

St. Theresa Catholic School
Extended Day Program Information Packet
2019-2020

St. Theresa's Extended Day Program provides high quality childcare in a loving, safe, and Christian environment. The program is managed by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including outdoor and indoor games, service projects, arts and crafts, and holiday celebrations. Of course, there will be time for homework and reading.

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.

TAX INFORMATION/FLEX ACCOUNTS

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will send an end of the year receipt to all families by the middle of January. Monthly statements will be emailed with our EIN (54-1716418) and other pertinent information to submit to Flex Accounts.

PHILOSOPHY AND GENERAL INFORMATION

St. Theresa 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. Theresa Catholic School, in cooperation with St. Theresa Catholic Parish, sponsors the Extended Day Program. The Office of Catholic Schools and St. Theresa 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

Prior to usage of the Extended Day Program, **ALL FORMS** for each participant must be completed and reviewed by the Extended Day Director. **New forms must be filled out completely and signed for returning students as well as new students and brought to the school office:**

- 1) Parent Acknowledgement Form
- 2) Student Registration Form
- 3) Emergency Care Form
- 4) Written Medication Consent Form – 2 pages
- 5) Completed copy of Commonwealth of VA School Entrance Health Form and Immunization Record

Parents should register on the Extended Day page of the STS website. This will ask for payment, and emergency contact information as well as who is allowed to pick up your child.

DAILY OPERATION

***DAYS AND HOURS OF OPERATION: Monday through Friday 3:20pm - 6:00pm
Early Dismissal Days 11:30am – 6:00pm***

It will operate on all scheduled school days except these half days – Friday, September 27, Friday, March 13, before Thanksgiving and Christmas breaks, and the last day of school. The program begins when school dismisses and closes at 6:00 PM, unless otherwise determined by the school principal.

STAFFING

The staff includes a Program Director, Assistant Director, and Extended Day staff. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational and health qualifications recommended by the county and state.

DRESS

Students wear their uniforms to Extended Day. Students will change into tennis shoes each day for all activities. They will be provided with an Extended Day play t-shirt to wear over their uniforms or with PE shorts/sweat pants daily.

SNACK AND LUNCH

A nutritious snack and milk or water, which adhere to USDA guidelines, will be provided. Parents are asked to notify the school in writing (found on the Student Registration Form) of any food allergies, as the school is providing the snack. Lunch will be provided on half days when there is extended day care.

FOOD BROUGHT FROM HOME

If parents prefer, children may bring a snack/lunch from home. 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 should be properly wrapped and labeled with the child's name, and the date that it was packaged. Expiration dates on prepackaged food are not sufficient enough to satisfy this requirement.
- 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

Children attending the program in the afternoon must be signed in by a staff member.

When departing the Extended Day Program, a parent or person authorized in writing must sign-out his/her child, indicating the time of departure. All children must be picked up no later than 6:00 p.m. If someone other than the parent is to pick up the child, the Director must be informed via email or 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 or after they are signed out.

Children are not allowed to sign in or re-sign in to Extended Day once they have left the St. Theresa campus.

LATE ARRIVALS

Your child(ren) MUST check in to the Extended Day Program first before going to an on-site afterschool activity. Children arriving to the Extended Day Program from any other on-site program/after-school activity must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, **not** the Extended Day Program staff, to arrange for children to be brought to and from the program. **Kindly email the Extended Day Director at asc@stsashburn.com if your child will participate in on-campus afterschool activities.**

LATE PICK-UP

If a child has not been picked up from the Extended Day Program 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 the Extended Day Program until 7:30 p.m., Loudoun County Child Protective Services will be called.
- Please see Late Charges for fees associated with being late.

CHILD ABUSE

In order to protect a child from 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. All Extended Day staff are Virtus certified annually.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Loudoun County Fire Department and Health Department for health and safety issues. The children also participate in monthly fire drills and a shelter in place drill two times a year (tornado, earthquake and intruder 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.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for Loudoun 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 of 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 Program.

EARLY CLOSING

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

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

If Loudoun County Schools are open all day but cancel all afterschool activities due to inclement weather the Extended Day Program will close at 4:00 pm.

ILLNESS, CONTAGIOUS DISEASE AND BITING

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

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.

BULLYING

The Extended Day program, in conjunction with St. Theresa Catholic School, does not tolerate bullying. Parents will be notified of any such incidents. If there is a continued pattern, student may be dismissed from the Extended Day program.

STUDENT CONDUCT

Students are expected to follow the same rules in aftercare that they are to follow during school hours. They should treat all staff and students with respect. Parents will be notified when a child is not following the rules. If a student continuously does not follow the rules, they will be referred to Mrs. O'Malley or Mr. Costa for discipline and may be asked to leave Extended Day Care.

PERSONAL BELONGINGS AND TOYS

Toys and other personal belongings may be brought to Extended Day. However, please note that toys and personal belongings may not be traded or shared overnight with other students. If you brought it in you take it home. Extended Day staff and St. Theresa School are not responsible for items that may be lost, stolen or damaged, so please use caution. Students who bring in electronic devices may not use the camera or video features on their devices to protect students' privacy. Also, games and/or electronic games that are violent in nature are prohibited. *Electronics are only allowed on Friday's unless being used for homework.* All personal items brought to Extended Day must be clearly marked or labeled with a permanent name and mailing address. Personal items brought from home will remain in the cafeteria at all times. Charging electronic devices is not permitted.

ADDITIONAL POLICIES AND PROCEDURES

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program.

FEES AND CHARGES

We offer a program that includes:

- A 5 day curriculum-based program
- 2 days of organized games during gross motor time each week
- Weekly art and science activities
- Daily independent educational activities
- Service projects
- Crafts
- Games and prizes
- Holiday parties
- Improved healthy snacks
- Occasional family dinners

Extended Day will only offer a 5 Day a Week Program including some Half Day programs.

- Regular Extended Day hours are 3:20pm – 6:00pm.
- Half Days hours are 11:30 am – 6:00pm.

1	CHILD	\$400.00/ per month
2	CHILDREN	\$760.00/ per month
3	CHILDREN	\$1080.00 / per month

All Extended Day payments are automated through FACTS and *will be charged to your credit card/checking account on the 10th of each month.* Payments will begin in September and end with the May payment. FACTS charges a fee for each insufficient funds discrepancy. Extensive delinquent payments could result in additional late fees and/or dismissal from the Extended Day Program.

LATE CHARGES

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 for the first 3 times. *After being late 3 times, the late fee is \$10 for the first minute, per child, and \$1.00 minute, per child, thereafter.* Although telephoning, (703-729-3577 ext. 248) that you will be late is appreciated, a late fee will still be charged.

There will be no drop-in availability.

Form 1

St. Theresa Catholic School
Extended Day Program Information Sheet
Parent Acknowledgement Form
2019-2020

Please complete, sign and return the following form **FOR EACH CHILD**.

I have read, understand and agree to follow the Extended Day program policies and procedures as stated on all information sheets and the program packet.

Student name _____

Grade/Class Code _____

Parent's Name (Printed) _____

Parent's Signature _____ Date _____

Form 2

St. Theresa Catholic School
 Extended Day Program
 2019-2020

STUDENT REGISTRATION FORM (ONE FOR EACH CHILD)

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

Child (First, Last)	Nickname	Date of Birth	Sex
Address			Home Phone
City	State	Zip Code	Grade (A,B or C?)
Allergies or Intolerances to Food, Medication, etc. AND Action to be taken in an emergency:			
Physical problems/ Pertinent Developmental Information/Special Accommodations Needed			

Parent(s)/Guardian(s)

Father's Name	Place of Employment	Business Phone
Home Address	City State Zip Code	Home Phone
Mother's Name	Place of Employment	Business Phone
Home Address	City State Zip Code	Home Phone
Person(s) or Agency having Legal Custody of Child		M Cell Phone
Home Address	City State Zip Code	F Cell Phone
E-mail		

Please note – Extended Day does not have access to the school clinic. If your child has an allergy that requires emergency medication, i.e. inhaler, EpiPen, etc., these medications MUST be provided before admittance into Extended Day.

Form 3

EMERGENCY CARE FORM

Medical Information about your child that you wish to share with Extended Day Director:		
Child's Physician	Phone	
Emergency Contact (if parents or guardian are not available)		
Name	Complete Address	Phone
1.	_____	
2.	_____	

AUTHORIZATIONS

Person(s) authorized to sign child out from Extended Day Program: (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

<p>1. St. Theresa 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.</p> <p>2. The parent(s)/guardian authorize St. Theresa Extended Day Program to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.</p>	
Signatures	
_____	_____
<i>Parent(s)/Guardian</i>	<i>Date</i>
_____	_____
<i>Director of Extended Day Program</i>	<i>Date</i>
<small>(All information requested is required by the Department of Social Services under 22VAC 15-30-80 code.)</small>	

PARENT OR GUARDIAN AGREEMENTS

<p>3. The parent(s)/guardian will inform the Extended Day staff within 24 hours or the next business day after his/her child or any member of the immediate household had developed any reportable communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.</p>	
Signatures	
_____	_____
<i>Parent(s)/Guardian</i>	<i>Date</i>
_____	_____
<i>Director of Extended Day Program</i>	<i>Date</i>
<small>(All information requested is required by the Department of Social Services under code 22VAC15-30-110)</small>	

Office Use Only	Date child entered Extended Day Program:	Date child left Extended Day Program:

Written Medication Consent Form

PARENT/GUARDIAN MUST COMPLETE THIS SECTION (#19- #23)

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication?
(For example, I.e, did the prescriber write 12pm?) Yes N/A No

Write the specific time(s) the child day program is to administer the medication (i.e.: 12pm) _____

20. I, parent/legal guardian, authorize the child day program to administer the medication as specified in the
"Licensed Authorized Prescriber Section" to _____

(child's name)

21. Parent or legal guardian's name (please print): _____

122. Date authorized: _____

23. Parent or legal guardian's signature: _____

EXTENDED DAY PROGRAM TO COMPLETE THIS SECTION (#24- #30)

24. Provider/Facility name: _____

25. Facility telephone number: _____

26. (leave blank)

27. I have verified that #1-#23 and if applicable, #33-#36 are complete. My signature indicates that all
information needed to give this medication has been given to the Extended Day program.

28. Authorized child care provider's name (please print): _____

29. Date received from
parent: _____

30. Authorized child care provider's signature: _____

**ONLY COMPLETE THIS SECTION (#31-#32) IF THE PARENT REQUESTS TO
DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN #15**

31. I, parent/legal guardian, request that the medication indicated on this consent form be discontinued on
_____. Once the medication has been discontinued, I understand that if my child
(date)
requires this medication in the future, a new written medication consent form must be completed.

32. Parent or Legal Guardian's Signature: _____

LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33- #36)

33. Describe any additional training, procedures or competencies the child day program staff will need to care
for this child.

34. Licensed Authorized Prescriber's Signature: _____

35. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose,
time or frequency until the medication from the previous prescription is completely used, please indicate the date by which you
expect the pharmacy to fill the updated order.

DATE: _____

By completing this section, the child day program will follow the written instruction on this form and *not* follow the pharmacy
label until the new prescription has been filled.

36. Licensed Authorized Prescriber's Signature: _____