

St. Catherine of Siena School Extended Care Program Handbook



2021-2022

(925) 228-4140



St. Catherine of Siena School
A Lumen Christi Academy

September 2021

Dear Parents,

Welcome to the St. Catherine of Siena School Extended Care Program! The following material is a handbook that is in addition to our Diocesan guidelines and policies contained in our School Parent/Student Handbook. In this guide, we include all necessary information considered important for your child's safety and for the basic operation of the program. We realize some policies or procedures may be modified or changed as the year progresses. You may also have some ideas which could be included in the future. We welcome your suggestions at all times as we all work together for the well being of your child.

Sincerely,

St. Catherine of Siena School Administration

PHILOSOPHY

The St. Catherine's Extended Care Program is provided by the school to serve the needs of parents by providing quality before and after school care. The ultimate goal of this program is to extend the philosophy of St. Catherine's into the before and after school programs. It is our goal to provide a safe, nurturing atmosphere for students in a Catholic environment. The program is available to serve only the families whose children are enrolled at St. Catherine's School in K-8th grades. We provide students with the opportunity to develop socially, intellectually, emotionally and physically as their individuality demands. It is a place where friendships develop and guidance is offered.

ORGANIZATIONAL STRUCTURE

The Extended Care Program is an extension of the overall school program. It is under the supervision of the School Principal and follows the policies of the school.

REGISTRATION

Any registered students at St. Catherine's are eligible for the Extended Care Program. Parents planning to use Extended Care must pay the \$30 registration fee. After September 1st, the fee will be increased to \$50. All enrolled children in the program must have a registration and emergency form on file.

HOURS

Extended Care morning hours are from 7:00 a.m. – 7:40 a.m. Monday thru Friday. Extended Care after school hours are from 3:00 p.m. – 5:30 p.m. Monday, Tuesday, Thursday and Friday; and on Wednesday 12:45pm – 5:30pm. On minimum days, hours are 12:00 p.m. – 5:30 p.m.. The program may have ½ days that day care is not offered. Please check website calendar for dates

FEES AND BILLING PROCEDURES

Fees

\$8.00/hour	1 child
\$10.00/hour	2 children
\$12.00/hour	3 children
\$14.00/hour	4 children

You will receive an invoice from FACTS at the beginning of each month for the previous months' usage (May & June will be billed together and due June 20, 2018). Payment is due by the 20th of the month. If payment has not been received by the 20th you will then be charged an additional late fee of \$25.00. Your child(ren) will not be able to attend Extended Care until your payment, plus \$25.00 late fee, is received.

Extended care will be charged by the half hour. For example:

<u>Time Picked Up</u>	<u>Hours Charged</u>
7:00 - 7:40a.m.	1 hour (Stem Lab - use front entrance)
3:00 – 3:15 p.m.	Grace period
3:15 – 3:30 p.m.	½ hour
3:30 – 4:00 p.m.	1 hour
4:00 – 4:30 p.m.	1 ½ hours
4:30 – 5:00 p.m.	2 hours
5:00 – 5:30 p.m.	2 ½ hours

FACILITIES

Before school care is held in the STEM lab and the After school care program is located in the Parish Hall on the school grounds. The Upper and Lower Yards are also used for outside play. When necessary Extended Care may be moved to the

Kindergarten classroom.

CHECK-IN PROCEDURE

When using Extended Care in the morning, parent/legal guardian or authorized adult **MUST** sign child(ren) in each morning at the front office. All children coming directly from school after dismissal will be signed in by a member of the staff.

All students will be checked into Extended Care if they are on school grounds (or surrounding areas) before 7:40 a.m. (Monday thru Friday), (Wednesday), after 1p.m., or if they are not picked up at the close of any after school activity within 15 minutes. The Parent/legal guardian will be billed for this time.

CHECK-OUT PROCEDURE

Only parent/legal guardian/or authorized persons may sign child(ren) out. WRITTEN notification must be given if an adult other than previously designated is to pick up child(ren). Adults unknown to Extended Care staff will be asked to show identification. If the time of pick-up is not written down when you sign your child out in the afternoon, you will be charged through 5:30 p.m.

LATE PICK-UP

Late fees start when a child has not been picked up by 5:30p.m. If you anticipate being late, please call Extended Care and inform us of any arrangements you have made. *A \$10.00 late fee will be charged if your child(ren) is/are picked up between 5:30-5:40pm. After 5:40pm, \$1.00 per minute will be charged thereafter.*

ACTIVITIES

Our staff tries to vary activities and allow for both indoor and outdoor play. Children are not required to participate in the organized activity but are not allowed to choose another activity while the organized activity is going on. The general schedule for a typical afternoon is as follows:

- 3:00 – 3:15 Sign in
- 3:15-4:00 Homework/Extended Care Quiet Time
- 4:00-4:15 Snack
- 4:15-5:00 Inside: Arts & Crafts
Outside: Organized game/free play
- 5:00-5:30 Inside: Free play/clean up
Outside: Closed

SNACKS

Students will be served a nutritious snack at 4:00pm daily. Children who stay after 5:00 p.m. are welcome to bring a snack from home, as most children tend to be hungry around this time.

BEHAVIOR/DISCIPLINE

Extended Care will abide by the same rules and guidelines as the school in behavior and discipline. As members of a Christian and caring community, the children are expected to respect the staff, each other, and the materials and environment provided. If a child violates these standards, a verbal warning is

given. If a violation occurs again, the student will be removed from a particular area/activity and given a timeout to think about their actions. If a child repeatedly violates behavioral standards, a note will be sent home to inform the parent/legal guardian of what has happened and the action taken. Continued violations may be referred to the principal. Students who continue to violate the standards may not be allowed to attend Extended Care.

DONATIONS

We encourage families to keep the program in mind when they hear about sources of paper, food, supplies, etc. These items can be costly and any donation is beneficial to the program.

HEALTH/MEDICATION

All children must be in good health. If a child becomes ill, the parent/guardian will be contacted to come and pick up their child. If the parent cannot be reached, we will contact someone from your authorized list. Medication will be distributed pursuant to Diocesan Guidelines.

MISCELLANEOUS

Children may not bring gum, toys, cell phones or electronic devices (including MP3 players, and handheld video game systems) to the program. St. Catherine School and Extended Care are not responsible for the loss or breakage of anything brought to school by students. If any of the above items are brought into Extended Care by a student, they will be confiscated.

CHILD ABUSE

The Extended Care staff is obligated to report cases of suspected child abuse under the Mandatory Child Abuse Law of California.

EMERGENCY PREPAREDNESS

Regular school emergency procedures will be followed.

THE EXTENDED CARE STAFF

Mrs. Doreen Shapiro
Miss. Katie Castro

Day Care Lead
Day Care Assistant