

APPENDIX D

Saint Viator Parish School



Extended Care Handbook 2021-2022

Saint Viator Parish School
4246 S. Eastern Ave.
Las Vegas, NV 89119
(702) 732-4477, Ext 124 (the 2B classroom)

EXTENDED CARE PROGRAM REGISTRATION FORM for 2021-2022

Family Name _____ **Family#** _____

Address _____ Zip _____

Name of Child _____ Grade _____

Name of Child _____ Grade _____

Name of Child _____ Grade _____

Father _____ Business Phone _____

Cell Phone _____ Emergency# _____

Mother _____ Business Phone _____

Cell Phone _____ 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

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

Morning Care for registered students: \$2.00 per day

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 after the second drop-in.

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.

Parent/Guardian Signature: _____ Date: _____

EXTENDED CARE PROGRAM FOR 2021-2022

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 7:00 a.m. to 7:45 a.m. and again from 2:45 p.m. until 5:30 p.m. and on early dismissal days from 12:00 p.m. – 5:30 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. Katie Kiss, 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, computer time, 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.

FEE SCHEDULE:

Non-Refundable Registration Fee: \$50 per child

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

Morning Care Rates for registered students: \$2.00 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. If payment is not received within 15 days of the invoice date, a late fee of \$30 per child will be assessed per month. Payment should be made in the school office. Fees can be paid by check, cash or by using a credit or debit card at a 3% service charge. 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.
- Supervision of students on the school campus ends at 2:55 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: Classroom 2B, 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 will be required.

- All students must be picked up no later than 5:30 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 5:30 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. Parents enter school by the designated door to pick up children. 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 5:30 p.m. there will be an additional fee of \$1 per minute, per child for every minute past 5:30 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.

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. 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 Extended Care Coordinator 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 may 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 5:30 p.m. Staff members are scheduled only until 5:30 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 5:30 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. 124**. 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