

To the families of Extension,

First, and foremost welcome back to Extension after hot, sunny summer! I am incredibly humbled to be of assistance to your student(s) this school year by providing them a safe and blessed place to grow in new ways. The Extension Staff and I have made strides to ensure the program is always socially distanced and clean during the COVID 19 pandemic. Please note that all updates are made in bold in their respective sections. Any updates to the program will be made clear via SchoolSpeak. For the school year to succeed, please carefully read this handbook through with your student and sign the forms at the end of the handbook.

May the Lord bless and keep you and your family close to His most Sacred Heart!

Saint Joseph, Protector of Families, pray for us!

Our Lady of Guadalupe, Patroness of the Americas, pray for us!

*Thank you,
Mrs. Maria Estrada
Extension Director*

"Let the children come to me and do not prevent them; for the kingdom of God belongs to such as these..." – Luke 18:16

Holy Spirit School Mission Statement

Holy Spirit School is committed to providing a Catholic Christ-centered education. The faculty and staff, in collaboration with the clergy and parents, provide a community which promotes independent and confident individuals who are prepared to meet the challenges of today and the opportunities of tomorrow in the service of Christ.

Extension Program Mission Statement

The Extension Program provides a safe and quality before and after school care for Holy Spirit families and staff. Extension serves working families by ensuring students are applying what they have been taught in school and home. Our goal is to provide a faith based program that is stimulating and fun for Extension students.

Goals

- **Safe**
- **Fun**
- **Faith-based**

Due to the COVID 19 Social Distance precautions. Students must remain in their respective Class Cohorts. This is for their safety and well being. Throughout the duration of Extension, the students will remain in their cohorts. Most of the schedule will be remaining indoors. There may be some opportunities for the students to go outside depending on the temperature outside.

Prayer

A “Glory Be” to simply give God glory for the beauty of today. Depending on the feast day, we will pray the appropriate Saint or Our Lady prayer (ex. Hail Mary)

Quiet Time

Per the recommendations made by Public Health Officials, Extension will not be providing toys or coloring sheets to your students. We encourage families to bring coloring sheets and books of interest for your student(s). At this time, students may bring a charged device to use after all homework has been completed. This is a temporary change to our extension protocol due to Covid-19.

This time is for all students, K through 8th. The purpose of Quiet Time is to allow students to work on homework or silently read. This may be especially hard for K to 1st, however, we have coloring sheets and games for them to play quietly. This helps build their motor skills and communication. As for Upper Grade students, please encourage the students to make use of the time provided for them. For example, Homework and reading from the classes that are assigned that school day. Please make sure your child brings a book to read.

Movies and TV Shows

Extension will begin playing shows from either Youtube or Netflix. To entertain the students in the time they normally would be playing during Extension. We will be playing shows that are rated as TV-PG. Please, read the following description if you prefer your students to not watch the TV show.

In Extension, we play movies that are rated PG. However, if you prefer your child to not watch such movies, please print your student's name, date, and sign the form (from the end of the Handbook) to be returned to Extension. I will make the appropriate accommodations for the student(s) who are not allowed to watch either the TV show or movie.

After School Activity

For the Fall semester, After School activities are cancelled for the time being.

If your student is registered in any after-school program such as basketball, cheerleading etc., the students are to be signed in or out of Extension by the specified After School Activity's binder. Their coach or activity leader will sign your student in and out from Extension for that activity.

If your student is registered under the Drop In form, I will ensure you will be charged the appropriate sum for the time when your students are in the Extension Program for that particular day.

Sign In / Out:

Per COVID 19 Social Distancing Conditions: Parents and/or Guardians must wait outside for their students outside of the Gym doors or convent. . The staff will bring your student(s) out by the Sign Out cart and will sign your student out to whomever is picking up the student(s).

Extension has a very strict sign in and out policy for the students at Holy Spirit School. This is for their safety and well-being.

Parents are preferred when signing out students from Extension. However, in the event that you are not able to pick up your student, please do the following:

Complete an Emergency Form (exclusively for Extension)

List at least 3 People on the form

Write their legal name. This is so I can check their I.D. or Driver's License upon your student's pick up.

Telephone number. So the staff can call them in the event of a late pick-up.

In the event that neither of the people you have listed are available, You, the parent, are free to call the Front Office to leave a message for me, Mrs. Spacil at Extension. Please specify which student will be picked up, by whom (include Legal Name), and their telephone number.

Late Pick Up:

Extension ends promptly at 6:00 in the evening. You will be charged \$2.00 per minute for however long your student(s) stays past 6:00 PM. The Director or a staff member will call you promptly at 5 minutes before 6:00 to ensure you are on your way to pick up your student(s).

For the Fall 2020, we will not be providing snacks for students.

Families should pack their student(s) snacks from home. Please note, students are not allowed to share their snacks with their peers in Extension. I encourage families and/or guardians to remind students regularly not to share their snacks with their peers.

Health & Safety

Extension Staff are doing self-screening prior or upon their arrival to campus. If there are any symptoms from either the staff or myself. They will be asked to go home without penalty and quarantined for two weeks. Families of students who were present with the staff member with COVID 19 symptoms will be immediately notified. Extension is ensuring the safety of the students by: providing stations for refilling personal hand sanitizer bottles, sanitizing high touch areas, and maintaining social distancing.

All extension students will be screened before being allowed to stay at extension. Temperatures will be taken and screening questions will be asked before students are admitted.

Symptoms we will check.

- **Fever of 100.4 degrees or higher.**
- **Sore throat.**
- **New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).**
- **Diarrhea, vomiting, or abdominal pain.**
- **New onset of severe headache, especially with a fever.**

Students and Extension employees will be required to adhere to the same protocols written in our Holy Spirit CSD Waiver App and Return to School Plan v.2.22; They must wear masks while indoors at all times and wash hands on a schedule provided by the extension director.

****Extension follows the Health & Safety regulations outlined in the Parent & Student Handbook****

Accidents: First-aid will be administered on the premises and parents or guardians will immediately be notified of any incident that happens with their student. However, if the incident is severe, the Director is obligated to call 911, inform the Principal and then notify the parent.

Extension Expectations:

****Extension strictly adheres to the rules expressed in the Holy Spirit Parent/Student Handbook****

- 1. Listen to Mrs. Estrada or Extension staff present for student's own safety and well-being**
- 2. Kindness to the peer next to you**
- 3. Cleanliness: clean up after self or your peer**
- 4. Safety: always make sure what you are doing is safe for you and your peer**

***Discipline is applied if a student breaks the following rules and consequences are at the discretion of the Director**

**** It also depends on the grade level**

***** After each offense, parents or guardians will be notified via phone call of the offense and the disciplinary act in relation to the offense**

1st Offense: Verbal Warning

2nd Offense: 5 min. time out

3rd Offense: Walking Recess

4th Offense: Detention

***5th Offense: Email home, Schedule appointment with Principal**

***5th Offense: Some steps of discipline may be skipped, depending on the severity of the offense. For example: hitting, spitting, vandalism, and/or fighting**

Lonely Island

If the student is disruptive and distracts their peers during a planned activity or movie. The student will be pulled out of the activity and will sit quietly. The student will sit in the chair for several minutes depending on the severity of the offense.

Important reminders:

- Students will not be allowed back into the classroom to retrieve forgotten items for any reason.**
- Extension students should bring a backpack to school with any items they might need for extension: Ideas: book, crossword puzzle book, crayons or markers, pencils. These items may not be shared with anyone!**

- **Bring a snack or 2 with juice everyday. Extension staff will not be providing snacks.**

Contact Information

If you have any questions, comments, or concerns, please feel free to email or call me. My response time is within 24 hours per school day and no responses during weekends. As for phone calls, please call me from 2:00pm-3:00pm Monday-Friday. This is during my prep time for Extension. Although if time permits, I am able to answer the phone during Extension.

I am 100% here to support you and your students.

Mrs. Maria Estrada Phone: 707-580-9346
School Phone: 707-422-5016

2020-2021 Extension Handbook Agreement

Please detach, sign and return to the school office immediately.

When a family signs the statement below, it is understood by the parents/guardians and students that they read the current Extension Handbook and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. All students and parents are required to sign and submit this form to the school office.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Extension Handbook and agree to abide by the rules set forth therein.

Please print Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student signature(s) when age appropriate:
Please write the names of younger children

Date:
