

EXTENDED SCHOOL CARE (ESC) HANDBOOK 2017-2018



St. Joseph School
Upland, CA 91786

Introduction Policy #6252

Before and/or after school care program under the auspices of the principal may be provided for students properly enrolled at the school and/or preschool. Proper supervision and programs suitable to the students participating must be provided. The entire extended care program must be consistent with the school’s mission and philosophy, goals and objectives and shall have written guidelines for its organization and operation.

Goals and Purpose

St. Joseph School has a long tradition of academic excellence. Its program has a strong Catholic foundation and we strive for a genuine spirit of Christian community. Beginning in 1955, with a staff of three Sisters of The Presentation of the Blessed Virgin Mary, two lay teachers and a total enrollment of 290 students, the school gradually expanded, adding one class each year until it became a nine-room campus, kindergarten through the eighth grade. At present the enrollment is approximately 335 students.

Mission Statement

St. Joseph School Upland fosters Catholic values and invites the students to a deeper relationship with Jesus Christ. The school community educates the whole child to become a responsible and vibrant member of the Church and helps the students live their faith in a larger society.

Philosophy

St. Joseph School shares in the mission of the Catholic Church and to “Teach as Jesus Did” in spreading the good news. We believe that all people are created in the image and likeness of God and possess unique gifts and talents. We nurture these gifts in a Christ-centered, disciplined, loving and secure environment to help students reach their potential. We teach and reinforce faith, morals, and values daily through the principles of service, community and worship. Through a carefully planned, holistic curriculum, we strive to lay a strong foundation that will inspire our students to make a life-long commitment to academic excellence, compassionate global awareness and an appreciation of diverse cultures and abilities. Recognizing the parents as the primary educators of their children, the faculty and staff work with them to help the students grow spiritually, intellectually, emotionally, and socially.

Mindful of this philosophy and approach to education as stated, the Extended School Care program is designed to engage the whole child with a variety of activities. As part of a Catholic school community, it provides a unique opportunity to help children find concrete ways to live the gospel in ordinary human

interactions. A secondary opportunity comes in the ability to serve as a resource for parents. As members of the same faith community, the interaction between staff, students, and parents is an opportunity for growth as a Christ-centered community of faith.

Non-Discrimination Statement

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective school. The schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance and athletic and other school administered programs.

Admission

Children currently enrolled in St. Joseph School are eligible to register for the Extended School Care Program. Since this program is an extension of the school program and does not require state licensing, children must be enrolled in grades kindergarten through eight in order to participate in the program.

The Extended School Care Program complies with the non-discriminatory policies of the school and the Diocese of San Bernardino.

Registration for the program is completed at the time the family registers the student(s) for school, usually in May. Every family signs a contract at registration and the fees are included in this contract. All forms containing vital information (contact information, allergies, health insurance) are updated at that time.

Hours of the Program/Daily Schedule

Morning School Care is from 6:45 A.M. to 7:30 A.M.

After School Care extends from 3:15 P.M. to 6:00 P.M. or 12:15 P.M. to 6:00 P.M., on those days that the students are dismissed at noon. If a child is not picked up 15 minutes after the dismissal time of school, they will automatically be sent to Extended School Care and checked in to the program by the Extended School Care Director or Extended School Care Aide. Extra fees will occur if the child is picked up after the 6:00 closing time. Frequent lateness in picking up a child will be grounds for terminating the child's participation in the program.

A calendar is included in the school registration packet. Minimum days, teacher in-service days, holidays and vacations are listed for the entire school year. Please refer to it when preparing the home calendar.

Check In/Out Procedures

Before School Care

A parent or designate is required to bring the child to the room and sign the child in to the Extended School Care Program.

After School Care

Children coming from their classrooms are signed in by the Extended School Care Staff. Kinder-3 grades will be escorted to the multi-purpose building by their supervisors; 4-8 will be escorted by the upper grade supervisors. Students will eat a snack provided from home before they play and complete homework.

A parent or authorized person is to sign a child out of the Extended School Care Program. The time of release is required as part of this procedure.

A child is to be released ONLY to the parent(s)/guardian(s) or to an individual who has been authorized by the parent(s)/guardian(s) to pick up the child. Exceptions are never made.

Written notice is to be given by the parent(s)/guardian(s) if a person not on the Student Release or Emergency Form is to pick up the child. Notice may be in the form of an email if verified by telephone or if the email address is on record as the parent's email address.

Phone calls/messages to release a child are not acceptable.

Non-Release

Students must always be released to their parent unless there is a current court order forbidding it, or they appear to be under the influence of drugs or alcohol.

Children are not to be released to another child (under the age of 16). Only an adult authorized by the parent may sign a child out. Special hardship will be addressed by the principal. As of this time, the California Department of Motor Vehicles allows a Provisional Driver to drive a sibling home if the Driver has a note from the parent stating special need. The principal will need to be consulted for approval.

Medications

Medications are not furnished to the students by the school. A child on the school grounds cannot keep medications in his/her possession. No medications can be administered by school personnel without the appropriate consent form(s) and labeled medication. If a child must receive medication during the school day, the following guidelines must be adhered to:

1. A consent form must be completed and signed by a parent and an authorization with a physician's signature.
2. The prescription container must be labeled with child's name, dosage, name of medicine, expiration date and doctor's name.
3. The child must come to the office for medication at the prescribed time. Whenever reasonable and feasible, medication is to be self-administered in the presence of the office personnel.

Health and Safety

Illness

To insure the protection of all students, the following standardized rules will be followed. A student having one or more of the symptoms listed below will be sent home:

Fever

Vomiting

Diarrhea

Conjunctivitis

Suspected contagious disease

If the child is ill, the parents are contacted and the child is isolated from the other children.

Accident/Injury

All accidents and injuries will be recorded and reported to the principal if deemed serious or potentially serious as soon as possible. All unusual, potentially impacting situations will be reported to parents, either immediately or upon pick-up depending upon the seriousness of the situation. Follow-up written documentation of the incident will be done.

Basic First Aid (cleaning and bandages) will be administered for minor playground injuries, cuts and scratches. According to law, no further treatment can be given (except under orders from a Physician). This means that no second treatment can be given for a previous injury or ailment. Sick or injured children will be made as comfortable as possible while parent(s)/guardian(s) are contacted and someone arrives to take them home. If a parent/guardian cannot be reached, the other responsible adults listed on the child's Emergency Card will be contacted.

Emergency Information

An "up-to-date" Emergency Card will be kept on file for every child registered in the Extended School Care Program. All staff members have access to this information. It is vitally important for each student's safety that parents(s)/guardian(s) keep the school's Emergency Card current so that in the event of injury, illness, or emergency, the parent(s)/guardian(s) or designated person may be contacted immediately. The Emergency Card should have the current address and phone numbers; work, home, fax, pager and cell phones, of responsible persons to be contacted. The absolute minimum of emergency contacts other than the parent(s)/guardian(s) is TWO. If there is no other family or friend available as an emergency contact, the parent(s)/guardian(s) will be asked for their license plate, car model, year and color. In a 911 emergency, the police are sometimes able to assist. Medical conditions, current medications and allergies are also listed on the Emergency Card.

Emergency Evacuations

Procedures for emergencies such as fire, -earthquake, intruder, lost child etc. are the same as those established for the school hours with minor adjustments as needed to fit the Extended School Care

Program. The children will be kept comfortable and secure until parent(s)/guardian(s) or other authorized adults can take them from the school grounds.

Missing Child Procedure

The safety of the student is the priority while they are in Extended School Care. This policy sets out the procedures for dealing with the unlikely event of a child going missing.

1. If an Extended School Care staff member suspects that a child is missing, they contact the Extended School Care Director and the school office immediately. The Director will carry out a thorough search of the building, including outside areas, toilets and storage areas.
2. The attendance roster will be checked.
3. If necessary, staff will promptly but calmly round up all Extended School Care students to a pre-arranged area and a designated staff member will supervise the children.
4. Staff will count and names check all the students present against the roster while the group are assembled in one place.
5. If the child is still not found after this initial search, the office will inform the principal.
6. If the child has not been found after 10 minutes from the initial report, then parents should be notified. The principal and the Director will decide at which point the police need to be contacted.
7. When contacting parent(s)/guardian(s) staff will ask them to bring with them a recent photograph of their child.

Custody

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, the school will provide the non-custodial parents with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with court certified copy of the court order."

Child Behavior Expectations

Extended School Care is a privilege, not a right. The Extended School Care Program is part of the school program, therefore the same expectations of good conduct are assumed. The school discipline policy will be adhered to before and after school. As stated in the St. Joseph School Handbook, it is expected that the students of St. Joseph School, at all times and at all school related activities, demonstrate the following:

- We are kind and respectful to self, others, and school.
- We keep our school clean.
- We are good listeners.
- We are responsible.
- We keep our hands and feet to self.
- We are quiet and walk between activities.
- We wear school uniform with pride.
- We come to school on time.
- We always do our best!

Some general rules for **anyone anywhere** on school campus:

Respectful talk

- Use appropriate language by not swearing or being disrespectful to others
- Speak courteously to all and do not put down or tease others
- Talk quietly
- Be honest, tell the truth
- Verbal abuse (threat) to students, teachers or other staff members will result in immediate removal to the office for appropriate disciplinary action

Kindness to others (physical)

- Do not fight or wrestle around
- Do not shove, kick, slap, trip, bite, spit, pinch, etc.
- Physical incidents (as stated above) toward other students, teachers or other staff members will result in immediate removal to the office for appropriate disciplinary action

Appropriate movement throughout the school campus

- Walk in an orderly manner between activities
- Walk quietly from class to class

Cooperation

- Listen and follow directions the first time
- Show appropriate class behavior
- Complete homework and turn it in on time
- Follow school/classroom rules

Playground expectations

Students should:

- Go directly outside when dismissed for the playground
- Walk to and from the playground quietly
- Return directly to the classroom when activity or recess is over
- Remain outside for all of recess; a student will need permission from an adult to go back inside the school
- Keep hands, feet and objects to oneself
- Use and share playground equipment in a safe and fair manner
- Follow directions given by adults

- Use appropriate language
- Use respectful talk and demonstrate kindness to others
- Report injuries directly to supervisor
- Wear appropriate dress for the weather

Consequences

Progressive steps to improve behavior are followed: first offense will result in the loss of privileges for the day, i.e., loss of an activity, outside play time or removal from the group. Continued disruption will result in receipt of a conduct referral.

First referral	Extended School Care Director notifies parent(s)/guardian(s)
Second referral	Principal notifies parent(s)/guardian(s)
Third referral	Suspension from the Extended School Care Program
Fourth referral	Dismissal from the Extended School Care Program

Harassment & Bullying & Violence

Harassment is unacceptable conduct which subjects an individual to treatment which is hostile, offensive or intimidating because of a student’s race, creed, color, national origin, gender, physical or mental ability, or life style choice and will not be tolerated.

The school will adhere to the Diocesan Policies 5156.6, Bullying 5156.61, Racism 5156.63 Consequences for the above in 5156.64 will be followed.

Student’s Personal Property

As stated in the St. Joseph School Handbook, only property directly related to curriculum and/or approved by teachers may be brought to school. Games, toys, electronic devices, trading cards, magazines and athletic equipment are prohibited. Any personal property will be the sole responsibility of the student. Neither Extended School Care nor St. Joseph School will be responsible for lost, damaged or stolen personal property.

Communication

Newsletters

A newsletter will be sent home at regular intervals with the oldest enrolled child in your family. The letter will keep parents and guardians up to date on current and forthcoming events.

St. Joseph School Website

School news and calendars are updated weekly on our website www.stjosephupland.org

Student/Parent Phone Calls

Extended School Care has an Emergency Card containing contact information for each student enrolled in the program. A cell phone is available for use in case of emergency. The Extended School Care phone number is (909) 900-9771.

Conferences

Conferences may be requested at any time by parent(s)/guardian(s) or Extended School Care Director. This request can be made by calling the office or sending a note to the Director. Parent(s)/guardian(s) are encouraged to contact the Director with their concerns. Under no circumstances should a parent(s)/guardian(s) attempt to meet the Director or an Extended School Care Aide while he/she is supervising students before or after school. Appointments are usually made through the school office. The phone number is (909) 920-5185.

Billing

A statement for the month will be sent out within the first week of the following month and must be paid upon receipt of the statement. It is the parent(s)/guardian(s) responsibility to make sure that they obtain the statement from their child. If it is misplaced, contacting the office should be done immediately. St. Joseph School reserves the right to charge a late fee of \$20.00 per month until the account is current. If a parent(s)/guardian(s) does not meet the payment obligations, the child will not be allowed to continue in the Extended School Care program.

Any returned checks regardless of the check amount will be charged a \$50.00 return fee per returned check. In the event any one family returns two checks, St. Joseph School reserves the right to place that family on a cash/cashier check basis only.

Staffing/Ratio

The extended care program offers a safe, nurturing environment for supervision, play, and homework completion. The program occupies its new space in the recently completed multi-purpose building. The minimum staffing ratio is one employed adult for every fifteen (15) students. All staff members are certified in both CPR and basic first aid. Provisions are made for adequate adult supervision at all times. No child is to be left unsupervised at any time.

Program

Before School Activities

Any child arriving between 6:45 A.M. and 7:30 A.M. will have the option of quiet time to study or unstructured playtime before being escorted to the school Pavilion in time for the regular school day. Children will always have adult supervision. Students in grades 5-8 are dismissed to their classrooms at 7:45 A.M. Students in grades Kinder – 4, arriving between 7:30 A.M. and 8:00 A.M. should report to the

Pavilion area. Lower grade students remain in the Pavilion area under staff supervision until 7:50 A.M. At that time, teachers will escort the students to their classrooms

After School Activities

Students not picked up by 3:15 P.M. will be sent to Extended School Care. The students are divided into two groups, Kinder-3 and 4-8 grades. Snack time is from 3:15-3:30 P.M. Homework begins at 3:30. When homework is completed, students may participate in a variety of activities. Some may include outdoor play, table games, peer teaching or free reading. When dismissal from school is at noon, students may order hot lunch from our lunch vendor or bring their own lunch. After the meal, student may choose activities such as table games, art, watch a video/DVD, join celebrations or organized activities. Students do not bring any games or extra supplies from home.

Use of Student Information/Pictures

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture used must sign the release/no release form annually.

Celebrations/Parties

Only celebrations/parties generated by the Extended School Director, as part of the after-school program, are allowed. Christmas, Valentine's Day and at the end of the school year may be occasions for after school celebrations.

The following information is taken directly from the ESC Contract signed with your registration materials.

Extended Care for the students is provided before and after school. Below outlines the charges:

- Morning Extended Care is from 6:45 a.m. to 7:30 a.m. You will be billed at a fixed rate of \$4.00 per child, regardless of the length of stay.
- After School Care is from 3:15 p.m. to 6:00 p.m. or 12:15 to 6 p.m. on those days that the children are dismissed at noon. If your child is not picked up 15 minutes after the dismissal time, they will automatically be sent to Extended Care. The hourly rate is \$4.00/hour per child billed in ½ hour increments.
- In addition, a charge of \$60.00 will be assessed for any pickups after 6:00pm, no exceptions.
- An ESC statement for the month will be emailed out within the first week of the following month and must be paid upon receipt of the statement. A \$20.00 late fee will be assessed if charges are not paid by the 15th – no exceptions. If a parent does not meet the payment obligations, their child(ren) will not be allowed to continue in the Extended School Care program. Frequent lateness in picking up a child will be grounds for terminating the child's participation in the program.

The principal reserves the right to amend policies, as necessary, pending formal process for amendment.

Acknowledgement of Receipt

St. Joseph School Extended School Care Handbook

Please complete this form and send to the school office. This will be kept on file as acknowledgement of your possession and understanding Extended School Care Program policies and procedures. The Extended School Care Program Director reserves the right to amend this handbook as needed. Parents will be notified in writing as changes are made.

I/we have read and agree to be governed by the policies and procedures listed in the St. Joseph School Extended School Care Handbook. I/we understand that these policies and procedures may be amended at any time by St. Joseph School administration.

Family's Last Name _____

Students' Signatures Enrolled in Extended School Care

Parent/Guardian Signature _____

Date _____

Please keep a copy of the St. Joseph School Extended School Care handbook with your copy of the school's parent handbook to refer to it as needed.