



Extended Day Programs Handbook

The mission of the Extended Day Programs is to serve children and families beyond the regular school day. Our programs are essential components of the support and service we extend to the families of St. Hilda's & St. Hugh's in the hopes of making their lives easier and our students happier, healthier, more knowledgeable, and inspired.

Tom Blodgett, Director of Extended Day Programs
Chris Laurent, Associate Director of After School
May Lyle, Extended Day Manager
Candise Vaughn, Lead After School Teacher
212-932-1980, x323 | sthildas.org/extendedday

EXTENDED DAY PROGRAMS INCLUDE:

- After School
- Enrichment and Dynamic Athletics
- Music Lessons

Communication is important to us, not just within our environment here, but also with you, the parent. We welcome your thoughts, questions, and concerns. Any information that you share with us about your child will be confidential. If you need to contact your child while in the After School, please call (212) 932-1980, ext. 323, or email Tom Blodgett, Director of Extended Day Programs, at tblodgett@sthildas.org; Chris Laurent, Associate Director of After School, at claurent@sthildas.org; Candise Vaughn, Lead After School Teacher, at cvaughn@sthildas.org; and May Lyle, Extended Day Manager, at mlyle@sthildas.org. Please note that students are not allowed to use cell phones.

The same rules that apply to the regular school day, as outlined in the St. Hilda's & St. Hugh's Lower and Upper Division handbooks, also apply to Extended Day Programs.

Unless under the direct supervision of a caretaker, parent, or faculty member, all students who are in the building after dismissal, including those awaiting pickup, will be taken, or must report themselves if in the Upper Division, to the After School for supervision.

Drop-Off and Pick-Up Procedures

After School and Enrichment and Dynamic Athletics run concurrently and many children spend time in both.

Drop-Off:

Upon dismissal, any students not under the direct supervision of a caretaker or parent must first check into the After School, regardless of whether an Enrichment, Dynamic Athletics Course, or Music Lesson Package for which they are registered begins at, or soon after, dismissal. Students under the direct supervision of a caretaker or parent may elect to go straight to their course. The children in the After School are escorted to their Enrichment or Dynamic Athletics class by the course instructor or an After School Teacher.

Unlike Enrichment and Dynamic Athletics Courses and Music Lesson Packages, there is no registration required for After School.

For drop-off of students to the After School:

- a) **Early Childhood** students are escorted by faculty to room 202 (The Beginners Room) starting at 2:50 p.m. where they are checked in by After School Teachers. Early Childhood students drop off their belongings to the cubby section of the room. At 4:30 p.m., early childhood students transition to room 505 for the daily project.
- b) **Grade 1 and 2** students are escorted by faculty to room 504, and **Grade 3** students to room 505 (The After School Room) starting at 3 p.m. where they are signed in by After School Teachers. Here the students have a break period before transitioning to begin their homework (in room 504 for Grades 1 and 2, and room 506 for Grade 3).
- c) **Middle School and Upper School** students report to the library for sign-in starting at 3:25 p.m. for Grades 4-6, and 4 p.m. for Grades 7-8. Middle School students may choose to begin their homework, or transition to room 505 for a break period up until 4 p.m.

Pick-Up:

The After School's electronic sign-in sign-out system provides us with immediate visual confirmations of authorized adults. **If possible, please provide us with photographs of the adults to whom you have granted written permission to pick up your child.**

Students may be picked up from After School by a parent or authorized adult by notifying an After School teacher who will check out your child on the electronic system.

If picking up your child from the site of an Enrichment or Dynamic Athletic Course or Music Lesson, authorized adults and parents may still sign out their child directly from the instructor with a signature.

Any students not picked up directly with the instructor will be escorted back to the After School, which is open until 6:30 p.m.

Students are not allowed to leave unless with a parent or authorized caregiver, or if they themselves have been placed on the authorized adult list by their parents.

Parents must contact the After School if their child will be picked up by someone other than an authorized person. Your child will not be dismissed without your consent.

When an After School teacher encounters anyone that we do not recognize, we will ask for identification, cross reference our Authorized Adult list, and we may call the parent to verify the identity of the individual as well.

Children should be picked up by 6:30 p.m. If you or your caregiver arrives after 6:30 p.m. to pick up your child from After School, you will be charged **\$25.00** for every half-hour or portion thereof, regardless of financial aid status. Please give us a courtesy call (or email) if you expect your child to be picked up after 6:30 p.m. A faculty member will remain on duty until all children have been picked up.

Please inform us of pickups from adults not listed on authorized adult list. For playdates or alternate pick-up arrangements, notification from both sets of parents is required.

Caretakers or parents may drop off their children with After School at any time post dismissal until 6:30 p.m. They are expected to return at a time of their choosing to pick-up their child, and not remain with the child while under the supervision of the After School, whether it be on the playdeck or otherwise. Parents and caretakers may not bring children to utilize the playdeck, or any other play space after dismissal.

The list that follows outlines the spaces available and policy reminders for students during After School hours that are not under After School care or under the direct supervision of a faculty member. At no time can a child be left unattended by a caretaker.

Library:

- 3-6 p.m.:
 - The reference and lower division areas of the library (to the right as you enter) are designated specifically for the After School. Please be respectful of the space designations so that the After School Team can effectively supervise their students as they work.
 - The senior space (**to the left as you enter**) is available for students who wish to check out books or complete homework. **All students must be closely supervised by a parent or caregiver.** Any unsupervised students **MUST** be signed in to the After School. Food and drinks are never permitted in the library. Tables are limited and are available on a first come, first served basis. Please note that students who meet with tutors will take priority, and tables will be reserved.

Personal Belongings

Personal belongings will be stored in room 202 for Early Childhood students; room 505 (The After School Room) for students in grade 3; room 504 for Grades 1 and 2; and the library for students in upper division. Please be sure that all electronics are properly stored. Phone calls may be made from room 505.

Snacks

Snacks in the After School are provided by Cater to You, the food service provider of St. Hilda's and St. Hugh's School. We ask that parents and caregivers refrain from sending snacks to the After School, particularly those that are peanut, tree nut, or other nut-based, as is school policy.

During Full Day Care, lunch is not provided, only snack. Please have your child bring lunch.

Homework Help

Homework is taken seriously by the After School staff. We provide close supervision, and instruction when necessary to ensure that the students are learning the material for which they are responsible.

Activities

When students have completed their homework, or are not involved in an enrichment course or music lesson, they engage in play, and many fun activities. The overarching theme for 2019-2020 is Space Exploration.

After School Cost:

The cost of the After School, as well as Full Day Care, is \$9.50 per half-hour. Billing is by-the-minute. **Billing for After School does not include any time spent in Enrichment and Dynamic Athletics Courses or Music Lessons, or tutoring.** Please inform us if your child is scheduled to work with a tutor at a specific time.

For afternoon bus service, there will be a cost for stays in After School and the services received— After School rates will apply.

Health and Safety

Health and safety are of paramount importance to us. Prior to enrollment, immunizations and physical examination records in accordance with St. Hilda's & St. Hugh's requirements must be on file with the school. Please communicate with Ms. Hannon regarding all allergies or food restrictions.

First aid can be provided by many of our teachers who are certified in CPR.

Financial Aid

Financial assistance towards the After School can be applied for by contacting Karen Lee, Associate Director of Admissions (klee@sthildas.org; 212-932-1980, x348). The Financial Aid Deadline for After School is August 7. There is no financial assistance towards Enrichment and Dynamic Athletics Courses, or Music Lessons.

Enrichment Courses, Dynamic Athletics Courses, and Music Lesson Packages

Each Enrichment and Dynamic Athletic offering meets once per week, usually for 1 hour, in between the times of 3-6 p.m. They are offered each semester.

Each Music Lesson package meets once per week, usually for half an hour, in between the times of 3-6 p.m. Packages are offered for the fall, and for the winter-spring semester.

You may **add, withdraw, or switch** an Enrichment Course, Dynamic Athletics Course, or Music Lesson Package until one week following the first class or lesson for the fall enrichment and music lesson semester.

If you wish for your child to partake in the spring production, and register for an enrichment class that conflicts with rehearsals, your account will be credited to reflect the sessions missed as a result of spring production rehearsals. These credits will take place at the end of the term.

To be assured of a credit in the event of a conflict with a school sanctioned event, including school productions, it is required that you provide prior notification of the conflict to Extended Day Programs.

Withdrawals following one (trial) class attended will be credited at the end of the respective enrichment semesters (fall and winter-spring). **Please notify us if you intend to drop a class for which you have registered.**

If switching courses, the cost of the course from which your child has been withdrawn will be credited against the cost of the course into which your child is switching.

If adding a course (or lesson package) after the first session has occurred, you will be credited for the class missed at the end of the respective enrichment semester (fall and winter-spring).

For Music Lesson Packages, make-ups will only be offered with at least 24 hours notice. Make-ups will not be offered for other reasons, such as birthday parties, scouts, playdates, or any other activity not scheduled through Extended Day Programs. Please contact tblodgett@sthildas.org, or claurent@sthildas.org if a make-up will be required.

Students who attend Enrichment and Dynamic Athletics classes or Music Lessons must also have attended the regular school day.

Billing for Enrichment Courses and Music Lesson Packages

Billing for Enrichment Courses and Music Lessons take place through Veracross and will be reflected in accounts by the month after the enrichment course or music lesson package begins.

The deadline by which to register for enrichment classes and music lessons is one week following the first course or lesson.

Please see below for a list of the reasons for which credits are applied:

- Courses that are unable to run due to low enrollment
- Instructor cancellations
- School field trips, science fairs, productions, and other events required by school that conflict with a class

Credits will not be applied for non-school sanctioned reasons, including birthday parties, sickness, or scouts.

To be assured of a credit in the event of a conflict with a school sanctioned event, it is required that you provide prior notification of the conflict to Extended Day Programs. Necessary credits will be reflected in accounts in January for courses that begin in September, April (and May as necessary) for courses that begin in January, and May for courses that begin in April.

We aim to provide your child with the best care and possibilities for enrichment. We welcome your questions, concerns, and thoughts.

Sincerely,

Extended Day Programs

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