

St. Vincent de Paul School
EXTENDED CARE PROGRAM HANDBOOK
School Age Child Care Program (SACCP) and
Pre-School Extended Care (PSEC)
2019-2020

PHILOSOPHY : We strive to be Christ for one another.

The Saint Vincent de Paul School Extended Care Program encompasses two programs-the School Age Child Care Program (SACCP) and Pre School Extended Care (PSEC). Extended Care is designed to provide a safe and positive environment for pre-school and school age children before and after school. Since the extended hours would otherwise be spent at home, the program strives for a home atmosphere. Children are given opportunities for physical activity and recreation, play and socialization, creative arts and craft projects, and quiet time to work on homework and/or other quiet activities.

The SACCP and PSEC staff recognizes the individuality of each child and strives to create a friendly, faith-filled, secure atmosphere in which children can easily enjoy their non-school time, while still maintaining a structured environment.

GOALS

The goals of SACCP and the PSEC program are:

1. To meet the childcare needs of the families of the St. Vincent School community.
2. To provide a safe, comfortable environment for child care.
3. To provide activities that give children freedom of choice, while promoting safe and courteous play.
4. To employ a staff who enjoy and understand children and whose presence fosters a loving faith-filled atmosphere for all enrolled children.

ENROLLMENT

Only children enrolled at St. Vincent de Paul School will be allowed to enroll in the SACCP or PSEC. Exceptions may be made and are made with the discretion of the Director of the Extended Care programs. Children in the SACCP program range from Kindergarten through eighth grade. For SACCP, staff to child ratios of 1 staff member to 18 children or less will be maintained. Children in the PSEC program range in age from 3-5 years old. For PSEC, staff to child ratios of 1 staff member to 11 children or less will be maintained.

Children will be enrolled without discrimination in regard to race, religion, sex, and national origin. Children with special needs will be enrolled, provided the staff can serve the child in our program.

Enrollment information can be obtained by contacting the school office or Extended Care director.

SIGN-UP/HOURS-SACCP

SACCP is available from 2:30PM-6:00PM. Please see 'FEES' section, following the 'SIGN-UP' section regarding specific schedules. It is the responsibility of parents/guardians to reserve a place for children who will be attending the program on a weekly basis. Failure to sign up for the program at least one week in advance could result in lack of space for your child. **An email at stvecare@cdeeducation.org, note or calendar is the preferred way to reserve your child's place in SACCP.** However you may also speak to the SACCP staff or text the Extended Care phone 740-263-1323. At that time, you may be asked to write a note regarding reserving your child's place.

SIGN-UP/HOURS-PSEC

PSEC is available to those enrolled students at St. Vincent de Paul School's pre-school (two, three or five day preschool or Pre-K). PSEC is available from 7:30AM- 6:00PM. It is the responsibility of parents/guardians to reserve a place for children who will be attending the program on a weekly or as needed basis. Failure to sign up for the program at least one week in advance could result in lack of space for your child. *If you use our program on an as needed basis, you MUST sign your child up prior to the close of the program **the day before you need our care.*** This is to ensure proper staffing and needs for your child. **An email at stvecare@cdeeducation.org, note or calendar is the preferred way to reserve your child's place in PSEC.** However you may also speak to the PSEC staff or leave a message in the school office as well. At that time, you may be asked to write a note regarding reserving your child's place.

SIGN-UP-AM SACCP

AM SACCP is available from 7:00am-7:30am on a reservation only basis. You must reserve your child's space in AM SACCP twenty-four hours (24 hours) in advance to ensure proper staffing. AM SACCP will only be staffed when children are scheduled to attend. Please note-you will be charged the AM SACCP fee regardless of your child's attendance once you reserved the space.

SACCP FEES

AM SACCP (7-7:30AM)	M-F	\$4/day or \$15/week
2:30PM-4:00PM (K-8)	M-F	\$8/day
2:30PM-6:00PM (K-8)	M-F	\$13/day or \$50/week

PSEC FEES

7:30AM–6:00PM

M-F

\$4.00/hour

A registration fee of \$25 is required per family, to register for one or both programs.

If your child will be in the PSEC program for lunch (10:45-11:05am or 12:00-1:00pm), you will need to either pack a lunch for your child or prepay in the school office for your child. You must also let the Extended Care staff know each morning in person or via the Extended Care phone 740-263-1323 if we need to order a hot lunch to ensure that the kitchen staff prepares enough lunches.

PAYMENT

Regular bills or statements will be sent home in the bi-weekly envelope that is sent home with the oldest child in your family. There are a few times throughout the year that your statement will be emailed home. Payment is required every two weeks for the entire billing cycle unless previously discussed with the program director. Unpaid overdue balances may result in a dismissal from the Extended Care program. You may always check your balance online at www.kidscarecenter.com. The director will give you a login and password for your account.

Regular and prompt payment guarantees your child a place in our program and assures the provision of ample supplies, equipment, snacks and staffing for your child.

Credit cannot be given for sick days or absences; however, credit will be given for snow or calamity days.

Payment can be made by cash or a check made payable to St. Vincent School with Extended Care in the memo line on your check. You may also pay online at kidscarecenter.com. If payment is made in cash, please give the cash directly to school office or a EXTENDED CARE staff member. PLEASE DO NOT SEND CASH WITH YOUR CHILD!

Consistent late payment for EXTENDED CARE or late pick up times will be discussed individually and may result in dismissal from the program. If payment is not up to date at the end of each school quarter, as with other unpaid fees for St. Vincent de Paul School, your child's report card will be withheld until FULL payment is received.

ARRIVALS AND DEPARTURES-SACCP and PSEC

It is the responsibility of the SACCP staff to meet children enrolled in the program in the school's gymnasium after school. All enrolled students will be signed in. Once all students are signed in, they will proceed to the SACCP classroom

You must accompany your preschool child to the Extended Care room and time/sign them in clearly. If an older brother or sister brings them to the room they must also time/sign them in and wait for a staff person before leaving. Our staff accompanies children to classrooms and is not always in the room. It is the responsibility of the PSEC staff to meet children enrolled in the program at the preschool room after school. If your child is in PSEC before/after their pre-school day, it is the responsibility of PSEC staff to take the child to/from the preschool room. All enrolled students will be signed in.

All children must be picked up no later than 6:00 PM. Upon your child's departure, it is the responsibility of the parent/guardian to sign your child out, noting the time of departure clearly on the Extended Care Attendance Sheet. Parents/guardians are required to escort children that are enrolled in the program from the building. From 7:00am until 6:00pm please buzz the intercom at the glass parking lot door to enter. If our staff does not recognize the pickup person they will be required to show a picture ID, to be verified with the Authorization form filled out by parents. This is to ensure the safety of all of our students and staff.

Due to maintaining the quality of life of our staff, a fee of \$5.00 for every 5 minutes past 6:00 PM will be paid directly to the staff member who is required to stay with each child beyond 6:00 PM on the days that the parent/guardian arrives late. If for any reason you are unavoidably delayed, a phone call is appreciated so your child does not feel abandoned. **The phone number is (740) 263-1323. If you do not get an answer, please leave a private voice message or provide a text to the phone number so a staff person and your child will know of the late pick up. *Consistent late pick up times will be discussed individually and may result in dismissal from the program.***

Children may leave the program facilities for specific activities with mutual agreement of parents/guardians and the Extended Care staff. A note must be written by the parent/guardian regarding the place, time, and person the child is to be released. Anyone other than a parent or guardian that is picking up your child MUST be a designated person on your child's Authorization to Transport Form. The Extended Care staff MUST have a signed note from a parent/guardian PRIOR to the pick up. If for any other reason or time, your child is to be picked up by someone else that is not on your child's Authorization to Transport Form, a parent/guardian MUST send in a note and/or call the Extended Care phone 740-263-1323 and make prior arrangements for the child's pick up. No child will be released to an unauthorized person. If there are special custody arrangements for the child, the appropriate documents must be on file in the Extended Care classroom. Understand that we strive to have a safe and protective environment for your child/ren. Please give us the courtesy of knowing if your child/ren will not be with us when they are scheduled to be. We will look for any unaccounted child! If it is a last minute change after school, please stop by the gym where we are signing in kids and speak to a staff person or send a text to the Extended Care phone 740-263-1323.

TRANSPORTATION POLICY

When picking up your child, you must enter the Extended Care classroom and sign your child out on the Extended Care Attendance Sheet, noting the time of pick up. No child will be allowed to exit the building alone.

In the event the program should participate in a field trip, official parental permission forms will be required, indicating permission to be transported by parent volunteers, MOTA and/or other details regarding the field trip. As with the Diocese's field trip policy, children will not be allowed to attend the field trip unless an official permission slip is signed and returned prior to the field trip. Children who are unable to attend must have other arrangements for care prior to the date of the planned field trip.

ABSENCES

In conjunction with the school's guidelines, in the event that a child is going to be absent from the Extended Care, parents/guardians are asked to contact Extended Care, prior to the child's absence. Such absences may include a doctor/dentist appointment, visiting a friend's home, Girl/Boy Scouts, sports practice, etc. Again, credit will not be given for sick days or absences; however, credit will be given for snow or calamity days.

If your child has an activity in the St. Vincent School building after school, music lessons, sports practice, etc. please let the Extended Care staff know the schedule. We will do our best to make sure your child arrives to practice prepared and on time and is released to the coach or teacher. If your child is returning to Extended Care following an activity, we also need to know the release time so we can safely accompany your child back to Extended Care.

HEALTH

All medical, dental, and emergency forms must be completed prior to enrolling in the Extended Care. Forms will be kept in the Extended Care classroom.

As with the school's policy, sick children should be at home for their safety and for the well being of others in our program.

Extended Care Staff will/may receive In-Service training regarding Communicable Diseases, which include the following:

- Training of signs and symptoms of illness.
- Training on hand washing procedures.
- Training on disinfecting equipment and materials.
- Procedures for isolation and exclusion of a mildly ill child.

- Notification of parents when a child is excluded from the program due to communicable diseases.

As with the school's attendance policy, children should not attend the program if they have a fever, a contagious skin rash, diarrhea, and/or vomiting two or more times in the same day, evidence of lice, or any other symptom of illness. The child should be free of fever and/or vomiting for 24 hours before they are returned to school. Absence from school negates attendance in the Extended Care. Parents are asked to contact the school in the event a child has contracted a communicable disease (such as strep throat, lice, etc.) so that other parents may be informed of an outbreak in writing.

If a child becomes ill, the staff will:

- a. Make the child as comfortable as possible (cots are available).
- b. Isolate the child from the group, if necessary.
- c. Contact the parent/guardian or emergency contact person(s) to pick up the child.

If a child is mildly ill without any signs of communicable disease we will make the child as comfortable as possible in a quiet setting until child is picked up at usual time by parents/guardians. We also have tissues and hand wipes available for children at all times.

Parents are required to make immediate arrangements to pick up sick children, when requested to do so by the Extended Care staff.

If emergency treatment is needed, the child will be treated and/or transported by paramedics. If it is not a severe emergency, the parent will be requested to pick up child. If the parent is not available, a person listed on the Medical Emergency Form will be contacted.

ADMINISTRATION OF MEDICINE

We prefer not to administer medication, but on a limited basis, arrangements can be made. We will administer **only personal prescriptions filled by a pharmacist** with a label bearing the physician and child's name/directions for administration.

The parent/guardian, not the child, must give the medication to the EXTENDED CARE staff. In the event that this applies to your child, parents/guardians **MUST** complete the proper authorization forms **PRIOR** to administration, available in the EXTENDED CARE classroom.

All medication administered will be recorded according to the student, time, date, and dosage. Parents may have access to our records upon request.

SAFETY

Children enrolled in the Extended Care will never be left unsupervised. Children in Kindergarten to 3rd grade will be escorted to the bathroom by an adult or allowed to make trips to the restroom using the buddy system, once proven responsible. Children in 4th to 8th grade proven to be responsible will be allowed to go to the restroom on their own. Preschool children will always be escorted to the bathroom. When Extended Care children are outdoors, staff members will be able to summon another staff member without leaving the children unsupervised. There will be access at all times to a working telephone for all employees or for parents upon request.

All fire emergency and weather alert plans displaying evacuation routes will be posted. Weather related evacuation procedures and fire drill practice will occur at varying times. We will have drill practice at least once per quarter during the school year.

A staff person trained in First Aid and CPR will be in attendance at all times. Staff persons are trained in Child Abuse Recognition and Safety as well.

RECORDS

Emergency cards, registration forms and other information will be kept in the EXTENDED CARE classroom. Only EXTENDED CARE staff and appropriate persons will have access to your child's file. No data will be released without the written consent of parent or guardian. Names and addresses are considered privileged information.

FOOD

A nutritious snack and a choice of milk or water will be provided as part of the daily program. You must also let the Extended Care staff know each morning in person or via the Extended Care phone 740-263-1323 if we need to order a hot lunch to ensure that the kitchen staff prepares enough lunches.

If your child has any known **food allergies**, it is very important that this information be conveyed on the child's Emergency Medical Authorization Form.

CLOTHING AND TOYS FROM HOME

Children are to remain in their school uniforms while in Extended Care. On rare occasions, and/or possibly for field trips, play clothes are encouraged. Please provide a sports/activity schedule if you wish for your child to change clothes prior to leaving Extended Care, so that time may be given to do so. Toys from home are NOT permitted for play during Extended Care time, with the exception of Quiet time for preschoolers.

HOMEWORK-SACCP

Homework and/or Quiet Activity time will be provided from approximately 3:00-4:30 PM daily. It is the responsibility of your child to take advantage of this time to do his/her homework. Staff will be available to help when needed. It is important for parents to review the finished homework with their child at home. Quiet Activities will be provided for students that do not have homework or for those that complete homework before the time for the daily scheduled activity. 6th-8th graders when proven trustworthy may be allowed to stay in the homework area beyond the 4:30pm time with a staff member checking in with them regularly.

NAP/REST TIME-PSEC

Our full-day program provides a nap/rest period in the afternoon not less than one hour and not exceeding one and one-half hours. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Children are encouraged to rest and/or have quiet time so that those that necessitate a nap may be able to do so in quietness. Cots and blankets will be provided and are cleaned on a regular basis. Parents are encouraged to send in a quiet stuffed toy with their child to cuddle during this time. It will be kept in their backpack outside of quiet time.

TOILET TRAINING- EXTENDED CARE

Our Extended Care programs are not licensed to accept children that are not completely toilet trained. Being completely toilet trained means that no child can be registered in our program that wears any type of training or pull-up type undergarments AND the child must be able to use the toilet alone, with staff nearby. We are an Extended Care program, not a day care where children may be present who are not toilet trained. Children have regular access to restrooms and frequent breaks to provide an opportunity to use the restroom. We understand that there may be accidents and our staff are sensitive to this matter. If an accident happens, we will do our best to find an alternate pair of clothes for your child or borrow their set of clothes from their PS room. If lack of toilet training becomes an issue during their stay in Extended Care, you will be called and asked to pick up your child. This could ultimately lead to you being asked not to have your child present until they are completely toilet trained.

BEHAVIOR Policy is based on the following social vision: “We strive to be Christ for one another.”

Children are expected to respect the staff, each other, the materials in the classroom and the environment provided. The courtesy that is practiced during the school day in the classroom is expected to continue after school, the same rules and consequences apply afterschool.

Extended Care does not tolerate bullying or harassment behaviors as defined in St. Vincent de Paul School Student/Parent Handbook for 2019 2020. Violations of the school policies during

after school Extended Care time will be handled as detailed in the St. Vincent de Paul School Student/Parent Handbook for 2019 2020.

If a child's behavior is contrary to our expectations, he/she will be dealt with in the following manner:

1. The behavior will be discussed with the child.
2. The staff will redirect the child's actions.
3. If the behavior continues, the child will be removed from the group to a supervised area until he/she is able to return to the group and deal with the situation in an appropriate manner. Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of an Extended Care staff member and in a safe, lighted and well ventilated space.
4. If the problem continues, it will be discussed with the parents and a solution to the problem will be worked out.
5. Non-compliance with the solution may result in the expulsion from the program.

A child will be dismissed from Extended Care if he/she continues to be disruptive to others in the program or if there is a lack of cooperation with the Extended Care Teacher/Director/Coordinator or staff.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.

PARENT PARTICIPATION

Parent concerns, opinions, and suggestions as to the Extended Care design and implementation are always welcome. The Director will thoughtfully consider input.

Parents are welcome to visit and observe the program at any time or to make arrangements to share a special interest or skill with the children in the program PRIOR to the visit. Parents are encouraged to call and make appointments for a conference with the Director and staff, whenever the need arises.

An Information Board is located in the Extended Care classroom, listing information about current events or notices for the program. A schedule of daily activities and a list of the snack for the day is also posted in the classroom. Correspondence regarding the Extended Care is also posted on St Vincent School Speaks website, on the Extended Care page.

If a parent has a problem with something occurring within Extended Care, the problem should be addressed directly to the Director or Team Leader. If the situation cannot be resolved, the

Extended Care Director or Team Leader will address the concern with the Principal and/or other supervisors.

COMMUNICATION WITH EXTENDED CARE STAFF

The preferred way to contact us is by an email sent to the Director at stvecare@cdeeducation.org, or a phone call or text to our Extended Care phone (740) 263-1323 (TEXT is best for immediate assistance). Leave a voice message if no one is available to answer your call. Assume we get the voice message and/or text. You may not receive a response immediately since we care for young children in our program. We do try to respond to each text when we receive it. You may also leave a note in the classroom with a staff person or in the school office.

The Extended Care Director will keep the school and teachers informed on a regular basis about the program and daily/weekly homework. The Director may communicate directly with classroom teachers, if needed, regarding individual children's needs. **It is the parent's responsibility to discuss with the Director any special attention that your child may need during homework time.**

COMMUNICATION WITH OTHER PUBLIC CHILD CARE PROGRAMS

Extended Care will work with Human Services in order for eligible families to take advantage of our services. Other organizations such as Child Care Resource Network will be used as needed.

CURRICULUM

The curriculum of Extended Care focuses on activities and projects that teach:

Ø **Faith**, such as our belief in God and how wondrous he is in our lives.

Ø **Character Education**, such as respect and manners.

Ø **Safety**, such as use of playground equipment, evacuation in weather related emergencies and/or fire drills.

Ø **Health Skills**, such as proper hand washing and nutrition.

Ø Weekly for SACCP we have an **Art day, Game day, Science day and Movie day** during which we have creative time, exploration activities and learning experiences.

Ø PSEC has creative projects each day related to a book, story or song. The preschool has time building, imagining, reading, running, dancing, swinging and singing.

Ø All activities are adapted to meet the needs of children with disabilities.

Ø All programs are geared to be developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes.

DAILY PROGRAM SCHEDULE

SACCP:

Early AM:

7:00-7:30 am Early quiet play

Kindergarten through 8th Grade day:

2:30 pm Report to Gym for Sign In

2:45 pm Snack

3:00-4:30 pm Homework Time

3:30 pm Organized Theme Day Activity

4:00 Free Play/Games

5:30 pm Clean up

PSEC: A day with Preschool Extended care will be filled with many of the following (and maybe more)!

Crafts, Stories, Building, Coloring, Healthy Snacks, Prayer, Songs, Dance, Cooperation, Movement, Painting, Games, Creative Play, Lunch, Imaginary Play, Laugh, Quiet Time, Skill Building, Swing, Run, Slide!

CONTACT INFORMATION

If you have any questions regarding Extended Care, please feel free to call the Extended Care at 740-263-1323; email the director at stvecare@cducation.org.

**ACKNOWLEDGEMENT FORM
ST. VINCENT DE PAUL EXTENDED CARE
SCHOOL AGED CHILD CARE PROGRAM (SACCP) HANDBOOK
PRE-SCHOOL EXTENDED CARE (PSEC) Program HANDBOOK**

I have read the contents of the Extended Care handbook and understand that my child/ren and I will follow the policies that were set according to the St. Vincent de Paul School Extended Care Handbook for the 2019 2020 school year. Please complete, sign and return this form to the school office or Extended Care mailbox.

Child/ren names:

Parent/Guardian Signature:

Date:
