



**AVE
MARIA**
CATHOLIC SCHOOL

Extended Day Handbook

2016-2017

MISSION

To provide a safe, secure and well-balanced program that allows children the opportunity to actively participate in an enriching, recreational and nurturing environment.

ABOUT EXTENDED DAY

Ave Maria's Extended Day provides care for Ave Maria students from 5-years-old to 8th grade. The program offers the children engaging opportunities which allow the children to develop their interests and skills. Children will also have the chance to spend time on homework, read and enjoy free time.

The program will include:

Outdoor Play

Daily Activity: Arts & Crafts, Science Experiments, Music, Multicultural activities and much more!

Homework & Reading Time

Recess Time

STAFF

Experienced teachers that have the knowledge of working with children work at Extended Day. The individuals who are a part of our program are here to guide your child spiritually and cognitively in a fun, relaxed environment.

EXTENDED DAY'S DIRECT PHONE LINE

If you need to reach the staff before or after school, please call the director, Lee Emanuelson at (720) 275-4119

HOURS OF OPERATION

Before School Care- 6:30 am – 7:40 am

After School Care- 2:50 pm – 6:00 pm

The program will operate on **school days when school is in session**. Extended Day is available on early dismissal days based on interest. Please refer to the school calendar for closures and early dismissal.

CHILDREN ACCEPTED

The program is available to any student attending Ave Maria Catholic School 5-years-old to 8th grade. Children with disabilities are accepted on the basis of individual cases and staff capabilities.

ENROLLMENT AND REGISTRATION

At Time of Registration:

All fees are per child

- \$110 registration fee if registered by May 25th
- \$120 registration fee if registered after May 25th
- Fill out all registration material, in full, and return with registration fee to school, or mail to:

Ave Maria Catholic School
Attn: Extended Day
9056 E. Parker Rd.
Parker, CO 80138

Indicate on the registration form, which days your child will be attending the program; (2-day minimum is required).

All registration materials and registration fees must be received prior to attending Extended Day.

It is the responsibility of parents to keep enrollment records current including home phone and address, place of employment, business phone and address, emergency contact phone numbers, immunization records, and contract hours. In addition, persons authorized to sign your child out of the program must be listed and kept current. **Updates at the school office do not automatically update your child's information at Extended Day.** Parents must update our records in addition to the schools.

TUITION AND PAYMENT POLICY

<i>Programs</i>	<i>(2 day minimum)</i>
<i>After School 3:00 pm – 6:00 pm</i>	<i>1-2 Day – 26.00 3 Day – 39.00 4 Day – 52.00 5 Day – 65.00</i>
<i>Before School 6:30 am – 7:40 am</i>	<i>1-2 Day – 20.00 3 Day – 30.00 4 Day – 40.00 5 Day – 50.00</i>
<i>Before and After</i>	<i>1-2 Day – 32.00 3 Day – 48.00 4 Day – 64.00 5 Day – 80.00</i>

Tuition is due by date specified on calendar. A program calendar will be issued at the end of each month for the following month. Please fill this calendar out specifying which days you will be attending Extended Day for the upcoming month and return by the date specified on the calendar. Payments dates will be indicated on your calendar, so if you need a reminder, please make a copy of your calendar before you turn it in. **Please remember you are financially obligated to the dates you indicate on the calendar. A late fee of \$10.00 will be assessed if payment is not received by the due date on the calendar.**

Those families who have unsettled accounts by the last day of the month will not be allowed to participate in the program until the total amount due has been received. We recognize that hardships arise and if this is the case, you must contact the director to work out a payment plan. If no effort is made to bring the account current, your child will be removed from the program. Unpaid tuition may be referred to a collection agency or an attorney for recovery. All returned checks will result in a \$25 fee that must be paid in cash, money order, or cashier's check.

Please make all tuition payments to Ave Maria Catholic School or AMCS. Any payments turned into the office or classroom teachers must be marked Extended Day.

There will be no tuition credit or make-up time for absences.

WITHDRAWAL POLICY

If a family has to withdraw, written notice must be given 2 weeks in advance. Any outstanding balance must be paid at the time of withdrawal.

LATE PICK-UP

Any authorized person picking up a child after 6:00 pm will be charged a late fee of **\$1.00 per minute, per child**. A grace period of 5 minutes will be granted the first time the child is picked up late. Late fees are due at the time of pick up.

If a child is picked up late excessively, it is the right of the program to discontinue service. Once the parent is notified of such circumstances they will have 5 days to find alternate care for the child.

At 6:15 pm, if a child has not yet been picked up, the teachers on duty will make all attempts to contact the child's parents/guardians, if the parents cannot be contacted and the parents have not contacted the program, the staff will start calling authorized people on the enrollment form to pick up the child. At 6:45 pm if all attempts have been made to notify all emergency contact, the police will be called and the child will be turned over to their custody.

SIGN-IN/SIGN-OUT PROCEDURES

There will be a sign-in and sign-out sheet so parents/guardians are asked to come to the classroom to drop off and pick up their children. We will only release the child to the adult(s), for whom written authorization has been given, which is maintained in the child's file. Parents/guardians should notify the staff in writing whenever someone other than a parent/guardian will be picking up the child. The staff will check the photo ID of anyone unknown to them who is picking up a child even though the parent/guardian has given their permission: this policy is designed to protect the children.

LATE ARRIVAL

If a child should be late and the class is not in the room, there will be a sign posted outside the door informing the location of the class.

LOCATION OF CHILDREN/LOST CHILD

To ensure the location of children at all times, the teachers will take roll two times during class time and will complete a head count at every room/location change. Any child missing will first be searched for inside the building. If the child is not found, parents will be contacted and the surrounding area will be searched. If the child is not found after all efforts have been made to locate the child, the police will be notified.

END OF DAY CLOSURE PROCEDURE

Teachers will make sure all students are signed out by a parent/guardian. If a parent/guardian forgets to sign out but was seen picking up the student by a teacher, then the teacher on duty will note on sign-out sheet that the student was picked up by parent. If a teacher did not see the student picked up, the staff will follow the procedures of a lost child.

ABSENCES

If a child becomes ill while in school or will be home ill for the day, please inform us if your child will not be attending our program that day.

SCHOOL CLOSURE/DELAYED SCHEDULE

When Ave Maria Catholic School is closed, Extended Day will also be closed. In the event that school has to be closed due to weather or other emergency conditions, the following radio and TV stations will be notified: KOA radio (850), Channels 2, 4, 7, and 9. In most cases, if Douglas County Schools are closed (www.dcsdk12.org), AMCS will also close.

EARLY DISMISSAL DAYS

A few times during the school year, Ave Maria will have early dismissal days. On most of the early dismissal days, we will offer Extended Day from 12:00 pm- 6:00 pm. On these days, there will be an additional \$10.00 charge added to your tuition. We will only accept a limited number of children on these days, based on teacher availability. Sign-up sheets will be posted a couple weeks in advance to reserve your spot. Lunch will NOT be served by the school on early dismissal days. You will be required to send a packed lunch with your child that day. Please do not pack lunches that need to be heated or refrigerated.

DISCIPLINE AND EXPECTATIONS

The same expectations for behavior at school are the same for the Extended Day. **Please read all behavior guidelines in Family Handbook.** . All behavior guidelines, discipline codes and definition of terms are stated in the Ave Maria School Handbook under "Behavior Expectations."

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

The expectations of the children of at the Extended Day program are as follows:

- Respect of self, peers and staff
- No harm to self and others
- Respect school and personal property
- Language, behavior and subject matter should be appropriate at all times
- Abide by all guidelines in the Extended Day and Ave Maria School handbook
- Abide by all posted rules and regulations of Extended Day

Each child of Extended Day will be given a set of rules at the beginning of the year. These rules will be reviewed throughout the year and will be posted on the Extended Day bulletin board all year long as a reminder. The rules are as followed:

- Upon entering the room, each student will sign in on the attendance sheet, place their backpack in the designated area, and sit down quietly at table/desks.
- Each student will keep their voice at a low volume and talk quietly with their neighbors while waiting for others to arrive.
- When asked to line up for recess, or any other occasion, each child will do so in a quiet and orderly manner.
- While at recess, each child will be courteous and respectful to peers. Children will not intentionally hurt one another and will play by the rules.
- When the whistle is blown to indicate recess is over, each child will stop playing; gather the outdoor toys and equipment and line up quickly and quietly.
- While waiting for snack to be served/prepared, children will sit quietly while waiting to wash their hands. During snack, voices must be kept to a low volume.
- During homework time, there is 20 minutes of complete silence. Thereafter, students may work quietly together for the remainder of the designated homework time. If the voice volume becomes too loud students may ask to practice complete silence once again.

- If a child does not have homework, they may read, write or work on a project quietly until homework time is over.
- Children must be honest with their teachers at all times.
- During large group activities, younger and older children will work together cooperatively.

If a child does not follow the above guidelines the consequences are as follows:

1. 1st Offense: The child will be spoken to and /or removed or redirected from the situation.
2. 2nd Offense: The child will lose 10 minutes of recess time (either the same day or the next day)
3. 3rd Offense: The child will lose 20 minutes of recess time (either the same day or the next day)
4. 4th Offense: the child will lose their entire recess time (either the same day or the next day) and receive a behavior referral.

(The above offenses depend on the severity of the situation)

If the behavior is a threat to the safety of the child or others, or if inappropriate behavior is continual, parents/guardians will be contacted to pick up the child immediately, a 2-day suspension will be issued and a meeting with the director, teachers and the principal will be scheduled. After a 2-day suspension if the behavior continues, the parent/guardian will be contacted to pick up their child immediately and the child will not be allowed to return to the program.

Physical punishment is forbidden in Extended Day.

CONFIDENTIALITY OF RECORDS

Children's records are open only to the child's teacher, director, assistant director, and principal, an authorized employee of the licensing agency, or the child's parent or legal guardian.

HOMEWORK

Each afternoon a homework/quiet period is scheduled, with the staff available to provide assistance. It is the child's responsibility to acknowledge his/her assignments and then to pursue the resources available. The staff does not know what work, if any, has been assigned to the student.

ACCESS TO TEACHER'S ROOMS

The Extended Day staff cannot unlock any teacher's rooms to allow your child to get forgotten assignments, clothing etc.

PARENT COMMUNICATION

There will be a monthly/Bimonthly Extended Day newsletter. Please check your family folders for any information regarding the program.

PERSONAL BELONGINGS AND MONEY

Each child is responsible for their own personal belongings. Extended Day is not responsible for any lost or broken belongings. Parents should not allow items to come to Extended Day/ school that are irreplaceable. If a child has money, he/she must keep it in their backpack and he/she is responsible for it at all times.

SNACK

Snack will be provided everyday for the children. If a child would like additional snack, he/she may bring a snack from home. We do not encourage children bringing candy to eat for snack.

GUM CHEWING

Gum Chewing is not permitted on the school grounds, in church or in the school building at any time. If a child comes to school with gum, they will be kindly asked to throw it in the trash.

SPECIAL ACTIVITIES

There will be some occasions that we may have special activities, such as a nature walk, special guests, etc. Parents/guardians will be informed of the special activity in advanced. Parents/guardians may be required to sign a permission form depending on the special activity so that their child will be able to participate.

TELEVISION VIEWING AND VIDEOS

There will be occasional age-appropriate television viewing or an occasional age-appropriate video.

WEATHER

We do go outside as part of our program. Please provide appropriate clothing for the current weather. We will not subject your child to extreme hot or cold weather.

SUNSCREEN

The program will provide sunscreen. If you wish your child to wear sunscreen, a permission slip must be signed. If you would like for your child to wear a specific sunscreen, please send in a bottle with your name clearly labeled.

RADIOS, HEADSETS, IPODS, OR OTHER ELECTRONIC EQUIPMENT

These devices may be used with the permission of the teacher/director on duty during appropriate times. Use of these electronic items is the responsibility of the child.

TRANSPORTATION

It is the responsibility of the parents/guardians to transport their child to and from Extended Day.

SUSPECTED LICENSE VIOLATION

Complaints or concerns regarding the operation of Extended Day in regards to implementation of the Colorado Rules and Regulations for Child Care Center may be submitted to the Colorado Department of Human Services, Licensing Division. It is recommended that you initially take your concerns to the director or school administrator.

The address of the Division of Childcare is:
The Colorado Department of Human Services
Division of Child Care
Licensing Department
1575 Sherman St.
Denver, Colorado 80203-1714
303-866-5958

SUSPECTED CHILD ABUSE

Should staff suspect possible child abuse or neglect, observations and dates will be immediately documented. The staff member must inform the director, who in turn is required by Colorado Law to notify the County Department of Social Services and local Law Enforcement Agency.

To report suspected child abuse, please contact:

**Douglas County Department of Social Services
Health and Human Services
303-688-4825**

VISITORS

All visitors, including parents and volunteers, must check in with the teacher or director of Extended Day. There will be visitor sign-in on the sign-in/sign-out sheet.

EMERGENCIES

The program follows the school's procedures for emergencies such as tornadoes, earthquakes, fires, etc. The children have practice drills so they will learn the proper procedures.

ACCIDENTS AND ILLNESS

Directors, staff, teachers and other school personnel are responsible for the handling of accidents and sudden illnesses occurring at Extended Day. If a sudden accident or illness occurs at school, we will use the following procedures:

1. Give the student immediate and temporary first aid care. If the injury is serious or life threatening, 911 will be called.
2. Notify the child's parent or guardian.
3. The program shall have child emergency cards delegating permission to take action in cases in which parents/guardians cannot be reached. If the program does not have a child emergency card, or the contacts cannot be reached, the program may call Social Services or the police. If at any time during the school year there is a change of address, phone number or living arrangements, it is the responsibility of the parent to notify the program immediately.
4. Extended Day personnel will not transport seriously injured or ill students to medical treatment. If the parent cannot provide transportation, an ambulance will be called.
5. After a serious accident or emergency illness of any sort, a record of the incident and the procedure taken will be made and filed in the student's file.
6. The program reserves the right to act as deemed necessary by the director, principal or principal designee in a life-threatening situation.

You may be called to pick up your child if he/she appears to have symptoms of illness during Extended Day. We will provide an isolated area for that child to rest until picked up. In case the parent cannot be reached, we will call the phone numbers of the persons listed on the child's emergency card.

Please refer to the "Illness Guidelines" in the Ave Maria Family Handbook for recommendations to keep your child home from Extended Day.

HEALTH RELATED POLICIES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The superintendent must be consulted prior to any action on the part of the director, pastor or principal. In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

MEDICATIONS

The RN consultant or staff registered nurse will delegate and supervise the task of medication administration to those care providers who have completed the approved Medication Administration Curriculum Training.

No medications, including aspirin, cough-and-cold medications, decongestants, cough drops or other over the counter or prescription medications will be administered during Extended Day.

Medications will be kept in a locked secure place in the health office/ or a locked cabinet in the classroom to which students do not have access.

Nebulizer medications and emergency injections (EpiPen) require an individualized health care plan completed by the child's health care provider. These medications are delegated and supervised by the RN on an individual basis.

Parents are responsible for providing all medications and supplies to the school/child care program. Children may NOT transport ANY medications, vitamins, etc to and from school/childcare. This includes medication left in a backpack. If a child is caught with any medication, vitamins, etc., in their possession, it will be taken and kept in a secure area until parents arrive.

Program staff may not deviate from the written authorization from the health care provider with prescriptive authority.

MEDICATION ADMINISTRATION POLICY

The following requirements must be met before administering medications:

- Written authorization from the health care provider
- Parent written authorization
- Medication in the original labeled container
- Documentation
- Proper care and storage of medication

IMMUNIZATION/MEDICAL PAPERWORK

Since Extended Day is located in the school building and all the children attend school at Ave Maria, the immunization records and medical paperwork is maintained in the health office. However, we do not have access to the medical records in the health office; therefore, please complete all medical paperwork in full before your child attends Extended Day.

ALL POLICIES AND PROCEDURES IN THE AVE MARIA CATHOLIC SCHOOL FAMILY HANDBOOK APPLY TO EXTENDED DAY.

(PLEASE SIGN THE FORM BELOW AND RETURN WITH REGISTRATION MATERIAL)

AVE MARIA CATHOLIC SCHOOL EXTENDED DAY

I HAVE READ AND UNDERSTAND THE AVE MARIA CATHOLIC SCHOOL EXTENDED DAY HANDBOOK, THEREFORE, AGREEING TO THE TERMS AND CONDITIONS OF THE PROGRAM.

PARENT/GUARDIAN NAME (PLEASE PRINT)

PARENT/GUARDIAN SIGNATURE _____ DATE
