

Extended Day

Program Handbook

Philosophy/Mission:

Extended Day is dedicated to providing children with a safe, joyful, and enriching Before/After School Program. We are committed to the Sherwood Montessori Mission Statement of engaging within the context of mutual respect and joy, engaging in critical thinking, fostering empathy, and advocating skillful problem solving. We work within the core values of Sherwood Montessori emphasizing mutual respect, honesty, and courtesy in our interactions with each other and children. Our aim is to expand their understanding of these core values beyond the classroom, and into our Extended Day program.

Extended Day strives to provide an environment for children to play, work, and collaborate with each other. Each day children can participate in: guided activities, homework help, outdoor and indoor free play, reading assistance, engaging interactions with peers and staff, outdoor games, and eating a healthy snack.

Extended Day strives to employ staff who are passionate about Maria Montessori's philosophy and will apply firm standards of conduct by emphasizing mutual respect, honesty and courtesy at all times - with each other, the children we serve, and the families of Sherwood Montessori.

Registration:

All parents must register their child in the Extended Day Program **PRIOR** to the child attending*. There is a **non-refundable \$25 materials fee, per family, which will be due at the time of registration**. Extended Day will be utilizing the same emergency contact information provided to the school at the time of enrollment. The Parent Agreement (last page of the Handbook) must also be signed and returned before any student may attend the program. By signing the Parent Agreement page, parents/guardians acknowledge the Sherwood Montessori Extended Day policies, procedures, and student behavior expectations.

****Your child may not attend Extended Day without current registration paperwork.***

Withdrawals:

A parent may withdraw their child(ren) from Extended Day at any time. Please give notice to the Extended Day Coordinator as soon as you know you are no longer in need of services. *Please Note: **No refund will be given.**

Tuition and Payment Schedule Procedures:

The Extended Day tuition is based on the Sherwood Montessori school calendar. Account payments are **due on the 15th of each month**. Additionally, if tuition is not received by the 25th of the month, a \$15 late fee will be charged. If tuition is not received before the 25th of each month, eligibility for the program will be revisited.

Tuition is due for the entire month regardless of the number of days your child attends. Enrollment in the program is as follows: New enrollments and contract changes are allowed with the submission of a new contract and a \$25 enrollment/enrollment alteration fee. Tuition charges for any contract changes or new enrollments during the month will be handled as follows: If enrolling between the 15th and the 30th/31st for the month, full payment is due for the month. If enrolling between the 1st and the 15th of the month, the tuition will be prorated by half.

Invoices and billing communication are all handled via email, unless otherwise requested by the person financially responsible. Please be sure to indicate the email you most frequently use on the Terms and Conditions form.

Tuition costs are as follows: *

Morning Care:

Five days per week	\$60	per month
Four days per week	\$48	per month
Three days per week	\$36	per month
Two days per week	\$24	per month
One day per week	\$12	per month

After Care:

Five days per week	\$250	per month
Four days per week	\$200	per month
Three days per week	\$150	per month
Two days per week	\$100	per month
One day per week	\$50	per month

****Parents must also select which days of the week the student will be attending. Once selected, days are not interchangeable. Changes must be made with the Extended Day Coordinator, and added to current paperwork.***

Valley Oaks:

If your child receives subsidized funds from a local government/organization such as Valley Oaks, please bring the appropriate paperwork at the time of registration. ***Families using Valley Oaks are responsible for the difference between what Valley Oaks remits and the actual Extended Day tuition.*** Families who use Valley Oaks are still responsible for the \$25 materials fee.

Absences:

Credit for absences will only be given in extreme situations where a lengthy absence period (10 days minimum) has occurred due to student having a severe illness. To receive a credit, a doctor's note must be provided covering the dates of the absences and permission to return to school.

Hours of Operation:

Extended Day operates from 2:50 - 5:30 for K-8th grade students during regular school days. No care will be offered during school in-service/teacher work days or holidays. Please refer to the school calendar for these dates throughout the school year.

Arrival Procedure:

Morning Care: Students that are enrolled in the Morning Care Program must be escorted to Extended Day and signed in by their parent. Safety is our top priority and this ensures that your child has arrived to an Instructional Aide's care. Morning Care operates from 7:30-8:30. **If you would like your student to be escorted by an Aide to the cafeteria for breakfast, they need to be in Morning Care by 8:00, otherwise they will need to be escorted by the person dropping off.** From 8:30-8:45 children are supervised by staff for morning recess free of charge.

After Care: Students who are enrolled in Extended Day will be escorted to After Care by an Extended Day staff member.

Departure Procedure:

Parent/Guardian or authorized pick up person must park in the designated parking spaces in the Chapman Elementary parking lot or 20th Street Park parking lot, and escort their child(ren) from Extended Day by signing them out with an Extended Day staff member. Parents will sign their child(ren) out at the end of the day indicating the time of departure and their initials. Any authorized adult indicated on your student's emergency card will be required to show photo identification. Please let staff know of any new authorized pick up contacts. Siblings and babysitters under the age of 18 will be allowed to sign students out or pick students up from the Extended Day Program ***upon pre-approval from the child's legal guardian***. Please note: Late pick up will result in a \$1 per minute rate after 5:30 PM.

Contact Information:

For questions regarding contracts, the Extended Day Program, or student needs, please call or email the Extended Day Coordinator:

Kristina Crovella: kristina@sherwoodmontessori.org (530)345-6600

For billing questions, please contact the Extended Day Billing Coordinator:

Julia Goddard: julia@sherwoodmontessori.org (530)345-6600

Emergency Contact:

Extended Day can be reached by dialing the office phone (530)345-6600 during office hours (8:15 am – 5pm) or the Extended Day phone at (530)588-5851, when the office is closed. Extended Day will administer basic First Aid to children in need. If the child requires emergency treatment, Sherwood Montessori will notify the parent (or emergency contact if parent cannot be reached) and emergency personnel to take the child to the hospital. The Extended Day Program also has permission to allow the child to leave the school with one of the Emergency Contacts listed on their emergency card if the parent is unable to be located.

Student Behavior and Discipline Policy:

Extended Day is an extension of the school day and all children are expected to follow the Behavior Policy as stated in the Sherwood Montessori Family Handbook.

Taken from the Sherwood Montessori Family Handbook:

Maria Montessori developed her approach to education with nothing short of world peace as its ultimate goal. At Sherwood Montessori, we uphold this high expectation by creating classrooms and a school as a whole that reflects our belief in this possibility. To achieve a climate of peace, joy, and respect, high expectations for positive behaviors will be the norm and problematic behaviors will be dealt with firmly and consistently.

Guidelines for Behavior

While we have every confidence that your child will handle herself/himself appropriately at school, the following guidelines will let you know how we deal with certain situations. Please take time to familiarize yourself and your child with these simple rules and courtesies.

Classroom

- *Respect and take care of equipment and materials.*
- *Treat others the way you would want to be treated.*
- *Walk and talk softly inside.*

- *Listen, without interruption, when others are speaking and working.*

Consequences:

- 1. Request to reset.*
- 2. Additional lesson given to show appropriate behavior.*
- 3. Seated alone at a table within classroom.*
- 4. Seated alone under supervision in the office.*
- 5. Complete a Thought Paper*
- 6. Behavior Communication Report sent home regarding the behavior.*
- 7. Parent will be called to pick up child.*

Playground

Stay in the limits of the fenced playground.

- *No willful physical harm to others.*
- *Respectful behavior is expected.*
- *Playground equipment will be used as intended and returned to proper place when finished.*
- *Throw only balls, and only to a partner who is ready. Keep balls away from buildings and off of roofs.*
- *Monkey bars and slides are one way routes.*
- *Jumping off slides (launching) is not allowed.*
- *Rough housing and play fighting is unsafe, and so is not allowed.*

Consequences:

- 1. Request to reset.*
- 2. Child may be asked to observe others playing safely for up to five minutes.*
- 3. Complete a Thought Paper*
- 4. Incident report sent home to the parent.*
- 5. Removal from playground, under supervision in the office.*
- 6. Parent will be called to pick up child from school.*

Extended Day

Parent Agreement

My student(s), _____, will be attending the Sherwood Montessori
Extended Day Program in the 2019/2020 school year. I have read the Extended Day Program Handbook and
agree with the policies, procedures and behavior expectations required for participation in the program.

Parent/Guardian's Name (Print)

Parent Guardian's Signature

Parent/Guardian's Name (Print)

Parent Guardian's Signature

Today's Date

