



# Extended Care Handbook

## 2021-2022

### COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Vincent de Paul School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Vincent de Paul staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Vincent de Paul School, there is an elevated risk of the student contracting the disease simply by being in the building, on the premises, or at any St. Vincent de Paul School function. The same is true for parent(s) of a student at St. Vincent de Paul School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of your choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Vincent de Paul School functions is the choice of each family, including ours. If student or parent(s) who visit St. Vincent de Paul School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Vincent de Paul School, attend any St. Vincent de Paul School function, or visit St. Vincent de Paul School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Vincent de Paul School or any St. Vincent de Paul School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to St. Vincent de Paul School or any St. Vincent de Paul School function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

## **PHILOSOPHY AND MISSION:**

The Saint Vincent de Paul School Extended Care program encompasses two entities; School Age Child Care Program (SACCP, grades K-8th) and Preschool Extended Care (PSEC, 2-3-5-day Preschool and Pre-K).

We believe it is our responsibility to assist parents by providing quality care and guidance for their child during before and after school hours. We strive to achieve this by creating positive, fun and productive learning and play environments.

The Extended Care programs incorporate opportunities throughout the before and after school hours for children to learn, play and socialize. Children are provided with scheduled time for snack, homework, themed activity, games and play. The schedule and all activities are designed with a focus on nurturing children's academic, social and spiritual growth within a caring and engaging environment. St. Vincent de Paul's philosophy of learning, respect, creativity, fellowship and responsibility are the pillars of behavior expected and taught to children enrolled in Extended Care.

The Extended Care staff recognizes the individuality of each child and celebrates their own uniqueness and the uniqueness of others. Join us in creating a community where the Catholic faith is lived daily.

## **OBJECTIVES:**

- Provide children with a safe, clean, and stimulating environment rich in age appropriate art, science, creative, and dramatic activities.
- Provide an atmosphere that enhances positive self-image, self-confidence, self-control, and respect.
- Provide opportunity for free choice and problem-solving, within limits, to encourage independence and responsibility.
- Provide a value-oriented environment which compliments both home and school environments.
- To employ a staff who enjoys and understands children and whose presence fosters a loving, faith-filled atmosphere for all enrolled children.
- Sensitivity to the needs of children and families.

## **ENROLLMENT POLICY AND PROCEDURE:**

1. The Extended Care Program is **ONLY** available to children enrolled at St. Vincent de Paul School and Preschool.
2. Children are enrolled on a **First Come, First Serve** (*see below for Special Enrollment Consideration and Priority for exceptions*) basis. Families that are currently enrolled in Extended Care will receive an Intent Form during the month of March of the current school year in order to apply for a spot reservation for the following school year. Families wishing to enroll their child in Extended Care for the following school year must return the Intent Form by May 1<sup>st</sup> of the current school year. If an Extended Care spot (PSEC and/or SACCP) is available and assigned, the Extended Care Director/Manager will notify the family and begin the registration process, including registration paperwork, fees and setting up applicable account management/payment plans with FACTS or Kids Care Center for billing purposes. Registration paperwork, fees and FACTS Management account set up must be completed by June 15<sup>th</sup>. Applicants in excess of

program capacity will be placed on a waiting list for one school year. Families must reapply every year. Waiting list applicants will be notified of availability by August 1<sup>st</sup>. Placement on the waiting list does not guarantee applicants a place in the program.

3. Special Enrollment Consideration and Priority will be given to...
  - a. Families with a consistent/necessary work schedule and child care needs based on their employment schedule coinciding with Extended Care operating hours (PSEC: 7am-6pm / SACCP 7am-7:30am and 2:30pm-6pm) will be eligible to utilize Extended Care services.
  - b. Existing St. Vincent de Paul School and Parish families, existing Extended Care families in good standing, will also be given priority consideration.
  - c. Other factors may be part of the spot reservation decision process and final decisions will be made by the Extended Care Director/Manager and Principal.
  
4. Registration paperwork must be completed and a **\$50.00 registration fee** paid to be enrolled in Extended Care. Registration fees are used to purchase and replace program equipment, materials and prepare classroom space for the new school year. ***Registration fees are non-refundable and will not be applied to past or current balances or fees.***
  
5. Parents must read and sign the Extended Care Handbook to enroll in Extended Care.
  
6. Children will be enrolled without discrimination in regard to race, religion, sex, and/or national origin.
  
7. Children with special needs will be enrolled, provided the staff can serve the child in our program. Please communicate with the Extended Care Director/Manager of any special needs/requirements pertaining to your child's well being, health, IEP's, etc. that would need to be accommodated or communciated.

Enrollment information can be obtained at St. Vincent de Paul's website <https://www.saintvdpschool.org/extended-care> or by calling the school office at (740) 393-3611.

#### **SCHEDULING AND RESERVING EXTENDED CARE SERVICES:**

The SACCP program includes children in Kindergarten through Eighth Grades. SACCP staff to child ratios will be maintained according to Ohio Department of Education and Ohio Job and Family Services guidelines. Currently SACCP ratios are 1:18 (1 Staff Member to 18 or less children). **\*Subject to change based on local, state and federal government recommendations and requirements pertaining to COVID-19 or other health and safety regulations.**

The PSEC program includes children enrolled in preschool or Pre-K with ages ranging from 3 years to 5 years old. PSEC staff to child ratios will be maintained according to Ohio Department of Education and Ohio Job and Family Services guidelines. Currently PSEC ratios are 1:12(1 Staff Member to 12 or less children). **\*Subject to change based on local, state and federal government recommendations and requirements pertaining to COVID-19 or other health and safety regulations.**

It is the responsibility of parents/guardians to reserve a place for children who will be attending the program by completing the intent, registration and enrollment process and requirements.

If your child care needs are consistent throughout the school year, parents/guardians may reserve a spot(s) for the year. Should your family's child care needs change, please notify the Extended Care Director/Manager immediately. If SACCP and/or PSEC attendance drops significantly without proper notification for two consecutive weeks parents/guardians will be notified and your child(ren's) reserved spot(s) forfeited and given to another family on the waiting list.

These requirements are to ensure proper staffing, supply of food and materials, safety of the children and staff, as well as to maintain and operate according to the Ohio Department of Education rules and regulations for licensure.

### **SACCP HOURS AND SCHEDULE:**

SACCP is available on scheduled school days according to the calendar school year. SACCP will not be in operation when school is closed due to inclement weather (e.g., snow days), in-service days, special holidays, building maintenance, epidemic illness and/or other unforeseen calamities or situations resulting in the closure of the building.

#### **SACCP Operating Hours (Subject to Change):**

Monday-Friday	Before School	7:00am-7:30am
Monday-Friday	After School	2:30pm-6:00pm

#### **SACCP Schedule (Subject to Change):**

- 2:30pm-2:45pm Pick up children and attendance taken after school
- 2:45pm-3:15pm Snack
- 3:20pm-4pm Homework and Reading
- 4pm Themed Activity
  - Monday – Move-It Mondays (Additional recess and large motor skills games)
  - Tuesday – Art
  - Wednesday – Games
  - Thursday – Science
  - Friday – Movie
- 4:30pm-6pm Recess/Stations/Play

### **PSEC SCHEDULE AND HOURS:**

PSEC is available on scheduled school days according to the calendar school year. PSEC will not be in operation when school is closed due to inclement weather (e.g., snow days), in-service days, special holidays, building maintenance, epidemic illness and/or other unforeseen calamities or situations resulting in the closure of the building.

PSEC is available to those students enrolled at St. Vincent de Paul School's Preschool (2-day, 3-day and 5-day Preschool or Pre-K programs). Preschool children are only eligible to attend PSEC on the days the child is registered for school. For example, a child in the 2-day Preschool program (Tuesday and Thursday) can attend PSEC on Tuesday's and Thursday's only, but may not attend on Monday, Wednesday or Friday's.

*The designated drop off window for PSEC in the morning is 7am-9am. PSEC will not accept any PSEC student after 9am.*

**PSEC Operating Hours (Subject to Change):**

Monday-Friday 7am-6pm

**PSEC Schedule (Subject to change and specifics may vary depending on scheduled preschool class):**

7am-8am: Free Play/Stations

8am: AM Pre-K escorted to school

8:30am: 2-day Preschool or 3-day Preschool escorted to school

8:30am-11am: PM Pre-K and 5-day Preschool Free Play/Stations, Recess, Snack, Story and Craft

11am: Pick-up and attendance for 2-day Preschool or 3-day Preschool and AM Pre-K

11:15am-12pm: PM Pre-K and 5-day Preschool Lunch, Escorted to class at 12pm

11:15am-2:30pm: Lunch, Recess, Quiet Time, Snack, Story /Craft

2:30pm : Pick-up and attendance for 5-day Preschool

3pm: Pick-up and attendance for PM Pre-K

3:30pm-6pm: Free play/stations and recess

**CURRICULUM:**

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

- **Faith**, such as our belief in God and how wondrous he is in our lives.
- **Character Education**, such as respect and manners.
- **Safety**, such as use of playground equipment, evacuation in weather related emergencies and/or fire drills.
- **Health Skills**, such as proper hand washing and nutrition.
- 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.
- 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.
- All activities are adapted to meet the needs of children with disabilities.
- All programs are geared to be developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes.

**ATTENDANCE FEES AND POLICY 2021-2022:**

**SACCP Fees (Subject to change)**

AM SACCP/PSEC(7am-7:30am)	M-F	\$4/day
2:30PM-4:00PM (K-8th)	M-F	\$8/day
2:30PM-6:00PM (K-8th)	M-F	\$13/day

**PSEC Fees (Subject to change)**

Please reference the PSEC Program Options for annual fees.

## **PSEC BILLING AND PAYMENT:**

Preschool Extended Care (PSEC) pricing structure is an annual fee based on the amount of days and times needed for child care. Please reference the PSEC Program Options for annual fees and charges.

### **Payment Options for PSEC:**

1. Full payment made directly to the school office by June 12, 2021 will receive a \$40.00 discount.
2. Full payment made to the school office after June 12, 2021, but before the first day of school will be accepted at the full rate.
3. Monthly automatic withdrawal/payments for PSEC are made through FACTS Management Company from your checking or savings account or credit card (fees may apply). Payments begin in July 2021 and all PSEC fees must be paid in full by May 2022.

If choosing to pay monthly via FACTS Management Company, it is the responsibility of the parent(s) to set up and manage their account. To set up your FACTS Management Company account, please go to the school website at <https://www.saintvdpschool.org/> and find the FACTS Management tab to create and manage your account. Monthly payments for PSEC begin in July and last payment is in May.

### **Additional Fees or Charges:**

- Insufficient Funds/Account Error Fee: Please be aware that there may be additional fees or charges via FACTS Management Company for invalid payment methods or insufficient funds. Extended Care services will be suspended and/or terminated if monthly payments are not received or your FACTS Management Company account closes.
- Late Pick-Up Fee: Extended Care closes at 6pm. An initial late fee of \$10.00 will be charged for any late pick-up times from 6:01-6:05pm. An additional late fee of a \$1.00/minute will be charged for any time beyond 6:05 PM and up until pick-up, collectively. Late fees need to be paid via cash or check within 24 hours of the charges.

### **Rebates and Reimbursement Policy:**

Families are eligible for reimbursement for the following situations/circumstances...

- Snow Days – When school is cancelled due to snow or inclement weather that prevents the safe arrival or dismissal of students/staff, Extended Care will be cancelled as well. Any snow days that occur on your scheduled Extended Care days will be calculated and rebated to your account at the end of the school year.
- Prolonged Illness/Sickness – Any sick days accrued beyond 3 school days will be calculated and rebated to your account at the end of the school year. A written doctor's note is required and must be given to the Extended Care Director/Manager to excuse and rebate any absences beyond 3 school days. No rebates will be given for any absences due to illness without a written doctor's note. No rebates will be given for absences due to illness 3 school days or less.

- Vacations – If you are planning on taking a vacation during the school year and scheduled PSEC days, a written notification is needed two weeks prior to the vacation. Any vacation days will be calculated and rebated to your account at the end of the school year. No rebate will be given without two-week written notification from the parents to Extended Care Director/Managers.

**2-hour Delays:** 2-Day Preschool, 3-Day Preschool and AM Pre-K will be cancelled for the day if there is a 2-hour delay due to snow or inclement weather. PSEC students scheduled for that day may still attend PSEC even though there will be no morning preschool/pre-k classes. Extended Care will be available starting at 9am on 2-hour delay days.

### **SACCP BILLING AND PAYMENT:**

**Kids Care Center [www.kidscarecenter.com](http://www.kidscarecenter.com)**

Kids Care Center is the program Extended Care uses to track and monitor attendance and fees. All billing is generated from Kids Care Center. Every family registered for Extended Care will receive a Kids Care Center log-in at the beginning of the school year. This log-in information is needed to access your account to review and pay your billing statement each month.

#### **Billing**

Billing notification and payment will occur monthly. An email will be sent on the first of each month notifying parents/guardians that their Extended Care bill is ready to view and pay via Kids Care Center. The statement will reflect the previous month's Extended Care attendance and correlating charges. Parents/Guardians will have until the fifteenth day of each month to pay their Extended Care bill in full.

*Failure to pay each month's billing statement/charges by the communicated deadline will result in your child(ren)'s ineligibility to attend Extended Care and suspension from Extended Care until full payment has been made. Continuous late payments exceeding more than two payment periods will result in removal from the Extended Care program.*

As with any unpaid balances, St. Vincent de Paul reserves the right to withhold grade cards, school records and may result in the child(ren)'s eligibility to participate in extracurricular activities such as field trips, sports and clubs. It is the parent's responsibility to pay these charges and fees on time and in full and remain in good standing and faith with the Extended Care program.

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.

#### **Payment**

Families have two payment options when paying their Extended Care bill.

1. Credit Card
2. Electronic Check (e-check)

All payments received will be through the Kids Care Center website and accessed from your Kids Care Center account. Each family will receive a Kids Care Center log-in account number and



pin number when properly registered in order to access your account. This will be communicated to the parents via email prior to the first billing cycle. Cash and physical check payments will not be accepted without prior approval by the Extended Care Director.

**Additional Fees or Charges:**

- Service Fee: There is a 3% service fee for each credit card transaction.
- Insufficient Funds/Account Error Fee: Should you wish to pay via e-check and the check information entered is invalid or there are insufficient funds, your account will be charged an additional \$25.00 for each invalid transaction.
- Late Pick-Up Fee: Extended Care closes at 6pm. An initial late fee of \$10.00 will be charged for any late pick-up times from 6:01-6:05pm. An additional late fee of a \$1.00/minute will be charged for any time beyond 6:05 PM and up until pick-up, collectively.

**DROP-OFF / PICK-UP PROCEDURES:**

**AM SACCP Drop-Off 7am-7:30am:**

Parents and registered SACCP child(ren) will enter through the school office doors by buzzing the intercom located at the school office door entrance. An office staff member will allow parents and child(ren) to enter the reception area and parent will sign-in their child(ren) with the time and parent/guardian signature or initials. Your child(ren) will then enter the building on their own and proceed to the Extended Care room.

**PSEC Drop-Off:**

Parents may drop-off their preschool child during the designated PSEC drop off window of 7AM-9AM at the school office. A sign-in sheet will be available in the reception area of the office and parents will need to sign-in their child with the drop-off time and signature/initials. Once signed-in, an office staff member will contact PSEC and a PSEC staff member will come to the office and escort your child to the PSEC room.

**SACCP Staff After-School Pick-Up:**

Upon school dismissal at 2:30pm SACCP staff member(s) will meet registered SACCP children in the school's cafeteria. Attendance will be taken and children counted by a SACCP staff member. SACCP's daily schedule will begin once attendance is taken and school dismissal has ended.

**PSEC Staff After-School Pick-Up/2-day, 3-day and AM Pre-K:**

Upon Preschool 2-day, 3-day and AM Pre-K dismissal at 11am a PSEC staff member(s) will meet registered PSEC children in the school's gymnasium. Attendance will be taken and children counted by a PSEC staff member. PSEC's daily schedule will begin once attendance is taken and preschool dismissal has ended.

**PSEC Staff After-School Pick-Up/5-day and PM Pre-K:**

Upon Preschool 5-day and PM Pre-K dismissal at 2:30pm and 3pm respectively, a PSEC staff member(s) will meet registered PSEC children in the school's gymnasium. Attendance will be taken and children counted by a PSEC staff member. PSEC's daily schedule will begin once attendance is taken and preschool dismissal has ended.

**SACCP and PSEC Pick-Up 2:45pm-6pm:**

All pick-up procedures will take place by buzzing the intercom located at the school office door entrance. An office staff member or Extended Care staff member will allow the parent/guardian

to enter and it is that parent/guardian's responsibility to sign-out their child(ren) with the time and parent/guardian's signature or initials. Once the parent/guardian signs their child(ren) out for pick-up an Extended Care staff member will be radioed to bring your child(ren) with their belongings to the office reception area to meet you. Children third grade and younger will be escorted by an Extended Care staff member to the office reception. Children fourth grade and older with younger siblings will be allowed to escort their younger sibling(s) to gather their belongings and meet parents at the office reception.

*Parents/guardians are required to sign-out their child(ren) at pick-up and immediately escort their children from the building. No child will be allowed to exit the building alone without a parental/guardian escort.*

**Late Pick-Up Policy/Late Fees:**

Extended Care services end promptly at 6pm. For any pick-up after 6pm an initial late fee of \$10.00 will be charged for any late pick-up times from 6:01-6:05pm. An additional late fee of a \$1.00/minute will be charged for any time beyond 6:05 PM and up until pick-up, collectively. This total late fee amount must be paid within 24 hours of the late pick-up date. If payment isn't made within 24 hours of the late pick-up date, the child(ren) will be suspended from Extended Care until payment is received. In the event of three (3) late pick-ups, the child(ren) will not be able to attend Extended Care for the remainder of the school year. If for any reason the parent/guardian is unavoidably delayed, a phone call is required to the school office at (740) 393-3611.

**1-Hour / 2-Hour Delays:** Should school call a delay due to inclement weather or snow, Extended Care will open at 8am on 1-Hour Delay days and at 9am on 2-Hour Delay days.

**AUTHORIZED PICK-UP / EMERGENCY TRANSPORTATION AUTHORIZATION:**

**SACCP:** Per ODE/ODJFS operating regulations, Extended Care requires a minimum of three (3) additional people listed as authorized pick-up individuals for your child(ren) for all registered SACCP children.

**PSEC:** Per ODE/ODJFS operating regulations, Extended Care requires a minimum of two (2) additional people listed as authorized pick-up individuals for your child(ren) for all registered PSEC children.

There is section on the Extended Care registration form for this information to be provided.

Additionally, should parents wish to allow additional individuals to be authorized to pick-up their child there is another section on the Extended Care registration to provide this information as well.

Only parents/guardians listed on the registration form as well as the additional authorized individuals listed will be allowed to pick-up the child(ren).

To avoid any confusion, please email the Extended Care Director/Manager should anyone other than the usual individuals be picking up your child(dren). Authorized pick-up individuals will still be required to show a picture ID at pick up.

To ensure the safety of the children and staff we will proceed as follows should our staff not recognize a pick-up person...

- Pick-up person, may or may not be allowed to enter the building.

- They will be asked and required to show a picture ID, which will be verified against the authorized pick-up section of the SACCP and PSEC registration.
- If a pick-up person is not on your child's registration form the child will not be released to that individual until the parent/guardian has been contacted and verbally authorized.
- It is the responsibility of the parent/guardian to then update their child's Extended Care registration paperwork to include any additions or changes to authorized pick-up persons.

**After School Activities / Exceptions for Pick-Up:**

Children may leave the program facilities for specific activities with proper written notification and mutual agreement of parents/guardians and the Extended Care staff. A note or email to the Extended Care Director/Manager 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 an email or signed note from a parent/guardian PRIOR to 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, email the Extended Care Director/Manager and/or call the school office 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 school office and a copy presented to the Extended Care Director/Manager. 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.

**FIELD TRIPS / SPECIAL EVENTS OR PROGRAMS:**

In the event the Extended Care should participate in a field trip or special event or off-site program, 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 school medical, dental, and emergency forms must be completed prior to enrolling in Extended Care. Forms will be kept in the school office and School Speak. Relevant medical information, including allergies and chronic medical conditions or medications needed, etc. should be noted on the Extended Care registration form and supplied to the Extended Care room. Extended Care registration forms will be kept in the Extended Care room.

As with the school's health 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 or evening prior, evidence of lice or any other symptom of illness. The child should be free of fever and/or vomiting without the aid of fever/pain relievers for 72 hours before they may return to school and Extended Care. 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 COVID-19, hand/foot/mouth, strep throat, lice, etc.) so that other parents may be informed of an outbreak in writing.

If a child shows signs and symptoms of illness, including but not limited to fever, vomiting, diarrhea, uncontrollable and constant sneezing, coughing, running nose, itchy/red eyes the staff will:

- a. Remove and isolate the child to the school's designated sick area.
- b. Contact the parent/guardian or emergency contact person(s) to pick up the child and siblings.
- c. Make the child comfortable while waiting for parents/guardians to pick up.

Once notified by Extended Care staff or school office, parents are required to make immediate arrangements to pick up sick children.

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 or responds, an authorized 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 with proper notification and medical paperwork. We will administer only the child's personal prescriptions filled by a pharmacist with a label bearing the physician and child's name/directions for administration.

Only the parent/guardian, not the child, may give the medication to the Extended Care staff. In the event that this applies to your child, parents/guardians must complete the proper medical authorization forms prior to administration, available in the Extended Care room.

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 Extended Care will never be left unsupervised. Children in Kindergarten to 3rd grade will be escorted to the bathroom, office or other parts of the building by an adult or allowed to make trips to the restroom using the buddy system, once proven responsible. Children in 4<sup>th</sup> to 8<sup>th</sup> grade proven to be responsible will be allowed to go to the restroom, office or other parts of the building on their own. Preschool children will always be escorted to the bathroom, office or other parts of the building. When Extended Care children are outdoors staff members will coordinate and communicate to allow children who may need inside the building (restroom or office) to be supervised as well as supervising children still outside. There will be access at all times to a working cell phone and/or walkie talkie for all employees to communicate.

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 Communicable Diseases and Child Abuse Recognition and Safety as well.

All St. Vincent de Paul employees are required to have a background check/fingerprinting as well as attend Protecting God's Children prior to employment.

## **RECORDS**

Registration forms 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/guardian. Names and addresses are considered privileged information.

Any relevant medical information pertaining to your child should be noted on your child's Extended Care registration form.

Emergency medical records for each child are kept in the school office and also accessible via School Speak.

## **FOOD AND NUTRITION:**

**SACCP Snack:** A nutritious snack and a choice of milk or water will be provided as part of the daily program.

**PSEC Snack:** A nutritious snack and a choice of milk or water will be provided as part of the daily program. For preschoolers in Extended Care in the morning prior to their afternoon preschool and PM pre-k classes, the snack will be given mid-morning. For preschoolers in Extended Care in the afternoon after morning preschool and AM pre-k classes have ended, the snack will be given mid-afternoon.

**PSEC Lunch:** Parents must pack a lunch for their preschool child if they will be in attendance with Extended Care during scheduled lunch hours of 11am-1pm. Preschool students will not have the option of buying a hot lunch provided by the school.

### **Food Allergies:**

If your child has any known food allergies, it is very important that this information be communicated on the child's Extended Care registration form and school medical forms. For

your child's health and safety, parents may be asked to provide an approved allergy free snack and/or lunch for their child.

#### **CLOTHING AND TOYS FROM HOME:**

##### **SACCP:**

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.

##### **SACCP and PSEC:**

Toys, loveys and stuffed animals or any other play items from home are NOT allowed to be brought into school.

Preschoolers enrolled in 2-day and 3-day preschool will be participating in quiet time in the afternoons and may bring one (1) lovey to be used during this time only. Parents please wash this item regularly.

#### **HOMEWORK:**

##### **SACCP**

Homework and/or Quiet Activity time will be provided daily as stated on the SACCP schedule above. 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. 6<sup>th</sup>-8<sup>th</sup> 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.

#### **QUIET TIME/NAP – PSEC:**

The PSEC program for 2-day and 3-day Preschool children provides a nap/rest period in the afternoon not less than one hour and not exceeding one and one-half hours. The quiet time/nap 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 assigned blankets will be provided and are cleaned on a regular basis.

#### **TOILET TRAINING – PSEC:**

##### **Potty Trained / Pull-Up Policy**

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 diapers/undergarments. The child must be able to use the toilet alone, wiping and cleaning by themselves, with staff outside the closed bathroom door. Should it be discovered that a child is wearing a pull-up or training diaper, the parent will be called to come and pick up their child immediately.

We are an Extended Care program, not a day care where younger 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.

#### **Accidents**

We understand that there may be accidents and our staff is sensitive to this matter. Please provide an extra set of clothes, including pants/shorts, shirt, underwear and socks, in a zip lock bag to be kept in your child's backpack at all times. If an accident happens, we will verbally assist your child in cleaning the best they can and get dressed in their extra set of clothes. 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 the removal of your child from Extended Care until they are completely toilet trained.

**BEHAVIOR POLICY:**

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 2020-2021. 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 2020-2021.

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. Continued behavior issues will be documented with a copy in child's file and another given to parents for review.
6. 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 regarding the operation of the Extended Care program are always welcome. Annually parents will receive a survey for the year to rate their experience and express any concerns. The Extended Care 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 and Communication 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 Extended Care director. If the situation cannot be resolved, the Extended Care Director will address the concern with the Principal and/or other supervisors.

**COMMUNICATION WITH EXTENDED CARE STAFF:**

The preferred way to contact Extended Care is by email sent to the Extended Care Director or Managers at [STVPSEC@cdeducation.org](mailto:STVPSEC@cdeducation.org) for PSEC and [STVSACCP@cdeducation.org](mailto:STVSACCP@cdeducation.org) for SACCP. For immediate communication or needs please call the school office at (740) 393-3611.

The Extended Care Director/Manager will keep the school and teachers informed on a regular basis about the program and daily/weekly homework. The Director/Manager may communicate directly with classroom teachers, if needed, regarding individual children's needs. It is the parent's responsibility to discuss with the Director/Manager 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.

**CONTACT INFORMATION:**

If you have any questions regarding Extended Care, please feel free to contact the Extended Care Director/Manager at [STVPSEC@cdeducation.org](mailto:STVPSEC@cdeducation.org) for PSEC and [STVSACCP@cdeducation.org](mailto:STVSACCP@cdeducation.org) for SACCP or the school office at (740) 393-3611.



**ACKNOWLEDGEMENT FORM**

**St. Vincent de Paul Extended Care Handbook**

I have read the contents of the Extended Care Handbook. I understand that my child/ren and I must follow the guidelines and policies according to the St. Vincent de Paul School Extended Care Handbook for the 2021-2022 school year.

Please complete, sign and return this form to the school office or Extended Care mailbox.

Thank you for your cooperation and partnership.

Child/ren Names:

Grade:

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Parent/Guardian Signature

Date