

St. Martin's Lutheran School of Annapolis  
Extended Day STEAM Program  
Policies and Procedures Handbook

# Change Log

Date	Page/Sec	Details
8/22/23		Original
8/28/23	3/Registration and Cost 5/Late Pick Up	Added Registration and Late fees Removed line about not having a late fee

## **St. Martin's Lutheran School of Annapolis Extended Day Program**

St. Martin's is pleased to offer an Extended Day program before and after school. Before Care and Extended Day is available to students starting on the first day of school. All students who attend St. Martin's may participate. You may sign students up on a regular basis, or they may drop in. The only exception to drop in is for the four (4) half days at the end of each marking period. More information and dates are listed below.

### **Programs:**

Before Care: 7:10 a.m. – 8:10 a.m. Staff Member: Alexis Porter, PreK 3 Teacher

The Before School Extended Day room is the PreK-3 classroom. The main office does not open until 8:00 a.m. Please walk students through the courtyard. The PreK-3 classroom is to the left and will be marked with an Extended Day sign. Students will enter through the backdoor of the classroom. Please do not drop your child off prior to 7:10 a.m. After 8:10 a.m., students will be able to go directly to their classrooms.

PreK3/Prek4: 12:00 pm – 3:00 pm. Staff Members: Alexis Porter, PreK 3 Teacher; Stephanie Regan, PreK 4 Teacher; and Jessica Streeks, PreK 4 Assistant and Lower School Extended Day Teacher.

After 12:00 p.m. dismissal, PreK students will combine into one class and will be in either the PreK 3 or PreK 4 room. If picking up your student before 3:00 p.m., please go to the PreK door to pick up your child. If you are picking up your child at the normal school dismissal time, your child is dismissed from the gym with the rest of the school. Please make sure to get into the parent pick up car line.

After School Extended Day: 3:00 p.m. – 6:00 p.m. Staff Members: Briana Hargett, Middle School Science Teacher, and Extended Day Director; Jessica Streeks, PreK 4 Assistant and Lower School Extended Day Teacher; Ashley McGinthy, Lower School Extended Day Teacher; other staff members will be added. Ms. Bobi Glava, Lower School Assistant Principal, and Dr. Sandy Sanders, Middle School Assistant Principal will be at school every day until at least 4:00 p.m. to assist as needed.

Students in PreK3 – 2<sup>nd</sup> grade will report to the art room with Miss Jessica, and students in 3<sup>rd</sup> grade – 8<sup>th</sup> grade will report to the middle school science room with Ms. Hargett. Pick up for Extended Day will take place on the playground side of the building. You will need to turn into the parking lot from Forest Drive. The door is at the back of the parking lot, which becomes a half circle. The door to enter the building is opposite the playground. You will see a sign on the door that says, "For Extended Day. Please ring doorbell for entry."

### **After School Extended Day Goals:**

Starting with the 2023 – 2024 school year, St. Martin’s Extended Day Program will offer a curriculum-based program that will work to meet the needs of students through social, emotional, and educational learning process. The activities will be standards based with the focus on Science, Technology, Engineering, Art, and Math (STEAM). This is not a club, so students do not need to attend every day. Through the STEAM Extended Day Program, students are in a setting that will enable them to do the following: think critically, develop problem solving-skills, foster their creative talents, feel safe, become more independent, and learn from and work with others from all backgrounds and ages.

Information regarding the student activities will be available to parents through the Extended Day staff and the St. Martin’s website, on a month to month basis. If you have any questions, please feel free to reach out to Ms. Hargett at [bhargett@stmartinsonline.org](mailto:bhargett@stmartinsonline.org).

### **Extended Day Schedule:**

	PreK – 2 <sup>nd</sup>	3 <sup>rd</sup> – 8 <sup>th</sup>
3:00 p.m. – 3:10 p.m.	Report to art room, get settled in, and eat snack.	Report to middle school science room, split up into appropriate grade by table, and eat snack (provided by school)
3:10 p.m. – 3:45 p.m.	Story time or complete a quiet activity.	Complete homework with help from the ED workers
3:45 p.m. – 6:00 p.m.	The two groups will merge and work on a STEAM activity either together or broken up into appropriate age groups.	
Bathroom and Water Breaks	The children will be offered water and bathroom breaks every twenty (20) minutes.	

The director of Extended Day will write lesson plans for the activities each day. The school calendar will be updated to indicate which days will focus on (S)cience, (T)echnology, (E)ngineering (A)rt or (M)ath. Examples of the activities may include Soccer Ice Cream (Students make ice cream while playing soccer), complete art activities, and design and create their own miniature golf course.

The materials for the activities will mostly be provided by the school. On occasion, parents will be requested to help with the cost or materials.

### **Registration and Cost:**

A \$30 annual registration fee per family for our Extended Day Program will be billed to their account.

There is a \$15 late fee for the first 15 minutes after 6PM and \$5.00 for each minute after 15 minutes.

Please see the website for registration and detailed cost information. The program will support up to forty-five (45) students and will be handled on a 'first come, first serve' basis. To ensure your child has a spot, it is best to register ahead of time.

### **Pick-Up:**

Please pick up students from the playground side of the building using the turn-in entrance off of Forest Drive. The doors to the building are in the back of parking lot, where it is a half circle, across from the playground. There is a sign on the door that says to ring doorbell for Extended Day. This is only for pick up after 3:00 p.m. You will sign your child out as you pick him or her up, and if someone else is picking up your child, please notify the school who that person is.

### **Late Pick-Up:**

Please be sure to have students picked up by 6:00 pm. We understand that from time to time there are extenuating circumstances that cause you to be late. Starting immediately after 6:00 p.m., we will begin calling the numbers that are listed on the student's emergency contact form. If you are running late, please let us know – we will begin to worry that something may have happened to you.

After 6:30 p.m., administrators will be contacted to determine the next steps, which may include calling law enforcement if we cannot get a hold of anyone.

### **Snacks:**

Students will receive an adequate and nutritious snack in the afternoon. Students will only receive one snack. If they continue to tell us they are hungry, staff will have them check their lunch box to see if they have any remaining food. The staff will also inform you if your child is complaining of being hungry, and you will be asked to send them an extra snack in their lunch box.

Please let us know if your child has any food allergies so that we may properly prepare the best snacks for students.

As per the school's policy, students must bring a water bottle. The students may use the refilling station during their time at Extended Day. The school will not provide cups.

### **Behavior/ Discipline Policy**

To keep all students safe during Extended Day, all school rules still apply. Students who are behaving and going above what is expected will have the opportunity to earn stars, which will earn them prizes at the end of the week, or they may save the stars for more significant prizes in following weeks.

In addition, the Expected Behavior and Discipline Policy will apply to Extended Day. Please reference the website for this policy.

### **First Aid/Injuries/Illnesses**

All Extended Day staff are first aid and CPR certified. If there are any minor injuries, staff will assess the situation and administer the proper care. Parents will be informed at pick-up of any minor injuries that may have occurred.

If a situation requires emergency services (911), parents and administration will be notified immediately. If the student is transported to the hospital via ambulance, one staff member will follow behind the ambulance.

If a student becomes ill during Extended Day, we will call you to pick up your child as early as you possibly can to prevent spreading any illness to others.

### **Personal Property**

The Extended Day staff at St. Martin's is not responsible for personal property. As well, it is not responsible for damage to or loss of any item.

### **School Closings and Delays:**

If St. Martin's has a delayed opening, then Before Care will also be delayed by the same amount of time. For example, a 2-hour delay would mean that Before Care will begin at 9:10 a.m. instead of 7:10 a.m..

If schools close early for any reason, there will not be Extended Day on those.

### **Half Days:**

For the 2023 – 2024 school year, there will be four (4) half days that will have extended day available. For these specific days, drop ins WILL NOT be accepted! Attendance will be based on 'first come, first serve,' as we can only have a certain number of students. Preference will be given to those who signed up for Extended Day at the beginning of the school year.

Half-Day Dates:

October 26, January 18, March 21, and May 30