



## **2017-18 Extended Day Program Overview Information Packet**

The St. Joseph Extended Day Program provides high quality childcare in a loving, safe and Christian environment. The program is run by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including; outdoor and indoor games; arts and crafts; homework room, quiet time for reading, movies; and holiday celebrations.

### ***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***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the Finance Office will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

### ***PHILOSOPHY AND GENERAL INFORMATION***

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

All students in the program must have a *Child Registration Form* and *Emergency Care Form* on file for Extended Day Care. These forms will be available on the school website at [www.sjschoolva.org](http://www.sjschoolva.org).

### ***LICENSING***

The St. Joseph Extended Day program is licensed under Title 63.1, Chapter 10 of the Code of Virginia Department of Social Services. Further information is available upon request.

## ***DAILY OPERATION***

### **DAYS AND HOURS OF OPERATION**

The Extended Day Program begins on August 28, 2017 for the school year 2017-2018. PLEASE NOTE: For the first week of school, August 28-31, 2017, **ONLY AFTER CARE WILL BE IN SESSION, NO MORNING CARE.**

Extended Day will operate on all scheduled school days until 6:00 pm each day we are open. The morning session begins at 7:00 a.m. The afternoon program begins when school dismisses (either 11:30 or 3:15) and closes at 6:00 p.m.

Extended Day will not have an afternoon session on the Friday before Labor Day, the Wednesday before Thanksgiving, the early dismissal days prior to Christmas and Easter breaks, Friday before Memorial Day and the last day of school.

**Morning Program** 7:00 – 7:55 a.m.

**Afternoon Program** 3:15 – 6:00 p.m.

### **DAILY SCHEDULE (Subject to Change depending upon day)**

#### **Morning**

**7:00 a.m. – 7:55 a.m.**  
**(Music Room)** Sign in and greet children  
Homework or other age-appropriate  
Activities:  
~ Coloring  
~ Board Games  
~ Puzzles

Snacks will not be served, but the children are permitted to eat snacks sent in from home.

#### **Afternoon**

**3:15p.m. – 3:30 p.m.**  
**(Dining Hall)** Sign in, Restroom Break, Change clothes

**3:30 p.m. – 3:45 p.m.**  
**(Dining Hall)** Snack

**3:45 p.m. – 5:15 p.m.**  
**(Playground, Blacktop, Gym, Field)** Playtime, weather permitting children will stay outside

**4:15 p.m. – 6:00 p.m.**  
**(Homework-Dining Hall**  
**(Others in Music Room when finished playtime)** Choice of Homework, Art, Free Play

- Artwork; painting, craft and holiday projects
- Games, puzzles, Imaginative play
- Books
- On early dismissal days, an age appropriate movie
- Parent pick-up/Sign-out

## **STAFFING**

The staff includes a Program Director, Child Care Supervisors and several aides. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

## **DRESS**

All children are encouraged to wear play clothes and sneakers to avoid getting school uniforms dirty. Children in grades 1 through 8 may bring clothes to change into after school. All clothing should have your child's name on them. Children should be prepared to go outside daily. Please make sure they wear the appropriate outerwear.

## **SNACK AND LUNCH**

During the afternoon session, a nutritious snack and milk/juice will be provided which adheres to USDA guidelines. Snack schedules will be posted. Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack. Although milk will still be provided on regularly scheduled early dismissal days, children must bring their own **lunch**.

## **FOOD BROUGHT FROM HOME**

If a child has allergies to a specific snack being served, they may bring a snack from home for that day. 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 must be properly wrapped and labeled with child's name and date.
- ❖ 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**

When children arrive in the morning, they must be accompanied by a parent and signed in on the sign-in sheet, indicating the time of arrival. Children attending the program in the afternoon will be signed in by a staff member.

When departing Extended Day, a parent/authorized pick up must sign out his/her child, indicating the time of departure. All children must be picked up no later than 6:00 p.m.

### **LATE ARRIVALS**

Children arriving to the Extended Day Program from any other program/after-school activity (Scouts, CYO Basketball etc.) must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, **not** the Extended Day staff, to arrange for children to be brought to the program.

### **LATE PICK-UP**

If a child has not been picked up from Extended Day 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 Extended Day until 7:30p.m., Fairfax County Child Protective Services will be called.

If someone other than the parent is to pick up the child, the Program Director must be informed via 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, in the morning, or after they are signed out.

## ***FEES AND CHARGES***

Contracted Monthly Payments will be withdrawn through the FACTS payment system,

You will receive a copy of your charges each month to verify the amount withdrawn from your account is correct.

Drop in charges/late fees will be deducted from your FACTS account. A copy of your invoice will be sent home via backpack mail.

Families more than 2 months past due in payments will be charged the \$25 late fee for each month late. If notification is not given to Finance Office for nonpayment reason, the family's passes used for entry into Extended Day will be deactivated and the family will need to find alternative care until the balance is paid in full through the current month. Should a child not be picked up after notification of nonpayment and need alternative care, Child Protective Services will be called within an hour of school dismissal.

Parents are requested to be prompt when picking up their children. A late fee of \$3.00 per minute, per child will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

**Three late fees within a quarter will result in dismissal from the Extended Day Program for the year.**

If family is billed on a monthly basis, any changes in the contract days must be in writing or by email prior to the start of the month. Once the month has started, no adjustments will be made.

Families may swap days only after written notification and only during the same week. For example, a family may change from a Monday attendance to a Tuesday attendance during the same week. A family may not change a Monday for a Tuesday in a different week. Notification must be received prior to switching days.

## ***HEALTH AND SAFETY REQUIREMENTS***

The Extended Day facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department for health and safety issues. The children also participate in monthly fire 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.

## ***CHILD ABUSE***

In order to protect a child from further 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.

## ***INCLEMENT WEATHER***

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

### **LATE OPENING**

If school opens **one** or **two** hours late due to inclement weather, Extended Day will open as follows:

**One hour late school opening** – Extended Day will open one hour later than the usual time. It will open at 8:00 a.m.

**Two hours late school opening** – Extended Day will open two hours later than the usual time. It will open at 9:00 a.m.

### **EARLY CLOSING**

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

- ❖ There will be **NO** Extended Day after school.
- ❖ All students must be picked up within **30 minutes** of the early dismissal time.
- ❖ Any child who is not picked up by **30 minutes** after the dismissal time will be charged Drop In rate and **\$3.00** a minute **per child** until he/she is picked up.

If St. Joseph School dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open until 5:00 pm. (1:30 pm if St. Joseph School has an 11:30 am early dismissal.)

If the weather deteriorates during those 2 hours, parents will be called and emailed to pick up children as soon as possible. You may call the Extended Day phone number at (703) 880-4322 for updates or check the St. Joseph School website at [www.sjschoolva.org](http://www.sjschoolva.org).

## ***ILLNESS, CONTAGIOUS DISEASE AND BITING***

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

## ***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.

## ***USE OF SUNSCREEN AND INSECT REPELLENT***

Children may use sunscreen during outdoor playtime if weather indicates the need. Written authorization must be on file, noting any adverse reactions to the sunscreen. Sunscreen will be clearly labeled with the child/children's name. Only sunscreen provided by parents will be allowed. Extended Day will not provide any sunscreen. Sunscreen will be kept in Extended Day as it is not allowed in school. Children will apply sunscreen with staff supervision. Staff will not apply any sunscreen.

Insect Repellent is not allowed in the Extended Day Program.

### ***SPECIAL CLOSINGS***

Extended Day program will be closed for the afternoon session on any of the early dismissal days prior to **Labor Day**, Thanksgiving, Christmas and Easter Breaks and **Memorial Day**. Extended Day afternoon session will also close on the last day of school.

### ***ADDITIONAL POLICIES AND PROCEDURES***

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program. There is a separate Extended Day section in the St. Joseph School Handbook.

The Custodial parent has the right to be admitted to Extended Day as required by 63.2-1813 of the Code of Virginia.

### ***CONTACT US!***

**EXTENDED DAY PHONE NUMBER IS (703) 880-4322**

**EMAIL ADDRESS IS [extendedday@sjschoolva.org](mailto:extendedday@sjschoolva.org)**