



## **EXTENDED CARE HANDBOOK**

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### ***SUPPLEMENT TO THE PARENT-STUDENT HANDBOOK***

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[WWW.STPETERSTPAULSCHOOL.COM](http://WWW.STPETERSTPAULSCHOOL.COM)

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## PHILOSOPHY/MISSION STATEMENT

The philosophy of the Extended Care Program incorporates that of St. Peter and St. Paul Catholic School and the diocese. This includes providing an environment where Catholic values are foremost and the social, as well as personal needs of children are nurtured. Our focus is to offer a safe environment that meets the moral, social, intellectual and physical needs of each child. Our goal is to support children's desire to be life-long learners.

## SUPERVISION / STAFF RATIO

The Extended Care Program is supervised by an Extended Care Teacher and staffed at a ratio of 1 adult for 15 elementary students. For preschool students, the ratio is 1 adult for 12 students. Elementary and preschool students are supervised in separate rooms.

## ADMISSION

Students currently enrolled in St. Peter and St. Paul Catholic School are eligible to register for the Extended Care Program. Since the program is an extension of the school program and does not require state licensing, children must be enrolled in grades kindergarten through seventh grade in order to participate in the program. The Extended Care Program complies with the non-discriminatory policies of the school and the Diocese of San Bernardino.

## HOURS OF OPERATION

The Extended Care Program follows the regular school year calendar and is offered on days that school is in session. There is NO extended care available on days that the school is closed. The daily hours of operation are consistent with the school schedule.

Morning care is available beginning at 7:00 a.m. and After-School care is available until 6:00 p.m. for all students who remain on campus beyond 3:00 p.m. on regular days and 12:15 p.m. on minimum days. All students on campus during these hours, who are not involved in a school sponsored activity, must report to the Extended Care Teacher to be signed in to the Extended Care Program. If students are on school campus after leaving an extra-curricular activity, they must go to the Extended Care Program and be signed in. Students may NOT wait for a ride unsupervised. Parents will be billed for the time spent in extended day care.

A late fee of \$1.00 per minute is imposed for picking up your child after 6:00 p.m. Parents should make every effort to contact the school office (909) 987-7908 if they are going to be late.

## CHECK IN/OUT PROCEDURES

### Morning and After-School Extended Care

A **parent or authorized person** is to **sign their child in or out** of the Extended Care Program. The time of release is required as part of this procedure. A child is to be released **ONLY** to the parent/guardian or to an individual who has been **authorized by the parent/guardian** to pick up the child. **Written notice** is to be given by the parent if a person not on the Student Release or Emergency Form is to pick up their child; they will be required to show proper identification prior to release of the child.

Failure to pick up a child by 6:00 p.m. on three (3) separate occasions may result in termination from the Extended Care Program. If a child is left at Extended Care beyond 6:00 p.m. with no parent contact, a

responsible party from the child's emergency contact list will be contacted for pick up. It is the parent's responsibility to keep emergency contact information current.

### Non-Release

Students are not released to their parent or other authorized individual when it appears the adult is under the influence of drugs or intoxicated. Likewise, students are not to be released to another child (under the age of 18).

## **BILLING POLICIES**

The current fees for the Extended Care Program are listed on the *Financial Agreement*. There is no registration fee to join the Extended Care Program.

## **HEALTH**

### Illness

Extended Care staff will have access to all health records and current family contact numbers of the students who participate in the program.

If a child becomes overly fatigued, ill, injured, or shows signs of illness, while at Extended Care, the parent will be notified promptly. **Parents must have the child picked up immediately.**

Children who have been absent from school during the school day due to illness or suspension may not attend Extended Care.

Children with a communicable disease will not be permitted to attend Extended Care. A parent or designate will be contacted if the child shows signs of illness during the day. If a child has been absent from school due to a communicable illness, a doctor's note allowing return to school will be sufficient for Extended Care.

### Accident/Injury

Basic first aid may be given by any teacher or volunteer health personnel for an original injury received at school (bruises, cuts, scratches, etc). No further treatment can be given (except under orders of a physician). This means no treatment can be given for a previous injury or ailment, an injury received at home, or for an infection.

All accidents and injuries are to be recorded and reported to the principal, if deemed serious or potentially serious, as soon as possible and according to the school procedures. Parents are to be notified of all injuries either immediately or upon pick-up, depending on the seriousness of the situation. An *Accident Report* will be completed by the attending staff member.

## **EMERGENCY PROCEDURES**

Procedures for emergencies such as fire, earthquake, intruder, lost child, etc. are the same as those established for the school hours with minor adjustments as needed to fit the Extended Care Program.

## HOMEWORK POLICY

Homework is a link between home and school. It allows the parents the opportunity to know what their child is doing in school on a daily basis, as well as making the parents aware of areas their child may need extra help in.

Children may continue working on homework during the Extended Care Program hours, but the staff will be engaged in leading other activities. While the Extended Care Teacher can provide time and a place for homework, and offer assistance, they cannot guarantee that every child completes his/her homework, nor can they guarantee the quality of the homework.

## CHILD BEHAVIOR EXPECTATIONS

Extended Care is a privilege, not a right. Students are expected to be cooperative with the Extended Care Staff. The standards established at school regarding citizenship and behavior will be followed in the Extended Care Program. Failure to follow such standards may result in a denial of service. Students are expected to respect the adults in the program and to follow their directions. All rules are directed towards avoiding injury to persons or property while insuring fairness. Staff members work to establish an environment of positive discipline by reinforcing positive character development in the students.

- Be honest
- Be respectful
- Be caring
- Be responsible

Discipline practices are designed to teach appropriate behavior and preserve a children's self-esteem. Unacceptable behavior is handled in a positive, yet assertive manner. A disruptive student may be removed from a group situation to regain self-control.

## PERSONAL ITEMS

Students are permitted to bring a cellular phone to school, provided it remains in their backpack and turned off. Other valuable items such as iPods, electronic games or devices, etc., are not permitted. **The Extended Care staff will not be responsible for an item should it be broken, lost or stolen.**

## SNACKS / FOOD

Preschool students, who remain after 3:15 p.m., will be provided with a snack. Elementary students are permitted to bring a snack with them to eat in the afternoon.

## RECORDS

The information we keep on file for the purposes of emergency or to identify a person on the sign-out list is confidential and not shared with anyone other than the parent.

**The Principal and Administration reserve the right to amend, update or change any part of this Handbook at their discretion. Policy changes are highlighted on the website handbook.**

**St. Peter and St. Paul Catholic School**

**PARENT AGREEMENT FOR THE EXTENDED CARE PROGRAM**

Dear Parent:

After reading the Extended Care Program Handbook, please return this form to the office.

Thank you!

I have read and agree to be governed by this Extended Care Program Handbook. I have discussed the pertinent sections with my child/ren.

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*Signature of Parent/Guardian*

*Date*

\_\_\_\_\_

*Signature of Parent/Guardian*

*Date*

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*Signature of Child*

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*Signature of Child*

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*Signature of Child*