

St. Joseph School Extended Day Information Packet

The St. Joseph Extended Day Program provides high quality childcare in a loving, safe and Christian environment. The program is run by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including; outdoor and indoor games; arts and crafts; homework room, quiet time for reading, movies; and holiday celebrations.

INSURANCE

The Extended Day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy, or purchased through an independent school insurance provider. The school will send home optional policies each fall for families to consider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the Finance Office will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PHILOSOPHY AND GENERAL INFORMATION

St. Joseph Catholic School offers an Extended Day Care program on days when the school is in session for students currently enrolled in the school's academic program. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God and Christ is the center of the program.

SPONSORSHIP

St. Joseph Catholic School, in cooperation with St. Joseph Catholic Parish, sponsors the Extended Day Program. The Office of Catholic Schools and St. Joseph Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director in consultation with the School Principal. The Director, with the approval of the School Principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Parish Pastor.

REGISTRATION

All students in the program must have a *Child Registration Form* and *Emergency Care Form* on file for Extended Day Care. These forms will be available on the school website at www.sjcherndon.org.

LICENSING

The St. Joseph Extended Day program is licensed under Title 63.1, Chapter 10 of the Code of Virginia Department of Social Services. Further information is available upon request.

DAILY OPERATION

DAYS AND HOURS OF OPERATION

The Extended Day Program begins on September 6, 2011 for the school year 2011-2012. It will operate on all scheduled school days. Please see "Special Closings" for exceptions. The morning session begins at 7:00 a.m. The afternoon program begins when school dismisses and closes at 6:00 p.m. **On early dismissal days, the Extended Day program will close at 6:00 p.m. The exceptions are the Wednesday before Thanksgiving, the early dismissal days prior to Christmas and Easter breaks. Extended Day will not be open these days.**

Morning Program **7:00 – 8:05 a.m.**

Afternoon Program **3:15 – 6:00 p.m.**

DAILY SCHEDULE (Subject to Change depending upon day)

Morning

7:00 a.m. – 8:00 a.m.
(Music Room) Sign in and greet children
 Homework or other age-appropriate
 Activities:
 ~ Coloring
 ~ Board Games
 ~ Puzzles

Snacks will not be served, but the children are permitted to eat snacks sent in from home.

Afternoon

3:15p.m. – 3:30 p.m.
(Dining Hall) Sign in, Restroom Break, Change clothes

3:30 p.m. – 3:45 p.m.
(Dining Hall) Snack

3:45 p.m. – 5:15 p.m.
(Playground, Blacktop, Gym) Playtime, weather permitting children will stay outside

4:15 p.m. – 6:00 p.m.
(Homework-Dining Hall
(Others in Music Room when finished playtime) Choice of Homework, Art, Free Play

- Artwork; painting, craft and holiday projects
- Games, puzzles, Imaginative play
- Books
- On early dismissal days, an age appropriate movie
- Parent pick-up/Sign-out

STAFFING

The staff includes a Program Director, Child Care Supervisors and several aides. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

DRESS

All children are encouraged to wear play clothes and sneakers to avoid getting school uniforms dirty. Children in grades 1 through 8 may bring clothes to change into after school. All clothing should have your child's name on them.

SNACK AND LUNCH

During the afternoon session, a nutritious snack and milk/juice will be provided which adhere to USDA guidelines. Snack schedules will be posted. Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack. Although milk will still be provided on regularly scheduled early dismissal days, children must bring their own lunch.

FOOD BROUGHT FROM HOME

If a child has allergies to a specific snack being served, they may bring a snack from home for that day. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- ❖ Any food from home should not require refrigeration or any special care.
- ❖ All food must be properly wrapped and labeled with child's name and date.
- ❖ Since many children have special diets to prevent allergic reactions, your child should not share any food with anyone.

PICK-UP AND DROP-OFF PROCEDURES

SIGN IN AND OUT PROCEDURES

When children arrive in the morning, they must be accompanied by a parent and signed in on the sign-in sheet, indicating the time of arrival. Children attending the program in the afternoon will be signed in by a staff member.

When departing Extended Day, a parent/authorized pick up must sign out his/her child, indicating the time of departure. All children must be picked up no later than 6:00 p.m.

LATE ARRIVALS

Children arriving to the Extended Day Program from any other program/after-school activity (Scouts, CYO Basketball etc.) must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, **not** the Extended Day staff, to arrange for children to be brought to the program.

LATE PICK-UP

If a child has not been picked up from Extended Day by 6:00 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply:

- ❖ Parents will be called at home and/or work.
- ❖ Emergency contacts will be called.
- ❖ If no one can be contacted and the child remains in Extended Day until 7:30p.m., Fairfax County Child Protective Services will be called.

If someone other than the parent is to pick up the child, the Program Director must be informed via a written note sent with the child. This person must show an ID before any student will be released to him/her. The

Extended Day Program is not responsible for children before they are signed in, in the morning, or after they are signed out.

FEES AND CHARGES

Payment is due on the 1st day of the month for the upcoming month. Payments should be made by check payable to St. Joseph School. There is a \$25.00 charge for each check returned by a bank. You may also set up Electronic Funds Transfer for Extended Day payments through the Finance Office. Late fee of \$25 will be charged for payments not received by the 16th of the month. Extensive delinquent payments could result in dismissal from the Extended Day program.

Families more than 2 months past due in payments will be charged the \$25 late fee for each month late. If notification is not given to Finance Office for non payment reason, the family's passes used for entry into Extended Day will be deactivated and the family will need to find alternative care until the balance is paid in full through the current month. Should a child not be picked up after notification of non payment and need for alternative care, Child Protective Services will be called within an hour of school dismissal.

Parents are requested to be prompt when picking up their children. A late fee of \$1.00 per minute, per child will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

Three late fees within a school year will result in dismissal from the Extended Day Program.

If family is billed on a monthly basis, any changes in the contract days must be in writing prior to the start of the month. Once the month has started, no adjustments will be made.

Families may swap days only after written notification and only during the same week. For example, a family may change from a Monday attendance to a Tuesday attendance during the same week. A family may not change a Monday for a Tuesday in a different week.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department for health and safety issues. The children also participate in monthly fire drills. All employees are required to have a current record of negative Tuberculosis test and a Criminal Record check. Staff members also participate in classes and in-services on child care subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

CHILD ABUSE

In order to protect a child from further harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for **Fairfax County** announcements concerning closings, late openings and early closings. Since it is impossible to call all parents in the event of inclement weather, parents must listen to the radio or TV and make arrangements for the pick up their child(ren). In order to keep all children, parents and staff members safe during inclement weather, please note the following inclement weather policies:

CLOSING

If school is closed for the day, there will be **NO** Extended Day.

LATE OPENING

If school opens **one** or **two** hours late due to inclement weather, Extended Day will open as follows:

One hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 a.m.

Two hours late school opening – Extended Day will open two hours later than the usual time. It will open at 9:00 a.m.

EARLY CLOSING

If school closes early due to inclement weather, Extended Day will close as follows:

- ❖ There will be **NO** Extended Day after school.
- ❖ All students must be picked up within **30 minutes** of the early dismissal time.
- ❖ Any child who is not picked up by **30 minutes** after the dismissal time will be charged Drop In rate and **\$1.00** a minute **per child** until he/she is picked up.

If St. Joseph School dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open for 2 hours after school dismissal.

If the weather deteriorates during those 2 hours, parents will be called and emailed to pick up children as soon as possible. You may call the Extended Day phone number at (703) 880-4322 for updates or check the St. Joseph School website at www.sjcherndon.org.

ILLNESS, CONTAGIOUS DISEASE AND BITING

Any child who has the following: a temperature of over 100 degrees, diarrhea, vomiting, or has bitten a child will be sent home within one hour. A child must be fever free for 24 hours before returning to Extended Day.

PARENTAL NOTIFICATION OF INJURY

Any time there is a serious accident or injury at the Extended Day Program, the parents will be notified immediately. If the injury is minor, the parent/guardian will be notified at the end of the day. A complete accident report will be completed and signed by both the parent/guardian and the Director.

USE OF SUNSCREEN AND INSECT REPELLENT

Children may use sunscreen during outdoor playtime if weather indicates the need. Written authorization must be on file, noting any adverse reactions to the sunscreen. Sunscreen will be clearly labeled with the child/children's name. Only sunscreen provided by parents will be allowed. Extended Day will not provide any sunscreen. Sunscreen will be kept in Extended Day as it is not allowed in school. Children will be allowed to apply sunscreen with adult supervision.

Insect Repellent is not allowed in the Extended Day Program.

SPECIAL CLOSINGS

The Extended Day Program has a special schedule in some circumstances. Please check the monthly school calendar carefully to be sure you are aware of the changes to the regular schedule.

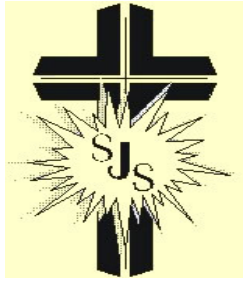
ADDITIONAL POLICIES AND PROCEDURES

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program. There is a separate Extended Day section in the St. Joseph School Handbook.

The Custodial parent has the right to be admitted to Extended Day as required by 63.2-1813 of the Code of Virginia.

EXTENDED DAY PHONE NUMBER IS (703) 880-4322

EMAIL ADDRESS IS b.covert@sjcherndon.org



St. Joseph School Extended Day Payment System 2011-2012

The following information summarizes the contracted payment options for Extended Day.

Registration Fee

- \$50 Registration fee per family

Contract Users

- Contract Users are families who use the Extended Day Program on a regular basis.
- Parents must complete the *Extended Day Use Form* detailing planned usage, upon registration. One Use Form per family.
- Payment will be calculated by Extended Day based on information on the Use form, see chart below. Payment is due on the first of the month for the upcoming month, for example payment is due November 1, 2011 for November 2011 care. A late fee of \$25 will be assessed if payment not received by the 16th of the month.
- Written notice must be given to Extended Day prior to a new month beginning in order to change the Contract in any manner.

Payment Structure for Contract Users

5 Days Per Week (Monthly Cost)

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	99	240	340
2	178	445	625
3 or more	246	595	850

*Example: If you have 2 children attending just the **After School** session, 5 days a week, your **monthly** cost would be \$445.00.*

Daily (Monthly Cost)

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	23	50	72
2	46	100	144
3 or more	69	147	210

*Example: If you have 3 children attending just the **After School** session, 2 days a week for the **entire month**, your **monthly** cost would be \$294.00 (\$147 x 2 days)*

St. Joseph School Extended Day Program

The mission of the St. Joseph School Extended Day Program is to provide high quality childcare in a loving, safe and Christian environment.

St. Joseph School provides Extended Day care hours for children currently enrolled in St. Joseph School. Care is provided from 7-8 am and from school dismissal to 6:00 pm on regularly scheduled school days. No afternoon care is provided on school holidays or on the Wednesday before Thanksgiving, early dismissal day prior to Christmas or on Holy Thursday. Drop in care is available on a limited basis. If used more than 4 times a month, then the family must register in the program.

Contact information:

E-Mail Address: b.covert@sjcherndon.org

Phone: (703)880-4322

Mail: St. Joseph School

Attention: Extended Day Program

750 Peachtree Street

Herndon, Virginia 20170-3798

Drop In Information:

Drop in care is available to all St. Joseph School students in case of an emergency. If you need drop in care, the following should be done:

- E-mail or call Extended Day to notify director of need
- If known prior to school arrival, please include teacher on email
- If need arises during school hours, please call school office at (703)880-4350 so your children can be notified or email Extended Day and teacher.

Rates: Registered Families: Morning Drop In \$6.00 per day per child

Afternoon Drop In \$14.00 per day per child

Unregistered Families: Morning Drop In \$10.00 per day per child

Afternoon Drop In \$17.00 per day per child

*Exception to fee for Afternoon: Carpools will be charged per carpool until 3:45 pm (or same increment of time on early dismissal days). After 3:45 pm, charge is **per child**.*

Peanut free snacks are provided along with juice or milk.

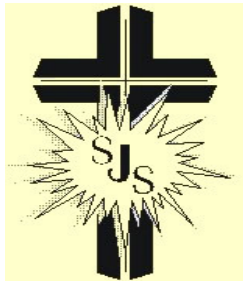
Entry to Extended Day

If you are a registered family, you will receive 2 passes to enter the building. Passes will be coded to work the morning session beginning at 7:00 am to 8:00 am and afternoon session from school dismissal until 6:00 pm. Passes only work on the card reader by the Student Entrance. Misuse of the pass will result in deactivation.

If you are an unregistered family, you must wait for Extended Day Staff or St. Joseph School Staff to open Student Entrance for you.

Inclement Weather

All efforts will be made to post any notification of school closings on the school website and Extended Day phone. Please refer to the Parent Information packet for further policies regarding inclement weather.



St. Joseph School

Extended Day Use Form

2011-2012

Mother's Work # _____ (Cell) _____
 Father's Work # _____ (Cell) _____
 Home Email Address: _____

Daytime Email Address: _____ mother

Daytime Email Address: _____ father

Daytime email to be reached during the day in case of emergency announcements. Home email used for periodic news and information.

Family Name _____

- | | |
|-----------------------|-------------|
| 1. Child's Name _____ | Grade _____ |
| 2. Child's Name _____ | Grade _____ |
| 3. Child's Name _____ | Grade _____ |
| 4. Child's Name _____ | Grade _____ |

Please indicate the days you will be attending Extended Day. The school's Finance Office will determine the monthly payment due. A copy of this contract will be returned to you for your records.

	<u>Before School</u>	<u>After School</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

If only needing DROP IN AS NEEDED INITIAL HERE _____

Office Use Only:

TOTAL NUMBER OF DAYS PER WEEK (Before Care) _____

TOTAL NUMBER OF DAYS PER WEEK (After Care) _____

NUMBER OF CHILDREN ENROLLED _____

MONTHLY PAYMENT DUE: _____

Name:

Emergency Information

2011-2012

Allergies or Intolerance to Food, Medication etc., and Action to be taken in an Emergency

Child's Physician

Phone

Emergency Contacts: MUST PUT COMPLETE ADDRESS AND MUST BE TWO DIFFERENT CONTACTS WITH DIFFERENT PHONE NUMBERS. Emergency Contacts will be called if parents can not be reached.

Name

Complete Address(street#, street name, city, state, zip code)

Phone

1. _____

2. _____

Authorizations

Person(s) authorized to sign child out from Extended Day. (Identification Required)

1.

2.

Person(s) NOT authorized to Pick Up Child (Appropriate paperwork such as Custody Papers shall be attached if parent is not allowed to pick up the child. (Please include a photograph if available.)

1.

2.

Parent or Guardian Agreements

1. St. Joseph Extended Day Program agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
2. The parent(s)/guardian authorize St. Joseph Extended Day program to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
4. By signing below, Parent/Guardian agrees to all rules in Extended Day Handbook.

Signatures

Parent(s)/Guardian

Date

Administrator of Extended Day Program

Date

(All information requested on registration is required by the Department of Social Services under the 22VAC 15-30-80. code)

Office Use Only

Date child entered Extended Day

Date child left Extended Day

St. Joseph School – Extended Day Program 2011 - 2012

CHILD REGISTRATION FORM

To enroll your child in the Extended Day Program, please complete this form, to be accompanied by a **non-refundable** Registration Fee of \$50.00 per family, made payable to St. Joseph School and return to the Finance office in an envelope addressed “**Extended Day**”.

**ALL INFORMATION MUST BE COMPLETED IN FULL
IN ORDER FOR YOUR CHILD TO BE REGISTERED.**

Child	Nickname	Date of Birth	Sex
Address	City	State	Zip Code
			Home Phone
This child will attend Extended Day :			Grade in the 2011-2012 School Year
<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Both <input type="checkbox"/> Drop In			
Previous Child Day Care Programs and Schools Attended			
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			

Parent(s)/Guardian(s)

Father's Name	Place of Employment: <u>Complete address please</u>	Business Phone
Home Address	City	State
		Zip Code
Home Phone		
Mother's Name	Place of Employment: <u>Complete address please</u>	Business Phone
Home Address		
Home Phone		
Person(s) or Agency having Legal Custody of Child		Cell Phones
Home Address		
Home Phone		
Business Address		Business Phone