not picked up from carpool by 3:30, or any child not picked up from an afterschool activity or tutoring during extended day hours, **will be mandatorily clocked in to extended day and billed extended day fees.** This is for their protection so that no child will be left unsupervised.

Late Pick-Up Fee: Extended Day will close promptly at 5:45 PM. All late pick-ups will generate a fee (per child) of \$25.00. Any family who has picked up after 5:45 more than three times will be dropped from the program, except in **emergency** situations. If an emergency prevents you from arriving on time, please make every effort to contact extended day so the employees are aware of the situation.

Fee Payment Compliance and Consequences: A child may be dropped from the program if payment for all fees has not been received after one month.

Program Information

Program: The Extended Day Program is designed to provide a safe and supervised environment for children after school. Homework time, outdoor play, and group and self-directed age appropriate activities are the components of a typical day. There are also a variety of supplemental after school activities available during extended day hours which may be coordinated with the extended day program.

Sign-in/Sign-out: Children will be required to punch in and out at the extended day time clock every day they attend. Staff will be available to assist children at sign-in for those children coming directly to extended day at the end of the school day. Children who attend extended day after an activity or tutoring must punch in at the conclusion of the activity. Failure to punch in or out on a day when a child is in attendance, may result in a 3 hour charge for that day.

Authorized Pick-up: Any person authorized to pick up a child, must be listed on the emergency card from the first day packet. It is your responsibility to keep this list current. If an adult or other authorized person comes to pick up a child and the staff member does not know the person, the staff member may ask to see identification. Should you need to make other arrangements for your child's pick up on a particular day, you must send a **written note** with your child. Extended day staff reserves the right to contact you by phone to verify the note before releasing your child to the person indicated.

Homework Policy: A supervised homework time will be provided each afternoon from 3:00-4:00 PM. A staff person supervises children during homework time and help is available to them. Children are encouraged to do their homework during this time;

however, if a child has an after school activity, he may choose to do his homework when the activity is completed.

Sick Children: Children who become sick at extended day will be comforted and parents will need to arrange to have the child picked up as soon as possible. The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to extended day. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any child who shows signs of illness at the extended day program. Children should be kept home from the program if they display any of the following symptoms:

- A fever of 100 degrees or more
- Diarrhea within the previous 24 hour period
- Vomiting within the previous 24 hour period
- A skin rash
- Head lice
- Symptoms of a communicable disease

Children must be free of these specified symptoms for at least 24 hours before returning to extended day.

Behavior Expectations and Discipline Policy

Student Code of Conduct/School Rules: It is the goal of the Mason Preparatory School Extended Day Program to assist its students in learning those values that are the foundation of a strong character and of a responsible citizen. Students in the extended day program follow the regular Mason Prep code of behavior and school rules, and are expected to maintain responsible behavior as a condition of continued service.

Behaviors which are not allowed at extended day under any circumstances include: physical assault (including hitting, kicking, spitting, etc.) of any person, including staff and peers, use of profanity, willful destruction of property, intimidation or harassment of others, possession of a weapon, misuse of computers/technology, and theft. Any of these

behaviors will be cause for removal from the extended day program and possibly from the school. Some students may also exhibit behaviors which include: displaying lack of self-control, using angry or intentionally hurtful words towards others, and having difficulty cooperating with other students, extended day staff or established rules. Students who repeatedly engage in these behaviors and do not respond to intervention from the extended day staff will meet with the program director and his/her parents to establish what course of action is appropriate.

The extended day program uses a positive and proactive approach to discipline, allowing the students to help make decisions in regards to the appropriateness of their own actions. Students in the program will always be treated with respect and courtesy by the extended day staff. All efforts will be made to resolve problems with the students in an appropriate and timely manner with all parties involved.