



**Extended Day Handbook  
2011 - 2012**

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## Introduction

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Welcome to Green Hedges Extended Day Program. We are excited to be a part of your child's enrollment at Green Hedges School. The Extended Day program is designed for students in Montessori thru Grade 8, who require childcare after normal school hours, and for those who enjoy an extended learning day. Extended Day builds on the strong home and school partnership that is ever-present at Green Hedges.

This handbook was designed to provide parents with important information about the Extended Day program, policies, and procedures. Please keep it handy for future reference.

## Philosophy

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At Green Hedges School, we seek to stimulate intellectual curiosity and lay the groundwork on which a life of continuous learning can be developed. Our approach is to offer a comprehensive education that includes subjects and topics that are universal while remaining relevant and new to each succeeding generation. Children receive a strong foundation in mathematics, science, language arts, social studies, languages, computer technology, physical education, music, drama, and art. We challenge students with high academic standards, while encouraging creativity and aesthetic sensitivity. Students examine moral and ethical themes. They are exposed to the complexities of the world around them and encouraged to observe, investigate, and inquire.

## Goals

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- *To support parents by providing a safe environment for their child after normal school hours*
- *To strengthen each child's sense of self – worth and confidence*
- *To continue to allow each child to develop his/her potential at his/her own pace and achieve distinction*
- *To provide an academically stimulating and challenging environment for each child*
- *To continue to encourage each child's natural curiosity and creativity*
- *To encourage school friendships*
- *To provide structured homework sessions*

## Description of Program

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As an important service to the GHS community, the Extended Day program provides care for students beyond their academic day. The Extended Day program is licensed to operate by the Virginia Department of Social Services and is subject to compliance with all licensing standards for a child day care center. In its approach to care, the Extended Day program strives to be a true extension of each child's experience as a GHS student.

In its application, it is responsive to the varying tempo of the afternoon, and thus offers opportunities for learning through activities such as: practical life, arts and crafts, outdoor play and motor skill development, creative play, construction, and games.

### Licensing Information

The original copy of the Virginia Department of Social Services State License is displayed in the Extended Day classroom. Our record of compliance with licensing requirements is available upon request.

### Staff

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Our staff undergoes a rigorous hiring process to ensure their dedication to meeting the developmental and emotional needs of children. We uphold the highest standards for staff selection and have a centralized process to confirm professional references and criminal background screenings.

The staff reports to the Director of Extended Day, who reports to the Head of School. Any staff member not present is required to inform the Extended Day Director at their earliest convenience.

Questions or concerns pertaining to your child's involvement in Extended Day should be addressed to your child's Extended Day teacher. Questions or concerns regarding the Extended Day program or its operations should be addressed to the Director of Extended Day.

Each day, parents should check the **Parent Board** located outside the Extended Day classroom for information regarding class activities, upcoming events, special notices, and the monthly calendar.

As always, our attention needs to be directed to the children. Please do not engage staff in more than brief conversation during Extended Day hours. Please contact the Director by email or telephone to set up a conference at a mutually convenient time.

## Location/Hours of Operation

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Extended Day Classrooms are rooms #6 and #7 in Kilmer Hall. Extended Day is available for Half-Day Montessori students from 12 noon until 6:00 p.m., Monday thru Friday and for students in Full-Day Montessori through Grade 8 from 3:30 p.m. until 6:00 p.m., Monday thru Friday.

## Daily Schedule

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12:00-12:15	Half-Day Montessori students arrive
12:15-12:30	Daily Discussion/ Dismiss to wash hands
12:30-1:00	Lunch
1:00-2:30	Nap Time/Quiet Activities <i>It is important for a young growing child to have time to rest and enjoy quiet activities during the day. In Extended Day your child will rest in the afternoon for 30-90 minutes, depending on his or her needs and pertaining to the Virginia State licensing regulations. Children who don't sleep are encouraged to read a book, play with puzzles or participate in other quiet, rest-area activities. Students put away belongings, and get settled on their cots. Children are permitted to bring one stuffed animal. Pacifiers are not permitted.</i>
2:30-3:15	Circle time/Class Projects
3:15-3:30	Dismissal/Free Play <i>Children who are enrolled till 3:00 pm.. collect their belongings and prepare for departure to carpool. Children who stay later participate in free play.</i>
3:30-3:45	Full-Day Montessori thru Grade 8 arrive
3:45-4:00	Snack time
4:00-5:00	Homework/Class Projects/Outside Time <i>Homework Time for older students; younger students choose activities or participate in special projects</i>
5:00-6:00	Outside time/Playground
6:00 p.m.	Extended Day closes. Late Pick-Up fees apply

Students are dismissed to use the rest room and/or get a drink from the water fountain at variable intervals during the day. In the event of inclement weather, students are given an opportunity to play in the multi-purpose room.

## Enrollment, Arrival, & Departure

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The Extended Day program for Montessori-Grade 8 begins when school is dismissed, and is open until 6:00 p.m.

Enrollment forms are available in the GHS Admission office and with the Director of Extended Day. Please complete the enrollment form and return it to the Director of Extended Day. In the event that you wish to make changes (including days and times your child will attend Extended Day or authorizing another adult to pick-up your child), please speak directly with the Extended Day Director.

The enrollment form requires the following information: emergency phone numbers where a parent or guardian can be reached, allergy/ special information, pick-up information, and the schedule of days attending. This information and the communication about changes in scheduling is key to the program running smoothly.

Children not picked-up at normal dismissal times (12 noon for Half-Day students or 3:15/3:30 for Full-Day students) will transition to Extended Day, and you will be charged accordingly.

We want to make sure your child begins and ends his or her day with us on a happy and positive note. When children arrive at Extended Day, they are greeted and signed in by an Extended Day teacher, and their time of arrival is recorded. We require all children to be supervised through sight and sound at all times.

When a child is picked up from Extended Day, the parent or authorized person must sign the child out. **Your child will only be released to his/her parent or another authorized individual unless we receive a call or note from the parent or guardian. For the safety of your child we require that anyone authorized to pick-up your child, with whom our staff is not familiar, provide government-issued photo identification at the time of pick-up.**

### Dismissal Changes

All dismissal changes must be made in writing or by phone to the GHS receptionist by 1:00 p.m. The school phone is 703-938-8323.

## Health, Safety, and Conflicts

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Extended Day has a list of all medical information provided by the GHS office. Please make sure your child's records are current. Please keep your child at home if any of these symptoms are present:

- Fever of 100 degrees or higher
- Rash
- Vomiting
- Diarrhea
- Severe runny nose that is not clear
- Severe coughing
- Head lice or nits
- Communicable illness

Any contagious or communicable disease requires notification to the Public Health Department. If your child comes into contact with or contracts a contagious or communicable disease please notify us immediately. If your child becomes sick while in Extended Day, he/she will receive care. The Director will call a parent and your child should be picked up within the hour.

The Extended Day staff is trained in American Red Cross Community First Aid and CPR. Complete First Aid kits are located in each classroom, and a pack of First Aid materials is carried during outdoor activities. Children must adhere to the rules and regulations of Green Hedges School, as noted in the Student/Parent Handbook. The same rules and respect that apply during the school day, apply to Extended Day.

Extended Day uses the same conflict management techniques that the school does. All staff is trained and uses it as necessary. We practice a no tolerance policy.



## **Billing Guidelines, Charges, & Pick-up Policy**

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Billing is coordinated through the GHS Business Office. If you have any questions or concerns about any charges, please contact the Business Office. Extended Day fees must be paid in full each month to continue use of the program. The business office bills monthly at the enrollment rates. The 2011 - 2012 rates are listed below.

### **Full Time/Reduced Time Weekly Rates**

<b>Contract</b>	<b>Hours of Attendance</b>	<b>2 - 3 Days/Week</b>	<b>4 - 5 Days/Week</b>
<b>Plan A</b>	12:00 noon to 3:30 p.m.	\$3,320.00	\$4,928.00
<b>Plan B</b>	12:00 noon to 6:00 p.m.	\$4,568.00	\$7,128.00
<b>Plan C</b>	3:30 p.m. to 6:00 p.m.	\$2,620.00	\$4,180.00

**2-3 Day Option:** Specify preferred days. Space is limited and is on a first come basis.

#### **Daily Rate**

The daily rate is applied if your child is not pre-enrolled in the Extended Day program at the time the program is used.

**Daily Drop-In:** 12:00 noon-3:30 p.m. \$50.00/day  
3:30 p.m.-6:00 p.m. \$40.00/day

### **Pick-up Policy**

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Beginning at 6:01 p.m. late fees apply for all children remaining in Extended Day. The charge is \$1/child for each minute, not to exceed \$25. Late fees are charged to your account monthly. There are few exceptions to this policy. Families who are excessively late (more than three times) will lose eligibility in the Extended Day Program.

### **Medication**

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As per school policy in Student/Parent Handbook

## Guidance and Discipline

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As per school Policy in Student/Parent Handbook

## Confidentiality

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All matters concerning your child will be kept confidential. **We are however, legally required to report any suspected child abuse.**

## Lunch and Snacks

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Children need to bring a lunch and a snack each day in a lunch bag or kit that is clearly marked with your child's name and dated. We do have a microwave on site. Food that needs to be heated should be sent in a microwaveable container. Please review the foods listed and let us know of any allergies or concerns.

**\*Reminder: we have a peanut -free table set-aside for children with peanut allergies.**

## Clothing

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Children enjoy actively exploring their world around them. Therefore, we ask that children wear comfortable, washable, and manageable play clothes each day. The children will play outside weather permitting. It is important that your child is suitably dressed for outside play each day. Please mark each item of clothing with your child's name. For safety reasons, we request that children have a pair of non-slip shoes to wear at the school and that long strings on clothing be removed as they can be dangerous on climbing equipment.

## School Closure

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As we are all aware, inclement weather may force GHS to close. Extended Day follows the closing policy of GHS. If Green Hedges is closed, Extended Day is closed. Parents will be notified as noted in the Student/Parent Handbook. Furthermore, the Extended Day Director will keep an up-to-date class list at home to personally call each family to inform them of any school closure due to unavoidable circumstances.

## **Early Dismissal**

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There are ten early dismissals each year. On these particular days, Extended Day will be open to the whole school for students not picked up at noon. We will follow the regular daily schedule.

## **Emergency Procedures**

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The staff at the GHS Extended Day is aware of and trained in emergency procedures and is required to practice fire drills on a regular basis. It is important for children to also practice these procedures at home. We encourage you to take time to plan and practice emergency procedures with your family.

## **Important Telephone Numbers/Contact Information**

Green Hedges School Telephone Number .....703-938-8382  
(Extended Day ext-239)  
GHS Extended Day Number .....703-863-8283  
E-mail address .....sbhobe@greenhedges.org