

## *Holy Spirit Catholic School Extended Care*

### *Policies and Procedures 2023/2024*

**ENROLLMENT:** Holy Spirit Extended Care is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, national and/or ethnic origin, age, sex or ability. All families must submit a financial agreement and emergency forms before a child may attend.

**FULL TIME CARE:** Full time care students may use the center from 3:00 pm to 5:30 pm. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 5:30 pm. Non-payment of fees will result in a loss of space in our program. **Extended Care** is open to all full time care students on all school days with the exception of the last day of school. **EXTENDED CARE IS CLOSED WHENEVER SCHOOL IS CLOSED.**

**DROP-IN CARE:** Drop in care is on a reservation format or as needed on a daily basis. Parents need to fill out a monthly calendar prior to month in which care is given or parents must call the day that care is needed. The first calendar will be sent to you in August. Payment must be received with the calendar, and you will be billed for any additional days. If your child is absent on a day that you have reserved, you must notify the office to let Mrs Copsey know of this absence . If you fail to cancel a day that you have reserved, you will be charged for care for the day. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 5:30 pm. Non-payment of fees will result in a loss of space in our program. Extended Care is open for Drop-In care all school days with the exception of the last day of school. **EXTENDED CARE IS CLOSED WHENEVER SCHOOL IS CLOSED.**

#### **SIGN-IN & OUT**

All children need to be signed in and out. The sign-in sheet is located next to the front door. Only those authorized on your emergency forms will be allowed to sign your child out. Written permission is needed for anyone not listed on the emergency form.

#### **ACTIVITIES**

Students are welcome to use the entire center including our courtyard. We open the schoolyard from 3:30-4 for outside play (weather permitting) and in addition an afternoon art project is provided daily for the children.

#### **HOMEWORK CENTER**

Homework center takes place from 4-5 on Monday through Thursdays. Homework Center is open to all children. All students doing homework when homework center is open must do so in homework center. We will check their homework for completion, but it is the parents' responsibility to check for corrections.

#### **LUNCH AND SNACK**

We cannot keep lunches in the refrigerator or heat lunches. We provide a daily afternoon snack at 3:15 pm each day.

#### **CHANGE OF CLOTHES**

An area is provided for children to change after school. It is recommended that you send your child with a change of clothes. Please label all articles of clothing.

#### **EARLY PICK-UP**

If you need to pick up your child directly from school on a day that you have indicated a need for care, you must call us. We get very worried when children attend school but do not show up for care.

**BEHAVIOR**

If a child exhibits behavior that hurts another child, destroys property, is disrespectful, or endangers a child, a notice will be sent alerting the parents to this behavior. Parents are encouraged to call the office and speak to the Director if there are concerns or questions.

**ALLERGIES AND MEDICAL CONDITIONS**

Parents are required to notify the Director in person and in writing of any medical condition or allergy that their child has. Instructions on the procedures to be taken if the child experiences an allergic reaction or medical episode must be included in the written notification. Doctor's instructions must be included with all medication(s). All medication(s) must be kept in Extended Care's cabinet. Children are not allowed to carry medication on their person, backpack or lunch box.

**CHILD SAFETY**

Under the mandatory child abuse law, California Penal Code Section 11161.S, the program staff is subject to a fine if we do not report cases of suspected child abuse.

**ILLNESS**

Children may not attend day care if they are ill. Children may not attend day care if they were absent from school for that day due to illness. Children may not attend if they are running a fever. Parents will be notified and expected to pick up children who the staff evaluate as being ill. Parents are expected to inform the staff if their child contracts a communicable disease so that we may send out notices to other parents.