



## 2018-2019 Extended Care Parent Handbook

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### I. Purpose

The purpose of the Extended Care Program is to provide children with supervision and guidance before and after school in a safe, nurturing, and loving Catholic environment.

### II. Statement of Philosophy

The St. Francis of Assisi School Extended Care Program supports families by providing valued, quality childcare before and after school. Program activities are designed to enhance the social, spiritual, cognitive, and physical development of the child. Our qualified staff is dedicated to providing a safe and nurturing Christian environment. The Extended Care Program is an extension of St. Francis of Assisi School and therefore follows the same philosophy, goals, rules, and standards.

### III. Extended Care School Programs

Private and public schools that sponsor after school programs for school age children are exempt from licensure. *Pre-K Extended Care is part of our state license program.* This exemption only applies when all of the children who receive care and supervision are enrolled in the school.

### IV. Admission Requirements

Extended Care is open to all enrolled St. Francis of Assisi students in good standing in grades PreK-8. Enrollment is offered throughout the school year.

### V. Registration and Extended Care Plan Fees

Registration is complete when the Registration Form, Emergency Card, and the Parent Handbook's Acknowledgement and Agreement Forms have been completed and signed, and the registration fee has been paid. The Emergency Information Card must be filled out *completely* and on file for all families registered in our program. *This card must always be updated with current information.*

There are two plan options available depending upon individual family needs. The plans offered include a Monthly payment plan or a Drop-in (hourly) payment plan.

A one-time registration fee of \$100.00 per family is required for both the Monthly and Drop-in plan.

#### Monthly

Mornings and Afternoons (7:00am – 7:35am and 2:50pm – 6:00pm)

*Pre-K Mornings and Afternoons (7:00am-8:10am and 2:30 – 6:00)*

\$175.00 per month for one child

\$300.00 per month for two children

\$375.00 per month for three children

#### Drop-In

\$11.00 per hour or any fraction of an hour per child



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### VI. Billing, Payments, and Due Date

Our Monthly Plan allows for a flat rate regardless of how many hours or days your child/children are in the program. **Monthly fees are a pro-rated annual cost for the entire school year billed from September through June. The monthly cost is due regardless of the number of days the school is open in any given month.** Please note the fees include all minimum days. Parent/Teacher Conference Day care is available for an additional charge of \$11 per child per day.

Regular day – 7:00am – 7:35am / 2:50pm – 6:00pm

Pre-K day 7:00am – 8:10am/ 2:30 – 6:00pm

Minimum Day – 7:00am – 7:35am / 12:00pm – 6:00pm

Pre-K Minimum Day 7:00 – 8:10am/ 11:30am – 6:00pm

Parent/Teacher Conference Days – 7:00am – 6:00pm

Drop-in (hourly) Plans will be billed for the total number of hours used in the previous month.

All Extended Care fees are invoiced through the FACTS Tuition Management System. These invoices are emailed monthly to parents from FACTS Tuition Management. Billings will be invoiced on the 10<sup>th</sup> of each month and are due in 15 days. Any unpaid balance after 45 days will be assessed a \$35.00 late fee. Continued late payment of fees may result in a suspension of use of the Extended Care service. Checks returned by your bank for any reason will be assessed a \$35.00 fee.

Please make sure to allow email from [noreply@factsmgt.com](mailto:noreply@factsmgt.com) to your email account.

Changing between the Monthly and Drop-in programs will result in a processing fee of \$50.00 anytime during the school year. Please choose your plan carefully.

### VII. Withdrawal from the Program

Withdrawal from the Extended Care Program require written notification.

For Monthly program: Refunds will only be issued for the month of withdrawal if notice is given before the 10th of that month. Any refund will be prorated based on the withdrawal date.

For Drop-in (hourly) program: Any hours used by the student during the month of withdrawal will be billed the following month.



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### VIII. Calendar and Hours of Operation

Extended Care will be available all school days including half-days and conference days. We are closed during Christmas and Easter vacation as well as all school and national holidays. Extended Care hours are available before and after school.

Regular day – 7:00am – 7:35am / 2:50pm – 6:00pm

*Pre-K day* 7:00am – 8:10am / 2:30 – 6:00pm

Minimum Day – 7:00am – 7:35am / 12:00pm – 6:00pm

Pre-K Minimum Day 7:00 – 8:10am / 11:30am – 6:00pm

Parent/Teacher Conference Days – 7:00am – 6:00pm

### IX. Late Pick Up Fee & Procedure

Please remember that all children **must be picked up and signed out by 6:00pm.** If a child is not picked up by 6:00pm, a late pick-up fee of **\$5.00 per minute** will be charged. **LATE PICK UP FEES ARE DUE BY THE END OF THE WEEK IN WHICH THEY ARE INCURRED. IF LATE FEES ARE NOT PAID BY THE START OF THE NEXT WEEK, THE CHILD WILL NOT BE PERMITTED IN THE PROGRAM UNTIL FEES ARE PAID.**

The following procedures will be taken if a child is not picked-up:

1. We will call the parents of the child. If we do not reach them....
2. A call will be made to persons listed on the emergency card. If we do not reach anyone by 6:30pm....
3. We will notify the Orange County Sherriff's Department and the child or children will be taken into protective custody.

**Once a family incurs more than 3 late pick-ups during the school year, the family will be dropped form the program.**

### X. Child Illness/Accident/Emergency Policy

If a child is injured or becomes ill, the parents/guardians will be contacted. No child will be permitted to go home alone. If the parents cannot be reached, the child's emergency card will be consulted and arrangements made for authorized treatment.

In the event of an emergency, all possible measures will be taken to reach the parents first so we can then follow their plan of action. If we cannot reach the parents, we will then try to reach the persons listed on the Emergency Information Card. If the emergency is life threatening, we will make arrangements immediately and then contact the parents. All families must have an Emergency Information Card on file. **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL IN THE EVENT OF ANY CHANGES OF PHONE NUMBERS, ADDRESSES OR PERSONS TO CONTACT IN THE EVENT OF AN EMERGENCY.**



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### XI. Medication

Extended Care Personnel will **NOT** administer medication. If a child is to take medication, it must be administered during the school day according to school procedures.

### XII. Extended Care Contact Information

Dedicated cell phone at 714-267-3380      *Pre-K cell phone at 714-287-6299*  
Email: [mdean@sfayl.org](mailto:mdean@sfayl.org)      Email: [cmartinson@sfayl.org](mailto:cmartinson@sfayl.org)  
24-hour voice mail ONLY: 714-695-3700 Ext.110

Parents can also call the school office between 7:30 am and 4:00 pm at 714-695-3700.

### XIII. Sign-in / Sign-out Procedures

#### Morning Arrival & Dismissal

Extended Care will open at 7:00am. Parents or guardians who have registered their family in our program must sign their child/children in at the *Sign-in/out book*. All children will be excused at 7:35am. Children will be expected to go to the lunch tables at that time.

#### Afternoon Sign-in

All children who are registered in our program and instructed by their parents to attend Extended Care will be signed in at 2:50pm. *Pre-K students are signed in to Extended Care at 2:30pm.* On early dismissal days, children will sign-in at 12:00pm. *Pre-K will be 11:30am on early dismissal day.* If your child/children are to attend an after school activity such as student council meetings, Spanish class, or sports, they are required to let staff know where they are in case parents come early to pick them up but are not to sign into Extended Care until **AFTER** the activity has concluded. They will then be signed in and be charged for the time that they are in attendance only. *(Outside of Extended Care activities do not apply to Pre-K.)*

#### Afternoon Sign-out

Children attending our program will not be permitted to leave the school grounds at any time during the day unless they are **signed out** by a parent/guardian or designated person. If the child will remain on campus during after school hours to attend an activity outside of the Extended Care Program, they must return to the Extended Care area to be signed out before leaving campus for the day. *(Outside of Extended Care activities do not apply to Pre-K.)*

Parent/guardian must send written notice of anyone other than the individuals listed on the emergency card will be signing their child out. Please notify us of any changes in your child's schedule.



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### **XIV. St. Francis Extended Care Rules and Reminders**

The following are the rules and reminders that are to be followed.

#### Rules

“Be like Jesus in your actions and words.”

*No human being is perfect, but we should try to do the best of our abilities to follow our Lord's example.*

*If someone has asked you for forgiveness, then forgive them as God has forgiven you. Remember, only God can judge us.*

*Remember not only to say you're sorry, but also to show that you're sorry. Say what you mean and mean what you say. Actions do speak louder than words.*

#### Reminders

1. Safety First. Stay within the boundaries given; ask for permission before going anywhere.
2. Be Polite and Courteous. Use appropriate language, always. Use “please and thank you” especially at snack.
3. Be respectful of others, their property, and the environment.
4. All daily school rules apply to your stay in Extended Care

### **XV. Discipline Policy**

St. Francis Extended Care is an extension program of the school and guided by the school's discipline policy. Registration of your child/children in our program is equivalent to a commitment on the parents' part to adhere to all disciplinary action, and on the child's part to follow the rules. The following procedures will be taken if disciplinary action is needed:

1. Verbal warning to child and “time-out.” The child will spend some time away from the others to reflect upon the inappropriateness of his/her actions or words and then think of positive alternatives and/or solutions to the improper behavior. The staff member who gave the verbal warning will follow up with the child after the “time-out.” The parent is usually notified depending on the behavior.
2. Written explanation of the incident will be given to the parent by a staff member or by the child depending on his/her grade level and writing abilities. The letter will hold the child accountable for his/her actions or behavior.
3. Repeated disruptive behavior may affect a child's continuation in the Extended Care Program.



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### **XVI. Policy and Activities**

The Extended Care Program will offer a wide range of supervised and self-guided activities. These will include homework time, arts and crafts, board games, and group games. All group games and physical activities are consistent with the California State Physical Education Framework for our region.

Children are encouraged to participate in activities; however, we respect the child's need to unwind from the structure of school and to socialize with their friends or to just enjoy some quiet time alone.

### **XVII. Snacks**

The Extended Care Program prides itself on serving wholesome nutritious snacks. Sweets are served on a limited basis. Children may bring their own snack. If a child brings their own snack it must be stored until the appropriate time.

All children attending Extended Care on half days must bring a lunch.

*(\*\* Please alert the staff of any possible food allergies. \*\*)*

### **XVIII. After School Clothing**

Children participating in the Extended Care Program are to remain in school uniforms. If a child is involved in outside sports, they may change into their team uniform at the time of parent pick-up.

*(This does not apply to Pre-K)*

### **XIX. Toys / Games Policy**

Children are not allowed to bring personal games/toys or electronic games, weapons, or sharp objects to Extended Care. St. Francis of Assisi School and Extended Care will not be responsible for lost or broken items brought from home. *Pre-K students also, Please NO toys or stuff from home! Your child's teacher will send home information on "special" show & tell days for their students*

### **XX. Amendments**

St. Francis of Assisi School Extended Care Program reserves the right to amend this handbook as needed.



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**PARTICIPATING IN EXTENDED CARE IS A PRIVILEGE AND NOT A RIGHT! PARNETS AS WELL AS THEIR CHILDREN MUST UNDERSTAND AND FOLLOW ALL THE RULES AND REGULATIONS IN ORDER TO CONTINUE IN THE PROGRAM.**

*(Please sign, date, and return this page to the school office)*

### Acknowledgement and Agreement Form

I have read and agree to be governed by the St. Francis of Assisi School 2018-2019 Extended Care Program Parent Handbook. I have discussed the pertinent sections with my child/children.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_