

St. Vincent de Paul School
EXTENDED CARE PROGRAM HANDBOOK
School Age Child Care Program (SACCP) and
Pre School Extended Care (PSEC)

2014-2015

PHILOSOPHY

The Saint Vincent de Paul School Extended Care Program encompasses two programs-the School Age Child Care Program (SACCP) and Pre School Extended Care (PSEC). Extended Care is designed to provide a safe and positive environment for pre-school and school age children before and after school. Since the extended hours would otherwise be spent at home, the program strives for a home atmosphere. Children are given opportunities for physical activity and recreation, play and socialization, creative arts and craft projects, and quiet time to work on homework and/or other quiet activities.

The SACCP and PSEC staff recognizes the individuality of each child and strives to create a friendly, faith-filled, secure atmosphere in which children can easily enjoy their non-school time, while still maintaining a structured environment.

GOALS

1. The goals of SACCP and the PSEC program are:
2. To meet the childcare needs of the families of the St. Vincent School community.
3. To provide a safe, comfortable environment for child care.
4. To provide activities that give children freedom of choice, while promoting safe and courteous play.
5. To employ a staff who enjoys and understands children and whose presence fosters a loving faith-filled atmosphere for all enrolled children.

ENROLLMENT

Only children enrolled at St. Vincent de Paul School will be allowed to enroll in the SACCP or PSEC. Exceptions may be made and are made with the discretion of the Director of the Extended Care programs. Children in the SACCP range from Kindergarten through eighth grade. For SACCP, staff to child ratios of 1 staff member to 18 children or less will be maintained. Children in the PSEC program range in age from 3-5 years old. For PSEC, staff to child ratios of 1 staff member to 11 children or less will be maintained.

Children will be enrolled without discrimination in regard to race, religion, sex, and national origin. Children with special needs will be enrolled, provided the staff can serve the child in our program.

Enrollment information can be obtained by contacting the school office.

SIGN-UP/HOURS-SACCP

SACCP is available from 2:30PM-6:00PM. Please see 'FEES' section, following the 'SIGN-UP' section regarding specific schedules. It is the responsibility of parents/guardians to reserve a place for children who will be attending the program on a weekly basis. Failure to sign up for the program at least one week in advance could result in lack of space for your child. A note or calendar is the preferred way to

reserve your child's place in the SACCP, blank calendars are on the school website (Extended Care page) for this purpose. However you may also speak to the SACCP staff or leave a message in the school office. At that time, you may be asked to write a note regarding reserving your child's place.

SIGN-UP/HOURS-PSEC

PSEC is available to those enrolled students at St. Vincent de Paul School's pre-school (Preschool or Pre-K). PSEC is available from 7:30AM-6:00PM. It is the responsibility of parents/guardians to reserve a place for children who will be attending the program on a weekly or as needed basis. Failure to sign up for the program at least one week in advance could result in lack of space for your child. A written or emailed note or calendar is the preferred way to reserve your child's place in PSEC, blank calendars are on the school website (Extended Care page) for this purpose. However, you may also leave a message with PSEC staff in person or on our phone 740-263-1323. This option works best when making last minute changes to your child's schedule. If you use our program on an as needed basis, you MUST sign your child up prior to the close of the program the day before you need our care. This is to ensure proper staffing and needs for your child.

SIGN-UP-AM PSEC/SACCP

AM PSEC/SACCP is available from 7:00am-7:30am on a reservation only basis. You must reserve your child's space in AM SACCP twenty-four hours (24 hours) in advance to ensure proper staffing. AM SACCP will only be staffed when children are scheduled to attend. Please note-you will be charged the AM SACCP/PSEC fee regardless of your child's attendance once you reserved the space.

SACCP FEES

AM SACCP (7-7:30AM)	M-F	\$4/day or \$15/week
11:30AM –2:30PM (K only)	M-F, first 2 weeks of school	\$10/day
11:30 AM-6:00PM (K only)	M-F, first 2 weeks of school	\$20/day
2:30PM-4:00PM (K-8)	M-F	\$7/day
2:30PM-6:00PM (K-8)	M-F	\$12/day or \$45/week

PSEC FEES

7:00AM-7:30AM	\$4/day or \$15/week
7:30AM-6:00PM	\$3.50/hour

A registration fee of \$25 is required per family, for registration of one or both programs. If your child will be in the PSEC program for lunch (12:00 - 12:30PM), you will need to either pack a lunch for your child or purchase a lunch card from the school office for your child.

PAYMENT

Regular bills or statements will be sent home in the bi-weekly envelope that is sent home with the oldest child in your family. Payment is required for the entire billing cycle. Payment reminders will be sent if payment is not received in a timely manner. If payment is not received within a timely manner, a late notice will be mailed to your home. Once a late notice is sent home, your child will be accepted into

the SACCP/PSEC the first day after the late notice is sent home; however, any days following, your child will be sent to the office to call and wait for a parent/guardian or someone who is authorized to transport your child, for pick up.

Regular and prompt payment guarantees your child a place in our program and assures the provision of ample supplies, equipment, snacks and staffing for your child.

Credit cannot be given for sick days or absences; however, credit will be given for snow or calamity days.

Payment can be made by cash or a check made payable to St. Vincent School with either SACCP or PSEC, whichever applies, in the memo line on your check. If payment is made in cash, please give the cash directly to school office or a SACCP/PSEC staff member. PLEASE DO NOT SEND CASH WITH YOUR CHILD!

Consistent late payment for the SACCP/PSEC or late pick up times will be discussed individually and may result in dismissal from the program. If payment is not up to date at the end of each school quarter, as with other unpaid fees for St. Vincent de Paul School, your child's report card will be withheld until FULL payment is received.

ARRIVALS AND DEPARTURES-SACCP and PSEC

It is the responsibility of the SACCP staff to meet children enrolled in the program in the school's gymnasium after school. All enrolled students will be signed in. Once all students are signed in, they will proceed to the SACCP classroom. While Kindergarten students are in their phase-in schedule during the beginning of the school year and are dismissed at 11:30AM, they will be greeted outside of their classroom. They will eat lunch and then proceed to the Extended Care room or other approved space in the school building.

You must accompany your pre-school child to the Extended Care room and time/sign them in clearly. If an older brother or sister brings them to the room they must also time/sign them in and wait for a staff person before leaving. Our staff accompanies children to classrooms and is not always in the room. It is the responsibility of the PSEC staff to meet children enrolled in the program at the pre-school room after school. If your child is in PSEC before/after their pre-school day, it is the responsibility of PSEC staff to take the child to/from the pre-school room. All enrolled students will be signed in. Once all students are signed in, they will proceed to the PSEC classroom. If a student is enrolled during lunch time (11:30AM-12:00PM), they will eat lunch, and then proceed to the PSEC classroom.

All children must be picked up no later than 6:00 PM. Upon your child's departure, it is the responsibility of the parent/guardian to sign your child out, noting the time of departure clearly on the SACCP Attendance Sheet. Parents/guardians are required to escort children that are enrolled in the program from the building. From 7:00AM until 3:30PM please buzz the intercom at the parking lot door to enter. After 3:30PM please call the Extended Care phone number (740) 263-1323 and one of our staff members will open the door for you.

Due to the quality of the life of our staff, a fee of \$5.00 for every 5 minutes past 6:00 PM will be paid directly to the staff member who is required to stay with each child beyond 6:00 PM on the days that the parent/guardian arrives late. If for any reason you are unavoidably delayed, a phone call is appreciated so your child does not feel abandoned. The phone number is (740) 263-1323. If you do not get an answer, please leave a private voice message or provide a text to the phone number so a staff person will know of the late pick up. A staff member will have the phone with them from 7 am until 6 pm (or until the last child leaves for the day). We may not be able to answer, we have kids with us all day but please assume that we got your message or text. We will check the messages several times

every school day. If you leave a message on the weekend or day off, it will be checked at 7am the next school day.

Children may leave the program facilities for specific activities with mutual agreement of parents/guardians and the SACCP/PSEC staff. A note must be written by the parent/guardian regarding the place, time, and person the child is to be released. Anyone other than a parent or guardian that is picking up your child MUST be a designated person on your child's Authorization to Transport Form. The SACCP/PSEC staff MUST have a signed note from a parent/guardian PRIOR to the pickup. If for any other reason or time, your child is to be picked up by someone else that is not on your child's Authorization to Transport Form, a parent/guardian MUST send in a note and/or call the school office and make prior arrangements for the child's pick up. No child will be released to an unauthorized person. If there are special custody arrangements for the child, the appropriate documents must be on file in the SACCP/PSEC classroom. Understand that we strive to have a safe and protective environment for your child (children). Please give us the courtesy of knowing if your child (children) will not be with us when they are scheduled to be. We will look for any unaccounted child! If it is a last minute change after school, please stop by the gym where we are signing in kids and speak to a staff person.

TRANSPORTATION POLICY

When picking up your child, you must enter the SACCP/PSEC classroom and sign your child out on the SACCP/PSEC Attendance Sheet, noting the time of pick up. No child will be allowed to exit the building alone.

In the event the program should participate in a field trip, official parental permission forms will be required, indicating permission to be transported by parent volunteers, MOTA and/or other details regarding the field trip. As with the Diocese's field trip policy, children will not be allowed to attend the field trip unless an official permission slip is signed and returned prior to the field trip. Children who are unable to attend must have other arrangements for care prior to the date of the planned field trip.

ABSENCES

In conjunction with the school's guidelines, in the event that a child is going to be absent from the SACCP/PSEC, parents/guardians are asked to contact SACCP/PSEC, prior to the child's absence. Such absences may include a doctor/dentist appointment, visiting a friend's home, Girl/Boy Scouts, sports practice, etc. Again, credit will not be given for sick days or absences; however, credit will be given for snow or calamity days.

HEALTH

All medical, dental, and emergency forms must be completed prior to enrolling in the SACCP or PSEC. Forms will be kept in the SACCP/PSEC classroom.

As with the school's policy, sick children should be at home for their safety and for the well being of others in our program.

SACCP/PSEC Staff will/may receive In-Service training regarding Communicable Diseases, which include the following:

- Training of signs and symptoms of illness.
- Training on hand washing procedures.
- Training on disinfecting equipment and materials.
- Procedures for isolation and exclusion of a mildly ill child.
- Notification of parents when a child is excluded from the program due to communicable diseases.

As with the school's attendance policy, children should not attend the program if they have a fever, a contagious skin rash, diarrhea, and/or vomiting two or more times in the same day, evidence of lice, or any other symptom of illness. The child should be free of fever and/or vomiting for 24 hours before they are returned to school. Absence from school negates attendance in the SACCP/PSEC. Parents are asked to contact the school in the event a child has contracted a communicable disease (such as strep throat, lice, etc.) so that other parents may be informed of an outbreak in writing.

If a child becomes ill, the staff will:

- a. Make the child as comfortable as possible (cots are available).
- b. Isolate the child from the group, if necessary.
- c. Contact the parent/guardian or emergency contact person(s) to pick up the child.

If a child is mildly ill without any signs of communicable disease we will make the child as comfortable as possible in a quiet setting until child is picked up at usual time by parents/guardians. We also have tissues and hand wipes available for children at all times.

Parents are required to make immediate arrangements to pick up sick children, when requested to do so by the SACCP/PSEC staff.

If emergency treatment is needed, the child will be treated and/or transported by paramedics. If it is not a severe emergency, the parent will be requested to pick up child. If the parent is not available, a person listed on the Medical Emergency Form will be contacted.

ADMINISTRATION OF MEDICINE

We prefer not to administer medication, but on a limited basis, arrangements can be made. We will administer only personal prescriptions filled by a pharmacist with a label bearing the physician and child's name/directions for administration.

The parent/guardian, not the child, must give the medication to the SACCP/PSEC staff. In the event that this applies to your child, parents/guardians **MUST** complete the proper authorization forms **PRIOR** to administration, available in the SACCP/PSEC classroom.

All medication administered will be recorded according to the student, time, date, and dosage. Parents may have access to our records upon request.

SAFETY

Children enrolled in the SACCP or PSEC will never be left alone or unsupervised. Children in Kindergarten to 5th grade will be escorted to the bathroom by an adult or allowed to make trips to the restroom using the buddy system, once proven responsible. Children in 6th to 8th grade proven to be responsible will be allowed to go to the restroom on their own. Preschool children will always be escorted to the bathroom. When SACCP or PSEC children are outdoors, staff members will be able to summon another

staff member without leaving the children unsupervised. There will be access at all times to a working telephone for all employees or for parents upon request.

All fire emergency and weather alert plans displaying evacuation routes will be posted. Weather related evacuation procedures and fire drill practice will occur at varying times. We will have drill practice at least once per quarter during the school year.

A staff person trained in First Aid and Infant/Child/Adult CPR will be in attendance at all times. Staff persons are trained in Child Abuse Recognition and Safety as well.

RECORDS

Emergency cards, registration forms and other information will be kept in the SACCP/PSEC classroom. Only SACCP/PSEC staff and appropriate persons will have access to your child's file. No data will be released without the written consent of parent or guardian. Names and addresses are considered privileged information.

FOOD

A nutritious snack and a choice of milk or water will be provided as part of the daily program. If your child is a Kindergarten student or a PSEC student that will be here during lunch time (12:05 - 12:30 PM) your child should bring a packed lunch or have a lunch card purchased through the school office.

If your child has any known food allergies, it is very important that this information be conveyed on the child's Emergency Medical Authorization Form.

CLOTHING AND TOYS FROM HOME

Children are to remain in their school uniforms while in SACCP/PSEC. On rare occasions, and/or possibly for field trips, play clothes are encouraged. Please provide a sports/activity schedule if you wish for your child to change prior to leaving SACCP/PSEC, so that time may be given to do so. Toys from home are NOT permitted for play during SACCP/PSEC time.

HOMEWORK-SACCP

Homework and/or Quiet Activity time will be provided from approximately 3:15-4:30 PM daily. It is the responsibility of your child to take advantage of this time to do his/her homework. Staff will be available to help when needed. It is important for parents to review the finished homework with their child at home. Quiet Activities will be provided for students that do not have homework or for those that complete homework before Homework/Quiet Activity time is complete.

NAP/REST TIME-PSEC

Our full-day program provides a nap/rest period in the afternoon not less than one hour and not exceeding one and one-half hours. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Children are encouraged to rest and/or have quiet time so that those that necessitate a nap may be able to do so in quietness. Cots, pillows, blankets and/or covers will be provided and are cleaned on a regular basis.

TOILET TRAINING-SACCP and PSEC

Our extended care programs are not licensed to accept children that are not completely toilet trained. Being completely toilet trained means that no child can be registered in our program that wears any type of training or pull-up type undergarments AND the child must be able to use the toilet alone, with staff nearby. We are an extended care program, not a day care where children may be present who are not toilet trained. Children have regular access to restrooms and frequent breaks to provide an opportunity to use the restroom. We understand that there may be accidents and our staff are sensitive to this matter. If an accident happens, we will do our best to find an alternate pair of clothes for your child or borrow their set of clothes from their PS room. If lack of toilet training becomes an issue during their stay in SACCP or PSEC, you will be called and asked to pick up your child. This could ultimately lead to you being asked not to have your child present until they are completely toilet trained.

BEHAVIOR

Children are expected to respect the staff, each other, the materials in the classroom and the environment provided. Manners are a must and are strongly encouraged to be used.

If a child's behavior is contrary to our expectations, he/she will be dealt with in the following manner:

- 1.The behavior will be discussed with the child.
- 2.The staff will redirect the child's actions.

If the behavior continues, the child will be removed from the group to a supervised area until he/she is able to return to the group and deal with the situation in an appropriate manner. Separation shall be brief in duration, and age and developmentally appropriate. The child shall be within sight and hearing of an Extended Care staff member and in a safe, lighted and well ventilated space. If the problem continues, it will be discussed with the parents and a solution to the problem will be worked out. Non-compliance with the solution may result in the expulsion from the program.

A child will be dismissed from SACCP/PSEC if he/she continues to be disruptive to others in the program or if there is a lack of cooperation with the SACCP/PSEC Teacher/Director/Coordinator or staff.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.

PARENT PARTICIPATION

Parent concerns, opinions, and suggestions as to the SACCP/PSEC design and implementation are always welcome. The Director will thoughtfully consider input.

Parents are welcome to visit and observe the program at any time or to make arrangements to share a special interest or skill with the children in the program PRIOR to the visit. Parents are encouraged to call and make appointments for a conference with the Director and staff, whenever the need arises.

An Information Board is located in the SACCP/PSEC classroom, listing information about current events or notices for the program. A schedule of daily activities and a list of the snack for the day is also posted in the classroom. Correspondence regarding the SACCP/PSEC will be sent home on a regular basis.

If a parent has a problem with something occurring within SACCP/PSEC, the problem should be addressed directly to the Director or Team Leader. If the situation cannot be resolved, the SACCP/PSEC Director or Team Leader will address the concern with the Principal and/or other supervisors.

COMMUNICATION WITH SACCP/PSEC STAFF

The preferred way to contact us is by an email sent to the Director at amayville@cdeducation.org, or a phone call to our Extended Care phone (740) 263-1323 (this is best for immediate assistance. Leave a voice message if no one is available to answer your call. Assume we get the voice message and/or text. You may not receive a response immediately since we care for young children in our program. You may also leave a note in the classroom with a staff person, or directly in Mrs. Mayville's inbox.

The SACCP/PSEC Director and/or Team Leader will keep the school and teachers informed on a regular basis about the program and daily/weekly homework. The Director and/or Team Leader may communicate directly with classroom teachers, if needed, regarding an individual child's needs. It is the parent's responsibility to discuss with the Director or Team Leader any special attention that your child may need during homework time.

COMMUNICATION WITH OTHER PUBLIC CHILD CARE PROGRAMS

SACCP/PSEC will work with Human Services in order for eligible families to take advantage of our services. Other organizations such as Child Care Resource Network will be used as needed.

CURRICULUM

The curriculum of Extended Care focuses on activities and projects that teach:

- Faith, such as our belief in God and how wondrous he is in our lives.
- Character Education, such as respect and manners.
- Safety, such as use of playground equipment, evacuation in weather related emergencies and/or fire drills.
- Health Skills, such as proper hand washing and nutrition.
- Weekly for SACCP we have an Art day, Game day, Science day and Movie day during which we have creative time, exploration activities and learning experiences.
- PSEC has creative projects each day related to a book, story or song. The preschool has time building, imagining, reading, running, dancing, swinging and singing.
- All activities are adapted to meet the needs of children with disabilities.
- All programs are geared to be developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes

DAILY PROGRAM SCHEDULE-SACCP

Our SACCP Day:

Early AM:

7:00-7:30 am Early quiet play

Kindergarten 1/2 day:

11:30 am Pick up/game
12:05 pm Lunch
12:30 pm Recess
1:00 pm Story Time/Craft

Kindergarten through 8th Grade day:

2:30 pm Report to Gym for Sign In
2:45 pm Snack
3:15-4:30 pm Homework Time
3:45 pm Activity followed by free plan
6:00 pm Clean up / Closing

DAILY PROGRAM SCHEDULE-PSEC

Our PSEC Day:

7:00-7:30 am Early quiet play
7:30-8:30 am Play time
8:30-9:00 am Story/Song/Bible Verse
(9:00 am Preschool)
9:00 am Craft/Learning Stations/Snack and Recess
11:30 am Preschool pick up
11:30 am Game time
12:00 pm Pre-K pickup
12:05 pm Lunch
12:30 pm Recess
1:00 pm Quiet/Resting time
2:00 pm Story/Craft/Learning stations/Snack
3:00 pm Recess
3:45 pm Game time
4:15 pm Free play
5:30 pm Clean up
6:00 pm Closing

CONTACT INFORMATION

If you have any questions regarding Extended Care, please feel free to call Extended Care at (740) 263-1323, or email Mrs. Amanda Mayville at amayville@cdeducation.org.

ACKNOWLEDGEMENT FORM

ST. VINCENT DE PAUL EXTENDED CARE
SCHOOL AGED CHILD CARD PRGRAM (SACCP) HANDBOOK
PRE-SCHOOL EXTENDED CARE (PSEC) Program HANDBOOK

I have read the contents of the SACCP/PSEC handbook and understand that my child(ren) and I will follow the policies that were set according to the St. Vincent de Paul School SACCP/PSEC Handbook for the 2014-2015 school year. Please complete, sign and return this form to the school office or SACCP/PSEC mailbox.

Thank you.

SACCP/PSEC Staff

Child(ren)'s name(s):

Parent/Guardian Signature

Date