

## EXTENSION PROGRAM 2016

### *Morning Extension*

Extension services are available free of charge for all grades before school beginning from 6:55 a.m. until 7:30 a.m. Morning extension is located in Building A (Ashley Building), Room 104, and for security reasons, must be accessed only through the designated rear door via the parking lot near the gym. For the first few weeks, a parent or responsible adult must escort students in K-4 and K-5 to the door of room A104 where the student will be signed in. Under no circumstances will students be allowed to freely wander the halls in any of the buildings on campus while awaiting the opening of school. If extension services are needed prior to 6:55 a.m., drop off may begin at 6:30 a.m. for a daily fee of \$5.00 per family. All students arriving after 7:30 a.m. should be dropped off at the gym.

### *Afternoon Extension*

Afternoon extension, which is available for grades K-4 through 8<sup>th</sup> grade, is available beginning at 2:45 p.m. Monday through Friday until 6:00 p.m., in **C Building**. A small snack will be provided; if a student has specific food allergies or braces, please advise staff so that an appropriate snack can be provided. Please note, the Extension Program snacks may contain nuts, milk and/or gluten, so parents with particular concerns about allergies should plan to provide their students with an alternative snack. One of the goals in the afternoon extension program is to provide students in first grade and above with an atmosphere that allows them to work on school assignments in a timely manner and to help prepare for weekly quizzes/tests. Students are encouraged to come to extension fully prepared for doing homework by bringing paper, pencil, etc. Please understand that this does not alleviate the parents' responsibility to check homework and to help with incomplete or misunderstood homework.

With regards to student's safety:

- ❖ It is extremely important that when Extension students are moving as a group from one location to another, that parents pick up students at their destination and not cause the line to stop, nor remove student(s) from the moving line.
- ❖ With regards to the playground, it is highly recommended that children bring water bottles, that girls in dresses wear shorts underneath, and that all students dress appropriately for the weather, as extension will be going outside as long as the temperature is above 45 degrees and less than 95 degrees, and thunder or lightning is not present. Students in grades 6 through 8 must check in with extension staff on the playground no later than ten minutes after their final bell. They are strongly encouraged to walk as a group over to the playground, and not to cross campus unaccompanied.
- ❖ The Extension Program requires that an Activity/Sport Release be filled out completely by a parent if a child is being released from Extension for any extra-curricular activity (i.e., tutoring, cheerleading, soccer, basketball, music lessons, play practice, etc.). This form can be obtained from Extension or on-line at [www://cathedralacademy.com](http://www://cathedralacademy.com) (click on Forms and Documents and under Athletic

Forms is the Activity/Sport Release). An additional Release form is required for each different activity/sport. *If the form is not received, the student cannot be release from Extension to attend the activity.*

- ❖ The Extension Program will be closed on all days when school is not in session, and in the event of a school closure due to inclement weather, the Extension Program will be cancelled.

For the first few weeks while the staff adjusts to new faces, a picture I.D. is necessary for student pickup. At all other times, when someone other than the regular person picks up the student, a picture I.D. will be required. The Extension Program closes promptly at 6:00 p.m. and there is a charge of \$15.00/child for every 15 minute increment the student is in the Extension Program after 6:00 p.m.; for part-time students, there is a charge of \$1.00/child for every minute the student remains in extension after 4:30 p.m.

Extension payments need to be added to parent's Facts tuition account. Additional late charges and early morning drop off fees will be invoiced separately on a weekly basis. Any financial questions should be directed to Cindy Woodard at [cindy.woodard@cathedralemail.com](mailto:cindy.woodard@cathedralemail.com) or call her at 760-1192, ext. 360.

**If a regularly enrolled Extension student will not be attending Extension on a particular day or will be going home with another parent or student, a short note should be sent to the teacher, as well as a call placed to Cindy Inabnett at the school office (760-1192). Notifying the teacher in writing insures that the student goes to car line instead of the Extension line, and notifying Cindy insures that Extension staff will get any last minute messages.** Also, if an Extension student is planning on bringing home a friend, please note that unless the friend is enrolled in the Extension program, that additional child cannot be dropped off in Extension.

Extension staff can be reached on their cell phone at **843-425-8776** from 3:00-6:00 p.m. At all other times, please call the school office and leave a message. The extension phone will not be available for general use by students, but will be maintained as a direct line of communication between parents and staff. The extension phone number should be entered into parent's phones and into those of the primary pick-up people so that it will be easily identifiable in case of emergency. If a phone conference is needed or a concern arises, please email Karen Burns at [karen.burns@cathedralemail.com](mailto:karen.burns@cathedralemail.com) and she will contact you. *Please do not leave messages on the extension phone number.*

Due to staffing requirements, if you withdraw from Extension at any point in the school year, you will not be able to sign up again until the following school year. Any exceptions, such as job loss, change of jobs, etc., will require approval by the administration before a student can be readmitted to the Extension Program. **Extension students in 5<sup>th</sup> through 8<sup>th</sup> grade who have chosen to dis-enroll from extension to play a seasonal CA team sport will be exempt from this guideline.\***

### ***Occasional Use Policy***

Recognizing that there are situations when parents may occasionally need to use the Extension Program, the Extension Program is available to all CA families for the following reasons: emergency, job-related temporary schedule change, short-term medical, and parent-teacher

conferences. In order to request occasional service, an email or written request needs to be submitted to the extension director, with a copy going to Cindy Inabnett in the school office and to the student's teacher. In the case of a sudden emergency, a call may be made to the school office for verbal approval, and then followed by a written note stating the reason for the needed service. Fees for occasional service are \$6.00 per hour, or any part of an hour, per child, and will be invoiced separately. Use of occasional service may not exceed four visits per quarter without prior authorization from the administration, with the exception of extension students in 5<sup>th</sup> through 8<sup>th</sup> grade that have chosen to disenroll from extension to play a seasonal CA team sport. \*

### ***Seasonal CA Athletic Teams and Extension Program***

\*These Extension Program guidelines apply only to those extension students in 5<sup>th</sup> through 8<sup>th</sup> grade who are on a seasonal CA athletic team, and are based on the actual starting date/first day of practice. You may disenroll from extension at that time, and during that sport's season while your student is playing on a CA team, you may use extension on an occasional service basis, for an hourly fee, whenever practices are not held (you will need to let extension staff know that your student will be attending that day). At the end of the sport's season, you may reenroll in extension without the administration's approval. You will not be allowed to continue to use occasional service more than 4 times per quarter, however, if you choose not to re-enroll in extension after that sport's season ends.

If a student withdraws from a seasonal CA sports team midseason, and needs to return to the Extension Program, the remainder of that month will be invoiced hourly as occasional service. Regular monthly extension charges will resume at the beginning of the next month.

**Please note that for staffing purposes, the extension director must be notified in writing by July 31<sup>st</sup>, of any 5<sup>th</sup> through 8<sup>th</sup> grade student who intends on participating in seasonal CA team sports, and who will most likely need to use the Extension Program when not involved in CA sports.**

*The Cathedral Academy Administration reserves the right to amend this policy when deemed prudent.*