Queen of All Saints Extended Care Program
Located at the Almond Avenue Entrance
925-483-2059

The Extended Care Program (ECP) strives to construct an enjoyable and safe atmosphere for Queen of All Saints School students. In ECP there are various activities including play, art activities, homework time and indoor games. Our goal is to provide a safe and happy place away from home.

The program is located in the Extended Care rooms in the Kindergarten wing at the Almond Avenue entrance. The morning program operates each school day from 7:10-7:40 a.m. The afternoon program operates on Regular School Days from 3:00 p.m.-6:00 p.m., Minimum Days from 12:00 noon-6:00 p.m., and Early Wednesdays 2:20 p.m.-6:00 p.m. Because the program is an extension of our school day, daycare is not provided on holidays, the day before Christmas vacation, the first and last day of school, and/or during vacation periods.

Extended Care is available for Transitional Kindergarten students following their 1:30 p.m. dismissal to 6:00 p.m.

ACTIVITIES

Morning Program: students may play quietly

Afternoon Program:
Opportunities for organized games
Outdoor recreation
Crafts/holiday activities
Homework time
Nutritional snack

All activities are supervised by the Extended Care staff. The staff supervises student homework time but do not act as tutors, nor are they authorized to correct the students’ homework or to teach curriculum. It should not be a parent’s expectation that all homework be completed during homework work time. Homework should be reviewed at home by the parent and student for accuracy and completeness.

ADMISSION POLICY for Early Morning and After School Extended Care
Students in grades Transitional Kindergarten-8 who are presently enrolled in Queen of All Saints School will be admitted to ECP. Emergency cards must be on file in the school office and ECP.

Morning Care: There is a $50 per student non-refundable registration fee that will allow for unlimited use of morning care during the hours of 7:10-7:40 a.m. There is no hourly fee for the use of morning care.
**Afternoon Care:** There is a $50.00 per family non-refundable registration fee per family for use of the program, even if Extended Care is used only occasionally.

**PAYMENT FOR AFTERNOON CARE**
Fees are $7.00 an hour per student. There is a multi-student discount for families with more than one child: 2 children are $10.50, 3 or more children are $14.00. Billings are per each hour, or any fraction thereof and will be charged monthly and automatically deducted from your FACTS account. There is a one-hour minimum charge.

Please note, it is Diocesan policy that students who are enrolled in an after school activity that is provided by a third party be signed into Extended Care. Fees are included in the cost of the enrichment activity. Activities that are provided by the parish or school (ie. CYO practice, school play practice) are excluded. Families must be current in all financial obligations (tuition, extended care, etc.) to participate in third-party after school enrichment activities.

Billings will be posted monthly to your FACTS account and will be automatically deducted. Accounts that fall behind more than two weeks are considered late. Students will not have use of the Extended Care program until the account is brought current.

**LATE POLICY**
**After Hours Charge:** Students not picked up by 6:00 p.m. are charged a late fee of $2.00/child per minute to be billed to your FACTS account. If you are going to be late, please phone the Program Leader (925-483-2059) or make arrangements for someone else to pick up your child (please note that only adults who are listed on your child’s Emergency Card may pick up your child.)

A pattern of late pick-ups will result in a 2-week suspension of the family from Extended Care. Unresolved pick-up issues may result in a loss of Extended Care for the rest of the year. In the event a child is left late without Emergency numbers or with numbers that are not-reachable/in-service, the Concord Police will be called to supervise the child until the parents arrive. This extreme measure would only be taken when the parent has not cooperated in making alternate plans for their child.

**REGISTRATION**
Registration forms for both Morning Care and Afternoon Care may be found on the school website (www.qasconcord.org). Complete the registration and your child’s school Emergency Cards and return them with the applicable Morning and/or Afternoon Extended Care registration fees by the first day of school. It is the responsibility of the parents to keep enrollment records current for home, emergency, business, and cell phone numbers. A taped phone message is not acceptable as a business emergency number; we need a number where parents can be notified immediately of an emergency. All students must have an Emergency Card on file in the school office and ECP before they may attend Extended Care. For the safety of your child, if registration form and Emergency Card are not on file, you will be called to pick
up your child from the school office and your FACTS account will be charged the hourly fee and registration fee.

**MEALS**  
**Morning Care:** Students may be offered a light morning snack  
**Afternoon Care - Regular school days:** Snacks will be provided on a daily basis. Please refrain from sending your child with extra after school snacks. On minimum days students are expected to bring their own lunch (there is no hot lunch program service on minimum days). Please do not send candy or sweets. Occasionally students will be invited to participate in special activities where lunch will be provided at an additional cost. In these instances, menus and order forms will be sent home.

Parents may purchase and provide snacks to ECP to earn parent participation hours. Receipts are required for participation hour credit (every $20 spent equals 1 (one) participation hour credit.) Please contact the Program Leader for information and suggestions.

**FOOD ALLERGIES:** Due to severe food allergies, Extended Care is a “No Nut Zone”. If your child has a food allergy, please notify the school office and Extended Care Program in writing (must be done yearly.) If your child has an epi-pen or inhaler, please have one available in the school office as well as the Extended Care Program.

**COMMUNICATION:**  
If there are any questions or concerns, please contact: Extended School Program at: (925-483-2059)

**DAILY SIGN-IN AND RELEASE**  
**Morning Care:** Students should be signed into Morning Care by a parent and will be released to the schoolyard at 7:40 a.m. by the Extended Care staff.

**Afternoon Care:** Students attending Afternoon Extended Care must report to the program immediately after school to be signed in by an Extended Care staff member. In case of traffic delay or unforeseen circumstances, students who do not usually attend ECP but are left on the playground after carline will be brought to ECP and have a 3:00 p.m. sign in time. They will enjoy a snack, participate in ECP activities, and patiently wait to be picked up by a parent. There are no in and out privileges.

The program meets on full school days from 3:00-6:00 p.m., minimum days from 12:00-6:00 p.m., and early Wednesdays from 2:20-6:00 p.m. Please enter through the Almond Avenue (Transitional Kindergarten/Kindergarten wing) doors to pick up your child. The school office and all other entrances will be locked.

Students will be signed out by ECP personnel and released only to parents/guardians or an individual who has been authorized, via the Emergency Contact Information, by the parents to pick up the student. In order for someone other than a parent/guardian/authorized adult to pick up a student, the program leader must have a note (dated and signed) from the parent.
including information about who will be picking up the student. The named adult will be required to show ID. Exceptions will never be made. A parent must come inside the Extended Care room located at the Almond Avenue entrance to sign out the student(s) before picking him/her up each day. Students are not allowed to sign themselves out.

Billings will be posted monthly to your FACTS account and will be automatically deducted. 
*Accounts that fall behind more than two weeks are considered late. Students will not have use of the Extended Care program or afterschool enrichment activities until the account is brought current.*

**DISCIPLINE CODE**

Every student is expected to abide by the rules of the program, respect staff members, other students and all property. If a student violates these standards, the first action will be removing the student from the group and seating him/her alone for a 5 to 15 minute period. If the student does not respond to this consequence and the problem behavior persists, the parents will be called to pick up the student. Should there continue to be problems, the student may be dismissed from the program.

The Queen of All Saints School Morning and Afternoon Extended Care Program is an extension of the school day. As such, there is a smooth transition from the regular school day to the after school program. Student behavior guidelines and expectations remain the same during school and after school. Students are expected to be respectful at all times. Our Student Learning Expectations extend beyond the typical school day, into Extended Care. Students are expected to engage in activities that promote peace, giving, and stewardship.

**Cell phones:** Students are not to use their cell phones during their time in Extended Care. Phones must be turned in to Extended Care staff at sign-in, and picked up by a parent/guardian at sign-out. Please do not text or contact them on their cell phone. All phone calls and messages should be done through the school and extended care phones (925) 483-2059.

**EXTENDED CARE PROGRAM RULES**

1. Each student is expected to participate in all activities to the best of their abilities.
2. No student is to leave the supervision of the Extended Care staff without permission (this includes retrieving forgotten items from the classrooms or hallways.)
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
5. Running in the halls is dangerous and cannot be permitted.
6. Each student will be expected to help clean up his/her toys, craft supplies and to generally straighten the room.
7. Each student is unique and valuable; therefore, we will expect every student to be treated with respect, love and concern.
8. Please do not bring toys or other articles from home; no cell phone use.
9. All pertinent school rules apply to the Extended Care Program.
10. Students are to remain in uniform until picked up by parents. The only exception is for students participating in after school Queen of All Saints School basketball practice, track practice, or other Queen of All Saints School sports activities.

If rules and guidelines are not followed, a four-step discipline policy will be used:
   1. The child is reminded of the rule and why it is important
   2. The child will be placed on 5-15 minute time-out. The child will be removed from the activity and will sit quietly. The staff member will speak to the child to make sure the child understands why they have been removed from the activity and are on time-out.
   3. Parents will be made aware of discipline issues upon pick-up, and a note is sent home to the parents explaining the problem behavior with an explanation of the steps taken. Parents will be required to sign and return the note.
   4. If problem behavior continues, the principal will be notified, the parents will be called in for a conference, and the child may be suspended or removed from the program.

**SICK CHILDREN/MEDICATIONS**
Children who have been absent from school or sent home ill are not accepted that day into Extended Care. Children with runny noses (other than clear), continuous cough, red throat, pink sticky eyes, unexplained rashes, swollen glands, head or stomach ache, unexplained open sores, or fever within twenty-four hours will not be accepted into Extended Care.

When a child becomes seriously ill, parents will be notified immediately and will be expected to pick up their child immediately. A viable emergency phone number, as well as an alternate number, must be provided on registration and emergency forms.

Only medication that is clearly labeled may be administered by the Extended Care staff. Prescription medications must be in its original package and accompanied with a medication form signed by the attending physician, as stipulated by Diocesan regulation. Forms are available in the school office and the school handbook. Do not send medicines with children to take on their own.

**EMERGENCY PROCEDURES**
In the event of a major emergency, Extended Care will follow the same procedures used by the school. We will release the children as you have indicated on your Emergency Forms. Please make sure all of your information is current. If necessary, we will evacuate as a group per local Civil Defense instructions.

**MISCELLANEOUS**
Cell phones are not allowed in school or Extended Care. With permission from the supervisor, students may use the Extended Care telephone. Students are not allowed to use cell phones or other personal electronic devices during Extended Care hours; these items will be confiscated by staff members. Children must refrain from bringing gum, candy, money or toys to Extended Care. The school and Extended Care staff will not be responsible for the loss or breakage of anything brought to school.
Extended Care has play equipment for outside. The children are expected to take care of the equipment, furniture, and toys. Toys, games, and equipment that are broken from poor treatment by a child will be billed to the parent’s account.

**RIGHT TO AMEND**
Queen of All Saints School reserves the right to change policies and procedures contained in this Handbook. Parents will be given prompt notice of any change.

Please sign the attached Parent/Student Agreement and submit the Extended Care Registration Form(s) with the appropriate fees ($50 Morning Care and/or $50 Afternoon Care) and Emergency Cards prior to the start of the new school year. These completed forms must be on file before attending Extended Care.