



**Saint Bernadette School**

**Extended Care Program**

**Handbook**

2018 – 2019

## PHILOSOPHY

Saint Bernadette School Extended Care is a program that provides care for any student of Saint Bernadette School. Children are offered a variety of supervised activities including art, board games, free time, reading, and outdoor play. Our program is planned with the children in mind . . . a program we hope is fun, exciting, and an overall learning experience. Our program is designed to offer every child opportunities for intellectual, physical and social development. Our paramount goal is to provide a warm, caring, Christian atmosphere for your children. Children need a safe, nurturing environment that assists them to grow.

## GOALS

- \* To provide a safe, secure, stable environment that encourages adventure, creativity, building special relationships, developing healthy self-concepts, respect of others, responsible behavior, and a positive attitude.
- \* To provide stimulating programs geared to the child's age and development. Including a variety of experiences related to large motor skills, creative art, small motor skills, language development (listening, speaking) books, and recreational activities both passive and active.
- \* To provide a caring staff that stresses group cooperation while supporting the needs of the individual child.
- \* To provide a foundation for future learning, experiences with other children, and programs that complement the school curriculum.
- \* To provide communication between Saint Bernadette Extended Care staff, school personnel, and parents.

## CURRICULUM

Saint Bernadette School Extended Care program offers children a variety of activities that provide opportunities to explore, manipulate, experiment with things and interact with people. Activities include: art and craft, imaginative play, puzzles and board games, active indoor and/or outdoor play, sharing, quiet/homework time, group time, and stories time.

## BEFORE AND AFTER SCHOOL CARE

Saint Bernadette Extended Care program provides care before and after school hours as well as school early release days. This program is designed to provide a relaxed, trusting and fun environment conducive to learning and growing. It provides a structured recreational atmosphere in which learning is experienced through a variety of activities. Children are encouraged to pursue their own interests, develop friendships, grow in confidence and independence, as well as, respect for themselves and others.

All children participating in the extended care program must be signed in for the AM program by a parent/guardian. Students will sign in upon arriving for the after care program. Parents/guardians or other approved designated adult must sign out the child/children.

The before care program hours are 7:00AM to 8:15AM. Please do not drop off your child before 7:00AM.

The after school extended care program hours are 3:00PM to 6:00PM. Please make every effort to pick up your child by 5:45PM. If you arrive after 6:00 PM to pick up your child you will be charged \$5.00 every 5 minutes you are late. On 12:30 dismissal days there will be aftercare available.

Extended Care is NOT offered on snow days and regularly scheduled Christmas, February and April Vacations.

**Due to so many food allergies, it has become to difficult for the school to provide snacks for the aftercare program.**

**\*Parents are to provide a healthy snack and drink for your child.**

#### After Care Schedule

3:00 – 3:30 Snack/ Clean Up

3:30 – 4:30 Homework (older children) Games/Art/Story Time younger children)

4:30 – 5:30 Outside Play/ Group Games

5:30 – 6:00 Clean up

### FEE SCHEDULE

|   |                          |
|---|--------------------------|
| <b>Registration Fee Per Family (Non –refundable):</b> | <b>25.00</b>             |
| Before Care 7:00am – 8:15 am                          | 5.00/ day                |
| After Care 3:00pm – 6:00pm                            | 15.00/day or \$5.00/hour |
| Early Release 12:30pm – 6:00pm                        | 27.50/day                |

### PAYMENT

Parents submitting a monthly schedule will prepay for services. Prepayment can be made on the Thursday of the preceding week . Prepayment can be made on a weekly basis. Occasional care user will receive a weekly invoice due upon receipt.

A monthly schedule is required for those who chose to use the program on a regular basis. Any changes to the monthly schedule must be submitted in writing. This will assist us with planning for snacks and supplies. All payments must be kept current or service will not be rendered.

All accounts must be current before the Friday prior to the last day of school. Any account that becomes fifteen (15) days past due will no longer receive services. If payment is past due as of July 15<sup>th</sup> the child (ren) will not be able to enter the extended care program in the new school year until all fees are paid.

## RETURNED CHECK FEE

If a check is returned by the bank for insufficient funds, the writer of the check must pay Saint Bernadette School the returned check fee amount in order to cover Saint Bernadette School costs. Payment is **due** the day **after** you are notified.

## PICKING UP CHILDREN AFTER (6:00 PM)

Saint Bernadette School Extended Care program closes at 6:00PM. **Any parent picking up a child after 6:00 p.m. will be charged an additional \$5.00 every five minutes (per child). No exceptions will be granted to this policy.** A signed sheet will be given to you on those occasions for you to return with payment.

## DROP OUT OF THE PROGRAM

Saint Bernadette School Extended Care requires a two-week written notice, when your child is leaving the program.

## ENROLLMENT

Children are not considered enrolled until the following items are completed:

- \* Registration Form
- \* Medical Emergency Form
- \* Non-refundable family registration fee has been paid.

## INCLEMENT WEATHER

Saint Bernadette School Extended Care Program will follow the decision of the New Haven Public Schools. If New Haven Public Schools are releasing early due to inclement weather then there will be no extended care. All children should be picked up at the end of the school day. It is the responsibility of the parent/guardian to check for early school closing information on WTNH television or on the web wtnh.com. Saint Bernadette will make every effort to contact the parent/guardian if there is an early release due to weather conditions and your child is scheduled for extended care.

If the weather becomes progressively worse during the extended care hours, the staff will contact parents to pick up their children early.

If your child attends the before care program and there is a delayed opening the before care program will begin one hour before the delayed opening time.

\* If Saint Bernadette School Extended Care program is closed for the entire day, due to a weather conditions, you will not be billed for that day.

## GUIDANCE POLICY

It is the goal of Saint Bernadette School Extended Care program to guide children in becoming responsible, happy, cooperative participants in our program. In order to promote a safe and stimulating environment for the children, developmentally appropriate rules and expectations will be clearly communicated to parents and children. Included in these expectations will be respecting others and their property, following directions, and acting in a safe manner. The staff through positive, non-threatening teaching techniques will work toward increasing the children's respect for themselves by helping them become responsible for their own actions, as well as helping them grow in their respect for the rights and feelings of other people.

When conflicts arise, it is our goal to work with each individual child, listen to what they have to say and help to resolve the conflict by using effective communication. Guidance procedures will include the redirecting of a child's attention to a more appropriate activity. If the behavior or situation continues, the child will be issued a verbal warning. The teacher and the child will discuss acceptable alternative behavior. If the behavior/conflict continues: a child may not be allowed to participate for a short period of time, in the activity or area where conflict exists. (Problem behavior will be relayed to parents through a behavior slip filled out by the teacher to be signed by parents.)

A child may be separated from the group when other less instructive methods of guiding behavior have been ineffective and/or the behavior threatens the well being of other children.

A child that is separated from the group will remain within an unenclosed part of the classroom where they can be continuously seen and heard by staff. Return to the group will be contingent on the child stopping or bringing under control the behavior that precipitated the separation. The child will immediately be returned to the group when the behavior causing the separation stops.

If there is still an unresolved conflict, or a persistent problem situation, parents will be asked for ideas on solving the conflict.

It is our policy at Saint Bernadette School Extended Care program that no child is subject to corporal or psychological abuse. Exclusion time shall be geared to the age of the child and shall not exceed ten minutes.

If a child continues to show inappropriate behavior, parents will be contacted and must pick up the child, he/she will be asked to go home for the day. Also, a conference with parents will be required.

## EXPECTATIONS

Clean up is part of the daily routine and is the responsibility of each participant. Consistency and cooperation are vital in successfully accomplishing this task. When picking-up your child, please urge them to clean-up, put things away and return toys, supplies and equipment before leaving. Please greet staff when you pick-up or drop-off your child, and always sign them in or out before leaving the premises.

## COMMUNICATION

Parents should feel free to bring to the staff's attention any questions, comments, or concerns.

The best way for parents to communicate any personal concerns is to place a written note in the sign-out book.

During extended care hours, the staff's attention is focused on the children, so no discussions or conferences are allowed.

You may request the director to contact you by phone or email, or set up a time to meet in person

## CLOTHING

Situations do arise when a child needs a change of clothing. This includes children of all ages. To be prepared for these occasions, each child needs a complete change of clothing left at Saint Bernadette School Extended Care. Clothing should be put in a bag and labeled, Make sure to include underwear and socks

## PERSONAL BELONGINGS

Children who bring toys and other items from home will be responsible for those items. SAINT BERNADETTE SCHOOL EXTENDED CARE PROGRAM CANNOT BE RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS OR CLOTHING.

## EMERGENCY PROCEDURES

The Extended Care Program will follow the policies found in the Parent and Student Handbook for all emergency situations. The staff will use copies of the student health forms on file at Saint Bernadette School.

### ILLNESS/INJURY

If a child becomes ill during the time that they are in attendance at Saint Bernadette School Extended Care, the child's parent(s) will be notified immediately of symptoms or injuries. With non-emergency illness, the child will rest until a parent can come to pick them up. A parent/guardian will be called to come and pick up a child within 30 minutes after being contacted if the following are present:

- \* a temperature of or exceeding 100 degrees
- \* a child who displays symptoms of physical illness (vomiting, diarrhea, etc.)
- \* a child with a rash of unknown origin

Parents should not send children to school if there are indications of illness. Students who are absent from school or who are sent home for illness during the school day will NOT be admitted to extended care on that day.

**Please refer to the Parent/Student handbook for additional information and for policy information not included in Extended Care Program handbook.**

**The program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.**

## Parent(s) Signed Agreement

Family Last Name: \_\_\_\_\_

I/We, \_\_\_\_\_ (parent/guardian name-please print) have reviewed the Saint Bernadette Extended Care Program Handbook. As a parent/guardian I/we agree that by enrolling my/our child(ren) in the Saint Bernadette Extended Care program I/we agree to be governed by provisions set forth in the Saint Bernadette School Extended Care Handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date