

EXTENDED CARE HANDBOOK

ST. ANGELA MERICI PARISH SCHOOL



RULES, POLICIES & INFORMATION



**"Education is not the filling of a bucket,
but the lighting of a fire."**

Dear Parents and Students,

Welcome to the St. Angela Merici Parish School Extended Care Program!

The purpose of our program is to provide quality childcare before and after school. Our program activities are designed to be an extension of our school's philosophy. We provide qualified staff who are dedicated in providing St. Angela students with a safe and nurturing environment.

God Bless,

Mrs. Nancy Windisch
Principal

Rise up.

Philosophy

St. Angela Merici Parish School is a Catholic faith community comprised of clergy, administrators, teachers, staff, parents and students, which fosters a christ-centered environment. We integrate our religion with all aspects of living and learning.

We recognize that parents have the primary responsibility of servicing as active Christian role models in the formation of their children's spiritual and intellectual development. To facilitate this parental responsibility, the St. Angela Merici community is a partnership that supports and provides opportunities for spiritual, academic, moral, physical and cultural growth.

St. Angela Merici Parish School is committed to providing a faith-filled, student centered environment and curriculum recognizing each individual's differences and developing their God-given talents and gifts. Each student is challenged to expand his or her intellectual abilities through a variety of successful learning experiences. Our goal is to empower each student to become a responsible, active Christian capable of making appropriate moral decisions, facing the challenges of contemporary living.

While learning is in the context of St. Angela's faith community, each student develops a realization that their Catholic faith is a way of life.

Mission Statement

ST. ANGELA MERICI PARISH SCHOOL

St. Angela Merici Parish School is an integral part of the Catholic Church's mission to proclaim the Gospel, build community, celebrate through worship and serve others. We welcome all students and encourage parent participation in support of providing a well-rounded holistic educational experience, which prepares students for high school and responsible participation in the Catholic Church and community.

We believe that every student can achieve excellence through the discovery and use of their gifts and talents. Our mission is to develop faith-filled active Catholics who are life long learners, effective communicators, responsible citizens, quality producers and integrated individuals.



Student Learning Expectations

1. A faith-filled active Catholic who

- Celebrates faith through prayer, sacraments, Christian service, words and actions
- Understands and participates in the teachings and traditions of the Catholic faith
- Strives to build a moral conscience enabling him/her to make decisions based on Catholic values
- Uses scripture as a guide in his/her personal journey of faith

2. A life-long learner who

- Sets realistic goals, recognizes his/her personal learning style and is self-motivated
- Utilizes technology competently and responsibly to facilitate learning, research and growth
- Values a quality education
- Develops critical thinking skills to solve problems

3. An effective communicator who

- Articulates ideas clearly and creatively through writing and speaking
- Listens actively and responds appropriately to communication
- Expresses opinions compassionately, appropriately and respectfully

4. A responsible citizen who

- Exhibits respect, integrity and empathy
- Supports and participates in community activities
- Respects the value of all life through Christian stewardship

5. A quality producer who

- Develops and utilizes his/her God-given talents
- Uses organizational skills and manages time effectively
- Works independently or collaboratively

6. An integrated individual who

- Understands the importance of making healthy choices
- Accepts responsibilities for one's decisions and actions
- Develops self-confidence and leadership qualities
- Applies conflict resolution skills



Welcome to St. Angela Extended Care!

Extended Care is open to all students, grades TK-8, in good standing, attending St. Angela Merici Parish School. Enrollment is offered throughout the school year.

On behalf of the staff, we would like you to know how happy we are to have your child enrolled in our program. The program will offer a variety of activities including but not limited to: practice and preparation time, center activities, healthy living, outdoor games, outdoor free play, arts and crafts, organized activities, movie days and free time for your child to pursue their own interests in a safe and friendly environment.

REGISTRATION AND EXTENDED CARE FEES

Registration is complete when the entire Registration packet is complete (Registration Page, Emergency Form, Pick Up Authorization Form, PG Movie Permission Slip) and Registration Fees are paid.

There are two payment options available depending upon the individual family needs. We offer a Consistent Care (monthly payment plan) or a Drop-In (hourly) payment plan.

CONSISTENT CARE (MONTHLY PAYMENT PLAN)

1. Registration fee- \$35 for one child or \$50 for a family
2. Pay Late Pick up charges at \$1.00 per minute, per child, if children are not picked up by 6:00 pm.
3. Pay Extended Care Fees in 10 installments, September to June. Consistent Care Fees have been prorated over the number of days Extended Care is open, including full payments in December and June.

4. Fees will be billed monthly and will be sent home via e-mail no later than the 5th of the month.
5. Payment is due on or before the 14th of the month.
6. There is a \$10 late payment fee for all payments made after the 14th of the month.
7. Parents may pay their fees via FACTS but must make arrangements with the Director.
8. Changes to the contract are to be done in writing 2 weeks in advance and submitted to the Extended Care office. All changes will be confirmed by the Director.

AM only (6:30 am-7:45 am) Includes late starts:

- \$104 per month for one child
- \$93.60 per month for second child (10% sibling discount)

PM only (2:45 pm- 6:00 pm) Includes early dismissals:

- \$220 per month for one child
- \$198 per month for second child (10% sibling discount) AM & PM

AM & PM, Includes late starts and early dismissals:

- \$253 per month for one child
- \$227.70 per month for second child (10% discount)

There is a 10% discount for siblings using consistent care. Extended Care is not available on non-school days or holidays.

REGISTERED DROP-IN CARE FEES

1. Registration fee: \$35 for one child or \$50 for a family
2. Pay Late Pick up charges at \$1.00 per minute, per child, if children are not picked up by 6:00 PM.
3. Pay Extended Care Fees monthly. Fees will be billed monthly and will be sent via e-mail no later than the 5th of the month. Billing amount will be based on the number of hours used for the previous month.
4. Payment is due on or before the 14th of the month.
5. There is a \$10 late payment fee for all payments made after the 14th of the month.
6. Each child is billed for the entire hour, even if the entire hour is not used. Ex: check in at 3:01 and picked up at 3:15- The family will be billed for the entire hour.

For enrolled students, it is \$15.00 per hour per child.

ONE TIME EMERGENCY DROP-IN CARE

We understand that emergencies happen. Extended Care will allow a ONE TIME Emergency Care drop-in at the rate of \$20 per hour. This means that your child will be allowed to come ONCE per school year without paying the \$35/\$50 registration fee. The \$20 per hour fee will be billed per hour, regardless if the entire hour is used or not, starting at 3:00 PM. If the child needs to come back a second time, they may not do so unless the registration fee is paid and a Registration form has been completed for the child.

HOURS OF OPERATION

Please remember that all students must be dropped off and checked in no earlier than 6:30 AM and picked up and signed out by 6:00 PM. If your child is not picked up by 6:00 PM, a late pick-up fee of \$1.00 per minute per child will be charged to your account.

Extended Care Hours of availability:

Regular Day 6:30 AM - 7:45 AM / 2:45 PM - 6:00 PM

Minimum Day 6:30 AM - 7:45 AM / 12:00 PM - 6:00 PM

Late Start 6:30 AM - 9:00 AM / 2:45 PM - 6:00 PM

NON-SCHOOL DAYS

The Extended Care Program is not open on non-school days or holidays.

COMMUNICATION

The Extended Care Director/Staff can be reached on the Extended Care office phone at 714-529-6372 ext. 108 from 6:30 am-6:00 pm or via email at extendedcare@stangelabrea.org. We can also be reached via cell phone during program hours at (562) 650-1811.

Extended Care sends monthly statements and other notices via e-mail. For this purpose, we ask that all families have a valid e-mail address on file. The Extended Care monthly newsletter and calendar will have information to keep you informed of our day-to-day activities. The newsletter and calendar are sent via e-mail each month.

SNACKS

Extended Care staff will provide a snack each day to the students at 3:00 PM. A monthly

snack calendar is provided and the staff will make every attempt to follow the calendar. Any changes to the calendar will be posted for your review. Parents may also send in nutritious snacks for their child(ren). Students must bring a lunch on early dismissal days. No food warming or refrigeration is offered.

FOOD ALLERGY POLICY

St. Angela Merici Parish School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Angela Merici School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. Extended Care does not offer any snacks that may contain peanuts and is a peanut free program.

CHECK-IN AND CHECK-OUT PROCEDURE

Checking In and Out on Procure

Extended Care uses a Childcare Management Software called Procure. Procure is used by Extended Care for billing as well as checking children in and out each day. Each parent that is authorized to sign out a child, must use their own code. Parents may not share a code to sign out their child(ren).

Each parent is assigned a temporary user ID and password and must then register on Procure, choosing their own User ID and password. Registration must take place on an Extended Care computer. Both the User ID and password are numerical and must be a minimum of four numbers and maximum of eight numbers long. The User ID must be unique, as it will not work if someone else has the same ID already. Most parents use their cell phone number (without the area code) as their User ID because it is unique and easy to remember. A password can be as simple as a zip code or address.

Morning Arrival and Dismissal

Extended Care will be open at 6:30 AM. Parents or guardians must check-in their child on the computer in the morning. If for any reason the guardian doesn't have a user ID or password yet, or the computer isn't working, Extended Care will have a backup sign-in and out sheet. The parent or guardian must print the child's name, date and time along with a complete signature. A staff member will check the children out when dismissing them to class. Extended Care staff will walk the children to their classrooms. Children arriving at school before 7:45 AM will be sent to Extended Care, children will be signed in and their parents will be billed.

Afternoon Check-In

All children who are registered in our program and instructed by their parents to attend

Extended Care will check in with Extended Care staff. Extended Care staff will check the students in on Procare as they arrive. There is a 15-minute grace period for pick-up after school has been dismissed. Parents may pick up their children by 3:00 PM and avoid any fees. The child must be checked out on Procare, using the authorized parent or guardian's User ID and password. Children that are not picked up by 3:00 PM will be sent to Extended Care, signed in, and their parents will be billed.

Afternoon Check-Out

Children attending our program will not be permitted to leave the supervised Extended Care area at anytime unless they are checked out by a parent/guardian or designated person listed on the Emergency Card or Authorized Pick Up Form. Parents/guardians must send a written notice authorizing anyone not listed on the forms to pick up their child. Siblings or other persons under the age of 18 may not pick up children without prior approval by the principal. No student will be allowed to check themselves out of Extended Care in the afternoon. All children must be checked out on Procare from the computer. If for any reason the parent/guardian doesn't have a user ID or password yet, or the computer isn't working, Extended Care will have a backup sign-in and out sheet. The parent or guardian must print the child's name, date and time along with a complete signature.

AFTER SCHOOL ENRICHMENT PROGRAMS

Extended Care is happy to offer off campus vendors that offer a variety of enrichment programs. The programs are available for an additional fee that is unique to each program. Children enrolled in enrichment programs will check in to Extended Care. There is a grace period of 15 minutes, meaning an Extended Care staff will supervise all children at no cost to the parent until the Enrichment instructor arrives. All children are expected to be picked up promptly after the program concludes unless they will be returning to Extended Care. There is a 5-minute grace period for children that have not been picked up following the Enrichment program. Children that have yet to be picked up after 5 minutes will then be signed in to Extended Care and parents will be billed.

ILLNESS OR ACCIDENT

Parents are notified immediately of serious injury or sudden illness that occurs during Extended Care hours. For this reason, you **MUST NOTIFY** the Extended Care Director when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at St. Angela Merici Parish School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parent and that no liability would attach to such a decision in the events that the parents cannot be reached.

Parents will be expected to make arrangements for their ill child(ren) to be picked up within 30 minutes.

MEDICATION POLICY

The Program will only administer medication under a doctor's authority. Children that need medication administered must have a Student Medication Authorization form on file along with a Dr. Note at the school office. Medication Authorization forms are available on Sycamore. Please note that Extended Care does not have access to the office before or after school hours and is unable to obtain medication kept in the office. Please provide Extended Care with any medication your child may need before or after school.

EMERGENCY PROCEDURES

Fire and Earthquake procedures will be the same as those during the school hours with minor adjustments as needed to fit the needs of the Extended Care Program. The staff will periodically review these procedures with the children. The staff also has access to all the school's emergency supplies if they should be needed.

- In case of a disaster, the children will be kept at school until parents or an authorized person can pick them up.
- In case of a disastrous earthquake, children will be kept at school until parents or an authorized person can pick them up. If any parents are near school and can help, this would be appreciated.
- We will follow the safety procedures as indicated in the "Earthquake Procedures Handbook" designed for the school by Lifeline, Inc.

State Law requires that fire drills be held. During the fire drills, children should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

Extended Care also holds fire drills, earthquake drills and lockdown drills. This is to prepare children in case of an emergency after school hours. Our drills are very similar to the school's drills.

CELL PHONES

Although the school handbook states that students may have their cell phone at 3pm, please understand that Extended Care is an extension of the school day and therefore strictly enforces the no cell phone policy. Cell phone use is prohibited in Extended Care. Students may use the Extended Care cell phone and parents may call at any time to reach their student. Per administration, students must check in their cell phones in to the Extended Care director upon arrival to Extended Care. When students are check out of Extended Care for the day, they may check out their cell phone.

ELECTRONIC DEVICES

Extended Care will allow students to use their Electronic devices to complete school assignments at the discretion of staff. Electronic devices may also be used during “center time” and after homework has been completed. Students may not share their devices with other students. If the device is being misused or causing problems, the student will be asked to put it away. Failure to comply with the Electronics Policy will result in the item being taken by staff and returned to the parent when the student is picked up. Extended Care is in no way responsible for electronic devices that students choose to bring to school. This includes but is not limited to I-pods, MP3 players, Nooks, Kindles or Lap Tops. Students bring those items to school at their own risk. I-pods may be used during homework time at the Director’s discretion. They are not to be shared; one earphone must be left out so that a student can hear the staff and the song selection should be age appropriate. Use of the internet, watching videos or using Social Media on any electronic device is forbidden and will result in the loss of electronic device privilege.

PERSONAL POSSESSIONS

We ask that students not bring any personal possessions from home to the Extended Care Program. Students may ask special permission from the Director if they would like to bring an item to share. Items that are brought from home on normal days will be confiscated and returned to the parent. Extended Care is not responsible for damaged items.

CHILD ABUSE LAWS

In accordance with DIOCESAN POLICY and CALIFORNIA LAW, section 11166 of the Penal Code, Extended Care staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the program will contact parents in advance of making a report to legal authorities, which would be the procedure, followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate a report of reasonable suspicion of abuse be made. Extended Day Care staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Discipleship

D

iscipline

"Listen to council and receive discipline, that you may eventually become wise."
Proverbs 19:20

I

nternal motivation

"Remember that nothing is small in the eyes of God. Do all that you do, with love."
St. Therese Lisieux

S

elf-control

"Do your best to improve your faith. You can do this by adding goodness, understanding, self-control, patience, devotion to God, concern for others, and love." 2 Peter 1:5-7

C

hrist-like behavior

"Preach the gospel at all times use words when necessary."
St. Francis of Assisi.

I

ntegrity

"Let your yes, be yes and your no be no."
Matthew 5:37

P

erseverance

"We gladly suffer, because we know that suffering helps us to endure. And endurance builds character, which gives a hope that will never disappoint us."
Romans 5:3

L

ove

"We have come to know and believe in the love God has for us. God is love, and whoever remains in love remains in God and God in him." John 4:16

E

ndurance

"You need endurance to do the will of God and receive what he has promised."
Hebrews 10:36

S

ervice

"No one has greater love than this, to lay down one's life for one's friends."
John 15:13

H

appy heart

"This is the day the Lord has made; let us rejoice and be glad in it."
Psalm 118:24

I

nspiration

"Therefore, encourage one another and build one another up, as indeed you do."
1 Thessalonians 5:11

P

eace

"Blessed are the peacemakers, for they will be called children of God." Matthew 5:9

Discipline Program

"BUILDING DISCIPLESHIP" GRADES TK-8TH

St. Angela Merici Parish School's approach to discipline focuses on managing and motivating student behavior in a manner that is consistent with optimum student growth: academic, social, and psychological. St. Angela Merici Parish School offers a discipline approach that supports our learning expectations and creates a positive and encouraging classroom environment.

The words "discipline" and "disciple" both come from the Latin word meaning "to learn." To learn the way of discipleship, to follow in Christ's footsteps, we must be prepared to face the disciplines that make learning possible. Sometimes we need to be corrected, lest we go astray, knowing God's corrections are always acts of love.

Please check Sycamore each week for your child's progress, and discuss the week with them, as you are the primary educator. We will be focusing on the Fruits of the Holy Spirit (Gal. 5:22), which is the evidence of the Holy Spirit at work in us. Our goal is to become followers of Christ, who consistently exhibit love, joy, peace, and self-control.



DISCIPLINE

Extended Care will be an extension of St. Angela Merici Parish School's philosophy for discipline.

St. Angela Extended Care Program will follow the school's discipline philosophy outlined below. Staff will often use positive reinforcements for children in our program. However, staff will use the school's Stop and Think form when necessary. The staff has created a positive reinforcement plan based upon the four levels of discipleship; Doing God's Will, Being a Conscientious Christian, Not Doing God's Will and Breaking Commandments. Students will receive rewards or consequences that reflect their level of discipleship at the end of the day. Parents will be notified in the case a student receives a Stop and Think during Extended Care. Students will receive "Extended Care Bucks" for following the rules and doing good deeds in extended Care. Extended Care Bucks may be used on Fridays at the "Extended Care Store."

SERIOUS OFFENSES AND CONSEQUENCES

The following will be reported to the Administration of the school for follow through of consequences.

- Sexual Harassment - Suspension, possible expulsion
- Damaging school property - Pay for replacement, suspension or vandalism and/or Stop and Think (Level 1), possible expulsion.
- Uniform violation - responsibility Sheet and correction
- Drug paraphernalia - Suspension, possible expulsion
- Physical fighting - Suspension, and/or Stop and Think (Level 1), possible expulsion.
- Out of control behavior - Stop and Think (Level 1), possible suspension, possible expulsion.
- Cheating - Suspension and/or Stop and Think (Level 1), possible expulsion
- Stealing- Suspension and/or Stop and Think (Level 1), possible expulsion
- Forgery/altering records - Suspension and/or Stop and Think (Level 1), possible expulsion.
- Weapons - Suspension, possible expulsion.
- Foul language - Stop and Think (Level 1), possible suspension.
- Inappropriate unchristian behavior - Stop and Think (Level 1), possible suspension.
- Leaving Campus without adult supervision - Stop and Think (Level 1), possible suspension.

3 Stop and Think Sheets per Trimester (Level 1) will result in a meeting with Discipline Coordinator/Principal. 4 Stop and Think Sheets per Trimester (Level 1) will result in a meeting with Discipline Coordinator/Principal and Parents (place on Discipline Contract). 6 or more Stop and Think Sheets per Trimester (Level 1) will result in meeting with Discipline Coordinator/Principal, parents' possible suspension, expulsion. See the Parent Handbook for definitions of consequences.

CAUSES FOR IMMEDIATE SUSPENSION/EXPULSION

- Continued willful disobedience
- Open, persistent defiance of the authority of school personnel
- Use of habitual profanity or vulgarity
- Possession of pornographic material; commercial or original work
- Smoking or having tobacco
- Use, sale or possession of narcotics
- Willfully cutting, defacing, or otherwise injuring, in any way, any property, real or personal, belonging to the school
- Stealing
- Use, sale, distribution, or possession of any alcohol for beverage purposes on or near school premises
- Habitual truancy
- Assault or battery, or any threat of force or violence, either physical, verbal, or written, directed toward any school personnel or student

STUDENT THREATS

St. Angela Merici needs your help in keeping our school safe for everyone. St. Angela Merici will take seriously all threats to inflict serious harm to self or others, including practical jokes or off-hand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others, and any weapon possession. St. Angela Merici has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.

UNIFORMS AND DRESS CODE

All students must be in school uniform for Extended Care.

RIGHT TO AMEND

**St. Angela Merici Parish School reserves the right to amend this Handbook.
Notice of amendments will be sent to parents via e-mail.**

