

# **QUEEN OF ANGELS CATHOLIC SCHOOL**

## **Extended Day Program Handbook 2011-2012**

### **POLICIES AND PROCEDURES**

**ENROLLMENT IN THE EXTENDED DAY PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:**

#### **PROGRAM'S EXPECTATIONS OF THE PARENTS**

The program expects that parents will:

1. Pay fees on time as explained below.
2. Keep the child's records up to date.
3. Pick-up children on time as explained in Hours of Operation.
4. Contact the program if their child will not be attending on a scheduled day.
5. Pay attention to any communications from the caregiver regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
6. Communicate with us for the care of your child via written notes or email.

#### **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

The program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.
3. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
4. Arrive at the program promptly, according to the enrollment information.

#### **FEES AND PAYMENT POLICY**

1. The program salaries, supplies, and administrative expenses are supported entirely by fees.
2. If your child is not picked up by 3:30 p.m, or at the scheduled dismissal of an after school activity, he or she will be checked into the Extended Day Program.
3. Any billing inquiries should be addressed to Mrs. Debra Kopec in the Business Office.
4. Refer to Extended Day Program fee schedule description for details and rates.

#### **ENROLLMENT FORMS**

1. The program expects the registration forms to be kept completed and current. They should be completed before the child's first day of attendance in the program.
2. The parent must provide any changes to the forms such as emergency persons, contacts, employers, phone numbers, or departure changes.

#### **ATTENDANCE**

Changes in attendance must be sent to your child's Homeroom Teacher, who will notify EDP personnel. Email is an acceptable form of notification.

## HOURS OF OPERATION

1. The program operates from the end of full school days (3:30 PM) until 6:00 PM for students in Kindergarten through 8<sup>th</sup> grade (ages 5-14) on Mondays through Fridays during months of the regular school calendar (August – May). On the noon dismissal day for parent-teacher conferences, the Extended Day Program will be offered 12:00 PM to 5:00 PM. Children must bring their own lunch on Parent Teacher Conference noon dismissal day.
2. Extended Day Program will not be offered on days when school is not in session. In addition, Extended Day is not available on noon dismissal days before Thanksgiving, Labor Day, Christmas, and the last day of school, or on days when school is cancelled due to inclement weather. Please be prepared to make other arrangements.
3. A snack and drink will be provided each day. If a child has a food allergy which requires him or her to have a special snack, this snack must be sent in by the parents.
4. After 6:00 PM late charge are as follows: \$10.00 per child for each 15 minute increment, or any part thereof. Late fees and all payments will be billed through your school account.
5. For the safety of the children, photo I.D will be required of anyone other than the child's parents to pick up a child. Those who are picking students up from EDP must enter the building and sign their child(ren) out on the sign-out sheet.
6. Transportation is not provided.

## EMERGENCY PROCEDURES

1. In case of emergency, the Extended Day Program telephone number is 770-906-5813
2. The guidelines as stated in the Parent/Student Handbook regarding when a child will be sent home due to illness (ex. fever, diarrhea, strep throat, communicable disease, etc.) will be followed during EDP hours. Please refer to the Parent/Student Handbook.
3. If a medical emergency or injury arises, or if your child has been exposed to a notifiable communicable disease, or has an adverse reaction to medication, EDP staff members will first attempt to contact the **primary parent listed on enrollment forms**. If the primary contact cannot be reached, the staff will try to contact the **child's doctor** and **the persons listed as emergency contacts**. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle will be called.
4. Emergency procedures for protection of children in case of emergencies such as severe weather, fire, and physical plant problems have been developed and posted. They are available for your review at any time.

## MEDICATION

1. Medication generally will not be dispensed during EDP hours except in cases of emergency. If medication is dispensed, verification that it was dispensed according to parental authorization will be maintained.
2. If administering medication during EDP hours is absolutely necessary, the specific procedures outlined in the Parent/Student Handbook must be followed. Parents must submit a Medication Consent Form for each medication (prescription and over-the-counter). A doctor's signature is required. Medication will be kept in a secure, locked location and administered by EDP personnel.
3. Students who must self-carry medication (ex. inhalers, epi pens) must have written authorization from a doctor to carry during EDP hours.
4. The school clinic personnel will provide EDP staff with pertinent medical information for each child enrolled in EDP (for example, food allergies or medical conditions).

## NOTICES

1. The employees of Queen of Angels Catholic School Extended Day Program are required to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.
2. The employees of Queen of Angels Catholic School Extended Day Program are required to report any suspected case of notifiable communicable disease to the Fulton County Health Department.
3. At all times, parents have the right to access posted notices including the license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather and fire, and statement for visitors.

## DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at the program. The Extended Day Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children
- Abuses the staff
- Ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then he or she may be dismissed from the program and parents must make other arrangements.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- The misbehaving child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions.
- If a second 10-minute time-out is given to the child in a single day, the caregiver will write an incident report. This report is given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information.
- If a child receives three written behavior-related incident reports, the child will be suspended for a week period starting the following school day.
- If the severity of a problem is great enough that it could endanger the safety of the child or others, you will be asked to make other arrangements.

Late pick up, late payment, or disruptive behavior may be grounds for dismissal from the program