



Extended Day Program *Policies*

Our Mission:

To provide a loving and encouraging atmosphere designed to enhance your child's individual development by modeling personal responsibility and Christian character

Carmen Welty - Director

Extended Day Program

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800 Fullwood Lane, Matthews, NC 28105

AFTER SCHOOL HOLIDAYS & FACULTY PROFESSIONAL DAYS 21-22

All day- 7:30 a.m. to 6:00 p.m.

Half Days- 11:15 a.m. to 6:00 p.m.

October 22 – Faculty Professional Development Day

November 3 – ERB's ½ DAY

November 4 – ERB's ½ DAY

November 5 – ERB's ½ DAY

December 15 – (½ day) Christmas Holiday

February 17 – Faculty Professional Development Day

February 18 – Faculty Professional Development Day

March 11 – Grandparents Day – (½ day) Lower School

May 27 – (½ day) Last Day of School

*We will be available for all half days. We will be open on the other days if we have a quota. I will let you know ahead of time by email if we have had enough children sign up for these days. For Drop-In it will cost \$15.00 *per session*. The charge is \$50.00 for Faculty Professional Development Days.

Rules

Students must follow the school rules and regulations as stated in the Parent/Student Handbook, to ensure the safety of all students.

Safety

Your children are precious to us! We want to provide them with a safe environment. If your child is going to be absent from the Extended Day Program we need to be notified. You may do so by leaving a message on the answering machine, or by email. This also applies if your child is going home with a friend. If you would like to make any changes to the list of people who are authorized to pick up your child, please let us know in writing. Also let us know if your child is having tutoring or is participating in any clubs. This will ensure that we have an efficient and safe program!

Pick Up

When you to pick up your child please come the back door in the B building. The sign out table will be by the back door we use. For security reasons all doors will be locked. You must sign your child out on the attendance sheet by putting your signature and the time, and **please** let the teacher know you signed out. Some days we might all be outside on the playground, in the butterfly garden or in the gym. We will leave a sign out by the attendance sheet to let you know where we are. Please sign them out and then you may come and pick up your child there.

Activities

I look forward this year to all the fun we will be having in the Extended Day Program. Our afternoon schedule will be as follows: attendance, 20 minutes of play in the gym, homework, snacks, and crafts or free playing time. During homework time if your child has finished their homework, he/she can play with board games or card games. We also have crafts and movies on rainy days. Friday is movie day. If your child would like to share a movie with us, they can bring it with them to school. Please make sure that the movie is G-rated. This is always a fun and relaxing day for the children since there is no homework. We will also be organizing field trips on Faculty Professional Development days. On these days you will need to pack a lunch and snack. We will give you all the details of the activity prior to it.

Late Fees

If you are late to pick up your child, we get to enjoy your child a little bit longer, but unfortunately there will be a fee. The fee is \$5 per quarter hour past 6:00 p.m.

Drop In Children

If your child is registered as a drop in, you will pay \$15.00 *per session* per day. On Faculty Professional Development days, the charge is \$50.00.

Donations

If you have any board games, movies (G rated) that you are not using, those would be a great donation for the Extended Day Program. The children always enjoy them. You may also donate craft materials.

Communication

It is very important for us to hear from you if you have any concerns or suggestions. Please don't hesitate to call or email me. You may reach me at:

Carmen Welty
(704) 814-1041
cwelty@covenantday.org

Allergies & Medical Information

If your child has any allergies, please let us know. We will be serving snacks and playing outside every day that weather permits. If your child needs an EPI pen, you will need to provide one for us.

Faculty Professional Development Days & Half Days

On faculty professional development days there will be a charge of \$50.00 for the day. Please pack a lunch and a snack on these days. If we are having a field trip you will need to fill out a field trip form, and if your child weighs less than 80 pounds he will need a car seat. If we do not have a signed field trip form, we cannot go on the field trip. We will give you all the information pertinent closer to the day of the trip. You might need to pay for admissions. For students who are registered in an Extended Day program, there are no additional charges when we have ½ days.

Homework Time

We schedule time for homework every day. We provide assistance with homework by checking their daily homework sheet or planner, and by assisting with questions. Parents have the option to have their child complete their homework during Extended Day.

Snacks

A snack will be provided every day.

Computers and Phone Use

The Extended Day Program will have two computers available for all students to use only for homework. They will have internet connection. Students will be supervised while they are using the computer. Students are always welcomed to bring their USB to save their homework. They are also allowed to print their homework in black and white. Extended Day is viewed as an extension of the school day and all policies in the school handbook as seen below must be followed.

Acceptable Use of the Internet

Student use of computers is restricted to educational pursuits during the school day and is only granted with the permission of teachers or staff. Students are only permitted to access the internet using the school's wireless network. While in school, student visitation of websites which include vulgarity, nudity, profanity, gratuitous violence, and pornography is expressly forbidden. While using the internet off-campus during personal time, the school honors the judgment and standards chosen by parents for their children but maintains a strict position in opposition to all forms of pornography.

Acceptable Use of Social Media

Social networking sites (Facebook, Snapchat, Instagram and other similar sites), blogs, and instant messaging are not to be accessed by students during the school day while on campus or in a school bus. When using social media during personal time off campus, students are reminded that the guidelines for behavior in this handbook apply at all times. Harassing or bullying behaviors which are performed using

social media are equally as serious to performing these behaviors in person and are also prohibited. Please refer to the Student Dignity section of this handbook for a more detailed explanation of the school's position on harassment and bullying.

Acceptable Use of Cell Phones and Smartphones

While off campus during personal time, the aforementioned guidelines for student behavior on the internet and social media apply. Additionally, the school prohibits “sexting” between students, defined as “the act of sending sexually suggestive or explicit messages, photos, or images via digital devices.” The following guidelines apply to student cell phone and smartphone use during the school day while on campus or on a school bus.

Lower School:

For students in the lower school, cell phones, smartphones, and other communication devices (including watches that text or call) are not to be brought onto campus or on field trips or overnight trips. If there are extenuating circumstances regarding a possible need for a cell phone, please contact the lower school principal for further discussion.

Middle School:

For students in middle school, cell phones and smartphones are not to be accessed from arrival on campus until the school day is over (including areas such as restrooms, hallways, classrooms, etc.)

Library Day

Students are allowed to go to the library every day right after school dismisses. They must check in at Extended Day first before going to the library.

Enrichment & Extracurricular Activities

There are a variety of Extended Day enrichment and extracurricular activities that our students may participate in. A staff member will take and pick up your child for these activities. All fees for the classes are set by the provider. These are provided by approved vendors, or by CDS faculty members. These opportunities may include music, art, environmental exploration, sports camps, and clubs. For more information on what classes that are available you may visit the Covenant Day website and click on the Parent Resources link under the Resources drop down menu. You may also visit the link below: http://covenantday.org/resources/extracurricular_opportunities.html. Classes will start after September 7.

We look forward to getting to know and love your children.