

	<i>Sharing the Love of the Heart of Christ!</i> Saint Rocco School 931 Atwood Ave. • Johnston, RI 02919 Tel: (401) 944-2993 • Fax: (401) 944-3019 www.stroccoschool.org A ROMAN CATHOLIC SCHOOL 2025~2026 Extended Day Program Phone Number: 401.944.2993 Ext:114
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Welcome to St. Rocco School Extended Day Program.

The following information should answer any questions you may have concerning our program, policies and objectives.

We want the children enrolled in the program to feel comfortable and relaxed. We want working parents to feel confident that their children are being cared for in a warm, caring, and safe environment.

Our program is very flexible and can be tailored to meet the needs of each family.

Extended Care (Guidelines for Both Before & After)

Location: Cafe Rocco and (Middle School Classrooms Aftercare only)

Hours and Fees

The St. Rocco School Extended Day Program will operate only on days when school is in session. Service will be provided to students from PreK3 to Grade 8.

- **Before care will start at 7:15am and end at 7:55am.**
- **After care will start at 2:30pm and end at 5:00pm.**

*(Parents should be called with # in binder if they have not arrived by 5:00 and Marcia *130 notified).*

We will follow the school calendar. Cancellation of school due to inclement weather will be broadcasted on radio stations WPRO FM and COAST93.3 as well as TV stations FOX, Channel 10, 12, and 6. If there is no school in Johnston, we will not be in session.

- **There will not be Before School Care if there is a delayed opening of school.**
- **There will be no After School Care on early dismissal days.**
- **Payment:** The billing period for extended care will be from Monday – Friday. Extended Care employees do not have to handle payment. The parents are billed in their child's Thursday Packet. Payment is due by the following Wednesday. The hourly rate is \$6.00 per hour. Rate is charged Students in Grades 5-8 who stay for Subject Night will be charged \$6.00 if they stay until 3:30 and \$9.00 if they stay until 4:00. Any additional time after 4:00pm for Grades 5-8 will be charged at \$6.00 an hour.

Emergencies/Safety

Each Student Has an Emergency Form on file. Parents have supplied the School Office with copies of custody and restraining orders which may be in effect.

One of the most important regulation concerns is when the child leaves the premises of the Extended Care Program:

- Children will not be released to parents, guardians, etc. who appear to be under the influence of drugs or alcohol.

- Parents or guardians should not send people whose signatures are not on the Signature Release Form to ask for the release of a child. For the child's safety, release will not be granted. In special circumstances a parent or guardian may arrange for such pick-up by sending written authorization to the Principal. A photo identification must be provided before a child is released.
- Another area of concern related to the child's welfare is the matter of telephone messages. Parents may wish to telephone the program asking that their child be directed to go to various places after school. As there is always the possibility that a person other than the parent might telephone, such requests will not be granted.
- With the same potential problem in mind, our staff will not accept a telephone request to call a cab for a child.

Illness and/or Accident (See Extended Care Café Rocco Binder 2)

- Medication – The administration of all medicines and drugs by the Extended Care Program staff is strictly prohibited. Any requests to administer medication of any kind must be handled through the school office or nurse.
- Parents are expected to make provisions for taking sick children home
- Injuries – Extended care staff will provide parents with a written record of any injuries that occur during extended program times. Form(s) for accidents are in Binder 2. Student Accident Report and Head Injury

EXPECTATIONS OF CHILDREN'S BEHAVIOR/ DISCIPLINE CODE FOR EXTENDED CARE

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials, and the environment provided to them. They must never leave the building without the direction of their teacher or School Staff. As this program is an extension of the school day, all students attending are expected to adhere to the rules and policies set forth in the Parent/Student Handbook.

- Students are expected to follow the same behavior code as during the regular school day. Repeated behavior issues will be reported to parents and administration.
- No running in Café Rocco. Play, safe, fair and nice. No ball throwing. Toys must be used as intended.
- Students may not leave Café Rocco without permission. Only 2 students should be out to the bathroom at a time. PRE-K must be accompanied by Staff member or older student. No parents are allowed in student bathrooms.
- Students are not allowed in the Kitchen or Teacher's lounge by themselves.
- Students may bring toys from home for Before/Aftercare. No electronic devices are allowed. Cell phones are to be placed in the school office upon arrival and picked up upon dismissal.

Staffing and Supervision

- At least two staff members must be present at all times.
- Staff should arrive 10 minutes prior to the start of Before Care to prepare the space and materials. Each Staff member will sign in in the school office upon arrival before heading down to Café Rocco.
- Please check that all Extended Care materials are put away in their proper bins and shelves and report any broken items to the school office.
- In Extended Care Binder Staff will add the Day, Date and their name to the Extended Care Sheet (After Care just add your name to the right hand column.)Binder Clip will note current days page.

Drop-Off Procedure

- As all doors to the school are locked, parents or guardians are to use ONLY use the side Extended Care door by Café Rocco for Drop Off. When the Parent/Guardian rings the bell you will meet the student at the door. There is a clearly marked sign indicating “Extended Care” above the bell for the Parent.

Check-In:

- Staff greets each student warmly and checks them in with the time they arrived on the Before Care attendance sheet. (Sign in sheet is sorted by all students last name.)

Health & Safety Check:

- Staff perform a quick visual check to ensure students appear well.
- Any health or behavioral concerns should be reported to the school nurse or administration immediately. If a child feels ill they should be checked by the nurse for a temperature. If they have a fever the school office should be notified to send them home.

Personal Items:

- Students place backpacks, coats, and belongings on a stool on the long tables.
- No Electronic devices are allowed.

Pick Up

- Students in PreK 3 and PreK 4, as well as Grades 5-8, being picked up anytime between 2:30-4:00 will be dismissed by the office through the front doors.
- After 4:00. All students who stay beyond 4:00, should be picked up by the side Day Care door by Café Rocco.
- Students in Grades K-4 should only be picked up at the side Day Care door by Café Rocco.
- **A \$10.00 fee will be charged for any child picked up after 5:00PM.**

Final Check:

- Staff double-check attendance sheet to ensure all students have been safely transitioned.
- Doors are secured and lights turned off once the area is empty

Before Care Activities

Activities should foster calm, social interaction and readiness for the school day.

Examples include: Quiet games (puzzles, board games, cards), Coloring or drawing, Reading or homework, Building blocks or Manipulatives

Toys and books are available on the wire racks and bookcases. Items must be put away before another is taken. Tall Black cabinets have games, puzzles, cards and other small items. These should only be opened by staff. The small black cabinets house paper and coloring supplies.

Play Guidelines:

- Respectful behavior is always expected.
- No running, rough play, or shouting indoors.
- Students must stay in designated Before Care areas. Middle school students on left tables and elementary and on right.
- Staff maintain active supervision and positive engagement with students.

Transition to Classrooms

Clean-Up:

- 5–10 minutes before dismissal, students help clean up materials and prepare belongings.
- Staff ensure all items are returned to their proper place

Dismissal to Classrooms:

Pre-K4, Kindergarten, 1ST & 2nd & Pre-K3: Escorted to classrooms by Office Staff at 7:58 for 8:00 am arrival to class. Please wait for staff to arrive before leaving Café Rocco. There will be 2: one person for first floor and one for lower level students.

- Grades 3–8: Dismissed in groups or by announcement to proceed directly to their classrooms or homerooms.
- School Staff confirm all students have exited the Before Care space.

Aftercare Routine

Attendance

- K-5th Students will come into Aftercare shortly after 2:30 dismissal. Each student should sit at a designated table until they have been checked in by a staff member. This will be repeated at **4:00 with Middle School Subject** night students and **PK-3&4 Aftercare. Pre-K Teachers will provide a list of students coming in to add to sign in sheet.** Time should be listed as the time they arrive in Café Rocco.
- Once all students have been checked in snacks can be passed out 1 per student and prayer can be lead by student of your choice. No snacks with nuts are allowed.(Prayer and Snacks do not have to be repeated with later arrivals)
- The first hour is for Homework: (Monday- Thursday). There will be a study/quiet period for students to accomplish homework assignments. It is the student's responsibility to acknowledge his/her homework assignment and to use this time appropriately.

SUBJECT NIGHT: MIDDLE SCHOOL STUDENTS IN GRADES 5-8

Students in Grades 5-8 will be able to attend After Care each day in a "Subject Night" format from 2:30-4:00.

- Students will be able to stay any night for the subject they need help with. Each day will be assigned a different subject. If a student is not looking for extra help, they can stay and the environment will be homework and academic focused. Students in Grades 5-8 who stay for Subject Night will be charged \$6.00 if they stay until 3:30 and \$9.00 if they stay until 4:00. Any additional time after 4:00pm for Grades 5-8 will be charged at \$6.00 an hour.
- At 4:00, any students needing to stay later will join the other After Care students in Café Rocco until they are picked up. Our Middle School teachers will be running this program.

Middle School Daily Afternoon Subject Schedule:

Monday: Science ~ Mrs. Montecalvo

Tuesday: General Studies ~ Miss. Bocia

Wednesday: Social Studies and Religion ~ Mrs. Reitz

Thursday: ELA/Lit ~ Miss Tripp

Friday: Middle School Detention/No Subject Night