



**Sacred Heart**  
Parish School

**Extended Care  
Program Handbook  
2016-2017**

**Extended Care Phone: (831) 637-5116**

## **Admission to Extended Care**

The use of Extended Care is a **privilege** offered to all students enrolled at Sacred Heart Parish School. Children attending Extended Care must obey the rules and regulations of Sacred Heart Parish School and the Extended Care Program in order to participate.

Students are admitted to the Extended Care Program on a year-to-year basis. Prior to the first day of attendance, parents/guardians must:

Have completed Emergency Information Form and Family Agreement. For Emergency purposes, parents/guardians must notify the Extended Care Program and Sacred Heart Parish School in writing if there are any changes in information that pertains to their child (ren).

## **Extended Care Program Procedures**

Extended Care services begin 15 minutes after the last dismissal for the day. On regular school days the Extended Care Program is open from 3:15pm to 6:00pm. On minimum school days the Extended Care Program is open from 12:45pm to 6:00pm. Extended Care follows the current school calendar.

ANY UNATTENDED CHILD WHO IS A REGISTERED STUDENT OF SACRED HEART PARISH SCHOOL WILL BE SIGNED INTO THE PROGRAM IF THEY ARE ON THE SCHOOL PREMISES AFTER 3:15 (12:45pm ON MINIMUM DAYS).

Any student, whose parents/guardians have not picked her/him up within 15 minutes of dismissal, must be signed into Extended Care and wait for their parents/guardians there.

Note: If a student who is in after school care has a cell phone in order to “touch base” with Parent/Guardian, please do not call your child before 4:00pm.

**There is also a \$1.00 per minute late fee starting at 6:01pm.**

## **Daily Schedule for Students**

3:15pm – 3:45pm: Snack is served followed by free play outside

3:45pm – 4:45pm: Homework begins for students in grades 5<sup>th</sup> through 8<sup>th</sup>.  
An Extended Care staff will call 1<sup>st</sup> grade and work with them as a group. Once these students are finished the next grade will be called in until all students have completed their homework.  
Students who do not have homework are to remain outside.

4:45pm – 5:30pm: Students may play inside or outside under the supervision of Extended Care.

5:30pm – 6:00pm: Students will play inside.

6:00pm: Extended Care closes

## **Dismissal/Picking up Children**

Before a child is dismissed from Extended Care Program of Sacred Heart Parish School, she/he must be signed out by his/her parent or guardian, an individual listed on the child's Emergency Information Card, or by an individual who has been authorized in writing by the parents or guardian. **No Exceptions will be made!**

1. Parents/guardians or authorized person must sign the child out, indicating the time of pick up on the "sign out" form and make verbal contact with the Extended Care staff on duty.
2. For the child's safety, telephone requests to have someone pick up who is not listed on the child's Registration and Emergency Information Card will not be granted.
3. A child will not be allowed to leave the premises with a minor or alone.
4. Before a student will be excused for after-school sport activities, a permission slip must be completed and signed by a parent/guardian and filed with the Extended Care Director for weekly participation.
5. In case of an emergency the parent/guardian is unable to pick up a child by 6:00pm., please call (831) 637-5116 and provide the name of an emergency pick up person.

### **Extended Care Program Expectations and Responsibilities:**

1. The discipline policy in the Family Handbook is also applicable to the Extended Care Program. In addition, students are required to help clean up the Extended Care areas and to assist with keeping the environment orderly.
2. State law requires that a child who becomes ill should be separated from classmates until someone comes for them. The Extended Care program cannot accommodate sick children. Therefore, as during the school day, parents will be called should illness or injury occur.
3. Students who have been taken from school for Scouts, birthday parties or any other non-school activity may not be returned to the school that day and re-enter the Extended Care program.
4. No child is allowed to leave the premises with a minor (anyone under 21) or alone unless parents write a note to the principal releasing the school from any liability for accident or injury that should occur.
5. Custodial Considerations: Single parent and other custodial considerations must be communicated in writing to the Extended Care Director and Sacred Heart Parish School. Extended Care staff will discuss a child only with the parents/guardians and their designee. The staff will not get involved with family disputes, except with problems that arise on campus.

## **Students Responsibilities**

1. Students are to report and make immediate contact to the Extended Care Director or Assistant Director upon arrival and sign in.
2. For safety all children are to remain seated while eating. Children are to throw their garbage in the trash when they are finished eating.

*Students enrolled in Extended Care may not remain with classroom teachers after school without first notifying the Extended Care Director or staff.*

3. Students who are enrolled in both Extended Care and the After-School Sport Activities are to report to Extended Care BEFORE reporting to the activity. Extended Care staff is not responsible for children who have not reported to the Extended Care Facility. Children may not remain on campus unless supervised.
4. Opportunity for students to have quiet time for recreational reading or homework is provided daily. Sacred Heart Parish School strives to help students learn responsibility; therefore it's the students' responsibility to have their homework assignments and all materials necessary. Students cannot return to the classroom(s) for forgotten assignments or materials, as Extended Care staff has limited access to classrooms.
5. Students need to return pencils, erasers and other borrowed items to their proper place.
6. Students may bring toys from home. All items must be clearly marked with the students' name. Sacred Heart Parish School will not accept responsibility for lost or broken items.

## **Parental Responsibilities**

1. Parents must pick up their children by 6:00pm sharp.
2. Parents, or others authorized to pick the child up, are responsible for signing the students' time sheet and noting the correct pick-up time on it. (If the time of pick-up is not noted, you will be billed for the maximum hours for that day).
3. Parents wishing a child to be picked up by someone other than the persons listed on the emergency card must **write or fax** a signed/dated note stating the name of the person and the date/time they will pick up the child.

A telephone call or verbal message cannot be accepted under any circumstances. (It is the responsibility of the parent/guardian to inform the 'alternate' that he/she will be expected to show a picture ID/driver's license to the Extended Care staff prior to release of the student).

## **Extended Care Staff Responsibilities**

1. Staff will treat all students with respect in a positive attitude that follows the school's mission statement.
2. Staff will properly supervise students at all times.
3. Staff will assist the students during homework time in a calm, respectful manner that helps not just one child but all the student who are completing their homework.
4. Staff will correct homework in grades first through third before dismissing students outside to play.

## **Discipline Procedures**

1. Every child enrolled in the Sacred Heart's Extended Care Program is expected to abide by the Code of Student Conduct and disciplinary policies are set forth in the Sacred Heart Parish School Family Handbook. The children are asked to manage their own behavior, to be kind and considerate to others and their property, to be respectful to others and the staff. Misuse or abuse of other, the staff, the property or equipment will not be tolerated. The staff will work with any child when problems arise.
2. Conferences. Can be set up at any time by either the Extended Care Staff or the parents/guardians to discuss matters concerning your child care arrangements. Parents/guardians are asked to avoid bringing up matters in front of the children.
3. Repeated Offenses. If the child demonstrates repeated disciplinary problems the parent/guardian will be notified and a conference with the Extended Care Director will be scheduled. The parent or guardian will be asked to work in conjunction with the staff to address the disciplinary concerns. If a second conference does not revolve the continuing misbehavior of the child, the child will be removed from the Extended Care Program.
4. Severe or Major Offenses. Students who engage in severe or major incidence of misconduct will be removed from the Extended Care Program (See Family Handbook).

## **Health Care Considerations**

### **A. Afternoon Snack**

Each afternoon a nutritional snack will be provided. Specific diet needs or food allergies should be brought to the attention of the Extended Care Director. Specific diet problems or food allergies must be written on the child's registration form.

## B. Minor Injuries

If a minor injury occurs to a child while attending the Extended Care Program, the staff is First Aid certified, and will assist and administer first aid when needed. The parent will be notified in both verbal and written form of the injury and the action taken to assist the child.

## C. Illness

State law requires that a child who becomes ill should be separated from classmates until picked up by an authorized person. If a child should arrive or show signs of illness while attending the Extended Care Program, a parent/guardian will be notified to come and pick up their child immediately.

## D. Medication

Mandates of interest in Health Services for California Schools Sec. C.E.C. 49423 states: *Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement."*

Sacred Heart Parish School is also required to follow these directives. Therefore, should children need ANY medication (including cough drops, aspirin, throat lozenges, etc.) they must be sent in a well-labeled container—with parents request to administer and a doctor's instruction concerning name, dosage, time, etc. (Medication will not be administered without written direction from parent and doctor).

## **Emergency Procedures**

Parents or guardians will be called at home or at work in the case of an emergency. If the parent/guardian cannot be reached, emergency contacts indicated by the parent/guardian will be contacted. The absolute minimum of emergency contacts should be three.

The Extended Care Program personnel are First Aid and C.P.R. certified. As authorized by the parent/guardian, the staff can administer or assist with the care for an injured child until the parent, guardian, or emergency personnel arrives.

If a parent needs to contact the Extended Care Program in the event of an emergency, please call 637-5116.