Visitation School

Montessori PreK through 5th grade
EXTENDED DAY INFORMATION

GENERAL INFORMATION:
Extended Day is Visitation's Montessori Pre-K through school-age childcare program serving children enrolled in Montessori Pre-K through 5th grade. The Extended Day program provides after-school care, non-school day care, and summer care (Summer camp and Junior camp). The program offers children a stimulating, enriching, fun experience that complements, supports, and bridges the mission and values of Visitation School.

The K-5 and Montessori Pre-K Extended Day program will be housed in separate rooms. The K-5 Extended Day program will be held in the Sister's Dining Room, down the hall past the school dining room. The Montessori Pre-K Extended Day program will be held in Rooms 12 and 13.

PHILOSOPHY:
Children prosper in an environment that provides a balance of both academic and social learning experiences. Our goal is to provide a multitude of play experiences, along with academic support, in an effort to develop the "whole child" by supporting each child's progress at his or her own pace. We make every effort to promote children's accomplishments based on the belief that each child has his/her own personal strengths, interests, and abilities.

RATES:

Weekly Recurring Rates: 2026/2027	**Other Rates:**
1 day/week: $36/week	Drop-in Rate: $42/day
2 days/week: $68/week	No School Long Day: $70/day
3 days/week: $95/week	Late Start Day: $14/day
4 days/week: $124/week	Early Release Day: $55/day
5 days/week: $150/week	Late Pick-up Fee: $1/minute/child

ELIGIBILITY:

Children must be enrolled in Montessori Pre-K through 5th grade during the 2026-2027 school year to be eligible for the Visitation Extended Day program.

CONTACT INFORMATION:

Visitation Extended Day 2455 Visitation Drive Mendota Heights, MN 55120
Visitation School Phone: 651-683-1700 Extended Day Office Phone: 651-683-1751
Extended Day Coordinator Kayla Christy Email: kchristy@vischool.org

SCHEDULE OPTIONS:

School Days- The Extended Day program is open on school days from 2:45-6:00 p.m. Schedule options may include a set recurring schedule OR care on a "drop-in basis." In order to use the program on a drop-in basis, students must be registered for Extended Day and arrangements must be made at least 48 hours in advance. **Drop-in spots are not guaranteed and are granted on a space-available basis only**.

No School Long Days- We provide full-day care on most no school days. On these days, the program opens at 7:30 a.m. and closes at 6:00 p.m. Registration for these days is required 10 days in advance. Days that do not have 7 or more students enrolled may be canceled, due to staffing and budgeting. Families will be notified at least 5 days in advance if a No School Long Day is canceled and will be closed.

Sample K-5 EXD 2:45-6:00pm After School Schedule	Sample K-5 EXD Long Day Schedule
2:45 pm Arrival & Check-in Outside Time	7:30 am Arrival - Free choice time
3:30 pm Snack	8:30 am Outside or gym time
3:45 pm Homework (older kids)	9:30 am Snack
3:45 pm Free Choice/Activity Time	10:00-11:30 am Group activities

	(crafts/ STEAM/ games)
4:45 pm Free Choice/Outside Time	11:45-12:20 Lunch
6:00 pm Extended Day Closes	12:30 pm Recess
	1:00 pm Afternoon activities
	2:00 pm Chill time
	3:00 pm Snack
	3:30 pm Outside/ Afternoon activities
	4:30 pm Free Choice/Outside Time
	6:00 pm Extended Day Closes

Sample Montessori PreK EXD Schedule 2:45-6:00pm	**Sample Montessori PreK EXD Long Day Schedule 7:30-6:00pm**
2:45 pm Check in - Move to Room 13 from Room 12	7:30 am Montessori EXD opens
3:00 pm Snack	8:00 am Group activity/choice time
3:30 pm Group activity/choice time	9:00 am Morning Snack
4:00- 5:00 pm Outside Large Motor time	9:30-11:00am Large Motor time /Group activity/Theme activity
5:00- 6:00 pm Group activity/ Choice time	11:30/ Noon Lunch
6:00 pm - Montessori EXD closes	12:30-1:30pm Outside - (Large motor time)
	1:30-3:00pm Rest time
	3:00 pm Snack
	3:45pm Outside (Large motor time)
	4:30pm Group activity/ Choice time
	6:00pm Montessori EXD closes

ACTIVITIES:

In the K-5 Extended Day room children participate in many educational and recreational activities on a daily basis. During a typical day, activities include playing outside, having a healthy snack, completing homework assignments, participating in self-directed play opportunities, and participating in teacher-guided activities. On No School Long Days when school is not in session, many exciting theme-based projects and activities are planned for students. These activities might include art, STEAM, nature trail time, and other special opportunities. The entire Visitation campus is utilized on these days.

In the Montessori PreK Extended Day room there is balance between the nurturing aspects of a home environment and the challenging social and learning opportunities provided in a school or group childcare setting. During a typical day, children participate in a variety of activities including self-directed play, teacher-guided activities, dramatic play, stories, music, art, science, and activities with mathematical and literacy concepts. Each day the children also participate in a group time which may include theme exploration and story time.

CHILL TIME: (No School Long Day)

There is a one-hour rest time for students in K-5 on non-school long days. Students may bring a quiet activity (book, activity book, etc.). Please note that Visitation does not assume responsibility for any materials from home and we strongly recommend labeling your child's possessions with his or her name.

Rest Time (No School Long Day)

There is a 1 to 1-½ hour rest time from approximately 1-2:30 p.m. each day for Montessori PreK Extended Day. Cots and sheets are provided and a small blanket and pillow may be brought from home. Rest items can be stored at school during the school week, but we request that you take them home to launder each weekend. Children are not required to nap but are encouraged to rest each day. Quiet individual activities will be provided for non-nappers to ensure an environment conducive to sleeping.

SNACKS:

Visitation Extended Day provides water and an individually packaged snack at approximately 3:30 p.m. each day. Snack items may include granola bars, crackers, pretzels, yogurt, fresh fruit & vegetables, cheese sticks, and applesauce.

FOOD ALLERGIES:

If your child has an allergy or asthma which requires OTC or prescription medication, please visit **Health Office** to read about Visitation's procedures and protocols.

ATTENDANCE AND BILLING:

All Extended Day fees will be added to your monthly invoice through Blackbaud Tuition Management system, at the end of the month. **You will be charged for all scheduled days regardless of attendance.** You may not switch scheduled days from week to week. Payments can be made in the form of a check or paid online through Blackbaud Tuition Management. Please make paper checks out to "Visitation School" and be sure your child's name is printed somewhere on the check. All outstanding balances must be paid in full by the last day of school in order to be eligible for enrollment in future programs at Visitation School.

DROP-IN CARE:

To use Extended Day on a drop-in basis, you must register your child for the program. Once registered, you must contact and receive approval from the Extended Day Coordinator **at least 48 hours** in advance to use the program (exceptions will be made in emergency situations). Drop-in days cannot be swapped for existing scheduled days. **Drop-in spots are not guaranteed and are permitted on a space-available basis only.**

LATE PICK-UPS:

Extended Day students must be picked up on time each day. **In the event of a late pick-up, you will be charged $1.00 per minute per child for each minute after 6:00 p.m.** In the event of continual late pick-ups, program services may be suspended for a period of time as determined by the Extended Day Coordinator and Lower School Director. Out of respect for our Extended Day staff, please plan ahead and be sure to pick up on time.

SCHEDULE CHANGES AND PROGRAM WITHDRAWAL:

Permanent schedule changes (including withdrawal from the program) require a two week written notice. **You will be billed and payment will be required for all scheduled days through the last day of the two week notice period, regardless of attendance.**

TERMINATION OF CARE:
In the event that any of the following situations occur, services may be terminated by the Visitation Extended Day program:

1. Non-payment of fees by parent or legal guardian.
2. Determination by the staff that the program cannot adequately care for or meet the needs of an individual child.
3. Determination by the staff that satisfactory cooperation from parent/guardian with the program's philosophy and efforts does not exist.

LATE START/EARLY RELEASE DAYS
Care will be available for school late start and early release days. There will be a fee for care on these days and spots will be limited and granted on a space-available basis only.

HOLIDAYS/STAFF DEVELOPMENT DAYS: CLOSED
Families are billed for all scheduled days, regardless of attendance except for holidays and staff development days.

INCLEMENT WEATHER:
In the event that school is canceled due to severe weather or other environmental issues, Extended Day will **NOT** be open. If the school must close early, parents will be notified to pick up their child ASAP. Extended Day will close as soon as the last child has been picked up. You will not be reimbursed for days that Extended Day is closed due to weather/environmental-related school closings.

HEALTH EMERGENCIES:
In the case of a health emergency, Extended Day staff will attempt to contact the child's parents/guardians right away. If you know in advance that you will not be reachable at the telephone numbers listed on your emergency information form, please be sure to leave a temporary number where you can be reached. When providing numbers on the emergency information form, please be sure to provide numbers/information that will allow us to reach you directly if your child is ill (a number that goes directly to voicemail is not adequate). If we are not able to reach you directly in a reasonable amount of time, we will call the emergency contacts you designate on the emergency information form to pick up your child. The parent/guardian is responsible for keeping the contact information form up-to-date

with the school. If your emergency contact people change during the school year, please alert the Health Office.

FIRST AID TREATMENT:

In the event of a health emergency, any first aid deemed necessary will be performed by a member of the staff trained in first aid. All staff members in the Extended Day and Montessori program hold a current pediatric first aid and CPR certification. A parent or guardian will be contacted if non-emergency medical attention is needed and will be asked to pick up the child immediately. If a parent/guardian cannot be reached, the emergency contacts you have named will be called. Accidents or injuries not requiring medical attention, but requiring first aid will be written up on an accident report form. Parents/guardians will be notified at pick-up time of the injury and asked to read and acknowledge the injury report. In serious emergencies or when time is a factor, we will call the paramedics and have the child taken to Children's Hospital in St. Paul.

MEDICATION ADMINISTRATION:

The Extended Day program is not allowed to administer ANY medication unless there is WRITTEN INSTRUCTION from the physician and WRITTEN PERMISSION from the parent/guardian and physician. This applies to both over-the-counter and prescription medications. Medication must be in its original container, or it will not be administered. Please visit **Health Office** to read more about Visitation's medication procedures and protocols. Steps to follow when medication is to be administered by Extended Day/Montessori Plus staff:

1. Have a completed Consent for Administration of Medication on file in the Visitation Health Office.
2. The Extended Day Coordinator and the School Nurse will agree upon an appropriate place for the storage of medication in the Extended Day center.

CHILD PICK-UP AUTHORIZATION:

For your child's protection, the program will not release a child to any person other than the parents/guardians or persons designated on the emergency information form without written permission. In order to release a child to someone other than a parent/guardian or person designated on the emergency information form, the program needs a written and signed note. In the case of an emergency, parents may call the coordinator or teacher and give verbal permission for the pick-up. If the program is not sure of the identity of the person picking up the child, they will ask for a driver's license to make sure the person is authorized to pick up. Police will be called if the person trying to pick up the child is incapacitated or is a person suspected of abuse. The coordinator or teacher will keep the

child in a secure place while waiting for the police to arrive.

STUDENT ABUSE AND NEGLECT:

Visitation fully supports Minnesota's public policy of protecting children whose health or welfare may be jeopardized through abuse, neglect, or sexual abuse. Visitation prohibits the abuse, neglect, or sexual abuse of its students and will take strong and prompt action against any employee or student who engages in such actions. Visitation employees will comply with state law requiring notification of the appropriate governmental agency or agencies whenever a mandated reporter knows or has reason to believe that a student is being neglected, physically abused, or sexually abused. Any person who believes a Visitation student is being neglected or abused in any way should immediately report the matter to the school administration and the police.

MISSING CHILD POLICY:

The following procedures, as specified in the Visitation School Handbook, will be followed in the unlikely circumstance that a child is discovered to be missing: • The director, manager, or classroom teacher will be immediately notified upon the discovery that the child is missing.

- One person will be assigned to search the classrooms and bathrooms. Another person will be appointed to search the immediate grounds.
- If the child is still missing at this time, the portress/receptionist and building administration will be notified. After notifying the building administration, the child's parents/guardians and the police will be called.
- While waiting for the police, building administration will assign school staff to begin searching the grounds.

FIRE PROCEDURES:

The Extended Day Program may hold fire drills from time to time. Primary and secondary exits are posted in each classroom. The Extended Day staff is required to read and know the posted information. In an emergency, 911 will be called. A fire extinguisher is located in the main hallway and kitchen. Fire procedures will be reviewed annually at staff meetings. During drills and emergencies, teachers are responsible for the group of children that they are supervising.

SEVERE WEATHER:

In the case of severe weather, children will be led from the classroom to designated "safe areas," as specified by Visitation School. If the emergency requires evacuation, the staff will bring a flashlight, first aid pack, emergency information for each student, and a class list.

EXTENDED DAY STAFF

Extended Day staff are employed directly by Visitation School. They are selected based on their education and experience working with children. They are expected to demonstrate sound judgment, dependability, responsibility, and respect for all children under their care. They are also expected to model appropriate actions at all times which are in accordance with the beliefs and values of Visitation School. The Extended Day program employs high school and college student helpers. Prior to their first day working in Extended Day, these helpers all participate in an Extended Day orientation with the Coordinator.

Staff to Child Ratio

The Montessori PreK Extended Day program will maintain a staff-to-child ratio of at least one teacher to every 10 students (as specified by the State of Minnesota licensing guidelines). Our maximum capacity is 20 students for Montessori PreK Extended Day .

The K-5 Extended Day program will maintain a staff-to-child ratio of at least one teacher to every 15 students.

CONTINUING EDUCATION:

All Extended Day/Montessori PreK staff members participate in continuing education through in-service opportunities offered throughout the year (including CPR and first aid certification classes).

GRIEVANCE PROCEDURE:

If you have a concern regarding the Extended Day program or program staff, please follow the grievance procedure that Extended Day has put in place.

1. Speak to the teacher.
2. If you do not reach a satisfactory resolution to your problem, set up an appointment with the Extended Day Coordinator (put your concern in writing as well as discuss it verbally).
3. If you are still concerned after meeting with the coordinator, set up an appointment with the Director of Lower School. A resolution will be provided within two weeks of initial contact.
4. If there is still no satisfactory resolution, you may request a meeting with the Head of School. A response will be given within a month of initial contact.
5. An appeal to the Chair of the Board of Trustees should be seen as a last resort when all other avenues have failed to provide a resolution.