

**St. Wenceslaus Extended Care Program  
Parent/Student Manual  
2010-2011**

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## **Table of Contents**

<b>Item</b>	<b>Page #</b>
Mission Statement	3
Open Door Policy	3
Parent Communication and Expectations	4
Enrollment	5
Hours of operation	5
Attendance Policy	6
Staff Roles and Qualifications	7
Fees	7
Billing	7
Accidents/Illness/Medication	8
Special Needs Accommodation	9
Daily Activities	9
Snacks	9
Extended Care Activities	10
Rules for Children/Student expectations	11
Discipline and Behavior Policy/Behavior Modification	12
Child Abuse Prevention Policy	12

## Introduction

The information in this handbook is provided for all parents/guardians of students enrolled in the St. Wenceslaus Extended Care Program. Any child enrolled in this program must be a student at St. Wenceslaus School. Please contact the Extended Care Director or a member of the Extended Care Advisory Committee if you have any questions about the program that are not addressed in this Parent/Student Handbook. Extended Care Program is now part of St. Wenceslaus School. All rules and regulations that pertain to Extended Cared are required to be followed.

Registration of a student in the Extended Care Program is considered an acceptance by the parents or guardians of all rules and regulations of the St. Wenceslaus Extended Care Program. Parents or guardians and students must sign and return the form in the appendix of this handbook stating they have read and understand the handbook rules and regulations.

## Mission Statement

The mission of the St. Wenceslaus Extended Care Program is to:

- Provide superior quality childcare in a safe, supportive, and nurturing environment for St. Wenceslaus students before and after school.
  - Support and reinforce the mission of the St. Wenceslaus School: To educate students spiritually, morally, academically, and physically.
  - To develop individuals who will proclaim and live their faith while actively serving their local and global communities.

## Open Door Policy

The St. Wenceslaus Extended Care Program has an open door policy encouraging parents to come and visit their child at any time. Involving parents in our program strengthens our partnership and increases the quality of our program. Please contact the Program Director if you have any questions or concerns regarding Extended Care. The Director may be reached at the Extended Care office at 15353 Pacific Street, Omaha, NE, 68154, by phone at 330-5297, or by email at [stevensonc@stwenc.creighton.edu](mailto:stevensonc@stwenc.creighton.edu)

## Parent Communication Policy and Expectations

Parent support, communication and involvement are key factors of each child's development and are essential for the successful operation of our program. We will work closely with parents to understand your child's needs so that together we can provide an enriching atmosphere. Communication between parents and staff is imperative to maintain a high quality program.

Expectations for Parents include:

- Signing children in and out daily according to Extended Care policy (see page 6)
- Promptly communicating any changes in information including phone numbers, emergency contacts, addresses, and persons authorized to pick up, etc.
- Immediately communicating any special needs or medical concerns your child may have including behavior concerns, allergies, or any medical conditions (please refer to the special needs section (see page 9.)
- Paying all fees, including late fees, according to Extended Care policy (see page 7.)
- Informing Extended Care of your child's absence from Extended Care - including reporting your child's absence if your child leaves school early and will not attend Extended Care
- Providing to Extended Care Staff, in writing, any special instructions or information regarding your child.

Parents are encouraged to become more involved in Extended Care and can do so by:

- Donating quality toys and materials in consultation with the director
- Volunteering time with the children on field trips or at the site (Circle of Care formally known as Safe Environment Training required. See page 14.)
- Sharing any talents that may interest and educate the children
- Offering suggestions for activities and field trips
- Providing information regarding potential business partners
- Attending programs, events and activities provided by Extended Care

Enrollment Information

Extended Care is open to children enrolled in Pre-School through 8<sup>th</sup> grade at St. Wenceslaus School. Extended Care operates within state approved guidelines at ratio, with one adult overseeing the appropriate number of children.

Full-time care – 5 days a week for mornings and/or afternoons

Part-time care – less than 5 days a week

Registration for Extended Care is held each spring and at sign up Saturday. First priority is given to children currently enrolled in Extended Care. Parents of current enrollees may register by turning in a complete registration form. After spring registration, parents may register directly through the Director or during “sign up Saturday” in August.

All students must be registered before attending. Due to staffing concerns and the safety of the children, students who are registered in the program are not allowed to bring guests with them who are not registered. Extended Care operates within a specific capacity for the site. Registrations will not be accepted when this capacity is met; a waiting list will be implemented accordingly. The Director will notify you immediately if you are being placed on a wait list or if there is any reason Extended Care cannot accept your registration.

Hours of Operation

Extended Care will be available in the morning from 6:30 a.m. until 7:30 a.m. Please do not drop your child off before 6:30 a.m. If your child arrives to school before 7:30 a.m., they will be sent to Extended Care and parents will be expected to pay for this service. At 7:30 a.m., St. Wenceslaus staff members are responsible for supervision of students. The afternoon session runs from 3:25 p.m. to 6:00 p.m.

Extended Care is not in session on days that the school is closed due to weather conditions. Extended Care is in session on specific in-service and non-school days. On the days listed below, Extended Care will run from 7:00 a.m. to 6:00 p.m. Children will need to bring a lunch on these days. Please sign up ahead of time so the correct number of staff members will be present.

**Days Extended Care will be open when school is not in session:**

September 30	Archdiocesan Fall Conference
October 22	Teacher Workshop
October 28-29	Parent/Teacher Conference
December 20-23	Christmas Break
December 27-30	Christmas Break
January 3-4	Christmas Break
January 17	Teacher Workday
February 21	Teacher In-Service – Foundations of Faith
March 11	Parent/Teacher Conference
March 14-18	Spring Break
April 25	Easter Break

## Attendance Policy

Toward the end of each month, the director will send home or email a calendar for the following month for parents to record the days they will need to use the program. This calendar must be turned in before the end of the preceding month to facilitate appropriate staffing levels. If parents need to use the program every day, they may indicate that on the calendar. Children are encouraged to be here on the days they are signed up for supervision.

### Morning Arrival and Appropriate Sign-in Procedures

Morning care begins at 6:30 a.m. Your child must be accompanied into the facility and signed in by a parent or other individual who has been authorized to drop-off and pick up your child. An attendance book is available with a page for each child. Please record the time of arrival for your child and initial each day.

### Evening Departure and Sign out Procedures

A person authorized to pick up your child must come into the facility and sign him/her out of the Extended Care Program. If someone other than the parent or authorized person listed in your child's file is picking up your child, you are required to notify the Director in advance in. This person will be asked to provide identification. Once your child is signed out they are not longer in our care. Parents may be charged the full rate until 6:00 p.m. if a child is not signed out at the end of the day.

The Extended Care Program closes at 6:00 p.m. and all children must be picked up by this time. If a situation arises in which you will be late to pick up your child, please contact the program and let them know that you are running late and the time you expect to arrive. (please refer to late Pick-up on page 8.)

Parents must enter the Extended Care program through the doors located to the right of the church entrance (not through the School) and proceed down the stairs to the Social Hall. From time to time, the Social Hall will be used for other parish or school functions. In the event that another function is scheduled in the Social Hall, parents will be advised by posted signs at the entrance to proceed to the Community Room. Parents should not attempt to enter the Social Hall from the school side of the building. These doors remain locked for security purposes and require an access code to open them. Parents should not use the doors to avoid any disruption in the event that Mass is being conducted.

Parents are to park in the rectory or school parking lot when dropping off or picking up their children. Please do not park in the cul-de-sac under any circumstances. This is a fire lane and parking is prohibited. When Extended Care children are playing on the playground, parents may pick them up from the playground. Please advise a staff member of their departure. Parents are still responsible for signing their children out inside the facility. Parking near the playground will be restricted on the lower tier by safety cones to provide a safety zone for children.

### Staff Role and Qualifications

Extended Care provides a dedicated, experienced, and well-trained staff that truly cares about children. All applicants are screened through the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry before hire. A thorough orientation process is completed with each staff member.

All staff members must maintain First Aid and CPR certifications. Staff members have been trained for emergency response situations and every staff member is required to take a minimum of twelve credits of state approved in-service hours in the areas of child development and education per calendar year.

Extended Care staff will post a weekly activity calendar, provide information on special events including field trips, and communicate with parents on a regular basis.

### Fees

#### Morning program rates

The daily rate for the morning program (6:30 a.m. to 7:30 a.m.) is a flat \$2.00 fee regardless of the length of time your child attends. If a child arrives at school any time before 7:30a.m., they will be sent to the Extended Care program for supervision and their parents will be billed.

#### Afternoon program rates

The afternoon rate for Pre-School through eighth grade students (3:25 p.m. – 6:00 p.m.) is \$3.00 per hour and \$7.00 for 2 ½ hrs. Parents are billed for a minimum of one hour. Cost of Extended Care is discounted with multiple children:

- \$35.00 per week for 1<sup>st</sup> child
- \$30.00 per week for 2<sup>nd</sup> child
- \$25.00 per week for 3 or more children.

#### Billing information

Statements will be sent home with students the 1<sup>st</sup> of each month for the previous month. If you do not receive a statement, please notify the director as soon as possible so that a new statement may be issued. Payment is expected by the 10<sup>th</sup> of each month. Parents may pre-pay. Parents are expected to remain in good financial standing with the Extended Care Program. If you are having financial hardship or have questions regarding your bill, please contact the director. Accounts that are behind will receive a letter from the Extended Care Program director, then from the Principal. Bills that remain in arrears will be forwarded to the Parish Principal for reconciling.

#### Late Fees

The Program closes at 6:00 p.m. A late fee of \$1.00 for every minute past 6:00 p.m. will be charged per child to a family's monthly bill.

#### Returned Check Policy

Checks returned to the Extended Care program for non-sufficient funds or other bank account discrepancies are assessed a \$25.00 service charge.

## Accidents/Illness/Medication

### Accidents and Medical Emergencies

The health and safety of children entrusted to our care is our top priority and we work to prevent accidents from happening. If a minor accident occurs during our care, a report will be completed to inform parents of the incident. The original will remain in a child's records. Parents will be provided with a copy.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent immediately at the telephone numbers you have provided on your registration materials. If we are unable to reach a parent, we will attempt to notify the emergency contacts on your registration form and the child's physician or ambulance as needed. A signed emergency medical authorization is required from the parent to allow the Extended Care staff to take necessary emergency medical measures. This authorization is included with your registration materials.

### Illness

Please do not send your child to Extended Care if they are ill. Parents will be notified if a child becomes ill. Please refer to the Student Health section of the St. Wenceslaus School Family/Student Handbook as it refers to specific symptoms and illnesses.

### Medication Guidelines

If possible, a parent should administer all students' medications at home. If a circumstance requires a student to take medication while at Extended Care, the trained school office staff or Extended Care Staff may administer the medication in compliance with the following policies and procedures:

- All medication to be administered must be accompanied by written parental permission and the physician's statement indicating the need and instructions for correctly administering the medication. The parent must complete the medication administration form.
- All medicine must be given directly to the Extended Care Director from the parent. Extended Care cannot share medications with the Five Day School since Extended Care hours extend beyond the school office staff hours. All medications administered at Extended Care must be stored and/or refrigerated in a locked container, accessible only by Extended Care staff.
- All medication must be presented in the prescription container, properly labeled, including the student's name, physician's name and the directions for administering.
- Over the counter medication (i.e. pain reliever, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without a written order from a parent and doctor's note as to why this is needed to be given to the child.
- The Extended Care Director and school office staff retain the discretion and right to reject requests for administration of medicine and/or medical intervention during Extended Care hours.

### Tornado, Fire and Emergency Evacuation Procedures

Tornado and Fire drills are conducted periodically at Extended Care to ensure students and staff familiarity with protective measures. Extended Care uses the same evacuation procedures for tornados and fires as the St. Wenceslaus School. There are maps posted to demonstrate tornado shelter and evacuation procedures.

### Special Needs Accommodations

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at Extended Care), please notify us at the time of enrollment or diagnosis. A special needs care plan can be developed with the involvement of the child's parents, school nurse, Extended Care Director, classroom instructor, and other appropriate personnel. The feasibility of the plans implementation will be determined by several factors including, but not limited to, trained personnel resources, state guidelines, and program safety.

Extended Care cannot provide one-on-one supervision during operating hours. Care of all children must allow Extended Care to operate within the stated defined guidelines determined by the number of children at each grade level.

### Daily Activities

The Director and staff will have lesson plans for each week of programming. These plans consist of an activity, a snack and some gym/outdoor time. A calendar will be posted at the beginning of each month explaining what will be transpiring throughout the month.

Children will be divided into age groups and will rotate between snack, outdoor time, activity time, and homework time. Daily schedules will be posted in the director's office or on the bulletin board. The calendar outlining the daily snack and activities will be posted on the bulletin board outside the Director's office. As children will be divided into teams by age for activities, they will also be assigned specific tasks.

### Breakfast

Breakfast will be offered between 6:30 a.m.-7:00 a.m. Cost is \$1.00. Meal will consist of 100% juice box and granola bar or cereal. This amount will be charge to your extended care account.

### Snacks

Afternoon snack is served from 3:25 p.m. until 3:40 p.m. A drink and snack will be provided. Snack menus are posted monthly. Please inform the Extended Care Staff if your child has specific dietary restrictions. We will do our best to accommodate you and your child. You may be asked to provide snacks to meet specific dietary restrictions.

All Extended Care children in grades 5-8 will proceed to the Homework room after snack to complete their homework. They will return to Extended Care activities at 4:30 p.m.

## Extended Care Activities

The Extended Care program strives to offer a wide variety of activities that will interest students of all age groups while they are with us. As they are available and as students express an interest, Extended Care may offer Enrichment Clubs to students. Communication will be posted on the bulletin board and sent home with children regarding such clubs and enrollment information as it becomes available.

Students will be given an opportunity to complete any homework assignments on a daily basis. St. Wenceslaus School will provide a Homework Club for those students to work in a quiet setting. Neither the Extended Care teachers nor the Director are responsible for homework assignments or for locating homework assignments. Please be advised that classrooms in the Five -day School are locked upon the completion of the school day and are not accessible to students or Extended Care staff. All books and supplies must be brought to Extended Care at 3:25 p.m., the end of the school day.

St. Wenceslaus School provides “homework club.” Students will be escorted from the Social Hall to the St. Wenceslaus Community Room by Extended Care staff members. Students will be supervised by a St. Wenceslaus teacher during the “homework club’s” designated time. Children participating in this club will be expected to bring homework with them. Extended Care staff members will escort children from “homework club” back to the Extended Care program at the club’s conclusion daily. In the event that “homework club” is not available to students, Extended Care staff members will make a designated area available in the Social Hall for students to work on homework.

If a child has to stay after school and is supposed to return to Extended Care afterwards, parents or students must inform an Extended Care staff member before reporting to their classrooms for after school activity. If a child is supposed to be in the Extended Care program and is not accounted for in attendance, the Extended Care Director will call a parent to advise them of the absence.

Movies - Extended Care programming sometimes includes an opportunity for students to see a movie. Movies selected will have a G or PG rating only. The Director will advise parents at least one day in advance to let them know what movie will be viewed. If you would rather your child not watch a specific movie, please inform the Director. Alternative activities will be offered at that time.

Children occasionally participate in activities outside of the Extended Care program (such as Brownies/Girl Scouts, Cub Scouts/Boys Scouts, Sports Teams, etc.) Parents must notify Extended Care staff when and where the activities are located if they commence during usual extended care hours and are on St. Wenceslaus grounds. We take the safety of your children seriously and must know where they are when they are our responsibility.

## Rules for Children/Student Expectations

To keep our Extended Care site safe and operating smoothly, children are expected to follow the rules listed below. Please also refer to the Discipline and Behavior Policy listed on page 12.

### Indoor Rules

- Use indoor voice levels
- Stay in the social hall, community room or gym. Children and parents are not allowed in other parts of the building. Balls, jump ropes, Frisbees, tennis balls, rubber bouncy balls, etc. are not allowed during quiet time/board game time at the discretion of the staff
- Games, cards, paper, markers, scissors, glue, etc. must be returned to their proper storage areas.
- Snacks and drinking beverages other than water must be consumed at snack time only
- Snacks must be eaten at tables
- Children are to remain seated during snack/lunch times
- Students are expected to clean up your meal area by throwing away empty containers and cans appropriately
- Fighting, biting, kicking, throwing toys or game pieces, and/or use of profanity or improper gestures will not be tolerated
- Children must wear tennis shoes at all times
- Destruction of property will not be tolerated
- Children are to participate appropriately in prayer and clean up procedures
- Children are to follow the school guidelines for behavior

### Outdoor Rules

- Stay in sight of the playground supervisors at all times
- Do not leave the playground area
- No jumping off the equipment
- Fighting, biting or any other types of physical aggression are not permitted
- The use of profanity will not be tolerated
- Playground safety rules will be observed and enforced
- Once outside, children must have permission from the outdoor supervisor to go into the building. A staff member must accompany the child into the building
- If a child destroys property, games or equipment, it is their responsibility to replace it
- Children must wear tennis shoes at all times
- Children must enter and exit the Extended Care Program quietly and in an orderly manner

### Discipline and Behavior Policy/Behavior Modification

The Extended Care staff will comply with Nebraska Department of Social Services regulations at all times when supervising and disciplining students. Parents will be informed if a child's behavior becomes a discipline problem. Children are expected to abide by the same rules and guidelines as listed in the St. Wenceslaus School handbook. A child who continually does not follow the Extended Care rules and guidelines will be brought to the school Principal for disciplinary action.

### Child Abuse Prevention Policy

All children enrolled in the Extended Care Program will be protected from any form of child abuse and neglect. They will also be protected against unauthorized visitors and strangers.

All staff, volunteers and contract employees will use positive techniques to guide children's behavior. Under no circumstances will any form of corporal punishment be allowed. It is the duty of all Extended Care employees, volunteers and contract employees to report any suspected child abuse, neglect or threats to the proper authorities or agency. Reports of all claims are kept on file with the Program Director. If you suspect child abuse, child neglect, or safety violations at the Extended Care program, please contact the Director immediately at 330-5297.

The Extended Care Program will comply with the Archdiocese requirement that all adults who supervise children take the Circle of Care, formally known as Safe Environment, training and that each adult will renew that training every five years. (Staff members as well as adult volunteers are included in this policy.)

Any adult volunteering to assist with Extended Care activities, field trips and parties must have the Circle of Care training prior to the event or they will not be allowed to volunteer.

