



The de Paul School

Extended Day Handbook

School Year 2018-2019

1925 Duker Avenue
Louisville, KY 40205

Phone: (502) 459-6131
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Website: www.depaulschool.org

Mission Statement

The de Paul School's mission is to teach students with learning differences how to learn, how to be independent, and how to be successful.

Nondiscrimination Policy

The de Paul School does not discriminate on the basis of race, religion, ethnicity, age, gender, sexual identity or orientation, national origin, or disability in the administration of its programs.

The Setting

The de Paul School Extended Day Program, which will be held at The de Paul School, 1925 Duker Avenue, Louisville, Kentucky. The Extended Day Program will be headquartered in 209, 210, 111, 310 and 113. The gym will also be used from time to time as a resource area.

Our Students

For SY 2018-19, the program will be restricted to current de Paul School students. The administration may admit siblings of de Paul School students on an exceptional basis.

Goals

1. To provide a safe and stimulating environment for students at the conclusion of the school day, allowing parents to pick up their children beyond regular dismissal time.
2. To provide a reliable study and homework station for de Paul students.
3. To provide light recreational and social opportunities for students beyond the school day.
4. To involve students with opportunities to collaborate and build community.

Schedule

The following is a sample afternoon for Extended Day Students.

3:30	Check-In and Snack
3:50	Homework and Study Table
5:00	Activity Centers (or Homework Table for those joining after club or sports participation)
6:00	Dismissal

- ❖ Extended Day is offered on each day when school is in session. That includes days with a noon dismissal.
- ❖ Extended Day is not in session on days when the school is closed. This includes holidays, professional days, weather-related closings, and conference days.
- ❖ Extended Day is available on scheduled half-days, with a modified schedule beginning at Noon and concluding at 6:00 pm.
- ❖ All students must be picked up by 6:00 pm. Chronic late pick-ups after 6:00 pm will be considered grounds for dismissal from the Extended Day program.

Sign-Out of Students

A parent or other approved adult will sign the student out for dismissal. The parent/approved adult will do so in the building under the observation of the Coordinator. No child will be released without first being signed out by an approved parent or adult. Students will be signed out in Room 210.

Contact Information

During school hours until 3:30 contact Cari Thomas, School Secretary by phone at 459-6131 ext. 1212 or email cari.thomas@depaulschool.org.

During Extended Day hours between 3:30–6:00 pm contact Sue Gray, Extended Day Coordinator by phone at 502-459-4814.

If you have questions about the program, please contact Leslie Johnson, Extended Day Administrator by phone at 459-6131 ext. 1218 or email leslie.johnson@depaulschool.org.

Program Visits

The Extended Day program is closed to visitors, guests, or observers. We do not welcome visitors as this can disrupt the program's schedule and also introduce distractions and even security concerns.

Conduct

An Extended Day participant must conduct himself or herself in a manner that demonstrates respect for self, fellow students, staff, and the school building. Any alleged misconduct within the program which compromises the safety of students and staff and/or which conflicts with the integrity of the program will be cause for immediate suspension or dismissal. The disciplinary expectations of the Extended Day program are completely aligned with those expectations which students agree to in the School Handbook. Having signed the School Handbook, the student has indicated agreement to those disciplinary expectations which also apply to Extended Day.

Technology

Cell phones and other communication devices are prohibited. They will be stored by the Coordinator during the program's hours. Any exceptions must be approved by the Coordinator.

Fees

Registration Fee (due on or before August 1, 2018)	\$ 25.00
Five Day Rate	\$ 3230.00
(10% Discount applied when paid in full by August 1)	
Four Day Rate	\$ 2600.00
Three Day Rate	\$ 1940.00
Two Day Rate	\$ 1300.00
One Day Rate (for registered students)	\$ 740.00 (\$20/day)
(Fees include snack, homework support, and technology access)	
Daily "Drop-in" Rate for Registered Students	\$ 20.00
Daily "Drop-In" Rate for Non-Registered Students	\$ 30.00
Half-Day "Drop-In" Rate	\$ 40.00
Late Pick-Up Fee	\$2.00 per minute after 6:00 p.m.



**Extended Day Handbook Affirmation
2018-19**

This acknowledgement is to be signed by all parents/guardians and students of The de Paul School. This acknowledgement must be completed as part of the enrollment contract. Incomplete acknowledgements will be returned and may result in the loss of student placement.

Student Name _____
(First) (Middle) (Last)

By signing this page, we acknowledge that we have read, seriously and thoroughly discussed the content, and fully understand and agree to the policies and guidelines contained within the Extended Day Handbook. Our child understands the importance of following and abiding by the rules and policies of all students enrolled in the Extended Day Program at The de Paul School.

All parents/guardians and students must sign in.

Student Signature: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date _____