



*EXTENDED CARE  
PROGRAM HANDBOOK*

*2018 - 2019*

THE SCHOOL AND/OR THE EXTENDED CARE DIRECTOR RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

## INTRODUCTION

St. Margaret Mary School offers a before and after school care program known as Extended Care. Under the auspices of the principal, the program in its most basic form, assures proper supervision and activities suitable to participating students. This Extended Care Handbook serves to document guidelines for admission, organization and operation of the program.

## MISSION

The Extended Care Program serves to support St. Margaret Mary School families with the care and protection of their children. The Extended Care Program is an extension of our school day, before and after school. The philosophy and policies which govern the school day will also be followed in the extended care program. Only families enrolled at St. Margaret Mary School (JK-8<sup>th</sup>) may participate in the extended care program.

## PERSONNEL

### **Extended Care Staff**

**Aides:** Mrs. Lucia Alvarado  
Mrs. Mickey Hull  
Mrs. Lisa Rojas  
Mrs. Frances Alexandre

## Program

The Extended Care Program is staffed primarily by school personnel. Volunteer personnel are utilized on an as-needed basis and fulfill requirements for all diocesan screening and training programs. Student to staff ratio is 12:1. Both full time and drop-in care will be provided on a space available basis. The purpose of our Extended Care Program is to provide quality care for our students who need care before and after school. We are open from 6:00 a.m. to 7:30 a.m. and 2:45 p.m. to 6:00 p.m. on regular school days for grades K-8. On minimum days, Extended Care is open from 12:15 to 6:00pm. No afternoon extended care is available on the day beginning Christmas vacation and the last day of school. We strive to serve both the needs of our students and their parents. Arts and crafts, recreational activities and homework time are just a few of our planned activities. Since the Extended Care Program is located on the school grounds, your child can also participate in the after-school sports program.

The following material will introduce you to our policies and procedures. We have tried to include all information considered important to your child's safety and for the basic operation of the program, but we realize some things may have to be modified or changed. ***The Extended Care Program reserves the right to amend this handbook as needed.***

### EXTENDED CARE DAILY SCHEDULE

6:00-7:30am	Morning Check in
2:30	JK Check in
2:45	Kindergarten Check in
2:55	1-5 Check in
3:05	6-8 Check in
2:55- 3:20	Free play
3:20	Snack
4:00- 5:45	Quiet Study Time
	-Older children do homework/silent reading (grades 5-8)
	-Younger children story time, scheduled activities, homework/silent reading (grades JK-4)
5:45 - 6:00	Clean-up the room

### MINIMUM DAY SCHEDULE

12:15 all students- Check in  
Lunch **(NO HOT LUNCH IS SERVED ON MINIMUM DAYS)**

Minimum day schedule allows the students the option of free-play outside (weather permitting) or quiet, indoor activities, such as crafts, or games.

6:00 a.m. Program - Students must sit quietly and play board games or read. There is to be NO RUNNING, NO SHOUTING, and NO BALL THROWING in the room at any time.

## **PARTICIPATION**

All JK-8<sup>th</sup> students may use the Extended Care Program, whether on a regular basis or as needed basis.

## **FEES**

### **A. Full time/Regular/drop-in**

Families who use the program will be billed hourly.

Extended care payments are due on the 15<sup>th</sup> of each month. You will be given notice of the amount due no later than the 5<sup>th</sup> of each month. Payment will be withdrawn via ACH on the 15<sup>th</sup> of each month. A fee of \$50.00 will be charged for the first declined ACH, and \$75.00 for any additional declined ACH transactions. Also, your child may be dropped from the program. A late pick up fee of \$2.00 per minute will be charged if students are picked up after 6:00 p.m.

**B. HOLIDAYS** Extended Care operates only on days when children are in school. This includes minimum days. Please remember to send your child with a lunch if they will be using the program on minimum days. The only two exceptions to this are the minimum day before Christmas vacation begins and the last day of school. There will be no afternoon Extended Care on these two days.

## **RESPONSIBILITIES**

### **A. PARENTS**

Your child's safety and well-being is our main concern. It is important that you fill out an emergency card and adhere to the instructions given. Please include both parents on the dismissal form. One of the more important regulations is in regard to the child leaving the premises of the school:

1. Students arriving at school prior to 7:30 am must be escorted to, and signed in to Extended Care by a parent.
2. Students who are not picked up within 15 minutes of dismissal will be sent to Extended Care.
3. Parents or guardians must not take children from the school yard or other areas without notifying the Extended Care staff and signing the child out, including name and time.
4. Our staff will not permit children to leave the facility unless accompanied by a parent, guardian, or person who is on the dismissal form. For your child's safety, telephone requests will not be granted.
5. Students may not leave campus (i.e., to go to McDonald's) and then return to Extended Care. Once a child is signed out, he/she must remain with the parent/guardian.
6. Parents who want to discuss their child's behavior at Extended Care may arrange a meeting with the director of the program. We will NOT discuss concerns regarding your child's behavior with their regular teacher.
7. No student may be in the parking lot, on the field, playground, or picnic tables without an adult.
8. **PARENTS NEED TO REMEMBER TO SIGN THEIR NAME AND NOTATE THE PICK UP TIME WHEN SIGNING OUT THEIR CHILD.** If Pick up time is not noted we will assume it was 6:00pm and bill accordingly.

### **B. STUDENTS**

As members of a Christian and caring community, the children will be expected to respect the staff, one another, and the material and environment provided. Behavior that disturbs the program or the safety of its students will not be tolerated. Parents will be informed of any behavioral problems. Parents will be responsible for any damages incurred by child and will be billed accordingly. Chewing gum is never allowed on campus at any time. A list of expectations is included in the Appendix. Parents will be notified by phone, e-mail or letter if necessary.

## ACTIVITIES

### A. HOMEWORK TIME

Each afternoon, time will be made available for the students to do their homework while at Extended Care. We, however, will not be responsible for the completion, quality, or correctness of homework. We will do our best to help when necessary. Please check all work.

### B. RETRIEVAL OF ITEMS IN CLASSROOM

Religious Education classes (CCD) are held in the classrooms Monday-Thursday from 4:00 – 5:30 pm. The classrooms may not be disturbed after 3:30 pm. If your child left something in his/her classroom, the extended care staff will not open the classroom for them.

### C. CHANGING OF CLOTHES

Students are not allowed to change their clothes

### D. TOYS FROM HOME

We ask that items (toys, iPods, MP3 players etc...) NOT be brought from home. Often these items are personal and important to the child, and results in the child having to defend or protect these items. This is not consistent with our sharing atmosphere. We are not responsible for lost or broken items.

### E. SNACKS AND LUNCH

An afternoon snack and drinks are made available to our students. Additional snacks may be purchased using a snack card or cash, or they may bring a snack from home. A beverage is available at no extra cost. (HOT LUNCH IS NOT AVAILABLE ON MINIMUM DAYS, THEREFORE YOUR CHILD NEEDS TO BRING A LUNCH IF STAYING IN THE EXTENDED CARE PROGRAM. ON A MINIMUM DAY)

### F. E-READERS

Electronic readers will be allowed in Extended Care, for students in grades 3-8, under the following provisions: -Only electronic readers such as Kindle or Nook, without Internet access (such as 3G), will be allowed. No I-Pads, or other tablets such as I-Pads will be allowed. -St. Margaret Mary School is indemnified from any liability or responsibility due to loss, damage, or theft. -The e-reader may be used for supplemental reading only and may not be taken to the playground. -The e-reader MAY NOT be connected to Wi-Fi. No earphones will be allowed. -Students may not use them for games, music, connecting to the Internet, or movies. -The e-reader must be fully charged, at home, by the student. -The e-reader must be taken home every evening. -For extended care, the e-reader may be used only in the extended care room for reading. -A signed permission slip must be on file with Extended Care Staff PRIOR to using the E-Reader in Extended Care. The E-Reader policy is currently in a pilot program. The above rules are subject to change.

## **HEALTH AND SAFETY**

### **A. ILLNESS**

If a student becomes ill while in the care of Extended Care, it is the parent's responsibility to pick the child up as soon as possible. Please make sure the extended care is notified of any changes to telephone numbers.

### **B. MEDICATION**

All medication must be labeled with your child's full name and a note from the doctor and from the parent/guardian must accompany each medication with instructions of time and dosage. Medicine that must be measured must have the proper measuring devices (medicine spoons or cups). All medications must be left in the Extended Care office before a child enters. No child will be allowed to carry medications or self-medicate. All allergies or other special medical conditions must be noted on your child's registration forms. Because Extended Care files are separate from the school, do not assume that we will know of allergies or special diets that concern your child. All allergies or life threatening conditions (Asthma, seizures, etc.) must be brought to the Director's attention both verbally and in a detailed written form, with instructions on what to do in the event of a problem. Please specify ANY FOOD ALLERGIES.

Medication of any kind shall not be furnished to students by the school. This includes aspirin, Ibuprofen or Acetaminophen products. If it is necessary for your child to take over the counter medication at school, you must write a letter to the Principal asking the school to administer it for you giving time, date, amount and how long. It must state explicit directions and be signed by you. All prescription or over-the-counter medications must have a doctor's note with dosage directions.

If your child needs to keep medication of any kind at school permanently, please provide Extended Care with their own. The school office is closed for most of Extended Care hours.

**UNDER NO CIRCUMSTANCES WILL THE SCHOOL PERSONNEL ATTEMPT TO MAKE A DIAGNOSIS OR ADMINISTER MEDICATIONS WITHOUT PROPER AUTHORITY.**

### **C. INJURY**

If a student is injured while in the care of Extended Care and it is deemed minor, first aid will be given on the premises. Parents will be informed of all first aid treatment. In cases which appear serious, the program director or adult in charge will make every effort to carry out the instructions as given on the emergency card. PARENTS WHO DO NOT WISH THEIR CHILD TREATED IN ANY WAY MUST INDICATE THIS ON THEIR CHILD'S EMERGENCY CARD AND GIVE SPECIAL INSTRUCTIONS. Sample of the form is in the Appendix.

### **D. CHILD ABUSE AND NEGLECT**

Under the mandatory child abuse law, California Penal Code Section 11161.5, the program staff is subject to a fine if we do not report cases of suspected child abuse. If your child had an accident and has injuries that could look suspicious, please let us know immediately.

E. HOURLY RATES

		<u>½ HOUR</u>	<u>1 HOUR</u>
1	CHILD	\$2.50	\$5.00
2	CHILDREN	\$5.00	\$10.00
3	CHILDREN	\$7.50	\$15.00
4	CHILDREN	\$10.00	\$20.00

PLEASE BE ADVISED

If parent/guardian does not follow through with payment agreement, the NEXT time child/children attend Extended Care, their emergency card will be used to call parent/guardian or anyone else listed on card to pick child up and will also be charged for time spent at Extended Care that day. You will also jeopardize your child/children's opportunity to receive his/her report card. A child/children will not be allowed to stay in Extended Care if amount due is more than 90 days in arrears. Parents will be called to come and pick up their child/children. If parent refuses request then this could be reported to Child Protective Services.

PHONE

Extended Care phone is the convent phone number (909) 628-0697. Please do not leave messages as they are not retrieved until after 7 p.m. You may call the school office before 3:30 p.m.

EXTENDED CARE EXPECTATIONS

1. Sign in promptly on arrival; wait patiently in line for your turn.
2. No balls or toys on playground equipment.
3. You may play at the basketball court only if an adult is present.
4. Stay away from far baseball diamond and fence on the Northwest
5. Any and all food must be eaten **SITTING** at the table area or in the main room inside. There is absolutely **NO** food allowed on the playground or in the back rooms.
6. **ALWAYS** stay in sight of the supervisors.
7. When we are outside, it is very important to tell us when you are going to the bathroom or anywhere (to get the balls, see the teacher and/or retrieve your lunch box).
8. Always clean up after yourself. Keep our school beautiful.
9. Say **GOOD** things to yourself and others.
10. Be kind to All!

## Safety Practices

1. Go to the nearest classroom when you hear two long air horn blasts or whistle blows.

ALL DISCIPLINE POLICIES OF THE SCHOOL APPLY TO THE EXTENDED CARE PROGRAM.

Behavior is a choice. Part of education and growing up is learning to make the right choices. Each student is a representative of the family and school 24/7.