

**ST. FRANCIS OF ASSISI
EXTENDED DAY PROGRAM
(EDP)**

PARENT HANDBOOK



**2018 – 2019
School Year**

St. Francis Extended Day Program

Dear Parents:

At St. Francis School, we provide a state licensed Extended Day Program (EDP) to meet the needs of the St. Francis school families. The Extended Day Program was founded by parents dedicated to providing their children with a loving and nurturing before and after school program that is both stimulating and enjoyable. This program supports the family by offering a safe and caring atmosphere for St. Francis students before and after school. We also reinforce the high values of St. Francis School and impart these through example and respectful discipline.

The following material is presented as a Handbook for the St. Francis Extended Day Program. The information enclosed is important for your child's safety and for the basic operation of the program. We welcome your suggestions as we all work together to make the Extended Day Program a happy and worthwhile experience for both your student and family.

Sincerely,

Mona Anderson, Director
Rosemary Leifer, Principal
EDP Cell Phone (206) 619-2686 (During EDP hours)
School Phone (206) 243-5690

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PROGRAM INFORMATION

Morning/Afternoon Hours: The EDP begins in the morning at 7am (doors will not open prior to 7am). Parents enter through the EDP doors and must click in their student(s) on the computer when they arrive. New parents will be trained to click their students in/out. At the closing of the morning program students are dismissed to line up with their classes outside on the playground. New students and Kindergarteners will be escorted to their lines. The afternoon program begins at 3:00pm (Wednesdays at 2:15pm) and ends promptly at 6:00pm.

Days of Operation: The EDP operates Monday through Friday when school is in regular session. The EDP is closed on school holidays, early dismissal days, and teacher in-service days. We provide care for **Kindergarten** students from Noon-3pm during the first 10 days of early dismissal. Please email the Director at manderson@stfoa.org to confirm an opening for your kindergarten student.

Fees: Fees are the sole support of the program. A fee schedule is provided on page 7.

Click In/Out: All parents/guardians must click students in/out when they arrive to drop off or pick up their student(s). New parents will be trained to click students in/out. Please see Registration Information on page 6.

Staff to Child Ratio: is 15 to 1. All staff are trained in First Aid/CPR, HIV/AIDS bloodborne pathogens, Food Handling, and have had TB testing. Lead staff have 30 hours of STARS initial training and continue 10 hours of STARS training annually.

Homework Club: The homework club is available for all students at the same price. There is one class for 1-3rd grade students in the Spanish room in EDP for 30 minutes, and a second class for 4-8th grade in the 6a classroom upstairs for 1 hour. We provide a quiet atmosphere for your student to study, read, or complete their homework with assistance as needed. Students attending homework club will line up in the homework club line at EDP and take a snack with them upstairs. If you wish to sign up for the homework club, please fill out the Homework club form on Renweb under Web Forms. Homework club students are picked up and clicked out at the EDP. Students should attend homework club to complete their homework and receive assistance, EDP staff are available to assist students with homework only during homework club hours. **Keep in mind that it is the student's responsibility to acknowledge their assignments, to make sure they bring them to homework club, and to complete them and ask for help as needed.**

Access Policy: Parents are welcome to visit the center during EDP hours and have free access to the areas used by the students. (I.e.: the auditorium, bathrooms and playground.) The students and parents are not allowed upstairs during EDP hours. Please enter at the front doors on 21st street before 4pm, if you need to visit the office or make appointments with teachers.

Prayer/Religion: In keeping with the Christian atmosphere, we will encourage giving thanks in conjunction with breakfast and snack time. Religious activities/crafts will be included to impart School Christian values.

EDP Supervisors are not allowed to transport students unless a signed and dated written permission form has been submitted to the Director by the parent, at least one day prior to the day of pick up.

Photography: students are sometimes photographed for the yearbook, craft projects, EDP posters, flyers, etc. Please notify the Director in writing by email if you do not wish to have your child photographed at EDP.

CELL PHONES-students are not allowed to use cell phones at EDP. They will be kept in their backpacks at all times. The EDP cell number may be used for emergencies and contacting students. 206-619-2686. **Parents are asked to finish their conversations prior to entering the EDP doors in case an EDP staff needs to speak with you.**

St. Francis Extended Day Program

DAILY ACTIVITY SCHEDULE

MORNING PROGRAM:

7:00-7:55am	Parents click in students on the computer as they arrive Students find a cubby for their backpack Students wash hands in bathroom Students eat breakfast snack Students may finish homework Free play, organized craft, group game
7:55am	Last call for breakfast snack and drinks
8:00-8:15am	All students assist supervisors with clean up Roll call by grade: Students obtain backpacks & line up Students are dismissed outdoors to line up with their class Supervisors click out students

AFTERNOON PROGRAM:

3:00-3:20pm	Students line up in the EDP/Homework club lines outside. Students enter the EDP and find a cubby for their backpacks, wash their hands and use the bathroom, then pick up a snack and take a seat in EDP or *Homework Club Supervisors check-in students and click them in on the computer
3:20-3:45pm	Students eat snack, clean up, then line up to go outside Outdoor play (weather permitting) 8 th gr. Volunteers begin outdoor group game/activity
3:45-4:20pm	Students Choice: – outside or inside play – group game/activity– outside (or inside weather permitting) – organized craft, reading rug, board games, manipulatives
4:20-4:45pm	Students wash up Students eat a light 2 nd snack
4:45-5pm	Free play outside (or inside weather permitting)
5:15-5:30pm	All students & supervisors clean up
5:30-6:00pm	Organized group activity indoor/outdoor Students that were not clicked out will be clicked out at 6pm

*We encourage students to attend Homework club to complete their homework. The auditorium gets very noisy, especially on rainy days.

REGISTRATION INFORMATION

Parents are required to complete the following online forms each year which will include the annual **\$35.00 per family** registration fee, before their children may participate in the program:

1. Read the EDP Handbook on Renweb under Web Forms
2. Complete the EDP Registration Paperwork on Renweb under Web Forms
3. If your student has allergies, asthma, or life threatening reactions to food, medication, etc, complete the Child Care Emergency Plan Form (REQUIRED: original parent and doctor signatures).
4. Washington State Immunization form must be submitted to the office.
5. 'Pay it' Signature Form with **\$35.00 registration fee**

State law requires that new forms be completed at the beginning of each school year.

Non-Discrimination Policy: It is the Policy of the EDP that no person shall be subjected to discrimination because of race, color, national origin, sex, age, religion, creed, marital status or physically challenged. This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, the Governors Executive Order 85-90; and the Washington State Laws Against Discrimination, RCW 49.60. This policy applies to every aspect of our program practices, policies, and activities. In accordance with provisions of the Americans With Disabilities Act, this center will make reasonable accommodations to physical limitations of children needing care. Discrimination issues may be brought up to the Director or the Principal.

Communication: Information, changes, and concerns will be communicated to parents via email in the monthly EDP Letter which is emailed by the 25th of each month. Immediate concerns will be communicated to parents in person at pick-up time via a note on the EDP desk, or by email and via the school bulletin.

Parents with questions, concerns or suggestions are encouraged to discuss these issues with the Director. Parents may call the EDP cell phone 206-619-2686, email, or talk to the Director when you pick-up your student.

DROP-IN STUDENTS for the afternoon must be pre-registered and a phone call must be made to the school office by Noon of the same day in order to reserve room for your student(s). Written notes will not be accepted unless they are received by the Staff one-day in advance. Morning drop-in students should register one day in advance with the office.

ABSENCE: If you know in advance that a regularly attending student will be absent from the program for any number of days, please notify the Director by email, call the school office, or send a note.

EMAIL, MAIL, AND TELEPHONE MESSAGES can be directed to:

EDP Email: manderson@stfoa.org

St. Francis Extended Day Program, PO Box 870, Seahurst, WA 98062.

St. Francis School Office: 206-243-5690

Extended Day Program 206-619-2686 (cell phone only during EDP hours 7-8:15am/2:30-6pm)

Click In/Out: The EDP computer is located on the EDP desk where parents/guardians and authorized people will be required to click students in at morning care, and out at after school care using their assigned family Renweb codes. Washington State law for licensed childcare facilities requires this click in/out procedure. New parents will be trained to click students in/out. (See page 9 for more information on click in/out).

FEE AND PAYMENT PLAN

The monthly bill is emailed to you by the 30th day of each month by FACTS to the email/address that you specify on your FACTS account. You may provide up to two emails under the primary name. Automatic deduction via FACTS is required on the 10th of each month. If payment has not been completed through FACTS on or before the 10th day of the month, a late fee of \$10.00 will automatically be added to your account. Accounts that are more than one month in arrears will result in your student being unable to attend the program. All NSF's will be charged a fee of \$30.00. If the payment is resubmitted and rejected a second time, an additional \$30.00 will be charged.

Parental responsibility also includes prompt pick-up at 6pm. Staff members are employed until 6pm. Please respect their personal time by picking up your student(s) by 6pm. **If student(s) are clicked out after 6:00pm, the late pickup fee will be \$4.00 per minute per student.** There will be NO exceptions or waivers of any late pick up fees at any time. The EDP also reserves the right to increase this late pickup fee for parents who have had more than two late pick-ups. If continuous late pick-ups become a problem, we may exercise the option of not allowing continued use of the program.

Program fees are *\$4.50 per hour per student. Fees will be calculated based on total minutes attended per billing period with a minimum fee of \$4.50 per billing period. Late fees, NSF fees and late pick up fees will be added to your monthly bill if applicable as stated above.

An annual registration fee of **\$35.00 per family** is required at the initial sign-up for EDP. The registration fee is non-refundable.

*Contract terms are subject to change monthly at a minimum.

DISCIPLINE

The EDP will follow the discipline policies set forth in the St. Francis School Handbook. No corporal punishment shall be administered. It is the intention of the program staff that disciplines other than corporal punishment, will prove more effective in perpetuating a Christian standard of living.

Parents delegate a share of their parental authority to the staff, similar to the School staff. It is important that there be a genuine unity of purpose and practice between parents and staff. For this reason, parents are urged to bring their concerns regarding student supervision to the Director. If your concerns are unresolved, parents may contact the Principal.

Our belief is that each student should grow in self-control, the ultimate goal being a strongly formed Christian conscience that guides one to act in accordance with God's will. Students guided by the rules necessary for good order must learn to exercise judgment in a responsible and mature manner.

Children will be expected to follow the behavior guidelines as set forth in the school Handbook. If students are unable to comply with the behavior guidelines, they will be given a verbal warning. After the first warning, an email will be sent to the parents detailing any incidents. Parents will be asked to discuss the incident with their child and reiterate the behavior guidelines at school. A meeting with the parents may be required.

If the unacceptable behavior continues further, the child will be suspended or asked to leave the EDP. We expect each child to treat each other with love and respect. We will not tolerate put-downs, physical or verbal abuse, or any type of disrespect, discrimination, or vandalism. We will not tolerate unsafe actions, or inappropriate actions, talk or discussions. We believe in following Christ's examples, and all children will be expected to follow His behavior. All children will respect the property of the EDP, the school, and the other students, and follow the student responsibilities in the School Handbook. Please review these responsibilities with your student(s).

TOYS: Students should leave all of their personal toys at home. The EDP cannot guarantee protection of the items and will not be responsible for lost or damaged items such as: toys/cell phones/kindles/ipads/computers/etc.

GUM/BIRTHDAY TREATS: In conformance with the School rules, gum is not allowed at the EDP. Candy is acceptable in moderation, but children are allowed to eat it only at the food tables. Birthday treats are welcome.

DISASTER PLAN POLICY

Disaster Plan Policy: All EDP families are required to read and sign our EDP Disaster Plan which is located above the EDP desk, in a wall-mounted organizer and is also available on Renweb under Web Forms. This plan covers Crisis, Earthquake, Crime, Bomb Threat, Nuclear Blast, Missing person, Child Abuse, Fire, Lockdown, etc. Our staff has disaster plan training quarterly in accordance with this plan. This plan should be read and signed within 30 days of registering for the EDP.

Earthquake Closures: An earthquake often presents questionable travel and communication challenges. The EDP will release students only to alternate guardians listed on your family Renweb profile. A supervisor will remain at the EDP until the last child is picked up.

SNOW CLOSURES

When school has late arrival there will be no morning EDP. When school is closed due to inclement weather the EDP will be closed. If inclement weather develops while your student(s) is in the Extended Day Program, we will release him/her only to alternate guardians listed on your family Renweb profile. In addition, we ask that you attempt to pick up your student(s) earlier to assist the EDP supervisors to drive home safely.

PET POLICY: No animals are allowed in the EDP auditorium area due to student/staff allergies. Please keep all types of animals outside of the buildings and on a short leash to prevent incidents with students.

PESTICIDES: All natural pesticides are used on the grass near the Kindergarten classrooms and around the perimeter of the school. These are used in the fall, spring and summer at times when the students are not in school. The grass is not used by the EDP. We will inform you when pesticides will be used by email within the school bulletin.

PICK UP/DROP OFF INSTRUCTIONS

One of the most important regulations concerns the students leaving the premises of the Extended Day Program. Parents, guardians or coaches must not take students from the schoolyard or other areas without clicking out the student(s) and notifying the EDP staff. It is important that visual and verbal contact be made with the staff in addition to clicking in/out the student(s) each day. Therefore, please finish all phone conversations prior to entering the EDP doors.

In the morning, a parent/guardian must click-in your student(s) using your family code. In the afternoons, a parent/guardian or authorized person will be required to click-out the student(s) using the family code. At pick up time, the student(s) will only be released to a parent/guardian, or an authorized person with written permission signed by the parent, and with valid picture identification. Students are not allowed to click-in/out or touch the EDP computer at any time. Please remember to click-out your student(s) or they will automatically be clicked out at 6pm. Each parent will be assigned a code and each family will have one guest code for all other authorized people that may pick up their student.

Parents or guardians should not send a person whose name is not on the Pickup-up Permission Form or registration form to ask for the release of student(s). For the student(s) safety, the release will not be granted. A signed written note or email from the parent must be received in advance. If your student will be picked up by another parent or be released to a coach or the like, for a day or a specified period, we must have your permission in writing in the student's file. The authorized person must have valid picture identification. When an alternate person picks up your student, ask them to locate an EDP staff to assist them in clicking out.

If your student will participate in CYO sports in the school gym and you would like to give EDP Staff and coaches permission to click them out, then please send an email to the Director at manderson@stfoa.org in advance of the first practice. Students will not be released to the gym without written permission.

Students are not allowed to walk anywhere from the EDP. Our State License requires that they are clicked out by a parent/guardian.

Another area of concern and also related to the student's welfare, is the matter of telephone messages. Parents or guardians may wish to telephone the EDP asking their students be directed to go to various places after school. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted. Please do not ask your student to telephone you from the EDP unless it is extremely important. If a parent takes a student from the school for any reason, on a day the student is expected at EDP, please notify the EDP by sending a note or calling the school office.

CELL PHONES: Students are not allowed to use cell phones at EDP and must keep them in their backpacks. The EDP cell phone will be used for any emergency calls to or from the students and parents. The EDP cell number is 206-619-2686. We ask that parents please finish all conversations before entering the EDP.

HEALTH CARE

As one of our EDP families, **we ask that you read and sign our Health Care Policy within 30 days of registering with the EDP (The Health Policy is updated every 3 years. The last update was August 2016).** This policy is available for viewing above the EDP desk in a wall-mounted organizer, and is also available on Renweb. The policy includes emergency procedures for minor and life-threatening emergencies, medication, first aid, communicable diseases, health records, cleaning, disinfecting, hand washing, body fluids, food service, nutrition, injury prevention, child abuse, asthma plan, immunization, staff health, disaster preparedness, severe allergic reaction.

POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN

Children with any of the following symptoms will not be permitted to remain in care at EDP:

1. **Fever** of at least 100 ° F under arm (auxiliary) **and** accompanied by one or more of the following:
 - Diarrhea/vomiting
 - Earache
 - Headache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue that limits participation in daily activities

No rectal or ear temperatures will be taken. (Temperature strips are frequently inaccurate and will not be used). Oral temperatures will be taken and single use covers will be used over the thermometer.

1. **Vomiting** on 2 or more occasions within the past 24 hours.
2. **Diarrhea:** Three or more watery stools within a 24-hour period, or any bloody stool.
3. **Rash**, especially with fever or itching
4. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.
5. **Sick appearance, not feeling well and/or not able to keep up with program activities.**
6. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
7. **Lice or scabies.** For head lice, children and staff may return when no nits are present. For scabies, return after treatment.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort, and the Public Health exclusion guidelines for childcare.

We will notify parents/guardians in writing by letter or posting notice in a visible location, when their children have been exposed to a communicable disease. Children with the above signs and symptoms will be separated from the group and cared for on a portable bed in a quiet area. Parent/guardian or emergency contact will be notified to pick up child. Staff members will follow the same exclusion criteria as children

COMMUNICABLE DISEASE REPORTING

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed below (WAC 246-101-4151). **In addition, providers should also notify Public Health when an unusual number of children and/or staff are ill (for example, >10% of children in a center, or most of the children in the toddler room), even if the disease is not on this list or has not yet been identified.**

To report any of the following conditions, call Public Health at (206) 296-4774.

Acquired immunodeficiency syndrome (AIDS)	Malaria
Animal bites	Measles
Arboviral disease (for example, West Nile virus)	Meningococcal disease
Botulism (foodborne, wound, or infant)	Mumps
Brucellosis	Paralytic shellfish poisoning
Campylobacteriosis	Pertussis
Cholera	Plague
Cryptosporidiosis	Poliomyelitis
Cyclosporiasis	Psittacosis
Diphtheria	Q fever
Diseases of suspected bioterrorism origin (including anthrax and smallpox)	Rabies and Rabies Exposures
Diseases of suspected foodborne origin	Rare diseases of public health significance
Diseases of suspected waterborne origin	Relapsing fever
Enterohemorrhagic <i>E. coli</i> , (including <i>E. coli</i> O157:H7 infection)	Rubella
Giardiasis	Salmonellosis
<i>Haemophilus influenzae</i> invasive disease	Sexually Transmitted Diseases (chancroid, gonorrhea, syphilis, genital herpes simplex, granuloma, inguinale, lymphogranuloma venereum, Chlamydia trachomatis)
Hantavirus pulmonary syndrome	Shigellosis
Hemolytic uremic syndrome	Tetanus
Hepatitis A, acute	Trichinosis
Hepatitis B, acute	Tuberculosis
Hepatitis B, chronic	Tularemia
Hepatitis C, acute, or chronic	Typhus
Hepatitis, unspecified	Unexplained critical illness or death
HIV infection	Vibriosis
Immunization reactions, severe	Yellow fever
Legionellosis	Yersiniosis
Leptospirosis	
Listeriosis	
Lyme Disease	

Even though a disease may not require a report, you are encouraged to consult with a Child Care Health Program Public Health Nurse at (206) 296-2770 for information about childhood illness or disease prevention. More information about communicable diseases can be found at <http://www.kingcounty.gov/healthservices/health/communicable/diseases.aspx> .

1 WAC 246-101-415 Responsibilities of child day care facilities. Child day care facilities shall: (1) Notify the local health department of cases or suspected cases, or outbreaks and suspected outbreaks of notifiable conditions that may be associated with the child day care facility. (2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary. (3) Cooperate with public health authorities in the investigation of cases and suspected cases, or outbreaks and suspected outbreaks of disease that may be associated with the child day care facility. (4) Child day care facilities shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

IMMUNIZATIONS

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is used. Other forms/printouts are not accepted in place of the CIS form. The CIS form is returned to parent/guardian when the child leaves the program.

Immunization records are reviewed annually by the Director.

Children are required to be immunized for the following:

DTaP (Diphtheria, Tetanus, Pertussis)

IPV (Polio)

MMR (Measles, Mumps, Rubella)

Hepatitis B

HIB (Hemophilus Influenza Type B)

Varicella (Chicken Pox)

PCV (Pneumococcal bacteria) until age 5 (as of 7/1/09)

Children may attend childcare without an immunization if the parent/guardian completes a Certificate of Exemption (COE) stating:

- They have personal/philosophical or religious reasons for not obtaining the immunization(s)

OR

- the child is medically exempted. (Licensed health care provider signature required as well)

A current list of exempted children is maintained at all times.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.