



EXTENDED CARE PROGRAM HANDBOOK

2012-2013

St. Angela Merici Parish School

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daycare@stangelabrea.org

A School Accredited By The
Western Catholic Education Association and
The Western Association of Schools and Colleges

REVERENCE, RESPECT, RESPONSIBILITY

Dear Parents and Students,

Education is not the filling of a bucket, but the lighting of a fire.
-- W. B. Yeats

Welcome to St. Angela Merici 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

Mission Statement of 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.

Philosophy

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

We recognize that parents have the primary responsibility of serving 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 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/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.

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.

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

Welcome to St. Angela Extended Care

On behalf of the staff, we would like you to know how very happy we are to have your child enrolled in our program. The program will offer a variety of activities including but not limited to: homework time, center activities, healthy living, outdoor games, outdoor free play, arts and crafts, organized activities, KidzLit, MathBlast, 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 Registration, Financial Contract, Handbook Acknowledgment, Pick Up Authorization, Parental Release and Administration of Medication forms have been filled out, signed and returned to Extended Care office. The Emergency Information Card must be turned into the school and always be updated with current information.

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) Using Extended Care 4 days or more a week.

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 students are not picked up by 6:00 pm.
3. Pay Extended Care Fees in 10 installments, September to June. Fees will be billed monthly and will be sent home in the weekly communication folder on the first Thursday of the month. Fees are due on the 1st of each month and will be considered late if received after the date specified on your monthly statement.
4. ***There is a \$10 late fee for all payments made after the date specified on your statement***
5. Changes to the contract are to be done in writing 2 weeks in advance and submitted to the Extended Care office.

AM only (6:30 am-7:45 am) Including late starts
- \$90 per month

PM only (2:45 pm- 6:00 pm) Including early dismissals
- \$180 per month

AM & PM Including late starts and early dismissals
- \$210 per month

***There is a 10% discount for siblings using consistent care.**

****There is an additional fee for Non-School Days.**

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 students are not picked up by 6:00 pm.
3. Pay my Extended Care Fees monthly. Fees will be billed monthly and will be sent home in the weekly communication folder on the first Thursday of the month. Billing amount will be based on the number of hours used for the previous month.
6. All payments are due in the Extended Care office no later than the date specified on your monthly statement.
7. ***There is a \$10 late fee for all payments made after the date specified on your statement***
4. Each child is billed for the entire hour, even if it is not used. Ex: check in at 3:01 and picked up at 3:15- The parent will be billed for the entire hour.

Enrolled \$7.00 per hour per child

Non Enrolled \$10.00 per hour per child (After 3 visits you are enrolled and will be charged the \$35/\$50 registration fee and become an Enrolled Drop-in)

If payments are not received the fees will be charged to your FACTS account. Checks returned by your bank for any reason will be assessed a \$25.00 fee. Any charge declined by your FACTS account will be assessed a \$10.00 fee. Continued late, returned or non payment of fees may result in a delay of use of our Extended Care services. Payments may be dropped off with the Extended Day Care Director or dropped in the payment box located in the Tunnel of Knowledge.

Hours of Operation

Please remember that all children must be dropped off no earlier than 6:30AM and picked up and signed out by 6:00PM. If a child is not picked up by 6:00PM 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 available on select non-school days including part of Thanksgiving Vacation and Easter Vacation. Please see our calendar for specific dates.

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 daycare@stangelabrea.org. We

can also be reached via cell phone during program hours at (562) 650-1811. We ask that the cell phone be used for emergencies only.

Extended Care sends most information home via communication folders and e-mail. For this purpose we ask that all families have a valid e-mail address on file. This includes monthly statements, enrichment fliers and special registration. The Extended Care monthly newsletter and calendar will have information to keep you informed of our day-to-day activities. The newsletter and calendar will be available on the school's website under the daycare section and hard copies will be available in the Extended Care room.

Snacks

The program staff will provide a snack each day to the students. 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. 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.

Sign-In and Sign-Out Procedure

Morning Arrival and Dismissal

Extended Care will be open at 6:30 AM. Parents or guardians must sign their child in with full signature, time and date. The child must be signed in with full signature, time and date or the family will be charged a \$5 fee. A staff member will sign the children out when dismissing them to class. Extended Care staff will walk the students to their classrooms.

Afternoon Check-In

All students 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 sign the students in 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 3:00PM and avoid any fees. The child must be signed out with full signature, time and date or the family will be charged a \$5 fee.

Afternoon Check-out

Students attending our program will not be permitted to leave the supervised Extended Care area at anytime unless they are signed out by a parent/guardian or designated person listed on the Emergency Card or Authorized Pick Up Form. Parent/guardian 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 students 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 signed out with full signature, time and date or the family will be charged a \$5 fee.

After School Enrichment Programs

Extended Care is happy to bring off campus vendors that offer a variety of enrichment programs. The programs are available for an additional fee that is unique to each program. Students 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 until the Enrichment instructor arrives. All students 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 students that have not been picked up following the Enrichment program. Students that have yet to be picked up after 5 minutes will then be signed in to Extended Care and parents will be billed the drop-in fee.

Illness or Accident

In cases, which appear to be of a minor nature, first aid will be administered on the premises. Medication (including aspirin) will not be supplied or administered. In cases which appear serious, the staff will carry out the instructions given on the school emergency card (it is imperative that the school emergency card be updated)It is the responsibility of the parent to notify the school in the event of any changes of phone numbers, addresses, or persons to notify the school in the event of any changes of phone numbers, addresses, or persons to contact in the event of an emergency. Parents will be expected to make arrangements for their ill child/children to be picked up within 30 minutes.

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 Day 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.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Emergency Drills

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason you MUST NOTIFY the school office 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 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.

- 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, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;

Return to building when signal is given.

Medication Policy

The Program will only administer medication under a doctor’s authority. Children that need medication administered must have a Student Medication Form on file along with a Dr. Note at the school office. Extended Care will make every attempt to ensure the child takes his/her medication as needed.

Cell Phones

Cell phone use is limited in Extended Care. Students will only be allowed to use their cell phone to answer calls from Parents/Guardians. If the student needs to make a phone call, he/she must ask permission from an Extended Care Staff. Any student caught misusing their cell phone during extended care hours, will have their phone taken by the supervisor and returned to the parent. This includes but is not limited to text messaging, using their cell phone without permission, playing games or using the internet.

Electronic Devices

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. Students may use these items at Extended Care once homework has been completed. 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.

Personal Possessions

We ask that students not bring any personal possessions other than those listed above from home to the Extended Care Program. Students may bring one item/toy from home on the last Friday of every month. 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

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

Discipline

DISCIPLINE PROGRAM "Building Discipleship" Grades PreK-8

St. Angela Merici 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 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.

In an effort to help each child reach his/her God-given potential, each teacher will be updating GradeLink each week with our new section of Responsibility and Conduct grades. Please check Gradelink 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.

Discipleship

D - Discipline - Proverbs 19:20 listen to counsel and receive discipline, that you may eventually become wise.

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

S - Self-Control- 2 Peter 1:5-7 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.

C - Christ-like behavior- Preach the gospel at all times: use words when necessary.
St. Francis of Assisi

I - Integrity - Matthew 5:37 let your yes, be yes and your no be no.

P - Perseverance - Romans 5:3 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.

L - Love - 1st John 4:16 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.

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

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

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

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

P - Peace - Matthew 5:9 Blessed are the peacemakers, for they will be called children of God

Serious Offenses: 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) meeting with Discipline Coordinator/Principal
- *4 Stop and Think Sheets per Trimester, (Level 1) meeting with Discipline Coordinator/Principal and Parents (place on Discipline Contract)
- *6 or more Stop and Think Sheets per Trimester, (Level 1) meeting with Discipline Coordinator/Principal, parents possible suspension, explosion

See School 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. The only exception is during Non-School days. Students may wear free dress during non school days 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 the Thursday Communication Folder or through e-mail communication

Extended Care Program Handbook Acknowledgement Form

I have read the 2012/2013 St. Angela Merici Parish School Extended Care Program Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date