2018–19 Extended Day
Grades N - 2
Program Handbook
Extended Day

ESH HANDBOOK

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INTRODUCTION

Extended Day at Lab provides opportunities for your child to connect with friends, discover and develop interests, and relax before and after school. Extended Day is designed to provide students with constructive, intentional, and meaningful opportunities to engage socially with one another, creatively with materials and concepts, and civically in the life of the Schools and community. Extended Day brings all of this to life within the familiar and enriching school environment you have chosen for your child.

This document will describe the people and programs in Daily Programs and Special Classes for students at Earl Shapiro Hall. For detailed information about registration, changes/withdrawals, fees/rates and billing, please see our Policies & Procedures.

PROGRAM STAFF

Administrators

Colleen Coyle, Director
Ann Marie Baumann, Associate Director, ESH
Andrea Hite, Assistant Director, ESH
Nancy Kubel, Assistant Director, ESH

To reach any of us, please either email or call us at (773) 702-9449.

Teaching Fellows

Bridge and Late Day groups at ESH are led by Teaching Fellows. Some fellows have completed or are enrolled in a Masters Degree in Education, and others are considering pursuing one, having completed a Bachelors Degree in Education or a related field. Fellows are responsible for developing and implementing curriculum for their Late Day groups, managing and mentoring up to two Teaching Assistants, producing bi-weekly newsletters, and managing various administrative tasks.

Teaching Assistants

Teaching Assistants are individuals from a wide range of professional and educational backgrounds, but they’ve all had experience working with young children and are eager to gain more and fine tune their skills. Both fellows and assistants report to Andrea Hite, and receive regular coaching and feedback on their practice.
Special Area Fellows

*Special Area Fellows* offer enrichment classes to children participating in Daily Programs. These classes vary from year to year, but typically include art, music, and physical education. These classes are an opportunity for children to try out something new after school, as well as an opportunity for Special Area Interns to practice developing and implementing curriculum in their area of expertise, across a broad range of ages. Special Area Fellows report to Andrea Hite and receive regular coaching and feedback on their practice.

Special Class Providers

*Special Classes* are most often led by instructors employed by outside vendors who contract with Extended Day. These companies are responsible for managing their staff, however instructors do receive support and coaching from our administrative team. Sometimes Extended Day has a relationship with an individual who offers classes. All Special Class instructors have experience both working with children and in the subject area of their classes.

**If you have questions or concerns about any teachers or instructors in Extended Day, please contact the office either by phone (773) 702-9449 or email.**

**NURSERY/Kindergarten Programs**

**Overview**

For our youngest students, Extended Day focuses on helping children develop a sense of belonging, find their own unique voice, and explore, while relaxing in the comfort of a familiar, nurturing community. Extended Day uses a Reggio Emilia approach to our work with nursery and kindergarten students in our Daily Programs which include Early Day, Bridge, and Late Day. Special Classes are also available and offer students a chance to try out new activities or practice familiar ones.

**Early Day**

Early Day provides a comfortable transition into the school day for nursery through second grade students at Earl Shapiro Hall. The program begins at 7:30 a.m., offers a nutritious breakfast, and escorts students to their classrooms on time by 8:10 am.

Children can be dropped off at the curb, or walked into the building and taken up to room 221 anytime between 7:30 and 8:00 am, Monday through Friday. In addition to breakfast, children will have an opportunity to gently begin their day with quiet
activities like arts and crafts, reading or being read to, and puzzling, or by getting in some physical activity to help prepare them for concentrating during their school day.

**Bridge**

Bridge is available to nursery and kindergarten students who would like to align their school dismissal schedule with an older sibling’s or simply need a later dismissal. Bridge offers one hour of care Monday through Thursday. Students participating in Bridge will join the Late Day group of students in their homeroom, so they’ll have connections which carry over from the earlier part of their day. In many cases, nursery students may nap during Bridge, and all students will be offered a nutritious snack, as well as time to play with friends before heading home. Bridge/Late Day groups use nursery/kindergarten classrooms. Groups rotate, typically on a quarterly basis, from one classroom to another. To find out which classroom your child’s group is using, you may visit our [website](#), or check in at the security desk in the Big Lobby. Dismissal times are 3:10 p.m. M, T, and Th, and 2:10 on Wednesday. To pick your child up from Bridge, you may either participate in the Primary School carline, or you can come into the building to sign your child out from the classroom.

**Late Day**

Late Day is available to nursery and kindergarten students who need care extended until 3:30 (W, F), 4:30, or 5:30 p.m. Late Day groups have snack, play, engage with stories, and explore their many interests. Late Day is a tremendous opportunity for children to create new friendships and solidify old ones.

Students are grouped according to homeroom teacher. Therefore, each child will remain with their school day classmates as well as additional students from one to three other classrooms.

At the end of the regular school day, students will be picked up at their homerooms by staff from Extended Day. They’ll be escorted by staff into the appropriate classroom, and assisted with their belongings, as developmentally-appropriate.

Late Day groups are located in nursery and kindergarten classrooms. Groups rotate, typically on either a term basis or at the mid-year point from one classroom to another. Most children will have a chance to ‘host’ their Late Day friends in their homeroom at some point during the school year. Parents will be notified at the beginning of the quarter which room will be the group’s home base. This information will also be available on our [website](#).
During Late Day, groups take advantage of many of the wonderful spaces around ESH including the indoor and outdoor play spaces, Library, Learning Labs, etc. Anytime you come into the building and want to know where your child’s group is, you may check in with the Security Desk in the Big Lobby.

If you are picking your child up at a time other than a scheduled pick up time (i.e. Bridge, 4:30 p.m., 5:30 p.m.) you will need to pick your child up at their classroom or group’s current location.

**Special Classes**

Extended Day offers an array of Special Classes that can satisfy nearly every child’s appetite for an engaging experience after school. These classes change each year, but often include selections like Karate, Art, Cooking, Yoga, and Chess. Classes are available beginning in the Nursery 4 year, with the exception of Heritage Language Classes which are available to native speakers in the Nursery 3 year. Classes run in three 10-week quarters. Please refer to the Extended Day Calendar in the Appendices for specific dates.

The list and schedule of Special Classes on offer for any particular quarter can be found on our website. Extended Day offers a one-week grace period for registration. That is, you may change your child’s Special Class schedule without financial penalty (and assuming availability) up until the second session of the class. After the one-week grace period, you will be charged the full fee for the Special Class.

For children going home directly after their Special Class, parents and caregivers may either pick up their child in the Primary School carline or come into the building and sign their child out in the first floor Learning Lab. Children registered to go to Late Day after their Special Class will be escorted to their group.

**Communication**

Given the special role Extended Day has in the Schools--connecting across classrooms and divisions in support of families--it is essential that we collaborate with everyone in your children’s lives. Therefore we work in frequent collaboration with Faculty members, Learning and Counseling, and of course, parents to support students during their time in Extended Day.

Because we staff our programs with developing professionals, we offer them additional supports in communicating with families and faculty. Of course you are welcome to
connect directly with Bridge/Late Day teachers for day-to-day questions and concerns, however when you want to learn more, please follow these guidelines:

- To find out how your child is faring in Bridge/Late Day or Special Classes, please contact Ann Marie Baumann or Andrea Hite.

**Pick-up Procedures**

Parents may give permission for up to three additional adults to pick up their children from Extended Day using the Approved Pick Up Form on our Schoology site. Parents and approved adults can pick up students at any time during the after school hours, however if you are picking up a child other than at a scheduled pick up time (i.e. 4:30, 5:30, etc.), you will need to locate the child’s group to pick them up at their current location. You can find out where your child’s group is located by checking in at the security desk in the Big Lobby.

Please know that we work hard to support children in their transition from our care to yours, and so we ask that parents collaborate with us in making this transition as smooth—and often as brief—as possible.

- **Bridge:** To pick your child up from Bridge, you may either participate in the Primary School carline, or you can come into the building to sign your child out from the classroom.

- **Late Day:** To pick your child up from Late Day, you may either use one of the scheduled pick up times and meet your child in the Little Lobby, or you may check in at the security desk to locate your child’s group and pick him or her up there.

- **Special Classes:** For children going home directly after their Special Class, parents and caregivers may either pick up their child in the Primary School carline or come into the building and sign their child out in the first floor Learning Lab.

**Nursery/Kindergarten FAQs**

**NOTE:** For information regarding registration, changes, absence reporting, and billing, please refer to our [Policies & Procedures](#).

**How do children get to their homerooms at the conclusion of Early Day?**

Nursery children will be escorted to their room between 8:10 and 8:20 a.m. each day by an Early Day staff member. Kindergarten students will walk in groups.

**How do children get to their Extended Day groups/Special Class at regular day dismissal?**

Children in Extended Day will be picked up from their homeroom by a staff member. They’ll be escorted by into the appropriate classroom, and assisted with their belongings, as developmentally
appropriate. Children in Special Classes are brought by their homeroom teacher to the first floor Learning Lab to meet their Special Class instructor.

What do students do in Bridge/Late Day?
Extended Day groups have snack, play, engage with stories, and explore their many interests. Extended Day is a tremendous opportunity for children to create new friendships and solidify old ones. For more specific information see A Day in the Life of Late Day.

Does Extended Day have contact and medical information for my child?
Extended Day has access to the same medical and emergency information you provided for the regular school day via PowerSchool. In addition to this, we will collect a list of people who are approved to pick up your child, and will check the ID of people who are not known to us at pick up time. This list can be updated by parents at anytime.

What happens if my child is injured or becomes ill after school?
ESH nurses are present until 5:30 pm each day in order to make sure that everyone in the building stays safe. As they do during the school day, nurses will contact parents with any important information about visits to the nurse’s office after school. What happens if my child has a potty accident after school?
We follow the same protocol that most homeroom faculty do: we’ll reassure your child and help get him or her cleaned up, placing dirty clothing in a plastic bag to come home, and using back up clothing from the child’s locker in his or her homeroom. And of course, prevention is the best policy, so we offer children lots of reminders and opportunities to go to the bathroom—especially after naps and snacks.

Can my child nap during Bridge/Late Day?
Children in Nursery 3 and 4 may certainly nap into Bridge! This can happen in various ways, depending on the homeroom, the child, and the location of the Bridge/Late Day group. We will only wake sleeping children if it is necessary for a pick-up time, or in conjunction with communication from faculty and parents about the best time to wake children. Children in Kindergarten may have a quiet restful time, but will not experience facilitated napping while in Extended Day.

Do I need to send a snack for my child to eat in Extended Day?
Extended Day provides students in both Bridge and Late Day with a healthy snack. Snacks are peanut and tree nut free. We follow strict guidelines provided to us by the nurses regarding appropriate snacks. Except in very special circumstances, we do not allow children to eat or share food from home during Extended Day. Please note that, depending upon the class, children going home directly after their Special Class may not receive a snack.

Where do I pick my child up?
• If you are picking your child up from Bridge, you may either use the Primary School carline, or come into the building to the group’s room.
• If you are picking your child up from a Special Class, you may either use the Primary School carline, or come into the building and pick your child up from the Learning Lab.
• If you are picking your child up from Late Day at the scheduled pick-up time (i.e. 4:30 or 5:30 p.m.), please come to the Little Lobby.
What should I do if I’m running late to pick up my child?

Please call or email if you are running late (773-702-9449; extendedday@ucls.uchicago.edu), so that we can avoid taking your child out to the Little Lobby for pick-up needlessly. See our Policies & Procedures for additional information about rates/fees.

What if I have children registered for the same pick up time at both campuses?

We do our best to make ourselves aware of families in this situation so that we’re expecting families to be late picking up at one campus. One common strategy is to register the child at Historic Campus for self-dismiss privileges and determine a meeting spot. This allows the parent/caregiver to pick up the child at ESH on time before heading over to HC for the older child without the stress of a firm deadline. We’re happy to discuss individual strategies to suit a family’s particular case via phone or email!

How do I find out about how things are going in Bridge/Late Day?

If you have questions, concerns, or feedback about Bridge or Late Day, please contact Ann Marie Baumann or Andrea Hite. Additionally, groups are now using private Schoology pages to keep families updated on the recent happenings in the group.

How do I find out about how things are going in Special Classes?

If you have questions, concerns, or feedback about Special Classes, please contact Cathy Warren, or Nancy Kubel, both of whom manage our Special Classes.

How do I find out about registration, billing, tax letters, etc.?

For all administrative questions, please email Extended Day.

PRIMARY SCHOOL PROGRAMS

Overview

Recognizing the important developmental shift of children in Primary School, Extended Day for our first and second grade students is inspired by both our nursery/kindergarten and Lower School programs. We use a Reggio Emilia-based approach to follow student interests in conjunction with the Deweyan philosophy of learning by doing to generate project work.

Early Day

Early Day provides a comfortable transition into the school day for nursery through second grade students at Earl Shapiro Hall. The program begins at 7:30 a.m., offers a nutritious breakfast, and escorts students to their classrooms on time by 8:15 a.m.

Children can be dropped off at the curb, or walked into the building and taken up to room 221 anytime between 7:30 and 8:00 a.m., Monday through Friday. In addition to breakfast, children will have an opportunity to gently begin their day with quiet
activities like arts and crafts, reading or being read to, and puzzling, or by getting in some physical activity to help prepare them for concentrating during their school day.

Late Day

In Late Day, we support and encourage our first and second grade students' industrious nature by bringing their interests to life through music and art workshops, student-driven projects, makerspace work, and the opportunity to move their bodies in play. Late Day is a tremendous opportunity for children to create new friendships and solidify old ones.

Late Day is available from the end of the school day until 3:30 (W, F), 4:30, or 5:30 p.m. each day.

Students are grouped according to homeroom teacher. Therefore, each child will remain with their school day classmates as well as additional students from two to four other classrooms.

During Late Day, groups take advantage of many of the wonderful spaces around ESH including the indoor and outdoor play spaces, Library, Learning Labs, etc. Anytime you come into the building and want to know where your child’s group is, you may check in with the Security Desk in the Big Lobby.

If you are picking your child up at a time other than a scheduled pick up time (i.e. Bridge, 4:30 p.m., 5:30 p.m.) you will need to pick your child up at their group’s current location.

Special Classes

First and second grade students are eager to try and test their interests and talents in a multitude of different areas. Special Classes provide a perfect opportunity to explore within the comfortable educational surrounding so familiar to them. Special Class enrichment opportunities are offered on a quarterly basis. These require separate registration.

Classes run in three 10-week quarters. The list and schedule of Special Classes offered for any particular quarter can be found on our website.

Extended Day offers a one-week grace period for registration. That is, you may change your child’s Special Class schedule without financial penalty (and assuming availability) up until the second session of the class. After the one-week grace period, you will be charged the full fee for the Special Class.
At the conclusion of the school day, students registered in Special Classes meet in their designated classrooms for a healthy snack and some time to relax with their peers. Attendance is taken and then Special Class instructors meet their students and proceed to their space, if different from their snack location (i.e., basketball or soccer which take place outside). Parents and caregivers should pick children up from the 2nd floor Little Lobby. Rare exceptions to this protocol will be shared with parents on a per case basis. A list of room locations will be shared at the beginning of each quarter and will also be available at the ESH Security desk and posted in the Big Lobby for reference. Children registered to go to Late Day after the end of their Special Class will be escorted to join their group.

Communication

Given the special role Extended Day has in the Schools—connecting across classrooms and divisions in support of families—it is essential that we collaborate with everyone in your children’s lives. Therefore we work in frequent collaboration with Faculty members, Learning and Counseling, and of course, parents to support students during their time in Extended Day.

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Late Day: To pick your child up from Late Day, you may either use one of the scheduled pick up times and meet your child in the Big Lobby, or you may check in at the security desk to locate your child’s group and pick them up there.

Special Classes: Parents and caregivers should go the 2nd Floor Little Lobby at the conclusion of their child’s Special Class to pick him or her up. A list of room
locations will be shared at the beginning of each quarter and will also be available at the ESH Security desk and posted in the Big Lobby for reference.

Parent FAQs

NOTE: For information regarding registration, changes, absence reporting, and billing, please refer to our Policies & Procedures.

Primary School FAQs

Where do I pick my child up?

• If you are picking your child up from a Special Class, you should meet in the 2nd Floor Little Lobby.
• If you are picking your child up from Late Day at the scheduled pick-up time (i.e. 4:30 or 5:30 p.m.), please come to the 1st Floor Little Lobby (N3-K) or the Big Lobby (1st & 2nd Grade).
• If you are picking your child up from Late Day at any time other than a scheduled pick-up time, you must check in at the security desk to locate the group, and meet the group where they are.

What should I do if I’m running late to pick up my child?

Please call or email if you are running late (773-702-9449; extendedday@ucls.uchicago.edu), so that we can avoid taking your child out to the Big Lobby for pick-up needlessly. See our Policies & Procedures for additional information about rates/fees.

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Extended Day provides students in both Special Classes and Late Day with a healthy snack. Snacks are peanut and tree nut free. We follow strict guidelines provided to us by the nurses regarding appropriate snacks. Except in very special circumstances, we do not allow children to eat or share food from home during Extended Day.

**How do children get to their Late Day groups/Special Classes at regular day dismissal?**

Children will be delivered to either the meeting spot for Late Day groups, or to the second floor Learning Lab for Special Classes by their homeroom teachers.
## Appendix I - Nursery/Kindergarten Extended Day Schedule

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