



Extended Care Program Policy Handbook 2015-2016

Dear Parents and Guardians:

This handbook is an explanation of the Extended Care Program (ECP) at St. John the Evangelist School. Please read the entire booklet to familiarize yourself with the policies and procedures of the program.

For your reference, a payment schedule for the school year is on the last page.

Please Note: The Program Director in association with the Principal and Pastor reserve the right to cancel an enrollment in the ECP at any time due to:

- Repeated late child pick-up
- Behavioral problems
- Late payments
- Returned checks/no payments

To report a late pick-up please call 443-618-6659.

Please do not hesitate to call or e-mail if you have any questions or concerned. We look forward to welcoming your children to our ECP program for this school year.

God bless,

Mrs. Nidza Berron
Director

nberron@stjohnsp.org

Philosophy & Mission

The St. John the Evangelist Extended Care Program (ECP) is a licensed Catholic center which adheres to the policy and mission of the school striving to instill the values of the gospel in each student. Our aim is to complement the work of our teachers in a nurturing environment and to continue in helping each student grow in faith as well intellectually, emotionally, physically and socially.

Overview

Enrollment

Admission to the program is exclusive to St. John the Evangelist School students.

Staff

The ECP staff has experience in the field of childcare education and is trained according to Archdiocesan Shield the Vulnerable requirements and MSDE licensing expectations. We have a Maryland certified staff member who is available to dispense medications. All staff members are CPR, AED (automated external defibrillators) and First Aid certified.

Registration

Registration is ongoing to serve the needs of St. John the Evangelist families. Registration applications are available online at <http://www.stjohnsp.org/extended-care-program>. All papers and fees are to be placed in an envelope and marked, "Extended Care Program." If you have any questions, please contact ECP staff at 410-618-6659. Morning Care is provided from 7:00 a.m. to 8:00 a.m. Afternoon Care is provided from dismissal to 6:00 p.m. Participants in the Extended Care Program will be provided the Extended Care Program Handbook which provides policies and procedures. Receipt of the Handbook must be signed and returned to ECP staff during the first week of enrollment. All paperwork must be on file for your child to attend.

Hours of Care

The ECP Program is open each school day from 7:00 a.m. until the start of school and from dismissal until 6:00 p.m. On early dismissal days the ECP operates from the early dismissal time until 6:00 p.m. On Professional Days the ECP will operate from 7:00 a.m. until 6:00 p.m., unless otherwise communicated in advance. If you arrive past 6 p.m., a late fee will apply.

Early Closing Due to Emergency or Severe Weather

In case of emergency or severe weather, the ECP follows the decision of the Anne Arundel County Schools. The ECP will close one hour after the school closing time. If the school closes at 12pm, then the ECP program will remain open for registered students until 1pm. Parents are expected to listen to WBAL radio (am 1090) or check for the Alert Now message that will be sent by email to school families. The www.stjohnsp.org website will also display urgent information. Parents will be notified by email in the event of an emergency. If evening activities are closed, we remain open unless the school decides the weather is or will be unsafe for a 6 p.m. closing. An email blast will be sent to notify parents. If there is a delayed opening in the morning, the ECP program will open at 8 a.m.

Program & Activities

Daily Schedule

In the morning, students will have quiet time and are free to read or play games provided. In the afternoon, students will be placed into small groups according to their grade level. Each group will have each of the following activities in their schedule each afternoon:

- Attendance
- Outdoor play
- Snack (provided and posted by month)
- Homework time

- Free play (indoors)

Snack

Snack will be provided each day. Grace will be offered before snack. Washing hands before and after eating is required. Children will sit at the tables, observe good manners, remain seated until finished, and help clean up after snack. Opportunities will be available for the children to help prepare and serve snack. Please let the Director or Assistant Director know of any food allergies.

Personal Belongings

ECP is not responsible for lost items. All electronics are to be left home. Children will have already signed an Acceptable Use Policy for all electronic personal belongings with the school. This policy still applies with the exception of school holidays, teacher professional days and other non-school days.

Children are requested to leave food, gum, candy, money, and other valuables at home. Please discourage your children from bringing toys or other “prized” possessions.

Homework

Children in all grades will have scheduled time for homework. It is still the parent's obligation to re-check homework at night and sign it if required.

Behavior

ECP applies the same rules of conduct and behavior as St. John the Evangelist School, which can be found in the school handbook and in our Values Code.

Values First

Saint John the Evangelist uses Values First, with its Values Code pledge. Values First is a means for all of us to infuse common values language, knowledge, and action into our school culture. That means everyone, from students and teachers to administrators and parents, is involved in its implementation and its success. These 13 values are natural to who we are and what we do with children as parents and educators in a Catholic community. By committing to the Values First Initiative, we are ensuring that, from the time they are four years old until they graduate and head to high school, our children live and grow in a place where values language is constant and consistent. This way they can truly come to live guided by these core values and learn to engage with their world with these values in their minds and hearts. Every student, teacher, and household is provided a copy of The Values Code at the beginning of each school year.

Arrival & Departure

Child Pick-up from Before and After Care

Signing In and Out

Every student attending ECP must be signed in and out of care every day by a parent or person designated on the Emergency Form. There are no exceptions to this rule. This means that parents dropping off students in the morning must walk students into the building to be signed in for morning care. Parents must come in to pick-up and sign out students each afternoon. Only the designated persons listed on the Emergency Form will be allowed to pick up a student from the ECP. If there is a change on a particular day, a note or phone call directly to the ECP at 443-618-6659 is required in order to release the student. Proper identification will be required.

Regular School Day Absences

A child cannot attend the ECP if he/she has been absent for the entire school day.

Health – Sick Policy

Accident or Illness

If an accident or illness occurs during the ECP, the staff will call the parent according to the severity of the condition. Parents will be notified of all head injuries to allow an opportunity for 24 hour observation. The director is certified in CPR and First Aid along with selected staff. Parents should not send a child to school who has had a fever of 100 degrees or more, or had vomiting or diarrhea within 24 hours.

If your child becomes ill with vomiting, diarrhea or fever during the ECP, you will be notified immediately and required to have the child picked up promptly. Children are not permitted to stay inside the school due to allergies or illness during outdoor play hour. The staff is required on duty outside.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school will follow guidelines of the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report:

Measles – regular or German	Tuberculosis
Meningitis	Whooping Cough
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Pediculosis (head lice)	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	Impetigo
Lyme disease	Chicken Pox

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

Viruses can spread from person to person when an infected person coughs, sneezes, or touches surfaces contaminated by secretions like saliva, sputum and nasal mucus. Following these steps will help reduce the risk of spreading germs while here at school and at home:

1. Wash hands often with soap and water for 20 seconds. This time equates to singing the Happy Birthday song twice.
2. Avoid touching eyes, nose and mouth with unwashed hands.
3. Avoid sharing cups or eating utensils, kissing or hugging with people who are sick.
4. Cover your mouth and nose when coughing or sneezing with a tissue or into the inside of your elbow.
5. Disinfect frequently touch surfaces, such as toys and doorknobs, especially if someone is sick.
6. For school children, if they are ill, keep them at home until they are without symptoms for 24 hours.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription,

expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the ECP director and is kept separately from the medicine in the nurse's office.

Stock EpiPen Policy

St. John the Evangelist has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

There are written policies and procedures that are followed in the event that we have to use the stock EpiPen. Those policies are available in the nurse's office if anyone wishes to read them. If you have any questions or concerns, please do not hesitate to call 410-647-9659.

Financial Obligations

Checks

Checks should be made payable to St. John the Evangelist School ECP. Payment may be given to ECP staff or sent to the school office. Please be sure payment is in an envelope and marked with the family name and "ECP Payment." The checks also serve as your receipt for tax purposes. Our tax ID number is 52-0715239.

Payment Collection Dates

Payments are due on the first day of the month from September through May, and are considered late after the 15th of the month. Payments are not reduced due to a child's illness or vacation, nor are they increased for early dismissal days, or for the days when school is closed for a Professional Day and the ECP is open.

Late Payments or Returned Checks

As of the 15th of each month, any unpaid tuition is considered late. A \$50.00 charge is required with any late payment. Concerning returned checks, we reserve the right to require a cash payment or certified check for the remainder of the school year after one returned check. The Business Office handles any financial concerns or a delinquent account.

Late Pick-up Fee

If a child is picked up after 6:00 p.m., the parent is required to pay a late fee upon arrival. The time will be noted in the sign-out book. Late fees for pick-up are as follows:

6:00 PM -- 6:15 PM	\$10.00
6:16 PM - Until	\$1.00 per minute

Fees for Before & After Care 2015-2016

Monthly Rates are billed ONLY September to May (August & June are included)

			MONTHLY
Before Care:	1-5 Days per Week	1 child	\$135
		2 children	\$265
		3 children	\$390

After Care:	PART-TIME		
	1-3 Days per Week	1 child	\$195
		2 children	\$380
		3 children	\$575
	FULL-TIME		
	4-5 Days per Week	1 child	\$275
		2 children	\$530
		3 children	\$780

Fees for A La Carte Program 2015-2016

Length of School Day	Number of Children	Total DAILY rate (not per child)
Regular School Day	1	\$25.00
	2	\$45.00
	3	\$65.00
Early Dismissal Day	1	\$47.00
	2	\$88.00
	3	\$127.00
"No School" Day	1	\$66.00
	2	\$120.00
	3	\$165.00
Before Care	1	\$15.00
	2	\$20.00
	3	\$25.00

**EXTENDED CARE PROGRAM 2015 – 2016
HANDBOOK ACKNOWLEDGEMENT FORM
For Student/Parent/Guardian**

I / We, _____

Parents/Guardian of _____

have read and reviewed with our child/children, the Student/Parent/Guardian Handbook for the 2015-2016 St. John's Extended Care Program.

I / We understand the policies and procedures that are established in the Student/Parent/Guardian Handbook. (Both parents/guardians must sign.)\

Print Name

Signature

Date

Print Name

Signature

Date

Please sign and return this form in an envelope to the Director no later than the end of the first week of enrollment.