

**SAINTS SIMON AND JUDE SCHOOL
EXTENDED CARE PROGRAM
(714) 965-9408**

**2005 -2006
HANDBOOK**

Welcome to the Saints Simon and Jude School Extended Care Program. (Stay Care) The Stay Care Program is an extension of the regular school program. Stay Care is currently provided only on the days when Saints Simon and Jude School is in session.

PURPOSE:

Saints Simon and Jude School's extended care program for school age children provides a quality extended day that is based on the philosophies and goals of the school. It is designed to meet the needs of children in Kindergarten through eighth grade. Stay Care is intended to provide a safe and loving environment for your children which strengthens, supports, and supplements the family, the school, and the community.

ADMISSIONS POLICY:

Enrollment shall be open only to students of Saints Simon and Jude School. Stay Care follows all admissions and policies of the school.

**STAY CARE ENROLLMENT IS A PRIVILEGE, NOT A RIGHT.
PARENTS MUST UNDERSTAND THAT THEIR CHILDREN MUST OBEY
ALL RULES AND REGULATIONS IN ORDER TO CONTINUE IN THE
EXTENDED CARE PROGRAM.**

All applications are accepted on a first come basis, as space is limited.

REGISTRATION:

Registration for enrollment in the Extended Care Program for the upcoming school year will take place at Saints Simon and Jude School in April. At that time all registration forms and emergency information must be completed and turned in with the annual \$55.00 registration fee. The registration fee is per family. Registration throughout the school year will be taken only if space permits. At that time, all above-mentioned items will be required to enroll students in the Extended Care Program.

Students not enrolled in the Extended Care Program who attend Stay Care on "Drop-in" or emergency basis will be charged an hourly rate of \$10.00 per hour, per child. This rate will apply until child/ren are registered in the program and all appropriate forms are completed.

The program is not designed for regular, continual "drop-ins".

HOURS OF OPERATION:

In order to accommodate the children in need of extended care, the hours of operation for Stay Care will be from 7:00 a.m.-6:00 p.m. on days that school is in session. The following is a list of sessions:

A.M. Session: 7:00 a.m.-7:45 a.m.

Kindergarten Sessions 7:50 a.m.-11:50 a.m. (Afternoon kindergartners)

Please pack a lunch for your child

11:00 a.m.-3:00 p.m. (Morning kindergartners)

P.M. Session 2:50 p.m.-6:00 p.m.

The Stay Care will be open at 12:00 noon for all grades on early dismissal days. Please remember to send your child/ren a lunch on half days.

FEE SCHEDULE:

Registration fee is \$55.00 per family. This fee is non-refundable and is due annually at the time of registration. The cost for Stay Care is \$3.50 per hour, per child.

Non-registered children will be charged \$10.00 per hour, per child. Once your child has checked into Stay Care, your account will automatically be charged for a half hour.

PAYMENT TERMS:

All fees are payable in advance on the first day of each week. Hourly rates are pre-purchased in advance of your child's usage.

5 hours	\$17.50
10 hours	\$35.00
15 hours	\$52.50
20 hours	\$70.00

Fees are separate from school tuition and any other fees associated with the school.

All fees are payable to: SSJ Stay Care. If at any time your account becomes delinquent you will be asked to find alternative child care until your account is current. Statements are put out weekly to remind you that payment is due. A late fee of \$15.00 will be applied if payment is not received by the following Friday.

UNATTENDED CHILDREN:

All children left at school before 7:30 a.m. or after 3:15 p.m. must be brought to the Stay Care facility. Children not registered in the program will be charged \$10.00 per hour per child. Children may never be left unsupervised on school grounds.

LATE PICK-UP FEE:

All students must be picked up by 6:00 p.m. Late pick-up fees are as follows:

1-10 minutes	15.00
11-15 minutes	20.00
16-30 minutes	30.00
Over 30 minutes	40.00 plus \$5.00 for every minute thereafter.

If children remain at Stay Care after 6:30 p.m., and if a parent has made no contact with the Stay Care Staff, a responsible party from your emergency list will be contacted to come to the school and pick up your child/ren.

After 6:30 p.m.: If a parent or guardian has made no contact, and a responsible party from your emergency list cannot be reached, the Huntington Beach Police Department will be called and the child/ren will be taken into protective custody. Child/ren that are picked up late on a regular basis will be dropped from the program.

RETURN CHECK FEE:

There is a \$25.00 service charge for returned checks.

CUSTODY CONSIDERATIONS:

The Stay Care Director should be notified by the custodial parent and have on file copies of any court-ordered custody decrees or other documents relating to a parent's contact with a child if both parents do not have custody of the child.

ILLNESS OR ACCIDENTAL INJURY:

In the event of illness or an accidental injury the staff will make an immediate attempt to contact a parent. If your child is ill, he/she will not be permitted to attend the program. We do not have the facilities or the personnel to accommodate a sick student. You will be expected to pick up your child as soon as possible after being called. If a parent cannot be reached, an adult on your emergency form will be called

Please notify a staff member of any illness that may be communicable. Parents will be notified if their child is exposed to any contagious diseases or health related occurrences.

In the event of an injury we will make an immediate attempt to contact a parent. Parents contacted by telephone concerning minor injuries are responsible for deciding if medical attention is needed. If we can't reach you we will contact the child's physician. If necessary, we will also contact the paramedics. The director or person in charge will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense.

It is to your child's benefit to keep the staff up to date on all emergency contacts and telephone numbers.

CHILD ABUSE REPORTING:

By law, the State of California requires school personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse/neglect.

STUDENT -TO -STUDENT HARRASSMENT:

Saints Simon and Jude School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical or scholastic ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of Saints Simon and Jude School

DAILY SCHEDULE:

- 7:00 a.m.** Stay Care opens. Door will remain locked until 7:00 so that morning staff can set up the room.
- 7:00-7:50** Quiet Activities—cartoons, coloring, board games, computers. This time may also be used to finish up any forgotten homework.
- 7:35** Upper graders (1st-8th) checked out and released to go to their lines.
- 7:50** Morning Kindergartners checked out and walked to class.

KINDERGARTEN SCHEDULES

Afternoon Kindergartner session (attending class 11:50-3:00)

- 8:00-9:15** **Free play:** blocks, Lego's, housekeeping, coloring, board games, etc.
- 9:15-9:30** **Snack time.** We will provide a snack at this time. If children do not want snack offered, they may choose one snack from their lunch. Cooking activities on Wednesdays.
- 9:30-10:00** **Outside Play** (weather permitting)
- 10:00-10:15** **Blast off with books:** Story Time. During story time your child will listen to a book. Each child will have a sticker book recording how many books they have listened to. After listening to 5 books and receiving 5 stickers, your child will get to choose a prize out of the prize box.
- 10:15-10:45** **Centers/Table activities.** Games and activities will be set up at tables on the tile. An art project will be offered during this time.
- 11:00** Morning Kindergartners check in—free play.
- 11:15** **LUNCH**—Please send a lunch with your child every day. We will offer a hot lunch for Kindergartners every Thursday. If you would like for your child to have hot lunch, simply have a staff member place your child's name on the lunch list. Payment for hot lunches must be made when signing up. (Cash only please, checks cannot be accepted for hot lunches.) Your child's name must be on the hot lunch list and payment made no later than 9:00 a.m. Thursday. Refunds cannot be given for no-shows, as lunches are pre-ordered.

Because we have 30 children attending Stay Care during lunch time, and only one small microwave, we ask that you not send foods that need to be heated. Thank You.

Please do not purchase lunches for your kindergartners that are offered in the Tuesday Communications. These lunches are not served until 12:00 p.m. and are for upper graders only.

- 11:30-11:50** **Free play** for those that finish lunch.
- 11:50** Afternoon kindergartners checked out and walked to class.
- 11:50-12:30** **Free play:** blocks, Lego's, housekeeping, coloring, board games, etc.
- 12:30-12:45** **Blast off with books:** Story Time. During story time your child will listen to a book. Each child will have a sticker book recording how many books they have listened to. After listening to 5 books and receiving 5 stickers, your child will get to choose a prize out of the prize box.
- 12:45-1:15** **Centers/Table activities.** Games and activities will be set up at tables on the tile. An art project will be offered during this time.

- 1:15-2:00** **Outside play.** (Weather permitting)
- 2:00-2:15** **Snack.** Children may eat from the remainder of their lunch. We will provide a small snack for those children that have eaten all of their lunch.
- 2:15-2:40** **Free Play.** On Tuesdays and Thursday Kindergartners will be given a chance to do their homework in a quiet environment with children their age. Staff will supervise to be sure homework is done correctly and directions are followed. Children not required to do their homework may have QUIET free play.
- 2:50** **Upper graders check in.** (1st-8th grades)
- 3:00** Afternoon kindergartners are walked over and checked in.
- 3:15-3:30** **Snack**—provided only to those children attending the afternoon session.
- 3:15-4:30** **Homework hour.** Children not doing homework must be playing outside during this time.

HOMEWORK POLICY:

A study period will be conducted daily from 3:30-4:30 p.m., except on Fridays. Children will be in a supervised setting with children of similar age. Staff members will make every attempt to assist your child with questions regarding homework. However, it is ultimately the responsibility of the parent to oversee their child's homework. There are too many children in the program to enable individual homework supervision. All children will be expected to respect the need for quiet during homework hour. Children that are talking excessively or causing a distraction to others will be asked to go outside and play and finish their homework at home. Please have your child bring the necessary supplies daily that are needed for homework completion.

- 4:30-5:30** **Free play:** blocks, Lego's, housekeeping, coloring, board games, computers, etc.
- 5:30-6:00** Quiet games and activities, clean up.
- 6:00** **Stay Care Closes. Late fees will accrue for children remaining after 6:00.**

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MOVIE PERMISSION SLIP

On occasion, primarily during the rainy season, video movies or portions of video movies are shown to the students. Every attempt is made to show only movies that have an educational value and portray the Christian values and morals consistent with the mission of Saints Simon and Jude School. "G" rated movies may be shown to children without requiring permission from a parent. Occasionally, children bring in or request to view "PG" rated movies. Only children whose parents grant permission for them to view "PG" rated movies will be allowed to do so.

I, _____ grant permission for my child/children _____
(parent name) (child/children name)

to view a PG rated video under supervision of an Stay Care staff member.

I, _____ do not grant permission for my child/children _____
(parent name) (child/children name)

(Parent Signature)

(Date)

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HANDBOOK ACKNOWLEDGMENT

Please sign below acknowledging that you have read, understand and agree fully with the contents and rules stated in the Saints Simon and Jude School Extended Care Program Handbook. Changes in the program may occur at the discretion of the principal and Stay Care Staff.

All forms required by the Extended Care Program must be completed and returned before your child/children will be allowed to attend the program.

By signing this acknowledgment, you agree that any breach of the outlined policies may result in the dismissal of your child/children from the Saints Simon and Jude Schools Extended Care Program.

Child's Name _____ Grade: _____

Child's Name _____ Grade: _____

Child's Name _____ Grade: _____

Child's Name _____ Grade: _____

Parent/Guardian Signature Date

