

St. Cecilia Catholic School

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**BRIDGES Extended Day  
Parent Handbook**



# RESPECT • RESPONSIBILITY • REVERENCE

## **St. Cecilia Catholic School Extended Day Handbook**

The contents of the Bridges Handbook are to be accepted by families as essential parts of the contract between them and St. Cecilia Catholic School. Violation of its spirit, intent, philosophy, or rules will be just cause for administrative action. By becoming familiar with our procedures, you will be able to cooperate with the school in our endeavor to care for your children. Your family is expected to become familiar with the policies and regulations of the school, which are all intended to be a positive and motivating part of your children's education.

The enrollment of a student in the Bridges Extended Day program at St. Cecilia Catholic School is considered to be an agreement on the part of a student and his/her parents/guardians that they will comply with all the school procedures, rules, and regulations as set forth in this and other handbooks.

The school and/or principal retain the right to amend, suspend, or add new rules or guidelines for just cause. The principal reserves the right to waive and/or deviate from any and all regulations for just cause at his discretion. Parents will be given prompt notification if changes are made. Any new Archdiocesan or Catholic Schools Office policy supersedes the policies set forth in this handbook.

St. Cecilia Catholic School  
11740 Joan of Arc  
Houston, Texas 77024  
(713) 468-9515  
Fax (713) 468-4698

## **Mission Statement**

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Our mission at St. Cecilia Catholic School is the ongoing Catholic formation and education of the whole child in mind, heart, and spirit, in preparation for an adult life of commitment and service.

## **Philosophy of Education**

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St. Cecilia Catholic School creates an environment for excellence by instilling a sense of Christian values, fostering an academic atmosphere of belonging and love, and by focusing on the development of the whole child. We seek to integrate Catholic beliefs, traditions, and social teachings with a sense of community and service that prepares our students for adulthood as an active, contributing Catholic.

## **Vision**

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St. Cecilia Catholic School is the embodiment of the educational ministry of the Catholic Church, and promotes faith and virtue in our children and greater community.

## **School Motto**

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RESPECT, RESPONSIBILITY, REVERENCE

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## **BRIDGES PERSONNEL**

Principal	Jeff Matthews	<a href="mailto:jmatthews@saintcecilia.org">jmatthews@saintcecilia.org</a>
Assistant Principal	John Aylor	<a href="mailto:jaylor@saintcecilia.org">jaylor@saintcecilia.org</a>
Director	Melissa Mejia	713-458-0404 email: <a href="mailto:bridges@saintcecilia.org">bridges@saintcecilia.org</a>

All Bridges employees are CMG trained as directed by the Archdiocese of Galveston-Houston. The Bridges program utilizes the St. Cecilia School Cafeteria, playground, pavilion, and teachers' classrooms for the after-school program. Kitchen facilities are located close by as well as storage, restroom facilities, and parking near the Denise Street Doors.

## **BRIDGES SCHEDULE**

### **Prek3/Prek4**

3:40 Check-in  
3:40-5:15 Prayer, snack, organized play in Nursery building and playground  
5:15-5:45 Organized play in Cafeteria, playground or Pavillion  
5:45 – 6:00 Cleanup and departure

### **Kindergarten**

3:40 Check-in  
3:40-5:45 Prayer, snack, organized play in cafeteria, playground and/or pavillion  
5:45 – 6:00 Cleanup and departure

### **1st-2nd Grade**

3:40 Check in  
3:40-4:30 Prayer, snack, homework/study hall/silent reading  
4:30 – 5:45 Organized play in the cafeteria, gym, playgrounds and/or pavilion  
5:45 – 6:00 Cleanup and departure

### **3rd-8th Grade**

3:40 Check in  
3:40-4:40 Prayer, snack, homework/study hall/silent reading  
4:40 – 5:45 Organized play in the cafeteria, gym, playgrounds and/or pavilion  
5:45 – 6:00 Cleanup and departure

## **FEES**

Discounts are given for multiple children. Daily attendance is \$35.00 per day per child. Monthly fees are as followed:

\$225 for one student  
\$400 for two students  
\$550 for three students  
\$675 for four students

Students who are waiting in the Bridges classroom for their on campus extra-curricular activities or tutoring to begin will be checked into Bridges and charged the daily fee of \$35 for any activities that start after 3:45pm.

Students who are not picked up within 5 minutes of their on-campus extra-curricular activities/tutoring designated end time will be charged the daily fee of \$35.

Late fees of \$75 per student will be charged starting at 6:01pm and a flat fee of \$100 per student if picked up after 6:30pm

## **RULES & REGULATIONS**

In order to maintain a safe environment for your students the following guidelines have been put in place for the students of the Archdiocese of Galveston-Houston as well as St. Cecilia Catholic School.

1. Students report to their designated grade level area upon dismissal from class when carpool is over.. All students who are not picked up from Carpool by the time it concludes will be brought to the Bridges table and checked into Bridges at 3:45 pm. Students who are not picked up from sports practices, tutoring or scheduled after-school activities will be signed in to Bridges 5 minutes after the scheduled end time of the activity.
2. Students are not allowed to check themselves out of Bridges to go to a sibling's practice, or their own. A coach must come into the school and sign their team members out of Bridges. This is the responsibility of the coaches and students will not be allowed to go out to the field on their own.
3. Students are expected to complete written homework during Bridges. Bridges staff members will assist with homework as needed. Studying for tests is the responsibility of the student and should be done at home. Parents please check to make sure your student is completing their written work at school, and please notify Ms. Mejia if they are making a habit of not completing their work, or "using their time wisely."
4. Students who cannot participate in physical activity need to bring a note to Bridges.
5. Please send a note or e-mail to Ms. Mejia about practices and activities so students can be properly escorted to activities by the Bridges staff.
6. Bridges ends at 6:00 P.M. The fine for late pickup is a \$75 flat fee, per family from 6:00-6:15 with a flat fee of \$100 for pick up after 6:15.. The Archdiocese of Galveston-Houston now requires a call to be made to CPS if a parent does not

notify the school, or cannot be reached by phone if a child is not picked up by 6:30 P.M.

7. Bridges pickup is at the back door of the Cafeteria on the Denise Street side. For safety, please approach the door and a Bridges employee will let you in. Parents picking up Prek3/4 students must check their students out at the Bridges table before driving to the back of the nursery building to be picked up.

8. Please remember to sign your child out so that all students are accounted for at the end of the Bridges session. Parents will be given a number for each person authorized to check out their student from Bridges on the Ipad check out kiosks. If there are additional or temporary people picking up a student, parents will notify Ms. Mejia in writing at [bridges@saintcecilia.org](mailto:bridges@saintcecilia.org) to authorize the dismissal of their student to that person. Students will not be released to unauthorized people who do not have a code unless notified in writing of the authorization in advance of the pick up..

9. Since the Bridges program is an extension of the school day, students are required to adhere to all school regulations concerning behavior, respect for those in charge, each other and property. Students may not leave campus, and must be in uniform. Toys or items brought from home will remain in their backpacks during their time in Bridges. Students not in compliance with the above rules will be subject to exclusion from the program.

10. Monthly attendance is \$225.00 per child for full time attendance. Part-time/Drop-in is \$35.00 per day. All charges will be billed to the parent FACTS account.

11. Students who attend After School Extra Curricular activities that begin after 3:50pm who remain at school will be charged the \$35 drop in rate. Students who are not signed into Bridges after school who are not picked up when their activity ends, will be signed into Bridges and charged the \$35 drop in rate.

12. For those families with students that need to change their Bridges status between Full-Time and Drop-in, there will be a \$50 fee for each change request assessed to your family FACTS account. Bridges status change will only be done PRIOR TO the start of a new month where the change is to take effect. There is no prorated Bridges fee, if change is requested after the 1st of the month.

## **BRIDGES STUDENT RULES**

1. Report directly to the cafeteria or designated study hall classroom as soon as you are dismissed from class.

2. No student is allowed to check out of the Bridges program to go to a sibling's practice without adult supervision and adult check-out.
3. You will be asked to sit at a table or desk as assigned by grade. During snack time, everyone is expected to observe good table manners. As you are finished with your snack, you will clean the table/desk/floor area and properly dispose of your trash.
4. Before snack is served, the group will pray the Blessing together.
5. You are expected to complete written homework during Bridges. Bridges staff members will supervise and assist with the homework. Homework that needs to be completed on Chromebooks can be completed at the discretion of the teacher in charge and will be monitored through GoGuardian. Games and YouTube, etc are not permitted to be accessed during Bridges. Your parents will check the details of your homework with you at home.
6. If you are finished with homework during Study Hall time, you can read silently
7. After study hall, students will be allowed time for play. Playtime will be in the cafeteria, the gym, the pavilion, or on the playground
8. Whenever you are finished with a play activity, you are expected to "pick up" and put away materials (games, drawings, blocks, etc.)
9. For your safety, it is important that the Bridges staff know where everyone is at all times. If you go from one supervised area to another, you are expected to let the Bridges staff know. This includes the restrooms.
10. If you cannot participate in any physical activities, parents will email Ms. Mejia.
11. If a student is not participating in their regularly scheduled extra-curricular activity, parents will notify the homeroom teacher and Ms. Mejia that their student is to remain in Bridges
12. If you arrive late to Bridges because of an extra-curricular activity, you must let the Bridges staff know by checking in at the Bridges table before going to the grade level Bridges classroom.

13. Those attending an extra-curricular activity, practice or game on the school premises will need to be checked out by the activity sponsor, coach to the activity. You will be allowed to change for your activity approximately 15 minutes before you have to be there.
14. When you are picked up from Bridges, please remember to take all your belongings with you. All items left in the cafeteria at closing will be put in the Lost and Found area.
15. Students who leave items in their homeroom classes will not be allowed to retrieve them once they are checked into their Bridges area
16. Students may not leave campus and must remain in uniform, unless changing for an extracurricular activity.
17. Students are required to adhere to all school regulations concerning behavior, respect for those in charge, each other, and property. The students will adhere to all the rules set forth in the St. Cecilia Catholic School Student Handbook

## **PICK UP PROCEDURES**

1. All adults picking up their students will need to check them out at the Bridges table located on Denise St. closest to the playground and outside the cafeteria.
2. Students can be checked out by older siblings who are authorized, however, they can not be checked out to current St. Cecilia Students while parents wait in the parking lot.
3. Parents will be given Check out codes for people authorized to pick up their students.
4. Anyone picking up will type the check out code into the Ipad Kiosk and tell staff at the desk their child/childrens names to be called for dismissal.
5. Parents of Prek3 and Prek 4 students will check in at the Bridges table. Once the student is called for pick up, parents will drive over to the Porticochere by the back of the church/nursery gate where their students will be loaded into their car.

6. Parents can email [bridges@saintcecilia.org](mailto:bridges@saintcecilia.org) and CC [bchapa@saintcecilia.org](mailto:bchapa@saintcecilia.org) if authorizing someone not on the registered list (family members, other St. Cecilia families).
  - a. Please instruct them to show ID to the Bridges staff at pick up.
  - b. Parents can give them their Check out code or Bridges staff can check them out at the Kiosk
  - c. Students can be checked out to Coaches for sports that practice at St. Cecilia if parents email [bridges@saintcecilia.org](mailto:bridges@saintcecilia.org) in advance.
7. Students may not leave with other families if prior written permission is not given.
8. In an emergency, parents can call the Bridges table at 713-468-9515 ext 173 to authorize others to check their student(s) out

## BRIDGES FACILITY

The Bridges program utilizes the St. Cecilia Catholic School cafeteria, classrooms, playground, nursery building and pavilion for its Extended Day Program. We follow the guidelines established by the Archdiocese of Galveston-Houston Handbook. The facility allows us to have at least;

- 35 square feet of indoor space per child
- 25:1 student to teacher ratio
- Indoor space is safe, clean, and in good repair
- Storage space is adequate so materials are kept neat and well organized
- Space is provided for children's belongings
- Restrooms and water are convenient and available
- A telephone is readily available
- Ventilation, lighting and temperature are controlled
- Special needs are met(ramps)
- 75 square feet of outdoor space per child is provided
- Playground equipment is safe and age appropriate