



Sacred Heart School | Salinas

Extended Care Program Handbook 2017-2018

Welcome to the Sacred Heart School Extended Care Program. Our childcare program has been organized to serve families who desire both parochial school education and supplementary childcare in a Christian environment for children enrolled at Sacred Heart School.

The following material is presented as an “Ongoing Handbook” for the Sacred Heart School Extended Care Program. 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.

School Mission Statement:

Sacred Heart School is a ministry of Sacred Heart Parish that brings together dedicated parents, faculty and staff to provide the best Catholic education for transitional kindergarten through eighth grade children in the Salinas Valley.

School Philosophy:

We seek to create a Catholic family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize reverence, respect, and responsibility. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students.

Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

Extended Care Goals:

The Extension Program is designed to support and supplement the family by providing quality care that promotes the students physical, social, emotional and cognitive development through nurturing staff members in a planned environment. We provide professional care, supervision, recreation and enrichment activities.

The program allows children to experience a rich diversity of growth activities planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, science experiments, games and recreation, rest periods for the younger children, and snack time are just a few of the activities planned. There is time set aside for homework completion with staff guidance and resource materials. Within a large family environment, we strive to provide individual attention, security, consistency and fair treatment for students of Sacred Heart School.

Blessings,
Christina Suibielski, Director

Sacred Heart School admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational or admissions policies, scholarship programs, or other school administered programs.

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POLICIES AND PROCEDURES

Enrollment in the Extension Program Constitutes an understanding that you will abide by the policies listed as follows:

Section I. Parent's Expectation of the Program

Parents may expect that children are cared for in a safe, supportive environment; may visit with the Director about concerns related to their child or program; will be told about any misbehavior on the part of their child, and to visit with Director in order to bring about improvement in the situation; will be informed promptly if their child does not arrive at the Program according to his/her enrollment information; will be regularly informed by the Director about the Program activities.

Section II. Program's Expectations of the Parents

The Program expects that parents will pay fees on time as explained in Section V. Fees and Payment Policy; keep the child's records up-to-date as explained in Section III. Enrollment Forms; follow guidelines of picking up your child as explained in Section XI. Closing Time and Section XIV. Arrival and Departure; follow health policy as explained in Section XVI. Health Policy. Contact the Director if their child will not be attending on a scheduled day; provide three days of snack for the school year as explained in Section XVII. Snack; pay attention to any communication from the Director regarding their child's behavior, and cooperate in efforts to bring about improvement of the situation.

Section III. Children's Expectation of the Program

Children may expect to have a safe, supportive and consistent environment; use all the program equipment, materials and facilities on an equal basis; receive respectful treatment; have discipline that is fair and non-punitive; receive nurturing care from staff members who are actively involved with them

Section IV. Program's Expectation of the Children

The Program expects that the children will be responsible for their action; respect the school rules that guide them during the day and while at the Program; remain with the group and child care staff at all times; take care of materials and equipment properly and return them to their place when done, or before taking out new ones; arrive at the Program promptly, according to the enrollment information

Section V. Fees and Payment Policy

The program operates on a monthly agreement basis. You have the option to enroll your child on a full time or part time basis. Full time participants sign a contract in the beginning of the school year indicating if they want their child/children to attend the program before school, after school or both. Part time participants must fill out a monthly Agreement Form and calendar indicating dates of attendance. There is a separate Agreement Form for the morning and afternoon program.

Registration and enrollment fees are non-refundable. Full time fees will be withdrawn from your checking or savings account through FACTS. Payments will be taken out on the 5th or 20th of every month and paid to reserve an entire month of childcare, according to the option agreement, irrespective of the actual number of days and/hours the child attends. If payment is not received by the 20th of the month, a \$25.00 late fee will be assessed and an immediate suspension of childcare service. If the fees are not paid in full by the 25th the child shall be automatically discharged from the Program. Reinstatement may occur on a space-available basis when all fees have been paid.

Part time fees and Agreement Forms are due on the 25th of the month prior to service. Your payments will not be refunded or credited to future times. If payment and agreement forms are not received by the 25th of the month prior to service you will be billed at the drop rate of \$14.50 per regular days and \$22.00 per early dismissal days.

It is our policy not to accept cash. Currently part time fees are not paid through FACTS, therefore payments are made via check to our Extension Program. Non-sufficient fund checks are held until a cashier check or money order is received by the Program to cover the amount of the check. In addition, the parent will pay the \$25.00 return check charge along with a \$25.00 late payment fee. Parent(s) will be notified immediately upon receipt of the NSF notice by the Program. If the tuition and charges are not paid in full by the end of the first full week after notice, the child will be discharged from the program.

If a child withdraws or is discharged from the program, tuition will be due for the balance of the month or for one-half month which ever is greater.

If all of the child's required enrollment forms are not completed and returned to the Extension Director by the day the child is scheduled to start the Program, the child will not be allowed to attend until these completed forms are submitted to the Extensions Director. The parent or guardian will be responsible for payment of monthly fees from starting the date in order to reserve the enrollment spot until such time as the completed forms are returned.

Fees are as follows:

Registration Fee Non-refundable..... \$75.00 per family; due by August 14, 2017
 \$100.00 per family if paid after August 14, 2017

Morning

***Full-time Morning** – 9 monthly payments due on the 5th or 20th of each month**. An adult must sign children in each morning.

7:00am - 8:00am..... \$55.00 per month

Daily Fee

7:00am - 8:00am..... \$7.00 per day

Afternoon

Grades Kindergarten - 8

***Full-time** – 9 monthly payments due on the 5th or 20th of each month**, includes early dismissal days.

Before / After School

7:00am - 5:45pm..... \$215.00 per month

After School

3:00pm - 5:45pm (2:00pm Kindergarten only) \$160.00 per month

Daily Fee

3:00pm-5:45pm (2:00pm Kindergarten only) \$12.00 scheduled day

..... \$14.50 per drop-in

12:30pm-5:45pm..... \$17.00 scheduled day

..... \$22.00 per drop-in

Transitional Kindergarten

***Full-time** - 9 monthly payments due on the 5th or 20th of each month**.

Before / After School

7:00am-5:45pm..... \$265.00 per month

After School

12:00pm-3:00pm..... \$135.00 per month

12:00pm-5:45pm..... \$185.00 per month

Daily Fee

12:00pm - 3:00pm..... \$12.00 scheduled day

..... \$14.50 per drop-in

12:00 - 5:45pm..... \$17.00 scheduled day

..... \$22.00 per drop-in

Late Payment Fee..... \$25.00

Return Check Charge..... \$25.00

Not Registered in Extended Care

Before School \$12.00

After School 12:30 until pickup \$22.00

After School 3:00 until pickup (2:00pm Kindergarten) \$17.00

* A 15% family discount will be offered to full-time families with more than one child attending the Extended Care Program.

**If fees are not paid in full by the 25th the child shall be automatically discharged from the Program.

Section VI. IRS Statements

The Program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses. We will provide you with our taxpayer identification number for the Child Care Expenses form.

Section VII. Registration and Enrollment

Registration: The parent must complete a registration form and submit it with a non-refundable registration fee to the Extension Director (see Section X. Fees and Payment Policy for registration fee schedule). **Eligibility:** A child may be registered for enrollment in the program at any time. Children must be school-aged to attend our program. **Openings:** There is limited space available in the morning and afternoon program; priority will be given to full time children. **Enrollment:** If the parent(s) wish to enroll their child, the parent(s) will be provided with a set of enrollment forms. Prior to the child's first day of attendance, the parent(s) will complete all forms and submit them to the Extension Director. Upon enrollment, the parent must make a payment to the Extension Director of a non-refundable registration fee and first month tuition fee. The parent must sign and return a program registration agreement, Children will be allowed to attend the program only after all forms have been completed and returned, and payments submitted. If the parent has not submitted completed forms after the date when the child was scheduled to start attendance, the child will not be allowed to attend the program. The parent will be responsible for payment of monthly fees in order to reserve the enrollment spot until such time as the completed forms are returned.

Section VIII. Enrollment Forms

Parent(s) will be asked to complete the following: Student Responsibility Agreement Form; Late Policy Form; Full Time Agreement Form; Conditions of Participation Form

The Program expects the forms to be kept current. The parent must provide new information to the director regarding information on forms such as: emergency persons, names, employers, and phone numbers, arrival and departure changes.

Section IX. Withdrawal from the Program

Parent(s) wishing to withdraw their child from the Program must provide a statement in writing at least 30 days prior to the discontinuation of this service. Tuition will be due for the balance of the month or for one-half month whichever amount is greater.

Section X. Days of Operation

The Program is open on all regular and minimum school days. The afternoon program will be closed on the following early dismissal days: The day before the Christmas vacation and last day of school

Unscheduled Early Dismissal and No School Days: The Program is not available when school is dismissed early or canceled due to water, heating, electrical problems, weather, etc.

Section XI. Hours of Operation

Morning Program	7:00am to 8:00am
Afternoon Program(12pm for TK only; 2pm Kindergarten only).....	12:30pm to 5:45pm

Section XII. Afternoon Closing Time

The Program closes at 5:45pm. Parent(s) whose children remain past 5:45pm will be considered LATE and must pay overtime fees as follows:

1-15 minutes overtime	\$20.00
After 15min each additional minute.....	\$5.00 per minute

We will also follow the procedures listed:

- Call your home
- Call your work
- Call listed emergency number on your child's card
- Call Salinas Police Department, Department of Social Services, and Family and Children's Service

Child care services may be withdrawn if three overtime charges occur.

Section XIII. Absences

If your child will not be attending the Program because of a scheduled appointment, vacations, or other planned absences, please notify the Extension Director in advance. Absences due to illness will be taken from the office. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Extension Director will contact parent(s). If the parent(s) cannot be reached, the Director will contact the child's emergency contact person.

Section XIV. Arrival and Departure

Morning: All children MUST be signed in by an adult. Parents may drive in to Extended Care up until 7:45am to sign in their child. After 7:45am the gates will be closed and parents must walk their child to the Extension room and sign in their child.

Afternoon Arrival: Transitional Kindergarten will be picked up at their classroom by an Extended Care Supervisor and signed in to the program. Child in grades Kindergarten to 8 must immediately go to the Extension Room to get signed in by the Extended Care Director or Supervisor after class dismissal.

Afternoon Departure: Authorized persons who pick up the child/children must not leave until a staff member has been informed of their departure. Authorized persons, over 18 years old, must also sign the child/children out of the center on the official log. If the child is signed out of the program for an activity off the school grounds, and it is not medically related, the child cannot return to the program after the activity is over.

Extra-curricular Activities: Staff members will sign children out of the program for special activities held on school grounds. Parent(s) must complete a Parental Release Form for each activity, prior to the first day of practice. Students who are enrolled in both the Extension Program and an extra-curricular activity are to report to the Extension Program before and after the activity. Parent(s) must also sign out the child/children out of Extension before they leave the school grounds. If the child is signed out of the program for an activity off the school grounds, the child cannot return to the program after the activity is over.

Section XV. Distribution of Medications

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the school office a complete, signed medication authorization form. The medication must be provided in the original container accompanied by the doctor's direction.

Section XVI. Health and Safety

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director knows what to do if a problem should occur during the Program hours. Please make sure that any medication is available and the appropriate forms for its use have been completed. If a child has any one of the following conditions, the parent will be notified to pick the child immediately: Contagious Disease, Fever over 100F, Vomiting or Diarrhea, Accident Requiring Medical Attention. If a child does not attend school, they may not attend the Extension Program.

In cases that appear to be minor in nature, first aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out the instruction as given on the registration form. Medication will not be administered without a Medical Authorization Form on file.

Parent/guardian will provide an Emergency goody bag, as part of our Disaster Preparedness Plan. Please avoid food that needs waster and/or heating, and especially foods that your child will not eat. Goody bags must be good for 10 months, Check expiration dates carefully.

Section XVII. Snack

A nutritious snack is served each afternoon during the school year. Transitional Kindergarten must provide their own lunch. We do not warm up food for children. We ask each family to provide three to four days of snack during the school year. Each family will be sent a shopping list beginning in September. We will begin alphabetically by last names. If you prefer, you can make a \$50.00 donation instead of shopping. Remember all of your donations can be used towards family and fundraising service hours. The monthly snack menu will be posted on the parent information board.

Section XVIII. Child's Personal Property

Children participate in a wide variety of activities in the Program, which include painting, water play, and other messy activities. It is important for the children to be dressed in comfortable and adequate clothing. A change of play clothes is highly recommended. Clothes that are particularly valuable should be well labeled.

We recommend that children in Transitional Kindergarten and Kindergarten have an extra set of clothes in Extension. Set should include underwear, socks, pants, and shirt. Please replace items immediately if your child uses their extra set. Children's personal property, coats, clothing, school bags, etc. must be cleared from the Extension room after each session of the program.

It is requested that children do not bring toys from home. Often these are personal and important, so the child feels he/she must defend and protect these items. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem source, it will be confiscated until he/she leaves for home. Any personal property that remains after the session will be taken to the school office lost and found. Although the Program attempts to help children stay organized, the Program cannot be responsible for lost property.

Section XIX. Cell Phones / Portable Media

Cell phones, iphones, ipods, ipads, and all portable media devices are prohibited at Sacred Heart School Extended Care Program and will be confiscated immediately. Possession of cell phones or portable media of any type at Sacred Heart School Extended Care, Sacred Heart School, or a Sacred Heart School sponsored event will result in an automatic 2-day suspension- **NO EXCEPTIONS**.

Section XX. Curriculum and Daily Schedule of Activities

The wide range of ages and development levels of school age children enrolled in our program requires an extensive array of activities planned to meet the different needs and skill levels of all the children. A monthly activity schedule is planned and posted on the parent information board. In addition to the particular events posted in the schedule, a core group activity will always be available such as building blocks, art center, dramatic play, and outdoor activities.

Section XXI. Discipline and Discharge

Children are entitled to a pleasant and harmonious environment at the Program. The Extension Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses staff, ignores or disobeys the rules which guide behavior during the school day and Program time. If a child cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

The Extension Program Staff uses a positive discipline approach including constructive redirection of children's activities and natural consequences for inappropriate behavior. The staff is responsible for providing consistent, firm, and positive limits for each child, while simultaneously recognizing and reinforcing their positive behavior.

Our program also follows the specific discipline plan and playground rules of the school. Program behavior rules are clearly explained to all children in various group meetings. The goal of our discipline plan is to teach children to behave responsibly. Our discipline procedures are actually a curriculum of responsibility.

Each student will take home a copy of the Student Responsibility Agreement to be reviewed with his/her parent(s), signed and returned to the center.

The following is the basic procedure followed when handling serious discipline: When a discipline situation occurs, a staff member will speak with the child/children and discuss the situation and the child's responsibility regarding whatever occurred. Often the staff member will redirect the child/children to a different activity. If a second situation occurs a staff member will again ask the child/children to leave the group and will discuss what occurred in a private spot. This "time-out" allows the child/children and staff member to calm down and listen to one another as they share their perceptions and feelings. It also allows the larger group to focus on other activities rather than the conflict.

If a series of problems persists the Director will talk to the child/children's parent(s) and inform the Principal. If a child continually disregards the rules it may result in a one-week trial attendance period during which both parent and child discuss the child's behavior with the Director. This provides the child an opportunity to change his/her behavior and fulfill the responsibility agreement. If the child's behavior does not change during the trial period, the parent(s) of the child will be informed and the child will be placed on a one-week suspension from the program. If, after the suspension, the child's behavior is still inappropriate for our program, he/she will be asked not to return to the Program.

NOTE: We reserve the right to ask any child to leave our program at anytime, without following the previous steps, if serious discipline situation occurs. The parent will be notified immediately if this type of situation occurs.

The following behaviors will be grounds for an immediate conference with parent(s): Hitting, fighting, and/or dangerous play stealing; possession of a weapon or dangerous items; direct defiance; defacing school and/or program property; or profanity threatening language and/or behavior toward children and/or adults

A child may be discharged if he/she is picked up late three times (see Section XII. Afternoon Closing Time).

A child may be discharged for non-payment of fees as discussed in Section V. Fees and Payment Policy, #2 and #4.

Sacred Heart School Extended Care Program Full Time Agreement Form

_____	_____	_____
Last name of Student	First Name	Grade
_____	_____	_____
Last name of Student	First Name	Grade
_____	_____	_____
Last name of Student	First Name	Grade

will be attending the Extension Program on full time basis (5 days per week) for the 2017 – 2018 school year:

- Before School Only Before & After School After School Only

Sacred Heart School will be using FACTS for Extension Care payments. With FACTS your Extension Care payment will be withdrawn from your checking or savings account. Payments will be taken out on the 5th or 20th of every month. There will be a \$25 late fee charged for payments received after the 20th of every month. Any returned payments will be subject to a \$25 late returned check fee. I understand that I am responsible for payment of monthly fees in the amount of \$ _____, which are due by the 20th of every month. Furthermore, my child will be suspended from the program until all payments and fees are paid. Please make checks and/or money orders payable to: Sacred Heart Extension Program. It is our policy not to accept cash. Please make a separate check for Extension program fees.

I would like my extended care FACTS deduction to be taken out on the 5th OR 20th of the month.

I will provide written notification in advance of any long term planned absences from the program. I understand that regular monthly fees must still be paid to hold my child's place in the program.

This agreement will remain in effect until I provide written authorization of changes.

I agree to adhere to the stated policies and procedures of the Sacred Heart Extended Care Program as stated here and in the Parent Handbook.

_____	_____
Parent/Guardian Signature	Date

Parent Printed Name	
_____	_____
Parent/Guardian Signature	Date

Parent Printed Name	

Please return this page to the Extended Care Program Director before first day attending program

Refer to the handbook for fees, payment terms and information.

-Do Not Write Below This Line-

Date Received: _____	Total Received: _____	Check # _____
Under Paid: _____	Over Paid: _____	Late Fee: _____

Sacred Heart School Extended Care Program Authorization Form

Student First & Last Name Printed: _____ Grade: _____

Student First & Last Name Printed: _____ Grade: _____

Student First & Last Name Printed: _____ Grade: _____

Late Policy: Any parent or guardian who has not picked up their student by 5:45 p.m. will be considered **LATE**. Late pick up will be recorded. If your student is here past 5:45 p.m., a fee of \$20.00 will be charged; after 6:00 p.m. a fee of \$5.00 per minute will be charged. If the parent/guardian is late three times, the student will be dropped from the program.

We will also follow the procedure listed below:

- 1) Call your home
- 2) Call your work
- 3) Call phone numbers listed as emergency numbers on the student's card
- 4) Call Salinas Police Department/Department of Social Services, Family and Children's Services

Conditions of participation: I/we agree that all fees will be paid before our student(s) enter(s) the Extension Program. I/we understand that we must have a current contract for our student(s) to be able to attend the program. I/we further understand that if I/we withdraw my (our) student(s) from the program, extension fees will be due for the balance of the month or for one-half month, whichever amount is greater.

Student Responsibility: I understand the responsibilities outlined in the Sacred Heart School Extended Care Program Policies and Procedures and agree to fulfill them.

I agree to the above policies and procedures of the Extension Program. By signing below, I understand I will be held responsible for the terms and conditions listed in the handbook and policies/procedures.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please return this page to the Extended Care Program Director before first day attending program