

St. Joseph School Extended-Day Care Handbook

The goal of this handbook is to clarify procedures and set policies for the program. It may not cover every eventuality. It may become necessary to update or amend portions. Parents will be given one week's written notice of any changes.

Program Philosophy/Mission

Our program is an extended-day care program, which supports the philosophy of St. Joseph School. We are dedicated to providing a safe and nurturing environment to children in kindergarten through eighth grade. It is our goal to provide children a selection of individual and group activities that enhance their social, emotional, and intellectual growth in a Christian atmosphere. We believe that this can be achieved by creating an environment where children accept responsibility for their choices, build a positive self-image, and learn through play. It is our mission to provide a learning environment which allows students the skills, knowledge, and attitudes to achieve personal success, while developing a faith community in which values are formed, experienced, and lived.

Program Goals

1. Provide a safe and relaxed environment where children's physical and emotional needs are met.
2. Provide an environment where children can develop enthusiasm for learning, exploring, and creativity.
3. Establish an atmosphere of respect for self and others as well as respect for equipment and materials.
4. Help children develop self-control and a clear understanding of expectations.
5. Help children learn how to function in multi-age groups.
6. Provide opportunities to become independent and responsible through self-directed and individualized activities.
7. Encourage parent involvement and open communication while using tact and discretion.
8. Provide a means for the children to resolve conflicts using conflict resolution skills.

Calendar

We operate according to St. Joseph School calendar. This year we will be offering aftercare on October 31st and April 2nd. They are both half days of school. If you are interested in either of these days a pre-paid registration will be required and enrollment will be limited. If school is closed according to the schedule, or due to weather or other emergency, extended-day care will not be available. Parents will need to make other arrangements on these days.

Facilities and Licensing

St. Joseph School Extended-Day Center is licensed by the State of Michigan. Each family must have a contract and schedule with the EDC in order to use the program.

We are licensed for “drop-in” care, though parents still need to complete contract forms for each child attending (available in the office or EDC room). Parents will be charged for the day at the regular rate, but will not be charged the registration fee unless they use the center more than twice a month. We request 24 hours notice. If parents do not provide 24 hours notice, they will be charged for the whole day (\$10.00) plus a \$5.00 late fee. We still need a signed contract to legally care for your child.

There is an exception made for parent’s late picking up car-riders at dismissal. Any children not picked up by 4:00 will be sent down to the center. Late parents will be charged for the whole day (\$10.00) plus \$5.00 late fee after 4:30.

Admission Policy

Any student enrolled at St. Joseph School in grades Pk-8 is eligible. Enrollment is limited to the number for which a site is licensed. When the program is full, a waiting list will be created; parents will be notified when space is available.

Withdrawal Policy

A child is automatically withdrawn from the program when the child is no longer enrolled at St. Joseph School. A decision to withdraw eligibility may be made if the account is in serious arrears. If you plan to withdraw your child from the program, please notify the center in writing as soon as possible.

If a staff member feels that a child should be withdrawn from the program, the following steps will be taken.

1. Staff will meet to discuss reasons for which they feel the child should be withdrawn.
2. The Program Director will meet with parents to decide on a probationary plan of action that would be most beneficial for the child and others in the Center.
3. If the probation period comes to an end with no resolution of the problem, parents will receive written notice for withdrawal.

Non-Discrimination Policy

No person shall, on the basis of race, color, religion, national origin, sex, marital status or handicap, be excluded from reasonable participation, denied benefits, or otherwise be subjected to discrimination in any educational program, activity, or employment practice at St. Joseph School.

Staff

Lead staff has state certification, training, and experience. At least one experienced and certified staff member will be available during operation. We do not endorse or recommend baby-sitting outside of the center by staff members. Staff members may not transport children to or from the program. Parents are responsible for the arrival and departure of their children. All staff members have updated background checks on file and have completed the course, “Protecting God’s Children.”

Registration

Parents must complete and submit a registration form/contract. A registration fee of \$30 per family is required upon registration. This fee is non-refundable and not applicable to attendance fees. Children must be enrolled in St. Joseph School, and must be re-enrolled in the program every year. All health and immunization records must be kept up-to-date, and an emergency card listing at least three emergency contact persons must be on file in the center prior to the first day of attendance.

Fees and Sessions

Billing is sent home with the oldest child. Fees are assessed according to your schedule (on the contract form) and will include any late fees accrued. Payment is due within 14 days of billing. There will be a \$10 fee for late payment. Parents are asked to send a check or money order to the school finance office via mail or the classroom mailboxes. If parents wish to pay cash, they are asked to do so in the school finance office during school hours. No checks or money may be collected in the Center.

St. Joseph Extended-Day Center is a self-sustaining program. Our fees are kept comparative to and competitive with other programs offered in the area. We charge for blocks of time, and offer a choice of sessions and fees as listed.

A.M. Care		
A.	7:00 – school	\$6.00
B.	7:30 – school	\$4.00
P.M. Care		
C.	school – 5:00	\$6.00
D.	school – 5:30	\$8.00
E.	school – 6:00	\$10.00

Program Schedule

A.M Care is a self-directed activity time. We do not provide breakfast, but children can finish breakfast brought from home.

P.M. Care has a scheduled program which allows children to relax after school, then to get a start on homework. It is still the responsibility of the parent to check and enforce homework completion.

Tentative Schedule (subject to flexibility)

- 3:40 – 3:45 Check-in -- Mrs. Jacobson's Classroom
- 3:45 – 4:00 Go to EDC room and have a snack
- 4:10 – 4:40 Activity Time (outdoors if weather permits)
- 4:40 – 5:10 Homework or Reading
- 5:10 – 6:00 Free Choice (games, computers, T.V., etc.)

Snack

We have a daily snack after school. Families are asked to provide individual snacks for each of their children that will be attending. Please try to keep it a favorite healthy snack. (eg. Crackers, pretzels, pudding, fruit cups, etc.) We can store the snack with your family name on it or you can send an extra snack in their lunchbox to eat at EDC.

** Because of the increased number of children with peanut allergies, we ask that you provide PEANUT-FREE snacks for your child.

Outdoor Play

Children will go outside daily whenever possible. Please send appropriate clothing and footwear. Parents should make other childcare arrangements for children too ill to participate in regular outdoor activities.

Attendance and Tardiness Policies

Your contract for time is very important. It helps us plan supervision and snack, and ensures that both school and home know where your child is. With that in mind, we request one week's written notice of any change in the schedule. The hours you sign up for are the hours you will be charged for. Parents must call the school office to report an absence before 3:30.

It is essential that our staff know the whereabouts of the children at all times. A.M. Care children will not be excused before the start of school except to attend band or a pre-approved service project or meeting. Pre-approval requires parent and supervising staff member signatures.

P.M.Care children must report directly to Mrs. Jacobson's room when school is over. Any child not in the room by 3:45 must have a slip signed by a teacher or be marked tardy. Parents will be notified of the tardiness. If the child is tardy more than three times, he or she may be excluded from the program. Children attending a sponsored after-school activity must have pre-approval. Pre-approval requires signatures from the parent and the supervisor of the activity, and a written schedule of activity times and dates. Children will be admitted to the center after the approved activity with the same tardiness guidelines listed above. Parents should arrange to have an adult (not EDC staff) walk the child to or from our center for these activities.

Signing In/Out

Parents are responsible for walking their children into the center in the morning and/or coming into the center in the evening to pick up their children. Children can be taken from the center only by the parents or other persons listed on the emergency form, unless we receive written notice of a change. (The written notice must include the person's name and the date of the change.) All persons picking up a child must SIGN THEM OUT. When a person other than the parent is picking the child up, these guidelines must be followed.

1. We must have prior written permission from the parent.
2. The person must be at least 16 years old.
3. The person must present picture identification to the staff member in charge.

If you discover that you will be late, please contact a person on your emergency list, then contact the center to let us, and your child, know who will be signing your child out.

Behavior Expectations

1. All school rules will apply to the Before and After Care Center.
2. Appropriate movement throughout the school is expected. No running, shoving, etc. will be allowed.
3. Good manners are expected.
4. Behaviors which limit the physical or psychological freedom of another person in the center will not be allowed.
5. Sharing of program equipment is promoted among all children. No toys from home are allowed. If something was brought for use during the school day, it must remain in the child's bag while attending the Extended-Day Center. We are not responsible for lost or damaged personal items.

Behavior Management Policy

The staff at St. Joseph Extended-Day Center will provide positive guidance methods, which encourage self-control, direction, self-esteem, and cooperation. We will follow the school program for conflict resolution.

In the event that specific discipline issues of a child were to become a threat to the physical or emotional safety of other children and/or staff, or a disruption to the running of an orderly program, the following procedures will be enforced.

1st time – Warning

2nd time – Supervised time-out

3rd time - Time-out with parent contact via note or phone call.

If a child continues to violate the rules, the administrator will be notified and a meeting will be scheduled with the parents. Possible consequences could include probation or suspension for a period. A child may be excluded from the program for continued negative behavior or a serious discipline problem.

Medical Policy

State regulations require us to maintain an immunization record on each child. This information must be on file with the school office before your child can attend extended-day care. It is the responsibility of the parent to keep the school informed of any new immunizations or changes which should be noted on your child's health form.

Illness

When a child becomes too sick to participate in regular activities or shows symptoms of a contagious illness, parents will be contacted to take their child home immediately. If the parents cannot be reached, the emergency contact person will be called to take the child home immediately. Ill children will be separated from the other children until parents can arrange to pick them up.

Allergies

We require a written statement of allergies from a physician. The statement must include: the name of the allergen, severity of the allergy, and emergency procedures if necessary.

Medication

Both the physician and the parent must complete a Medication Permission Form. Children are not permitted to transport medication to or from school. Medication must be given to the Program Director. Medication must be in the original container. The label must indicate the physician's name, child's name, and instructions for administering the medication. We will not have access to the medication kept in the main school office, so please ask the physician for a split prescription if the medicine is to be taken during school hours too. A designated school employee will administer the medication only when all criteria are met.

As part of this agreement you agree to indemnify and hold harmless St. Joseph School, the Extended-Day Center, any and all affiliated organizations, their employees, agents and representatives, including volunteers, from any and all claims, including negligence, arising from or relating to the supervision of taking medication.