

Saint Joachim Extended Day Program 2021-2022

Welcome to the St. Joachim's Extended Day Program. St. Joachim's Extended Day, a 10 month program, offers a nurturing and caring environment that provides high quality before and after school care for our working parents from 7:00 a.m. to 6:00 p.m.

We offer a program that assists students in completing their homework assignments and also includes supervised indoor/outdoor play. St. Joachim's Extended Day program for school age children provides quality extended day care that is based on the philosophies and goals of the school. It is designed to meet the needs of children TK through 8th grade. St. Joachim's Extended Day Program is viewed as a natural extension of the schools daily program. As such, the program is closed when school is not in session, including holidays, Christmas, and Easter break, and summer vacation.

ADMISSION POLICY:

Children currently enrolled in St. Joachim School are eligible for the program. Inasmuch as this service is an extension of St. Joachim School, Extended Day comes under the direction of the principal who has the administrative and supervisory responsibility of this program.

However, complaints from parents concerning an individual student and/or extended day teacher must first be discussed with the extended day teacher –if reconciliation is not achieved at this level, the matter is referred to the Extended Day Director if the matter can not be resolved then the matter is referred to the school principal. **The Extended Day Program is a privilege, not a right, and children must obey the rules, regulations and directions to participate and/or continue in the Extended Day Program.** Enrollment is limited and applications are considered on a first-come-first-served basis.

REGISTRATION:

Enrollment is held in conjunction with the Saint Joachim registration. Parents and/or guardians should be prepared at that time to supply the information usually required to satisfy emergency situations, such as (but not limited to) complete names, home and work addresses and telephone numbers, and minimum of two(2) emergency contacts in the event the parents/guardians cannot be contacted.

Extended Day Fees: For your convenience the Extended Day Program has been broken down into 5 plans, so you pay only for the time slot needed. Please refer to the Policy and Fees Sheet for specific times and charges. A daily Extended Day Schedule is given upon enrollment in the program; school care is then available to all students from 7:00 A.M. - 8:00 A.M. and 3:15 P.M to 6:00 P.M. Noon Dismissal Days Extended Day is open 12:00 p.m. – 6:00 p.m. **All fees are due on the first of every month.** **(We do not pro-rate)** **Payments not received by the first will result in suspension of Extended Day privileges until payment is received.**

We base our staffing and operational budget on a 10 month program. A \$25.00 late fee will be charged to payments received after the 3rd of the month.

Students who have account balances due to Extended Day will not be allowed to register until said accounts are current. In addition, all accounts must be current in order for your child to receive a final report card or diploma. If family leaves school for any reason, all fees left in account will be absorbed into the overhead costs and will not be reimbursed.

Extended Day does not supply lunch or breakfast for students but in case of emergency and we need to provide breakfast or lunch, a \$10.00 fee per meal may be charged.

*Hours of operation are subject to change depending on all the needs of students and staff availability.

*Fees subject to change at school's discretion with a 30 day written notice.

Non-Notification Fee:

An accurate account of the number of children expected is needed daily so that proper staffing can be made. If you have notified us that your child will be attending the Extended Day Program, we take very seriously our responsibility to ensure that each of them attends.

Notification must be made to Extended Day that a full time attendee will not be attending as scheduled. Extended Day must be notified if the attendee is sick and not attending school. Failure to notify Extended Day could result in a \$10.00 non-notification fee.

Non-Registered Children:

All children dropped off at school before 7:45 a.m. or after school or on half days must be brought to the Extended Day Center. Children not registered will be charged \$14.50 per hour per child.

After a child is left three times the family must register in the program and provide all emergency information needed.

To enroll your student/s in our Extended Day Program please see Ms. Barber for the proper paper work and procedures.

EMERGENCY LATE FEES:

Emergency Late Fees of \$14.50 per any part of one hour for those who have secured a reservation will be billed for any student brought to Extended Day Center after 7:00 a.m., 12:00 p.m. and 3:15 p.m. that is either not enrolled in our program, or has not pre-registered to be in care for that day and time. Children attending Extended Day without prior notification to the director may be billed \$14.50 per hour, per child. **This is to be used in emergency situations only, and is not intended for those who desire "drop off/as needed" care. Accurate records will be kept and if there is a habitual pattern**

of two weeks, you will automatically be enrolled into that Plan. This program is not designed for regular, continual “drop-ins”.

LATE PICK UPS: After 6:00 P.M.

After 6:05 p.m. if no contact has been made by a parent, a responsible party from your emergency list will be contacted to come to the school and pick up your child/children, After 6:10 p.m., if no contact has been made by a parent or guardian and a responsible party from your emergency list cannot be reached, the Costa Mesa Police Department or Children and Family Services will be called and the child/children will be taken into protective custody. Should a child/children be picked up late on a regular basis, the child/children will be dropped from the program.

In absence of respect for normal closing time, a substantial fee of \$ 3.00 per minute is charged and is due when picking up the child. Please make out all checks to St. Joachim School and mark Extended Day Late Fee in the memo area of the check.

SIGNING IN AND SIGNING OUT:

All children MUST BE SIGNED IN AND OUT BY A PARENT OR DESIGNATED ADULT.

A designated adult is a person of **21** years of age or older whose name is on file with the teacher and the school office. The parent or caregiver must submit in writing, to the office and the extended day care teacher, the names and of those adults who have permission to take the child from school. **There are no exceptions!** Please have those designated to pick up your child bring a picture I.D. (drivers license) for verification.

A full signature and pick up time is required and must be easy to read. Failure to include the pick up time will result in a maximum hours being charged. Children coming from classrooms are signed in by Extended Day staff.

Parents or authorized persons must escort the child/children from the Extended Day facility. Do not allow children to linger on the school grounds, or remain in an automobile unattended. Please inform persons approved to sign child out that we do check they are authorized and require a photo I.D. in order to ensure the child's safety.

We will not release child/children to any authorized pick up person if, in our best judgment, we suspect such is under the influence of drugs or alcohol.

If your child is going home directly after school is dismissed or going to an extra activity such as: Brownie, Cub Scouts, sports, choir, art class, writing class, track etc. and is not on the parental release form, a written notice from the parent should be given to the Extended Day staff giving the child permission to go to the specified activity or to leave the school instead of attending the Extended Day Program. Failure to notify Extended Day could result in a \$10.00 non-notification fee.

Under no circumstances will telephone authorization alone permit a child to be released. Until such written authorization is received, child/children will not be released. A note, fax, or e-mail will be accepted if from the parents of the child and a phone call to confirm has been made.

Emergency Procedures:

All Extended Day locations have a well defined plan for both fire and earthquake evacuation. Fire drill and earthquake drills are held regularly. In the event of an emergency, all children will be kept at the center until they are picked up by the parent or other authorized persons. A person authorized by the parent to pick up a child will be requested to present identification before the child is released.

Withdrawal from the Program:

If your child is to be withdrawn from St. Joachim Extended Day program, a 30 day written notice is required. This allows us to contact any children who may be on a waiting list and to adjust staff and supply requirements. (Fees for the 10th month program are still due if withdrawing.)

SNACKS:

Parents are to provide a morning snack and lunch for their children daily. A light snack is served in the afternoon. Children that will be staying late are encouraged to bring additional snacks. Also on half days hot lunch is not provided.

DISCIPLINE POLICY:

St. Joachim's Extended Day Program is an extension of the school and follows the schools discipline policy. Registration of your child or children in the Extended Day Program is equivalent to the commitment on the parents and students.

1. Verbal warning to child
2. Written warning to the child and parents
3. Conference with the parent and Extended Day Director
4. Principal notified
5. May require dismissal from the program

CUSTODY CONSIDERATIONS:

The Extended Day Director should be notified by the parent and have on file copies of any court-ordered custody decrees or other documents relating to parent's contact with a child if both parents do not have custody of the child.

ILLNESS OR ACCIDENTAL INJURY:

In the event of illness or an accidental injury the Extended Day Staff will make an immediate attempt to contact a parent. **If your child is ill, he/she will not be permitted**

to attend the program. We do not have the facilities or the personnel to accommodate a sick student. You will be expected to pick up your child as soon as possible after being called. If a parent cannot be reached and if necessary we will contact the child's physician and /or paramedics; an adult on your emergency form will be called.

Please notify a staff member of any illness that may be communicable. Parents will be notified if their child is exposed to any contagious diseases or health occurrences.

In the event of any injury we will make an immediate attempt to contact a parent. Parents are contacted by telephone concerning minor injuries and are responsible for deciding if medical attention is needed. If we cannot reach you and if necessary we will contact the child's physician and/or paramedics. The director or person in charge will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense.

Sick Day Plan:

Day Care is not able to accept any children that are sick with coughs, cloudy or runny noses and no colds. We do not have a separate room or staffing for children who are ill. Please have a sick day back up plan.

It is to your child's benefit to keep the Extended Day Program up to date on all emergency contacts and telephone numbers.

CHILD ABUSE REPORTING:

By law, the State of California requires school personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse/neglect.

STUDENT TO STUDENT HARRASSMENT:

St. Joachim affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment is when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical or scholastic ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of St. Joachim to provide a safe and nurturing environment in which all students are treated with respect and dignity.

HOMEWORK POLICY:

For all elementary students, a study period will be conducted daily from 3:15 P.M-4:00 P.M., except on Fridays. It is ultimately the responsibility of the parent to oversee their child's homework. The Extended Day Staff will instruct the students to start their homework and will then circulate to get them on task, but it is the students responsibility to know what their homework is, and for seeing it through to completion. There are too many children in the program to enable individual homework supervision. Children are expected to respect the need for quiet during homework supervision. Children who are talking excessively or causing a distraction to others will be written up with a Behavior

Notice (please read that attached Behavior Notice Form.) Please have your child bring the necessary supplies daily that are needed for homework completion, and perhaps a book and journal to work in should they finish their homework.

No Cell Phones: The Extended Day is a no cell phone free zone for both parents and students. Students are allowed to use cell phones only in an extreme emergency. There is a phone available to call parents in the Extended Day Center with the permission from the Extended Day Care Staff.

T-K/Kindergarten: We request if your child can not tie their own shoes to please provide them with Velcro shoes.

Parent/Staff Communication:

Communication from the Extended Day staff to parents will be made via the classroom, personal interface, e-mail or phone call. In addition there will be periodic announcements that will appear by the sign-in and sign out board.

The Extended Day Program reserves the right to amend this handbook as needed. Thank you for taking the time to review this handbook. Please sign the parent acknowledgment form located at the back of the handbook and return with your registration form and payment.

We look forward to an enriching year with your child/children.

Handbook Acknowledgment Admission Agreement

Please sign the agreement form acknowledging that you have read, fully understand, accept and agree to abide by the policies and procedures set forth and stated in the St. Joachim School Extended Day Program.

I have read, fully understand, accept and agree to abide by the policies and procedures set forth and stated in the St. Joachim School Extended Day Handbook.

Family Name _____ Date _____
Signature

Childs/Children's Name. _____