



**ST. JOHN VIANNEY SCHOOL EXTENSION PROGRAM**

10499 Coloma Road

Rancho Cordova, CA 95670

Phone: 363-4610 x 117 or 363-6140

Fax: 363-3243

Web site: [www.sjvschool.org](http://www.sjvschool.org)

*Remember God is with us always, St. John Vianney Pray for us...*

**Extension Program Fees  
2017-2018**

<b>REGISTRATION &amp; ADMINISTRATIVE FEES</b>	<b>On-Going</b>	<b>Annual</b>
Extension Registration Fee (per family, per year for part & full time care)	Annual	\$75.00
Late Pick-up Fee (pick-ups after 6:00 PM closing time)	\$2.00/minute	
<b>AM, FULL-TIME &amp; PART-TIME CARE</b>	<b>Monthly Tuition</b>	<b>Annual Tuition</b>
AM Care 1 Child (7:00-8:00 AM)	\$72.00	\$720.00
AM Care 2 Children (7:00-8:00 AM)	\$101.00	\$1,010.00
PM Care 1 Child (3:00-6:00 PM)	\$208.00	\$2,080.00
PM Care 2 Children (3:00-6:00 PM)	\$353.00	\$3,530.00
AM-PM Care 1 Child (7:00-8:00 AM & 3:00-6:00 PM)	\$244.00	\$2,440.00
AM-PM Care 2 Children (7:00-8:00 AM & 3:00-6:00 PM)	\$400.00	\$4,000.00
Part-Time ( <i>Maximum of 30 Hours Per Month</i> )	\$149.00	\$1,490.00
Two Part-Time Children ( <i>Maximum of 30 Hours Per Month Per Child</i> )	\$253.00	\$2,530.00
<b>DROP IN CARE TUITION RATES</b>	<b>Time Frame</b>	<b>Charge</b>
<b>PLEASE NOTE:</b> There will be a \$75.00 REGISTRATION FEE applied through FACTS after the 1st time use of Drop In Care.		
<b>REMINDER:</b> All Drop In care, Part- time and Full- time care will be charged through <b>FACTS</b> for the 2017-2018 School year.		
Drop-In AM Care*	N/A	\$6.00
Drop-In PM Care*	0-15 Min.	\$3.00
	16-30 Min.	\$6.00
	31-45 Min.	\$9.00
	46-60 Min.	\$12.00
	61-180 Min.	\$17.00
	181-300 Min.	\$34.00

**\*Drop-In Fee is Per Child (2nd Child in Family @25% discount, 3rd Child @ 50% discount)**

ST. JOHN VIANNEY EXTENSION PROGRAM-STUDENT EMERGENCY CARD 2017-2018 (Please use Pencil to allow for Changes)

STUDENT'S LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Registration Date \_\_\_\_\_

Mother/Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_

Address (if different) \_\_\_\_\_

Cell Phone/Pager \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Business Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_

Address (if different) \_\_\_\_\_

Cell Phone/Pager \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Business Address \_\_\_\_\_

E-Mail \_\_\_\_\_

In case of accident may we contact your family Doctor or Dentist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Although the above recommendation of the parent will be respected as far as possible, I understand that in the final disposition of an emergency, the final judgment of the School Principal or Extension Director will prevail. **I will notify the SJV Extension Program in writing anytime the above information is changed.**

Signature \_\_\_\_\_ Relationship to Child \_\_\_\_\_

In the event of apparent serious illness or accident when I cannot be reached, I request that one of the following persons be notified, if possible, by telephone. These persons are authorized to act in my absence and each authorized party will be informed that her/her name has been used on this card. (These persons should be emergency substitutes for mother or father who are nearby and who can be reached quickly).

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Special Health Conditions:**

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**PERSONS AUTHORIZED TO PICK-UP CHILD**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**St. John Vianney Catholic School  
Extension Program Financial Contract  
2017-2018**

PARENT(S) NAME(S) \_\_\_\_\_  
 ADDRESS(ES) \_\_\_\_\_  
 \_\_\_\_\_  
 CELL PHONE #'S \_\_\_\_\_  
 WORK PHONE #'S \_\_\_\_\_  
 HOME PHONE #'S \_\_\_\_\_  
 E-MAILADDRESS(ES) \_\_\_\_\_

Initial

- \_\_\_\_\_ 1. I agree to pay a monthly fee of \_\_\_\_\_, (PT or FT only) which reflects the annual tuition fee of \_\_\_\_\_ to St. John Vianney Extension Program.. **I would like my FACTS payment to be taken out on the 5th OR 20th of the month (PLEASE CIRCLE ONE).**
- \_\_\_\_\_ 2. **I agree to pay the yearly non-refundable registration fee of \$75.00, which applies to full and part-time care.**
- \_\_\_\_\_ 3. **I agree to pay \$2.00 per minute after six o'clock p.m. when I am late picking up my child**
- \_\_\_\_\_ 4. I understand that I will not be charged for the first change I make to my Extension Care during the school year; however, I will be charged a \$10.00 administrative fee for any changes thereafter.
- \_\_\_\_\_ 5. In accordance with my agreement with FACTS Tuition Management Company, my account will automatically be charged a \$20.00 fee for each missed payment.
- \_\_\_\_\_ 6. **I understand that in the event that my fees are not paid on a regular and timely basis, my child will not be permitted to continue receiving care from the St. John Vianney Extension Program.**
- \_\_\_\_\_ 7. I understand that there is no reduction in fees for vacation time, holidays or illness.
- \_\_\_\_\_ 8. I understand that Extension fees are payable in 10- monthly installments, July-April, regardless of the number of school days in those months.
- \_\_\_\_\_ 9. I understand that drop-in care is to be paid for on the day of care, and that my school tuition FACTS account will be charged if payment is not received within 15 days after the last day/date of care.
- \_\_\_\_\_ 10. I agree to give the Extension Director a 30 day advance written notice prior to withdrawal from the Extension Program. I also understand that I will be financially responsible for all Extension tuition incurred during the 30 days after the date I give my 30 day notice of withdrawal.
- \_\_\_\_\_ 11. I understand that if my child/children willfully break or destroy St. John Vianney School property or the personal property of other children in the program or school, I will be responsible for replacement.
- \_\_\_\_\_ 12. I have read the St. John Vianney Extension Program Handbook (available either on the school's website at [www.sjvschool.org](http://www.sjvschool.org), in Extension, or the school office).

**Signature**

**Date**

Child/Children's Name(s)

Grade(s)

Days/Hours of Care Needed

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**St. John Vianney Catholic School  
Extension Program  
10499 Coloma Road  
Rancho Cordova, CA 95670**

**2017-2018 School Year**

**EXTENSION PROGRAM HANDBOOK  
TK- 8th Grade**

<b>HOURS:</b> 7:00 a.m.- 8:00 a.m.	Before School Care
3:00 p.m. - 6:00 p.m.	After School Care (M, T, W, F)
2:00 p.m.-6:00 p.m. Thursdays	After School Care



**(916) 363-6140**

**Dear Families:**

**Welcome to St. John Vianney School's Extended Day Program (also known as "Extension") ! We are here to meet your after school child care needs, and provide a safe, comfortable environment for our children as they wind down from their school day.**

**As St. John Vianney's Extension Program, we adhere to the same mission, philosophies, and rules stated in the school's parent handbook. We also have some "Extension specific" rules, policies, and procedures, which are outlined in this handbook.**

**In contrast to the formal structure of the school program, our Extension routine is more flexible, and incorporates times for nourishment, play, homework and rest. (Please see our "Daily Routines" included in this handbook). Extension offers this structure by providing adult supervisors who are sensitive to the needs of each child. We are attentive to the social, emotional, and physical needs of the children in our care, stressing the importance of manners & courtesy, safety, responsibility, and respect toward each other and the Extension classroom/facilities.**

**Foremost, we understand that our role is to provide a bridge between the home and school environment. Not only are we providing child care, but we also are providing family care. We understand that caring for your children in an atmosphere stressing individual responsibility and well-being, as well as group cooperation, offers you, peace of mind while you are away and/or working. It is our hope that your child will relax, thrive, and develop closer friendships in our safe and caring Catholic atmosphere.**

**Lastly, the Extension Program, in accordance with the practices of St. John Vianney School and The Diocese of Sacramento, does not discriminate on the basis of race, color, sex, national origin or handicap.**

**Sincerely,**

**Ms. Stacy T. Garza  
Extension Director**

## **ST. JOHN VIANNEY EXTENSION PROGRAM**

**The SJV Extension Program is open from 7:00 a.m. until 6:00 p.m. every day that school is in session *with the exception of the following days:***

- **Halloween, when Extension closes at 8:00 am, and it is a minimum school day.**
- **The day Christmas vacation begins at 10:30 am. Extension closes at 8:00 am so that the entire SJV faculty and staff may celebrate Christmas together.**
- **The last day of the school year, when the center closes at 8:00 a.m.**
- **Some dates/times subject to change with proper notification**

**As previously noted, SJV Extension provides quality care, supervision, recreation, and enrichment activities. We serve our working families who desire both a Catholic school education and supplementary day care in a Christian environment for the children enrolled in our school. SJV Extension is available to children ranging in age from Transitional Kindergarten through the Eighth grade.**

**Most of our students attend Extension full or part time. However, we do have emergency/drop in care available. Occasionally, a student who is not registered in Extension will end up in our care due to a late pick-up or unforeseen parent emergency. In this situation, a family will be sent a registration packet to complete. This practice is done for future reference, in case the child ends up in our care again during the year. Completing the registration materials does not obligate the family to attend Extension, it just helps us remain administratively prepared and able to help the family if needed.**

**The Extension Program is staffed by qualified and caring personnel. They provide group leadership for a number of activities, as well as supervised study time. There is a daily mandatory homework time for First through Eighth grades.**

**Per the St. John Vianney Parent Handbook (p. 14, "SCHEDULE"), "YOUR CHILD'S SAFETY IS OF PRIMARY CONCERN TO US. TEACHER SUPERVISION BEGINS AT 7:40 A.M. AND ENDS AT 3:15 P M. If your child arrives at school prior to 7:40 a.m., or is here past 3:15 p.m., he/she will be taken to Extension and you will be billed for supervision. The same applies for minimum days when dismissal is at 12:00 p.m. At 12:15p.m. students will be brought to Extension and the family will be billed for services rendered."**

## **Snacks & Meals:**

### **All students need to bring a lunch on minimum days.**

Each day, a substantial and nutritious *nut free* snack is served at 3:15 p.m. to all Extension students. Additionally, a small snack that is packed from home AND NUT FREE will be at 5:00 p.m. to those students remaining in Extension until closing.

### **SAFETY, EMERGENCY CARDS, EMERGENCIES, AND SIGN-OUT/RELEASE OF CHILDREN**

Because our children's safety and well-being is our highest priority, parents are required to complete an emergency card on the day of Registration, (or after the first "drop-in care" visit to Extension) so that staff may perform emergency care according to those instructions.

The school and Extension Program each maintain an Emergency card on file.

- **All children must be signed in and out by an adult.**
- **Parents or guardians may not take children from the schoolyard or other areas without notifying the Extension Program staff and signing for the child's release.**
- ***Parents or guardians should not send persons whose names are not on the Emergency Card to ask for the release of a child. For the child's safety, the release will not be granted in such cases***

**In the event of your child having a sudden illness or leaving for a medical appointment,**

**etc., PLEASE NOTIFY THE EXTENSION PROGRAM IF YOUR CHILD WILL NOT BE COMING TO EXTENSION BY CALLING (916) 363-6140**

### **ILLNESS OR ACCIDENT**

- **In cases that appear to be of a minor nature, first aid will be administered on the premises. “Medication will not be administered by mouth unless a written statement from a physician detailing method, amount, time schedule AND a written statement from parents or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physicians statement.” All of the above is required for prescription and non-prescription medication. Students may not keep medication with them at any time.**
- **In cases that appear serious, the Extension Director will make every effort to carry out the instructions listed on the Emergency Card.**
- **Parents who wish to have their child treated in a particular manner should indicate their desires on the Emergency Card under “Special Instructions.”**
- **Parents will be expected to make arrangements for taking sick children home “a.s.a.p.” The Extension Program does not have facilities for transportation of children.**
- **In the absence of clear and concise parental instructions, the Extension Staff will perform its duties using prudent judgment in the best interest and welfare of the child.**

### **FEES/TUITION AND PROMPT PICK-UP OF CHILDREN**

**Two critical areas of parental responsibility are fee payments and prompt pickup from after-school Extension.**

- **The program is financed by a yearly fee, paid in ten monthly installments from July-April, regardless of the number of attendance days in any given month. Regular and prompt payment will assure the appropriate staffing of personnel and the provision of ample supplies, equipment and snacks. Children’s absences do**



not relieve the Extension program of its financial responsibilities; therefore, deductions cannot be made for a child's absence.

- **THE FEE CHARGED IS FOR THE 185 SCHOOL DAY YEAR AND IS PAYABLE IN TEN MONTHLY INSTALLMENTS, July 1 THROUGH April 1.** Fees cover the cost of the Extension Program operations incurred each school day, including Minimum Days.
- The Extension Program utilizes the FACTS Management Company system, whereby annual tuition is paid in ten (10) installments and is deducted from the designated bank account of each family. Families may elect to have the payment debited from their account on the 5<sup>th</sup> or the 20<sup>th</sup> of each month (July - April ). (Additionally, in accordance with the agreement with FACTS, the parent's account will automatically be charged a \$20.00 fee for each missed payment. )
- All Extension payments regardless of Drop In, Part-Time or Full-Time will be paid through the FACTS Management Company starting 2017/2018 school year. You must have a current FACTS account to utilize Extension. There will be no exchange of monies unless you have had a meeting with the Principal and the Extension Director.
- If a parent or guardian fails to meet the Extension Program fee payment due on the designated payment day of each month and does not make adequate arrangements with the Extension Director, the child will not be allowed to continue in the program.
- A \$20.00 charge will be assessed for any returned checks.

### Late Pick Up Fees and Hours of Care

With the exception of Halloween, Christmas, and the last day of school, Extension closes at 6:00 p.m. Staff members are employed only until 6:00 p.m. A \$2.00 per minute late pickup fee will be charged past 6:00 p.m. and ***must be paid at the time of pickup.***

The time is based on the Extension Program's Clock.

### Non-Refundable Registration Fee

The non-refundable registration fee is \$75.00 per family. This fee is payable yearly at the time of registration.

- *Tuition for Families with Multiple Children Enrolled in Extension*

There is a 25% tuition discount available for the second child and a 50% tuition discount for the third child.

## **HOMEWORK**

Monday through Thursday includes a supervised homework period that is mandatory for grades 1-8. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The Extension Program staff has no way of knowing what work has been assigned or what assignments have not been completed in class. Ultimately, it is the parents' responsibility to check that all homework is completed and written down in the students' agenda book that is required for grades 1st-8th.

## **TOYS FROM HOME**

- Generally, we require that children not bring toys from home. Often the items are very personal and important, so the child feels that the toy must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large school family.
- However, at the discretion of the Extension Director, there will be occasions when children may bring in small, simple toys to play with (such as "Happy Meal" toys). Children will be told in advance when they can bring toys to Extension, they will be

reminded of the types of toys they may bring, and they will be told of any rules/restrictions that may apply to toy days

## **EXTENSION ROUTINE(S)**

*Monday, Tuesday, Wednesday, Friday*

**3:00**      **Check-in**  
**3:10**      **Meeting**  
**3:15**      **Snack (NutFree)**  
**3:25**      **Free Play**  
**4:00**      **Homework / Art & Activities (if no homework assigned)**

**\*\*\*NO HOMEWORK ON FRIDAY\*\*\***

**5:00**      **Snack From Home (Nut Free)**  
**5:15**      **Free Time/Movie/ Down Time**  
**6:00**      **Extension Closes**

*Thursday Early Dismissal Routine*

**2:00**      **Check-in**  
**2:10**      **Meeting**  
**2:15**      **Snack (Nut Free)**  
**2:25**      **Free Play**  
**3:30**      **Homework / Art & Activities (if no homework assigned)**

**5:00      Snack From Home (Nut Free)**  
**5:15      Free Time/Movie/Down Time**  
**6:00      Extension Closes**

**Please sign and return the following page**

**Dear Parents,**

**This material is presented as an “Ongoing Handbook” for the St. John Vianney Extension Program. We have attempted to include all information considered important to your child’s safety and for the basic operation of our program. However, we realize that some topics or issues may need to be modified or changed during the year. You too, may have some suggestions as we all work together to make this a happy and worthwhile experience for both child and family.**

**Thank you for your support, and for choosing St. John Vianney School's Extension program for your after school care.**

**Sincerely,**

**Ms. Stacy T. Garza**  
**Extension Director**

**PLEASE RETURN SIGNED**

**“We have read the policies and procedures outlined in this handbook and we agree to abide by them.”**

Parent(s)\_\_\_\_\_

Student(s)\_\_\_\_\_

## **Rules of Extension Program St. John Vianney**

### **GENERAL RULES**

- 1. Upon entering Extension, all students are required to put their backpacks and personal things in the cubbies next to the entryway door.**
- 2. All students are required to check in with Extension personnel every day.**
- 3. All students are required to check in with Extension personnel before leaving for games, practices, or any other activity. Coaches must sign-out younger students (grades 5 and under) for practice, and sign in upon return. Grades 6th-8th must have written permission to walk to the gym for sport practices.**
- 4. Once students have checked in to Extension, they must ask an Extension Staff member for permission to leave (to get a drink, go to the bathroom, etc.).**
- 5. All food/snacks and non-water drinks are to be eaten/drunk inside the Extension Room on the side of the room with the linoleum floor.**
- 6. Throwing objects (rocks, sticks, dirt, chips, food, etc.) is not permitted and subjects the offending student to suspension from the Extension Program.**
- 7. Students are never permitted to go on the roof, even to retrieve sports equipment.**
- 8. Students are not permitted to enter a classroom before or after school without teacher or Extension permission and supervision.**
- 9. Students must demonstrate a respectful attitude and behavior to the staff of the Extension Program.**

10. Extension follows the SJV Handbook rule which states, "If a student brings a cell phone to school, it must be checked in with the teacher before classes begin." At Extension, we have a container that all cell phones must be placed in when in log, which identifies the student's name and description of their phone/electronic device.

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## PLAYGROUND RULES

1. The following areas are off OFF LIMITS for Extension students during the operation of the program:
  - \*The front porch of the school.
  - \*Any parking lot area beyond the orange cones, including the faculty parking lot, and the hall and areas in and around the school and hall.
  - \*The Thrift Store and areas surrounding it.
2. Tackle football, keep-away, ball tag, and any and all other forms of rough or dangerous play are not permitted.
3. Climbing on fences is NEVER permitted.
4. Students must use playground slides feet-first and seated. No climbing and crawling up the slide, nor hanging on the outside of the slide is permitted.
5. Only one child at a time may go across monkey or rainbow bars.
6. Playing in the bathrooms and/or food or drink in the bathrooms is forbidden.
7. The Play Structure outside adjacent to the Unity Room is for use by 5th and 6th graders only.
8. If a disagreement arises from a game (i.e. four square) at recess the children are instructed to work it out themselves. If the disagreement is brought to the Extension Staff the game will be stopped or mediated.

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**STUDENT SIGNATURE**

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**DATE**

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**PARENT SIGNATURE**

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**DATE**