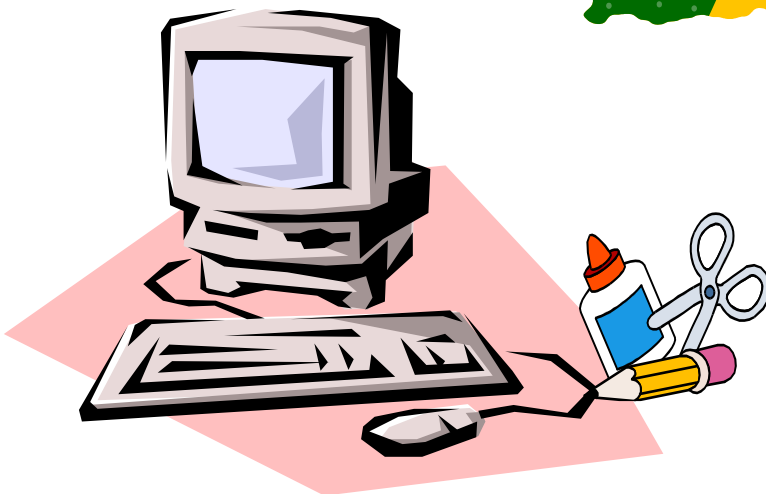
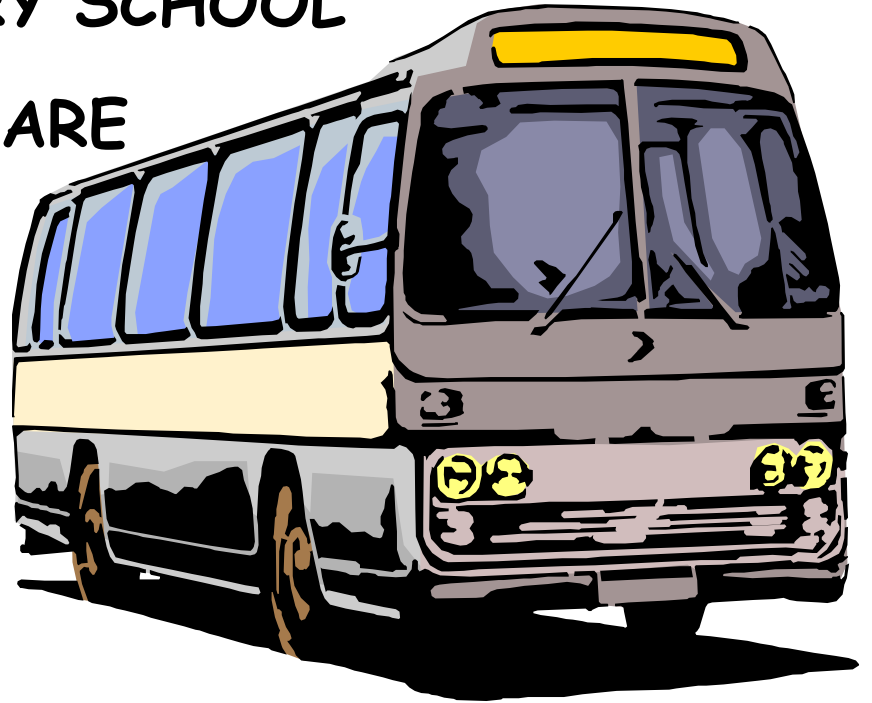


HOLY ROSARY SCHOOL

EXTENDED CARE

2009-2010



The following material is presented as a handbook for Holy Rosary School Extended Care. The information enclosed is important for your child's safety and for the basic operation of the program. As the year progresses you may have some ideas that should be included. We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both your child and family.

HOLY ROSARY EXTENDED CARE 2009-2010

Our philosophy, goals and expectations are described in this parent handbook. They were developed to provide the best environment for your child and to assist us in an efficient operation of Extended Care. Please keep this handbook for future reference.

You are welcome to visit Extended Care at any time without an appointment. If you have a specific issue to discuss, an appointment with the director would be helpful.

Philosophy/Goals:

Holy Rosary Extended Care is an after school program licensed* by the Department of Early Learning in compliance with the laws of the State of Washington. The program is an extension of Holy Rosary School. The service supports the family unit by offering a safe and caring environment necessary for Holy Rosary students after the school day.

Under qualified supervision we provide time for free play, directed creative activities, games, sharing experiences, supervised study time, computer lab, field trips and nutritious snacks. We believe these activities build social relationships, creative abilities and learning skills.

*Licensing information is available for your review at all times. Please ask the director for details.

Admission Requirements/Registration:

Extended Care is available to all Holy Rosary students currently enrolled in Kindergarten through Sixth Grade. Completed Registration/Emergency statements for each child attending the program must be on file. A non-refundable

registration fee must be submitted to the director. A child may be registered for enrollment in the program at any time. Registered children who cannot be immediately enrolled will be placed on a waiting list. Full-time and part-time openings are determined by state mandated regulations. When full-time or part-time openings occur, parents of registered children are contacted on first-come basis according to the date on the registration form and the registration fee received.

Fees and Payment Policy:

Extended Care salaries, supplies and administrative expenses are supported entirely by fees. Holy Rosary School provides the space, utilities and custodial services as a donation for the program.

The annual registration fee and monthly tuition are non-refundable.

Tuition is payable to Holy Rosary Extended Care submitted to the Extended Care Director. Payment is due by the 1st of every month and is paid to reserve an entire month of child care, according to the contract, irrespective of the actual number of days and/or hours the child attends. When the 1st falls on a weekend or holiday, payment is due the first day school is in session following the weekend or holiday. There is no grace period. Statements are not issued.

Any tuition that is not paid by the 1st of every month in which it is due may result in an immediate suspension of child care services. Reinstatement in the program may occur on a space available basis when the tuition and late fee is paid in full. Any payment received after the due date will be assessed a late fee of \$35.00.

Parents will be notified by the director of NSF checks. Returned checks will result in a \$45.00 processing fee. Parents will have two school days in which to pay the processing fee and

tuition in full by cash. If not paid by the end of the second day after notice, child care services may be suspended immediately. Reinstatement in the program may also occur on a space-available basis when tuition and the NSF charge are paid in full.

IRS Statement:

Holy Rosary Extended Care does not provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your child care expenses. We will provide you with our tax identification number.

Enrollment:

Parents will be provided with a set of enrollment forms. Prior to the child's first day of attendance, the parent will complete all forms and submit them to the director. Children will be allowed to attend the program only after all forms have been completed and returned, and the monthly tuition has been submitted in full.

Statement of Non-Discrimination:

Holy Rosary Extended Care is operated on a non-discrimination basis with equal treatment and access to services without regard to race, color, religion, disability or national origin.

Staff:

The Director and Program Supervisor are required to have completed thirty or more college credits in Early Childhood education or possess an equivalent educational background in such courses as education, psychology or social services. They must have two or more years of successful experience working with school-age children. Additional staff must have school-age child development knowledge and experience and work under direct supervision of qualified staff.

Hours of Operation:

Extended Care will operate on regular school days:

Monday 1:30 - 6:00 PM

Tuesday - Friday 3:15 - 6:00 PM

Services will not be provided on noon dismissal days.

Inclement weather closures will be broadcast for the school on KOMO, KING and KIRO television stations. If Holy Rosary School is closed for any emergency, Extended Care will also be closed.

Closing Time:

Children are not to remain at Extended Care past 6:00 PM. Please allow enough time to gather your child's belongings and sign-out PRIOR to closing time. If you are certain that you will be late, a phone call is greatly appreciated. Picking up a child after 6:00 PM will result in a late charge of \$1.00 per minute according to the Extended Care clock. The fee must be paid, upon arrival, to the supervising staff member. Child care services will be withdrawn if three overtime charges occur.

Drop-In Care:

Drop-In Care is available to those currently enrolled. Request for Drop-In Care must be submitted 24 hours in advance to the director. Availability is determined by state mandated adult to child ratios.

Check-In/Out Procedures:

The staff will sign in your child. Each child must report to the Extended Care room immediately following dismissal from school. After attendance is taken the children may attend other after school activities if the necessary permission forms have been signed. The parent or other person authorized by the parent to take the child from Extended Care must come to the

classroom and sign out the child using their full legal signature and writing the time of departure. Children will only be released to those persons whose names are on the release form. Persons signing out the child must present photo ID to the Extended Care staff.

Program Activities and Schedule:

The following is a general schedule/routine of the program.

- ✚ Arrival, sign-in, attendance
- ✚ Children are offered time to change into play clothes
- ✚ Outdoor play and/or gym is available daily
- ✚ Nutritious snacks are served
- ✚ Supervised homework/quiet reading Monday through Thursday
- ✚ Activities-art/crafts, board games, organized games, legos, creative and dramatic play, library and/or computer lab, race tracks, doll house, free playtime
- ✚ Occasional field trips (local area)
- ✚ Movies/popcorn enjoyed twice a month.
- ✚ Clean-up

Homework:

We provide homework time Monday through Thursday. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what work has been assigned by the classroom teachers. The staff is not responsible for the child's completing the homework or checking it. It will need to be quiet in the room for this time, so each child needs to bring some type of work to do. For the younger children, please inform us of what homework you want them to do. Spelling words, math papers, and reading are good subjects for them to work on. We do expect every child to do some type of homework. Children should have, in their backpacks, all the supplies they need to

complete their assignments. Once children are signed in to Extended Care, they are not allowed to return to their classrooms.

Discipline:

In order to be consistent with Holy Rosary School, Extended Care will follow the discipline policies set forth in the Holy Rosary School Family Handbook. Children are expected to follow the program set by the Extended Care Director.

The discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques and exceptional daily planning.

The goals of positive discipline are to help children learn to make good choices, learn problem-solving skills and learn basic human values of respect, trust, responsibility, honesty and caring for others.

Our staff will relate to your child in a positive, warm and relaxed manner. Children are never subject to harsh treatment of any kind such as shaking, scolding, labeling or any other negative reaction to their behavior.

The least restrictive discipline technique is a positive redirection. The most restrictive is a 5-15 minute separation from the group. When negative behavior persists and becomes disruptive and/or harmful to the other children, the parent will be notified. If a child requires more individual attention than can be given within child to staff ratio, the parent will also be notified.

The program cannot serve children who display disruptive behavior. We believe that all children are entitled to a pleasant environment at Extended Care. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Snack:

Nutritious afternoon snacks will be provided. If your child has a special day and would care to provide the snack, please inform the director and make arrangements ahead of time. Please inform the director and note on the medical information form any allergies to certain foods.

Dress:

We would suggest that children bring comfortable play clothes to change into after school. This is optional.

Toys/Games:

Toys from home are discouraged. Keeping toys separated and kept from being broken can be difficult. If a child should choose to do this, the staff will not be responsible for broken or missing toys, games, etc. Electronic devices are not allowed.

Personal Property:

Children's personal property, coats, clothing, school bags, etc. should be cleared from the child care room at the end of the day. Any personal property that remains after the session will be taken to the school's lost and found box. Although we attempt to help the children stay organized, the staff cannot be responsible for lost personal property.

Field Trips:

On occasion the staff will take the children on field trips. Parents will be notified ahead of time. If the field trip does not fit the parent's or child's schedule, the director may need to ask the parent to make other arrangements for child care. A permission form must be signed for each field trip and be on file before the child can go on an outing.

Health/Safety:

WAC 170-295-3010 mandates that Extended Care have written health policies and procedures. Our Health Policy is available for review by all parents, staff and licensors.

If your child has a known medical condition such as asthma, diabetes, or a seizure disorder, etc., please be sure the director knows what to do if a problem should occur during program hours.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100°F, vomiting or diarrhea, or an accident requiring medical attention.

Injuries that appear to be of a minor nature, first aid will be administered on the premises. In cases which appear serious, the staff will make every effort to carry out the instructions as given on the child's medical/emergency form. The child will be taken to the local hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

Parents who do not wish their child treated in any way should indicate any special instruction on the back of the emergency form.

Parents will be expected to make provisions for taking sick or seriously injured children home. Extended Care is not equipped to transport children in such cases.

Current emergency/medical information enables the staff to provide informed care for your child. Please carefully complete the emergency/medical forms and provide future updates as needed.

If the parent does not supply current emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Outdoor play will not be allowed when weather (including wind chill) is at or below 15°F and heat index at or above 90°F.

Child Abuse:

The Extended Care staff will report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. If a situation involving an adult picking up a child occurs the following steps will be taken:

- ✚ Ask for permission to call their spouse
- ✚ Ask for permission to call a person on the authorized pick-up list
- ✚ Volunteer to call a cab or give directions to a bus

If the person leaves with the child and we fear for the child's safety, we will call law enforcement and CPS.

Absence:

Please notify the director when your child will be absent from Extended Care. See Important Contact Information for phone numbers and/or the director's email.

Medication Management:

Daily medications are not administered during Extended Care. Any student needing daily medication must go the school office prior to coming to Extended Care. If medications or treatment are needed for severe bee stings, food allergies, asthma, diabetes, seizures, or other at-risk conditions, the parent must provide training and written instructions to the staff on the proper administration of the medications or treatment required for the child. A medication and treatment order and plan must be in place. This will be documented on the Medication/Treatment form. Please refer to our Health/Safety Policy for further information.

Photo Release:

Photographs, videos and/or artwork of/by the children may be displayed throughout the year for the Extended Care photo

album, school year book, school bulletin boards, web site, TV, newspaper, and/or other media. Parents will waive all compensation for such use. Please inform the staff if you have any concern or questions.

Policies and Procedures:

Licensing requirements mandate that Extended Care provide policies and procedures to help guide staff to create a safe and healthy environment for the children. We encourage you to familiarize yourself with the following approved policies and procedures established by Extended Care: 1) Health and Safety, 2) Crisis/Disaster, 3) Bloodborne Pathogen, 4) Pesticide Policy.

Out-of-State Contact:

During a disaster, communication may become challenging. Often it is easier to contact a long-distance phone number than a local or cell number. Extended Care has established an out of area number to relay information throughout a disaster. Please put the number in a convenient and accessible place so that you are able to get information about your child should local calling become challenging. Our out of area contact is:

NAME: Stephanie Johnson

PHONE: (770) 643 1890

Parent Contact Data:

Please keep the Extended Care staff informed of any changes regarding your address/phone numbers and/or email address. It is imperative that we are able to communicate with you at all times.

Withdrawals:

Parents wishing to withdraw their child from the program must provide a statement in writing at least 30 days prior to the discontinuation of the service.

Right to Amend:

Extended Care reserves the right to amend the handbook as circumstances warrant. Parents will be promptly notified in writing if changes are made.

Important Contact Information:

Extended Care Cell: (206) 794 9377

Director: Sharon Johnson

Director Email: SharonJ@holynosaryedmonds.org

Out of Area Contact: Stephanie Johnson
(770) 643 1890

School Office: (425) 778 3197

Dept of Early Learning: <http://www.del.wa.gov/>

CHILD ABUSE REPORTING REQUIREMENTS:

Holy Rosary Extended Care and its staff shall protect the child in care from child abuse, neglect, or exploitation, as required under Chapter 26.44 RCW. If there is an instance when Holy Rosary Extended Care or its staff has a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation, Holy Rosary Extended Care is required, under Chapter 26.44 RCW, to telephone Child Protective Services or a local law enforcement agency and make a report.

NON-DISCRIMINATION POLICY

It is the policy of the Washington State Department of Social and Health Services that all programs and activities within the department, or any of its contractors, subcontractors, vendors, grantees, certified providers, or licensed entities, will be conducted without regard to:

- (in services) Race, color, national origin, creed, religion, sex, age, or disability: or
- (in employment) Race, color, national origin, creed, religion, sex, sexual orientation, age (40+), marital status, disabled veteran status, Vietnam era veteran status, or disability.

If you have been discriminated against or know of discrimination based on the above listed criteria, you may file a complaint with:

Washington state Department of Social and Health Services
Division of Access and Equal Opportunity
Civil Rights Compliance Section
P.O. Box 45839
Olympia, WA 98504-5839

(360) 753-7049
1-800-521-8060