

St. John Vianney School Extended Care Handbook



ST. JOHN VIANNEY CATHOLIC SCHOOL

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<http://www.sjvsj.org>

This St. John Vianney School Extended Care Program Handbook is presented as a means of furthering the communication between the parents/guardians of students enrolled in the Extended Care Program. The Principal reserves the right to amend the handbook for just cause. Parents/guardians will be promptly notified in writing if changes are made.

Co-Directors

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St. John Vianney School Extended Care Program strives to provide an enjoyable, healthy, positive, and safe environment with varying activities, including outdoor play, art activities, homework time, and indoor games for students before and after regular school hours. The program acts as an extension of the school day.

Any St. John Vianney School student is eligible for Extended Care upon registration into the Extended Care Program. The Extended Care Program is not a drop-in program, however emergency care may be provided with prior approval from the Principal.

All regulations in the St. John Vianney School Handbook will be enforced in the Extended Care Program.

ATTENDANCE

The school office should be notified each day if a student is going to be absent from Extended Care. No credit will be given for absences.

Check-In

Every student must be checked out of Extended Care each day by a parent or a guardian. Kindergarten personnel check in kindergarten students for the afternoon.

If a student is participating in other St. John Vianney School activities (i.e. Student Council, sports programs, etc.) the student must still check in with an Extended Care staff person prior to leaving for the activity.

Check-Out

The Center closes promptly at 6:00PM. If you are late, staff members will stay with your child/children until you arrive. Any student picked up after 6PM will result in a charge of \$5 per minute late, which will be withdrawn via EFT on the next billing cycle.

Parents who are repeatedly late will be asked to remove their child/children from the Extended Care Program.

No student will be released to an adult who is suspected of being under the influence of drugs or alcohol.

Parent/Guardian Emergency Check-Out

If another adult other than a parent/guardian needs to pick up a student due to an emergency, then a dated, written notice from the parent/guardian will be

required. A telephone call does not replace written permission. No student will be released to anyone who has not been designated for pick-up.

Because the safety of each student is of prime importance, students may not leave the supervised areas without express permission from the supervisor in charge.

Vehicles

The schoolyard is closed to vehicle traffic before school and in the afternoons until 5:00PM. Caution must be used in driving on school grounds, as there may be foot traffic or students playing on the yard.

Cell Phones

Students in Extended Care won't be able to use a cell phone when under the care of the Extended Care personnel.

CONDUCT/DISCIPLINE

Each student is expected to be respectful and courteous toward the Extended Care staff and other students at all times. Ordinarily, a student may be given a time-out as a reminder if rules are not followed. Parents/guardians and/or the Principal will be notified if repeated problems or more serious behavior occurs. Failure to adhere to the Extended Care rules will result in removal from the program. Fighting, name-calling, and other disrespectful behavior are reasons to be dismissed immediately from the program.

Gum Chewing

To protect the carpeting, walkways, and furniture, students are not allowed to chew gum during the Extended Care Program.

Use of Phone

Ordinarily, the Extended Care phone is for emergency purposes only i.e., changes in schedule, illness, etc.

COMMUNICATION

For the well being of each student, good communication between the Extended Care personnel and the parent/guardian is essential. Please communicate any special concerns or needs regarding a student with the Extended Care Director(s).

CLOTHING/PERSONAL ITEMS

All clothing and personal items should be clearly labeled. A cubby or storage space will be provided for personal items. Each student is responsible for her/his own things. Play clothes may be brought in for a student to change into after school. Kindergarten children may bring a pillow, blanket and small stuffed animal for naptime. These should be taken home each week for laundering. Lunch bags and personal clothing should be taken home each day. Each student should be aware not only of her/his own belongings, but the property of others and of the Extended Care materials and equipment. Any student who has broken, destroyed or lost any games, books, or toys belonging to the school or to other students may be asked to replace that item.

CONTRACT/FEES

Monthly Plan \$400 for 4 days a week, 4 weeks, from 2:30 p.m. - 6:00 p.m. (per child)

Weekly Plan \$110 for 4 days a week from 2:30 p.m. - 6:00 p.m. (per child)

Hourly Plan: \$8.50/hour (per child)

EMERGENCY CONTACT/PICK-UP AUTHORIZATION

The Emergency Contact/Pick-up Authorization form included with the Extended Care Contract must be completed for each student in the Program. This form is kept on file in the Extended Care Center to verify persons authorized to pick up a student and in the case of emergency. Allergies or other particular circumstances that may affect a student's well being in the Extended Care Program should be brought to the attention of the Director(s). These cards should always be kept up to date.

HEALTH

If a student becomes ill, a parent/guardian will be called to pick her/him up. No student who is sick should attend Extended Care.

If a student is injured, staff will administer First Aid. If a serious injury occurs, 911 will be called, as well as the parents/guardians, as soon as possible. A staff member will stay with an injured student until a parent/guardian has been contacted.

Medication

Medication will not ordinarily be administered by Extended Care personnel. This remains a parent/guardian responsibility. (*Administrative Handbook, Department of Education 5155.2*) The only students who have an absolute right to the administration of medication are those who have serious chronic and/or

life-threatening illnesses. In these cases, a parent/guardian must bring a completed and signed **Consent to Medical Supervision/Administration of Medicine(s) Form**, along with the medication to the school office so that the staff may dispense the medication.

The school must receive a written request from the physician detailing the method, amount, time by which the medication is to be taken. School personnel will not administer any medication to students unless specifically given written permission by the parent and physician. Prescription medication must be in the original bottle with the student's name on it. The school does not dispense over-the-counter medication (i.e. cough syrup, Tylenol, etc.) so a parent must come to school to administer the medication.

PERSONNEL

Since the Extended Care Program is under the auspices of St. John Vianney School, the Principal of St. John Vianney School is responsible for the Extended Care Program.

The Extended Care Director(s) is/are responsible for overseeing all aspects of the Extended Care Program on a daily basis. The Extended Care Team assists the Director(s).

SCHEDULE

Afternoons

When students arrive, they ordinarily change to play clothes (recommended but not required), eat lunch or a snack, and participate in indoor/outdoor playtime, arts and crafts, quiet time/homework, reading, etc. Kindergarten students also have a rest time.

A quiet time will be provided for any student who wishes to do her/his homework. However, it is not the responsibility of the supervisors to make sure the homework is completed.