

**Dear Meridian School Parents and Students,**

**I would like to welcome you to the Meridian School Extended Day Program for the 2014-15 school year. This handbook is intended to answer questions you may have about the philosophy and structure of the Extended Day Program. Please note, the 2014-15 Extended Day Parent Handbook is on the school website with complete Extended Day program details. I encourage you to read it thoroughly, then return the parent confirmation form to the Extended Day room, and keep this document nearby for reference through the year.**

**The Extended Day Program staff brings a wealth of energy and talent to the program. This year ALL of the staff are returning staff and have been here from one to eight years. These individuals are very aware of their responsibility to provide a fun, relaxing, as well as, safe environment for your child(ren). If possible, please take time to introduce yourself to the staff over the next few weeks.**

**The Extended Day Program provides enjoyable and fulfilling programs/activities for the participants through program activities, led by program staff, as well as many enrichment classes such as; Baking, Martial Arts, Music Lessons, Chess Club, Indoor soccer, Jump Rope, Machine Sewing, and more. The enrichment classes information and registration will always be posted on the Parent Board and on the school webpage to find out more.**

**Once again, I look forward to seeing you and your child(ren) this school year. If you have questions about the Extended Day or Summer Program feel welcomed to call me at (206) 632-7154x308.**

**Sincerely,**

**Doug Coppinger, M.A.  
Director of Extended Day and Summer Programs**

## **MISSION and PHILOSOPHY**

**The Extended Day Program dutifully holds to the mission to provide a well supervised program that offers something for everyone. We expect the youth to honor and be mindful of the established school behavior principles (respect ourselves, each other, and space). Our program is designed to encompass interests of all kinds so every child finds something enjoyable to do while in Extended Day. We are committed to making this out-of-school time program relaxing, safe(physically and emotionally), where children can bloom, make friends, and have a lot of FUN in the following ways:**



- \* Provide an environment that fosters personal growth.**
- \* Encourage socialization and group/teamwork skills.**
- \* Create an environment of caring/respect for oneself, others, and the community.**
- \* Provide a multi-cultural curriculum that encourages an anti-bias approach to one's community.**
- \* Welcome parents and families as a key part of the student's day.**

**The Extended Day program will attempt to align activities with school themes whenever possible through the year (e.g, Global Studies, Meridian CARES, Responsive Class room).**

**Our philosophy: Play is essential to a child's academic and social-emotional development. Everyone has an innate playfulness and curiosity that contributes to learning. The Meridian School offers an Extended Day program that supports the academic program (homework help, class room news, Global Studies), school climate (Responsive Classroom, small group activities), and social activities (community service, special events) in our community in a safe, inclusive, and playful environment. The Meridian School Extended Day program balances teacher – led and child-centered activities, and enrichment classes that enables students the opportunity to create, learn, engage, and have fun. The Extended Day program strives to be an active component of the academic program where students have an opportunity to use their extended time at The Meridian School to enrich their on-campus experience.**

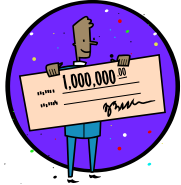
## **ABOUT THE PROGRAM**

### **ABSENCE**

**Please notify the school office as early as possible or by 12 p.m. if your child will not be attending that day. This will assist us in our attendance procedures, and to accurately know how many daily students we can accommodate that day.**

## **ABUSE, NEGLECT AND EXPLOITATION REPORTING**

Under Washington State Law, child care workers are required to report immediately any incident that they suspect may indicate child neglect or abuse, including physical, emotional, or sexual abuse. The staff are aware and will follow the guidelines set by state licensing and Child Protective Services.



## **ADMISSION AND FEES**

Students and parents may visit our center any time during regular business hours, however prior notice assures that the Director of Extended Day will be available. To enroll in the Extended Day program admission to the school is required. A registration form may be obtained in the school office. The annual cost for full time extended day program is \$3350.00. We have divided this annual amount into monthly payments. We will bill you monthly for this service. Extended day fees are to be paid in advance, on or before the 20<sup>th</sup> of each month, \$335.00 per month August 20<sup>th</sup>, 2014 through May 20<sup>th</sup>, 2015. An additional, NON-REFUNDABLE fee is charged for our winter and spring breaks - \$60 per day for full-time students and \$75 per day for intermittent/daily students. This charge pays for the day care staff and extra hours. For Intermittent Extended Day use the daily rate is \$25.00 billed monthly and due by the 20<sup>th</sup> of each month. A late charge will be assessed for payments received after the due date, at the rate of \$25.00 per month. This late fee is separate from the elementary tuition late fee. Returned checks will be assessed an additional charge of \$25.00.

**Please Note:** Fees for the summer program must be paid in full in order for a child to attend the extended day program. Extended day and elementary tuition for the prior year must be paid in full in order to register for the upcoming summer program.

## **AFFIRMATION STATEMENT**

Enrollment at The Meridian School Extended Day Program is made without discrimination on the basis of gender, race, religion, sexual orientation, creed, political belief, or any other legally protected status.

## **BEHAVIOR MANAGEMENT and DISCIPLINE**

The Extended Day Staff's role in the program is to facilitate activities that stimulate your child(ren)'s physical, intellectual, and social drives in a positive way. In addition, they are here to guide a child through difficult situations that may occur while He/She is in the program. The staff model appropriate behavior and treat each other and the students with RESPECT. Children are genuinely good individuals, but sometimes they make poor choices from being inexperienced to ways of effectively solving conflicts. The Extended Day program implements the Responsive Class room and Second Step Conflict Resolution (the same method used in the classroom during the school day) as a way to assist the children learn to solve their conflicts more positively and stay aligned with the techniques presented throughout The Meridian School community.



The Extended Day program maintains the same student behavior expectations that are designated during the school day (please see the school parent handbook). Our Behavior Management Policy:

- 1) If a problem behavior occurs or has been determined through observation from a staff, communication with the parent will occur and the incident will be documented.
- 2) If negative behavior persists the Director of Extended Day and parent will meet to discuss the options that will best address the situation. Possibly a third party observer (class room teacher, instructional assistant, child care professional) will be brought in to observe and provide feedback as well as identify the needs of the child to the program staff and parent's (with parent permission). Further, a behavior contract may be created and agreed to by all parties. This contract will be monitored regularly as the behavior persists.
- 3) After all above efforts have been made to achieve a successful outcome for the child, and the behavior continues or advances, enrollment will be terminated. Re-enrollment will be determined after the Program Director, parents, child, and possibly third party observer meet to assess the situation.

**\*\* Please note. If a child's behavior is dangerous to themselves, other children or staff immediate dismissal will be required.**

Most important is the consistent communication of program expectations from the parents and the Extended Day staff to the child.

## **CHANGES/ CANCELLATIONS**

There is no charge for changing from full-time extended care to the intermittent plan (or for changing to no extended care) but if you wish to change back to full time extended care from the daily plan there is a \$25 processing fee. May 1st is the last day a change from full time status to daily care will be accepted.

## **EMERGENCY/DIASTER POLICY**



In the event of an emergency/disaster, the Extended Day program will put a message on the school phone and website-[www.meridianschool.edu](http://www.meridianschool.edu) indicating the plan for parents. On campus, in the event of the need to evacuate the Good Shepherd Center, all extended day participants will be escorted by staff outside to the gazebo area until clear to return to the building. There are evacuation maps and procedures posted throughout the school. **In this event, local land lines would be down or slow at best. We have an Out -of-Area Peer School contact to call with an update of our school/extended day situation. Please call Wasatch Academy in Mt. Pleasant, Utah at 1.435.462.2411.** Please listen to your local radio station for information. For snow closures we will commonly follow the Seattle Public Schools closure schedule, BUT there will be times when The Meridian School will make our own decision about weather related delays or closures. Please contact [www.schoolreport.org](http://www.schoolreport.org) for more information.

## **ENRICHMENT CLASSES**

Once again the Extended Day Program will offer enrichment classes during the after school hours. These classes are intended to provide students the opportunity to explore a topic/activity more in-depth while having fun. They are not intended to have an

academic focus. Typically, these classes will run for 6-8 weeks, one day per week. Most classes last one hour. Enrichment classes are generally taught by instructors outside the Extended Day Program. Enrichment class instructors set the tuition fee for their classes to cover their time and supplies directly used for the class. Payment is made to the Meridian School. All Meridian School students are invited to participate in the Enrichment classes offered during the Extended Day Program. Students not contracted for Extended Day Program services must enroll on an Intermittent status to participate in enrichment classes to meet Department of Early Learning (DEL) licensing requirements and liability purposes. ***Intermittent students will be charged \$5 /day/session for attendance in Enrichment classes only, \$10/day/session for attendance in Extended Day before the Enrichment Class, and \$25/day/session for attendance in Extended Day before and after the Enrichment Class.*** A new line-up of Enrichment classes run each quarter; typically beginning in early October and end the week prior to the last day of school in June. A list of upcoming Enrichment classes will be posted in the South Annex, the Front Office, and in the Thursday packets.

## **FIELD TRIPS AND TRANSPORTATION**

From time to time during the school year and during school breaks we will take students on field trips. The school owns and maintains one twenty-three passenger mid-sized school bus. This vehicle is driven by certified Commercial Driver's Licensed (CDL) Extended Day/School staff who are insured and trained in First-Aid and CPR. All passengers are required to wear seat belts while the vehicle is on. The school does not provide transportation to or from school or escort service. Students may not walk home by themselves from Extended Day (please see "signing in/out").

## **HOLIDAY/SPRING BREAK CARE**

Extended Day Care is available for full-time extended day students on early dismissal and non-school days. Due to space restrictions, care for intermittent students is not available on these days, without prior explicit approval from the director.

Day Care will be open during *Winter Break* (tbd) and the first week of *Spring Break* (tbd). Pre-registration and pre-payment are required for Winter Break and Spring Break. The cost is \$60 a day for full-time / \$75 a day for intermittent students. This fee is **NON-REFUNDABLE** and **MUST BE AT THE TIME OF REGISTRATION**.

Extended Day Care and the school will be closed on all national holidays. See the school calendar for complete list of Extended Day closures.

## **HOLIDAY / CULTURAL CELEBRATIONS**

The Extended Day program refrains from celebrating individual religious holidays as a general activity format. The focus of celebrations is intended to highlight seasons, cultures, families, traditions, etc. However family/individual are invited to visit the Extended Day program and present a specific holiday traditions.

## **HOME WORK POLICY**

We provide time for school work on an as needed basis each week for the 2nd - 5th grade students during Extended Day. For the younger ages there will be time for school work during the first hour of Extended Day on an as needed basis. Each day a

child is allowed to work on home work if she/he chooses. The Extended Day program is designed with an emphasis of social, recreational, creative, and relaxing content rather than an academic program.

## **HOURS OF OPERATION**

Extended Care hours are 7:00 - 8:30am and 3:00 - 6:00pm. Children arriving before 8:45am or picked up after 3:30pm will be signed in to the day care. Please see Daily Student Procedures for more information. Please refer to the school calendar for all early dismissal and school closure days. Winter Break daily hours may vary.



## **ILL CHILD POLICY**

On the advice of health experts and the DEL licensing requirements, children with any of the following symptoms will not be permitted to attend or remain in Extended Day care:

1. fever of 100 F or higher and also have one or more of the following:
  - diarrhea - earache -showing signs of irritability/confusion
  - sore throat - rashes
2. Vomitting 2x or more within the past 24 hours.
3. Draining rash.
4. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial infection 24 hours of antibiotic treatment.
5. Open or oozing sores, unless properly covered.
6. Lice or scabbies.

If the Extended Day staff or the Director, have concerns about the child's ability to safely return to the program-we reserve the right to request a note from the child's health care provider.

We will ask that ill children, as described above, not attend Extended Day as they...

- are unable to take an active part in our daily program
- may expose others to illness
- are at risk for being exposed to other diseases/illness when their resistance is low.

When a child is excluded from attending the Extended Day program, the staff will make note of this action in our Accident/Illness Log.

### **Caring of Ill Children:**

1. Separate ill children from others
2. Notify parent/guardian to pick up child as soon as possible
3. Illness will be recorded in the Accident/Illness log
4. Some communicable diseases must be reported to the local health dept.

## **INTERMITTENT/DAILY CARE**

Drop in care is available for \$25 a day. Please call the school office on the day of or earlier for the day your child needs care to make sure we have room to accommodate them. We will not be able to accommodate intermittent students on early dismissal and non-school days ( i.e. parent-teacher conferences) unless space becomes available. Extended Day hours run from 7:00 - 8:30 am and 3:00 - 6:00pm. If your child is on campus before 8:30am or after 3:30pm(K-2) and 3:30pm (3-5) you will be charged for a daily student care day.

To participate in any recognized Extended Day Enrichment Class all students must be enrolled as a contracted Extended Day participant. In addition to the Enrichment Class fee, Intermittent Extended Day families will be charged \$5, \$10, or \$25/day/session.

## **LATE PICK UP POLICY**

Program hours are from 7am - 8:30 am and 3-6pm. The Meridian School has liability coverage for extended care corresponds with these hours. Children must be picked up by 6pm.

Parents who pick up their child(ren) after 6pm will be assessed a late fee of one dollar per minute after 6:00pm, payable at the time of pick up. This allows us to compensate those extended care workers who have been inconvenienced by having to stay late, overhead, and liability cost. Late pick up inconveniences everyone, therefore, parents will receive a warning on the second late pick up and may be removed from the program if there is a third occurrence.



## **LOST AND FOUND**

The main lost and found is located in the North Annex hallway. A South Annex lost and found is located in the south annex hallway. Periodically, the items in the lost and found will be cleared out and donated to charity, after an effort has been made to return the items to their proper owners. Please check the lost and found frequently for your child's personal belongings.



## **MEALS, SNACKS, NUTRITION**

Children will receive a nutritious snack served daily at 8:00a.m. and 3:00- 3:30 pm. After 5:15 p.m. a third snack may be served if needed. In accordance with licensing requirements children will be served two of the following components at each snack period:

- a. Dairy
- b. Protein
- c. Bread or alternative (crackers)
- d. Fruit, vegetables, or juice



If for dietary or personal reasons an alternative snack is preferred for your child(ren) it will be provided. If for dietary or personal reasons an alternative snacks is needed (and provided by parent), a signed parent permission form is needed. Please do not send personal snacks (e.g., sodas, candy, chips, etc.), for your child(ren) with the intent they be consumed during the Extended Day Program.

## **MEDICATION MANAGEMENT**

Medication (prescription or non-prescription) will only be given with prior written consent or the child's parent/guardian. The parent/guardian must complete the Medication Authorization form (available from Meridian School personnel).



Medications will be stored in the locked white metal, medicine box in the south annex or the staff refrigerator if necessary. Internal medications will be stored separately from external medications.

Records of all medications will maintained on an Administration of Oral Medication sheet which is located in the Accident/Illness Record notebook.

## **NON-PRESCRIPTION MEDICATIONS MANAGEMENT**

The following medications can be given with written parental consent, only at the dose, duration, and method of administration specified on the manufacture's label for the age or weight of the child needing the medication:

- 1) antihistamines
- 2) non aspirin fever reducers/pain relievers
- 3) decongestants
- 4) anti-itching ointments or lotions
- 5) Sunscreen
- 6) cough drops

## **PARENT COMMUNICATION**

We have provided you with a parent board located in the South Annex that is the hub for information about the Extended Day program. Please be sure to check it daily so that you don't miss out on important information.

In addition, regular Extended Day program updates are sent home in your child's Thursday packet. The Extended Day program has an "open door" policy for parent's to visit the program. Visits must be pre-arranged with the Program Director.

## **PERSONAL BELONGINGS**

The Extended Day Program advises against children bringing personal toys to the program (unless specifically requested by the staff for a special group activity). Please label all personal belongings to assist in minimizing the lost and found pile. The Extended Day Program does not assume responsibility for lost or damaged personal items.

## **PROGRAM FORMAT**

We include any Meridian School student that has been enrolled for the Extended Day Program. The students are enrolled in two ways: full-time (use on a regular basis) or intermittent (use on an as needed basis). Our program is licensed under the Department of Early Learning (DEL). Being licensed by DEL signifies that we have met



and implemented licensing requirements to ensure parents of a quality program and child safety.

The South Annex is the primary location for the Extended Day Program. During the afternoon, the K-1<sup>st</sup> graders will be in the Extended Day room. The 2<sup>nd</sup> – 5<sup>th</sup> graders will meet in other rooms (mostly N. Annex) within the school complex. Enrichment Classes will use various rooms on campus. It is always best to check-in at the South Annex or main office first to find out the location of your child's activity. The staff in the South Annex will be able to assist you also.

This will only effect afternoon Extended Day Care. The number of children needing care in the mornings are still low enough that the South Annex provides adequate space.

#### **Sample Extended Day After School DAILY SCHEDULE:**

- 3:00 - 3:45**            **Snack time in the gym! Then everyone outside or to the gym for fresh air and movement.**
- 3:45 – 5:00**            **Choice time: Teacher-led activity or free choice/outside play .Child may choose the staff led activity in the Extended Day room or remain outside/gym.**
- 5:00- 6:00**            **Everyone returns to the Extended Day Room(S. Annex)/gym**

The gym, playground, and library are common areas available to the children for active or quiet activities. When you come to pick up your child(ren), the primary sign-out area is the Parent Information area in the extended day room of the South Annex. Program staff with any group of child outside the South Annex will also have a sign-out sheet which will allow you to sign your child(ren) out from there.

Anytime a child leaves an activity area, they will be accompanied by an Extended Day staff or another child and they must ask permission to leave an activity area and let the staff member know where they wish to go. As often as possible, children will make bathroom breaks as a group at typical transition times.

#### **RETURNED CHECKS**

There will be a \$25 service fee charged for all returned checks.

#### **SIGNING IN/ OUT**

State Licensing (DEL) requires that all children be accompanied to and from the site and signed in and out by a parent or guardian on a daily basis. No exceptions! Be sure to fill out and turn in your authorized pick up list when you register for school. Only people on this list will be able to pick up your child. Additions or deletions can be made in writing by stopping by the day care or school office in advance. Children may not sign themselves in and out or leave the site by themselves for any reason. A child may leave Extended Day alone **ONLY** when their parent(s) have signed a release form. There is a notebook on the parent table in the front room of the South Annex and each group staff has a notebook for signing in and out.

*The Extended Day staff are allowed to serve as a designated "sign in/out" person **ONLY** in emergency situations AND with prior written permission given to the Director of the program. Extended Day staff are **NOT** allowed to transport children home from the program.*

***In accordance with DEL and WAC regulations, Extended Day staff are not allowed to let a child(ren) leave the program facility if the parent(s)/guardian is visibly under the influence of alcohol or drugs. If this is the case, the staff on duty will assist the parent(s)/guardian arrange alternative transportation for the child.***



## **SNOW POLICY**

Please listen to your local radio station for information. We will commonly follow the Seattle Public Schools closure schedule, **BUT** there will be times when The Meridian School will make our own decision about weather related delays or closures. The Meridian School will activate the AlertNow telephone broadcasting system. It is advised to visit [www.schoolreport.org](http://www.schoolreport.org) when uncertain about the status of school closures. If school is delayed The Meridian School will be delayed. Extended Day Care will be closed for morning care. If school closes early, day care will be open regular hours to accommodate all children who need care. We ask that you make arrangements to pickup your child as soon as you can so that we may close the day care as early as possible ensuring that our staff also get home safely.

**If school is closed, Extended Day is closed.**

## **STAFF**

The Meridian School is lucky to be able to offer a wonderful staff team that brings energy, commitment, and creativity to this program . All staff are First Aid and CPR certified, and screened for criminal history. The staff receive professional development training during the year to enhance their repertoire of skill. For example, some of the training they may receive are; Bloodborne Pathogens awareness, Child Abuse Detection, Positive Behavior Management, Curriculum planning, Anti-Bias Multi-Cultural training, as well as many other training topics applicable to child care.

## **SUPERVISION AND TRANSITIONS**

Youth may **NOT** leave any Extended Day areas unattended. Staff will maintain visual/auditory contact with children at all times except in bathrooms (auditory only). Youth will ask permission to leave the room(s), find a “buddy” and wait to get permission from Extended Day staff before they leave. Generally, no more than two youth will leave a room at any time. Upon returning, youth will check-in with staff. When outside on the playground, youth may **NOT** leave the playground unattended. Extended Day staff will escort youth inside and to bathrooms. On the playground, on field trips, youth will have designated Extended Day identification (tape, nametags, t-shirts).

**At the beginning of the school day (a.m.) youth attending Extended Day will be escorted to their class room and the end of the school day (p.m.) youth will be escorted by Extended Day staff to Extended Day areas.**

**Parent Confirmation for  
Extended Day 2014-15  
Parent Handbook**

**I /We \_\_\_\_\_ , parent (s) of  
\_\_\_\_\_ have read the  
Extended Day 2014-15 Parent Handbook.**

**\*\*\*\*Parent's \*\*\*\***

**Please print this sheet ONLY and return  
to Extended Day staff.**

**Thank you and see you soon!**

# **The Meridian School**

**EXTENDED DAY PROGRAM  
2014- 15**

***PARENT HANDBOOK***