

# Saint Viator Parish School



## Extended Care Handbook 2017-2018

Saint Viator Parish School  
4246 S. Eastern Ave.  
Las Vegas, NV 89119  
(702) 732-4477, Ext 133 (Cafeteria)  
(702) 732-4477, Ext 117 (3B Homework Room)

**EXTENDED CARE PROGRAM REGISTRATION FORM for 2017-2018**

**Family Name** \_\_\_\_\_ **Family#** \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Father \_\_\_\_\_ Business Phone \_\_\_\_\_

Cellular \_\_\_\_\_ Emergency# \_\_\_\_\_

Mother \_\_\_\_\_ Business Phone \_\_\_\_\_

Cellular \_\_\_\_\_ Emergency# \_\_\_\_\_

Parent(s) or Guardian(s) with whom the child resides: \_\_\_\_\_

Contact/Billing Email: \_\_\_\_\_

List any chronic health conditions (allergies, asthma, etc.). \_\_\_\_\_

In addition to parents, authorized pick-up persons (must present ID):

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

***EXTENDED CARE PROGRAM FEE SCHEDULE***

**Yearly Registration Fee:** \$50 per child

**Rates for registered students:** \$5.00 per hour per child.

**Drop-in Status:** Unregistered drop-ins would be \$10.00 per hour per child on the first event. **The registration fee will need to be paid.**

St. Viator Parish School reserves the right to amend the Extended Care Handbook for just cause. Parents will be promptly notified in writing if changes are made. We have read and agree to be governed by this handbook. Please sign and return to the school office.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EXTENDED CARE PROGRAM FOR 2017-2018**

We are pleased to announce that St. Viator Parish School offers an Extended Care Program to support of our children and parents. The program is staffed by school employees, and on occasion, volunteer personnel. The program begins on the first official day of school with supervision from 2:45 p.m. until 6:00 p.m. and on early dismissal days from 12:00 p.m. – 6:00 p.m.

The pages contained in this handbook explain the philosophy and goals, admissions, daily release, discipline policies and the fee schedule. Please be sure to read through everything carefully and sign the statement at the end of this handbook. With your cooperation and courtesy, the staff will be able to continue this much needed service.

Sincerely,

Mrs. Tracy Brunelle, Principal

### **GOAL**

The Extended Care Program of St. Viator Parish School provides children with a Catholic environment extending the philosophy of St. Viator Parish School into the hours after school during the school year (closed on school holidays). The program serves the children of parents who work outside the home. There is a clear academic component, which includes homework time, as well as art, games and activities. The program provides safety, care, supervision and recreation.

The entire program is under the administration of the school principal; a coordinator, teachers and other caregivers staff the St. Viator School Extended Care Program. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect of others is encouraged.

### **ADMISSIONS POLICY**

St. Viator Parish School agrees to provide Extended Care for a student and, in return, the parent(s) agree to pay a fee to support the rules of the program. Fees are the sole support of the school Extended Care Program. St. Viator School or Parish does not subsidize it.

All students in the program must have a registration form, a release form and a medical information form on file for the Extended Care Program. Parents must complete and return these forms along with the \$50 non-refundable registration fee, per child.

Parents who choose to use the Extended Care Program on an irregular (or drop-in) basis are required to register their child and pay the yearly \$50 registration fee.

Primary Campus students who are not picked up by 2:35 p.m. will be walked over to the Extended Care Program and charged \$5 per hour (\$10 for drop in) beginning at 2:35 p.m. when in the care of an Extended Care employee. Students who are not picked up by 3:00 p.m. on the Main Campus will be sent to our Extended Care Program. Parents/guardians arriving after 3:00 p.m. need to pick up their child(ren) at Extended Care. Students not picked up because they are waiting for siblings in after-school activities must go to Extended Care. All families with child(ren) sent to Extended Care for being on campus after

hours will be charged the drop-in status fee of \$10 per child, per hour.

### **FEE SCHEDULE:**

#### **Non-Refundable Registration Fee: \$50 per child**

**Rates for registered students:** \$5.00 per hour, per child billed monthly.

**Drop-in Status:** Unregistered drop-ins will be billed \$10.00 per hour, per child on the first event. The registration fee will be billed after the second drop-in.

In order to continue to serve the children in an adequate and fair way it is necessary that all payments be prompt and complete. Extended Care Program participation may be suspended at any time for families with delinquent accounts.

Invoices will be emailed on a monthly basis and payment must be received 15 days from invoice date. A late fee of \$30 per child will be assessed per month, if payment is not received within 15 days of the invoice date. Fees can be paid using a credit or debit card in the school office or by check or cash. Checks should be made out to St. Viator School. The school office is responsible for the collection of fees. Late pick-up fees must be paid with the next regular payment of the program fees or the child *may* be dismissed from the program.

### **DAILY PROCEDURES**

- Students should report to the cafeteria immediately upon dismissal.
- As stated in the School Handbook, supervision of students on the school campus ends at 3:00 p.m. Any student waiting on the school campus after 3:00 p.m. on regular days and after 12:15 p.m. on early dismissal days will be signed into Extended Care and charged the drop-in rate for that time.
- Extended Care provides a healthy snack upon arrival. Permission by the coordinator to bring a snack from home may be given in a case where the child has food allergies. Parents should send in written notification of any food allergies.
- Each day a homework period is scheduled for all students, as necessary. It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period.
- Designated areas/rooms will be provided for the program. They are: the school cafeteria, classroom 3B, and the main campus playgrounds. Schoolyard space for outdoor play will be available. Children should not be in any other part of the school building without the direct knowledge and permission of a staff member.
- Your child can only be released to you or persons designated on the registration form. If someone else is to be responsible for your child, we must have notice **IN WRITING** signed and dated by you. Identification may be required.
- All students must be picked up no later than 6 p.m. Your child(ren) must be signed out of the program by you (or your designee) initialing the attendance log and indicating the pick-up time.
- **For liability purposes:** Once your child has been signed out they must remain under parental supervision at all times if they will be staying on campus.

**Pick-Up Time:** This program ends at 6:00 p.m. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals. If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged if the coordinator ascertains that a late pick-up or a history of late pick-ups occurs without justifiable cause. Parents enter school by the designated door to pick up children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the Extended Care Program. Accurate times must be recorded when the child is picked up by an adult.

**Late Pick-Up fee:** If a parent arrives after 6:00 p.m. there will be an additional fee of \$15 per child for every 15 minutes past 6:00 p.m. Fee for late pick up must be paid with the next regular payment fees. These fees apply on a regular or drop-in status.

### **MINIMUM DAY DROP IN RATE**

Early dismissal days (minimum day) are very difficult to staff, and parents are strongly urged to plan in advance for these days. The rate for non-registered drop-ins for Minimum Day Care is \$10.00 per hour per child. To utilize this program the school office must be notified before noon.

### **DISCIPLINE POLICY**

Please be advised that since the Extended Care Program is an extension of the school program, all rules contained in the Parent–Student Handbook apply. You *should* be aware that some older students may find the program too confining and feel that it is not suited for them. Those students may need to find an alternative means of supervision rather than burden the Extended Care staff with complaints that students are too old to follow the guidelines. Remember the success of the program requires the cooperation of all.

All children and adults in the Extended Care Program are expected to act in a cooperative and respectful manner toward the adults in charge, other students in the program, as well as all school/students property.

Any disciplinary action deemed necessary at the time of an incident will be discussed with the parent or guardian by the staff member in charge as soon as possible. Recurring incidents will be brought to the attention of parents/guardians, the director, and the administration. If there is a serious discipline problem with your child he/she will be given a discipline referral that you will be expected to sign before your child returns to the program. The school administration will take action on matters of serious misconduct or behavior. Any further problem may result in immediate suspension or expulsion from the program.

### **HEALTH CONCERNS**

Health is always a concern of the school staff. Extended Care Program staff must be aware of chronic health concerns of the child and how to respond in case of emergency. Please check to see that you have provided any special health information on the registration form.

The Extended Care Program follows the policy of St. Viator Parish School with regard to health issues. Medication will be dispensed through the school office between 8:00 a.m. and 2:45 p.m. provided the appropriate release statement is signed and on file.

***No medication will be dispensed while children are in the Extended Care Program except under emergency conditions. If there is an emergency medication that the child may need administered, an additional prescription must be given to the Extended Care Department and a copy of the appropriate Diocesan form must be on file in the office. If a child becomes ill while attending the program, a parent/guardian will be notified (or other person listed on your emergency card if the parent/guardian cannot be reached).***

**Food allergies:** Parents of children with special dietary needs should discuss them with the Extended Care Supervisor and give written notification of "*forbidden*" foods. If something serious should occur and the building is evacuated the children will be taken to a designated place. Parents will be given information as to the site chosen.

## **ILLNESS OR ACCIDENT**

In cases, which appear to be of minor nature, first aid will be administered on the premises.

In cases which appear to be serious, the director will make every effort to notify the parent or guardian and to carry out the instructions as given on the emergency form. If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child. Students may be covered by the school insurance.

Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have a nurse on staff or capabilities for the transportation of children.

Fire drills and emergency procedures will be coordinated with school policy.

## **PERSONAL BELONGINGS**

Children do not change clothes for the Extended Care Program. Children will be outside for play on most days. It is expected that parents be responsible to check for all correct clothing including outerwear at the time of pick-up. Staff members are not responsible for lost clothing.

## **PARENTAL RESPONSIBILITIES**

With the children's safety and well-being in mind, it is most important that the parent fill out the emergency form and adhere to the instructions given. Please be sure to give any information that will ensure your child's well-being and update it whenever necessary.

Parents, guardians, or authorized drivers should not take children from the school campus or other areas without first notifying the program staff and signing the child out.

Extended Care personnel will not permit children to leave the facility unless accompanied by a parent, guardian, or a person whose signature is on the emergency form. For the child's safety, telephone requests will not be granted. There is always the possibility that a person other than a parent or guardian might telephone. Valid identification for newly authorized persons will be requested.

Students may not make same day arrangements on their own to go home with other students. Arrangements must be made in advance with both parents and a written note, signed by the parent, must be given to the director. Students will not be allowed to call their parents for permission that day.

Parents are also responsible for prompt fee payment and prompt pickup in accordance with their contracted schedule. For contracted and drop-in arrangements, the latest pickup time is 6:00 p.m. Staff members are scheduled only until 6:00 p.m. After that time, parents will be charged a late fee as previously indicated. Should late pickup occur more than once, it will be suggested that you make arrangements for a designated alternate driver who can pick up your child by 6:00 p.m. If these arrangements are not made, if your account is not kept current, or after the third late pickup, your child may not be allowed continued use of the program.

Review sign-out procedures, pickup instructions, campus sweep and the school calendar with authorized drivers.

The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

#### **TELEPHONE USE**

The Extended Care phone number is **702-732-4477, ext. 133**. Please instruct your child that the Extended Care phone is for Extended Care business. **Please call the staff as a courtesy, if you are going to be late.**

Thank You

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. We recommend that the family review this Handbook together. Please indicate that you have read the contents of this Handbook by signing and returning the Parent Signed Agreement and returning it to Extended Care on your child's first day of attendance in the program.

Please communicate with us on any special needs your child might have and inform us of any events that might influence your child's behavior such as lack of sleep, an illness or death in the family, or change in family routine. We will respect any confidence shared with us for the welfare of your child.

We want your child to think of the Extended Care Program as an extended home away from home. We want the children to be happy, active, and interested. We want them to socialize, to make friends, to feel secure, and to have FUN!