



Extended Programs Policies

Extended Day

St. Michael's offers a Core Extended Day program at both the Lower and Middle Schools, with the mission of providing a safe and nurturing environment for students after the regular school day is over. We place particular emphasis on encouraging positive peer socialization, promoting healthy study habits, and providing space for learning and exploration to continue into the afternoon. Our program encompasses social-emotional learning with monthly themes tying into our DRAGONS Values.

Lower School Extended Day:

After-school care (Extended Day) for Lower School students operates from 3-6 p.m., Monday through Friday, in Hubbard Hall. Pickup takes place in the Extended Day room on the lower level of Hubbard Hall **for all K-8 students**. Please park in the **Gym Lot** and walk in to check out your child(ren) with the teacher. All parents/guardians must check out their student from the Extended Day room in order for their student(s) to be released.

- To reach the Extended Day during program hours, please call or send a text to the Extended Day pickup cell phone: **804-584-9667**
- Anyone picking up a student from Extended Day should be listed on a student's Emergency Form on file or have written approval to pick up from a parent via email or written note. Students will not be dismissed to anyone without prior parental consent. If there is someone you would like to add to the pick up list, please fill out [this form](#).
- Any parent requesting their middle school student to walk home or to Trinity must complete a [waiver/release form](#) and return it to Natasha Reed prior to the date that the student will be walking home/to Trinity.
- Extended Day will be providing healthy snacks for students attending Extended Day. The snacks will be **NUT FREE**, and there will be dairy/gluten free options available. If you choose to provide a snack for your student, we ask that it be **NUT FREE**.

Middle School Extended Day:

Extended Day at the Middle School operates Monday-Friday from 3-6 p.m. Extended Day will be providing healthy snacks for students attending Extended Day. The snacks will be NUT FREE, and there will be dairy/gluten free options available. Drinks other than water are not permitted. If you choose to provide a snack for your student, we ask that it be **NUT FREE**. Pick-up will take place in Hubbard Hall. Please park in the **Gym Lot** and walk in to check out your child(ren) with the teacher. All parents/guardians must check out their student from the Extended Day room in order for their student(s) to be released. Children **will not** be released into the Yellow or Green loop to assist with safety and traffic control.



IMPORTANT NOTE: Any student who is present after 3:15 p.m. is considered to be part of the Extended Day program and may be charged a late fee of \$25.00. Any student in the program beyond 3:30 pm will be charged the applicable drop-in rate. See more in the Late Pick-up section below.

Homework/After School Study Hall:

Students in grades 1 through 8 will have the opportunity to complete homework in Extended Day under the supervision of experienced staff. We work with teachers to support classroom goals in regards to homework. Our staff will help students with comprehension of assignments, but work will not be checked for correctness. Our goal is to encourage good time management and diligence in completing assignments while communicating effectively with parents and teachers regarding study habits. Extended Day teachers may be part of conferences held throughout the year to provide a complete picture of how your child interacts with different programs, staff, and students.

Drop-in Program:

Parents needing occasional K-8 after-school care may choose to send their children to Extended Day on a drop-in basis.

Drop-in requests must be made by 2:00 p.m. of the day in question, unless in the case of an emergency. Drop-in care will be based on availability.

- Use the drop-in process ([Link](https://tinyurl.com/2425dropin)) <https://tinyurl.com/2425dropin>
- Parents can use the website to submit requests, or contact Director Natasha Reed for more information.
- Fees for 2024-25:
 - \$28.50 drop-in rate until 4:30 p.m.
 - \$45.00 drop-in rate until 6:00 p.m.
 - \$13 post ASE (30 minute window)

Late Pick-up:

Students who are not picked up at regular carpool by 3:15 p.m. will be sent to Extended Day. Parents must report to Extended Day and follow the sign-out procedure with a staff member on duty. A late fee of \$25.00 per child may be charged. If a student is in Extended Day past 3:30 p.m., this will be considered a drop-in and the standard rates will apply.

Extended Programs does not operate on select days such as Conference Days, Holidays, and Noon Dismissal days. Extended Programs also closes early on December 12 for the Christmas Tree Lighting and April 11 for the Annual Auction. If your student(s) is not picked



up at the designated time for the dates mentioned below, a \$25.00 late fee will be applied for pickups 10 minutes after carpool. Afterward, after 10 minutes, a \$50.00 late fee will be applied. These charges will automatically be charged to the credit card on file or school account.

Parents of students attending Extended Day who do not pick up by their contracted dismissal time will be charged \$25.00. A \$25.00 late fee will be applied for pickups 10 minutes after your chosen pick-up time ends. Afterward, after 10 minutes, a \$50.00 late fee will be applied. These charges will automatically be charged to the credit card on file or school account, per occurrence. Repeated late pick-up could result in further action at the discretion of the Director and the Head of School.

Extended Day is CLOSED on the following school holidays:

[2024-25 Major Dates Calendar](#)

- September 2, Labor Day
- September 26, Faculty Professional Development
- October 14, Indigenous Peoples Day
- November 4, Faculty Professional Development
- November 5, Q1 Conference Day
- November 7, Faculty Professional Development
- November 27-29, Thanksgiving Break
- December 20, Christmas Pageants for Grades K-3
- December 21-31, Christmas Break
- January 1-3, Christmas Break
- January 20, MLK Jr. Day
- February 17, Presidents' Day
- February 18, Faculty Professional Development
- March 7, Noon Dismissal
- March 10-14, Spring Break
- April 7, Q3 Conference Day
- April 18, Good Friday
- April 21, Easter Monday
- May 5, Faculty Professional Development
- May 26, Memorial Day

Extended Day will be closing at 4:30 pm on the following days:

- December 12, Christmas Tree Lighting
- April 11, Annual Auction

The first day for Extended Day is Tues, Aug 27.

The last day for Extended Day is Fri, May 30.

Emergency and Safety Information:



While staff members are CPR and First Aid certified, there is no nurse on staff at St. Michael's during Extended Day hours. **Parents are required to share all information related to allergies or any conditions that may affect or restrict a student's participation in activities with the Director.**

Teachers will perform daily simple health screenings to ensure no children in the program are ill. In the event of illness or an accidental injury, the staff will make an immediate attempt to contact a parent. Parents contacted by telephone concerning minor injuries are responsible for deciding if medical attention is needed. Should a parent not be reachable immediately, the Director or staff member on duty will make any necessary decisions regarding the care of the child. Parents will be expected to assume responsibility for any resulting expenses.

If a child is ill, they will not be permitted to attend Extended Day. Parents will be expected to pick up a child as soon as possible after being called. If a parent cannot be reached, an adult on the child's emergency card will be called. The Director or a staff member must also be informed of any illness that may be communicable. Parents will be notified if a child is exposed to any contagious diseases or health-related occurrences.

Administration of Medication at Extended Day:

A Permission for Medication form (obtained from the front office) signed by a healthcare provider and parent must be on hand for any prescription medication to be given during Extended Day. This form includes authorization from the student's physician and their parents. All student medications are stored in a locked facility in the front office of Hubbard Hall or in the Extended Day director's office and must be administered by a MAT (medication administration trained) staff member. All student medication must be in its original container with clear instruction regarding dosage, frequency, and route of administration. Emergency medications such as inhalers, EpiPens, and Glucagons may be kept by the student, but a Permission for Self-Medication form must be completed and on file with the nurse's office. Medications prescribed by a physician are kept on file with Nurse Maben. Medication given to be dispensed by school personnel will be available for pick-up by the parents only. Medications not picked up will be destroyed.

Permissible Items for Extended Day:

Students attending Extended Day are permitted to bring the following to Extended Day:

- A water bottle, labeled with student's name
- Students are solely responsible for all personal items, and the School will not be liable should these items be lost or damaged. The Lower School Lost and Found is located



outside of the Extended Day Room on the lower level of Hubbard Hall. The Middle School Lost and Found is located at the entrance of Singleton Hall.

The following items are NOT permitted at Extended Day:

- Juice, soda, or other drinks *UNLESS* directed by a physician (written note required)
- Toys from home (such as dolls, trading cards, stuffed animals, Legos, fidget spinners, etc.) *UNLESS* they are being donated to the program and will stay at School for use by all students
- Chewing gum
- Other athletic equipment such as bats, gloves, sticks, etc. *UNLESS* needed for a practice or game after pick-up. These items must remain with students' backpacks/belongings during the afternoon
- Electronics (Middle Schoolers may use mobile devices *only with faculty/staff permission* in accordance with the School's Acceptable Use Policy which will be sent out in August.)

Conduct and Behavior:

St. Michael's expects participants to respect others and their space, harmoniously participate in games and activities, and cooperate with St. Michael's employees. Unacceptable behaviors include profanity, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, or inappropriate or rough physical contact. St. Michael's will report incidents of unacceptable behavior to the parents/guardians of all children involved. Serious or repeated disregard of policies or continued conduct issues may result in suspensions or expulsions from the Extended Day program.

Additional Information:

In compliance with the Code of Virginia § 22.1-289.030 C1, child day programs are eligible for exemption from licensure through the Department of Education.

St. Michael's Extended Day program is exempt in accordance with Section 22.1-289.030 B of the Code of Virginia for child day programs offered through the Virginia Council of Private Accreditation. Extended Day follows all Virginia state laws for exempt child day centers. Requirements for exempt child day centers include:

Programs that qualify for this exemption must meet the following requirements:

- The program must operate for no more than four hours per day
- The program must be staffed by the accredited private school's employees
- The program must be attended by children who are at least five years of age and are enrolled in the accredited private school.



- The exempt child day program is subject to the safety and supervisory standards established by the VCPE

Extended Day is generally held in the Extended Day classroom of Hubbard Hall (grades K-1), the Hubbard Hall Dragons Den (grades 2-3), the Makerspace (grades 4-5), the Allen Library (grades 6-8), and the playground, gaga pits, and walking trails outdoors.

Additional School Year Extended Programs

Free Morning Gym (For Grades K-8):

Free early morning care (referred to as Morning Gym) is offered to all K-8 students from 7:20 to 7:45 a.m. in the Ellen Passmore Singleton Gym. Parents should pull into the gym parking lot and walk students into the gym to be checked in with the staff member on duty. *(For safety reasons, students arriving at School before carpool at 7:45 a.m. drop-off begins, should report to Morning Gym, as supervision is not provided to arriving students until 7:45 a.m.)*

After-School Enrichment (ASE):

Specialized ASE opportunities are available each season (Fall-Winter-Spring). Some examples of successful programs from past years include golf, yoga, coding, soccer, nature exploration, art, tree climbing, cooking, fishing, parents' night out, and graphic design!

Contact Information

Natasha Reed
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