Queen of Angels Catholic School

Extended Day Program Handbook
2017-2018

Queen of Angels Catholic School
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Roswell, GA 30075
School Phone: 770-518-1804
EDP Phone: 770-518-1804 x183
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www.qaschool.org
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Dear Parents and Students,

"Let the little children come to me because the kingdom of heaven belongs to people like these."
Matthew 19:14

Welcome to Queen of Angels Catholic School Extended Day Program! In choosing Queen of Angels Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with the Queen of Angels Catholic School Extended Day Program.

The Extended Day Handbook reflects the policies of Queen of Angels Catholic School Extended Day Program. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Queen of Angels Catholic School Extended Day Program. Failure to uphold this agreement may result in your child’s termination from the program and/or the school.

The faculty and staff of Extended Day Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Dr. Jamie Arthur                     Mrs. Mekayla Brown
Principal                           EDP Director
Queen of Angels Catholic School

Queen of Angels Catholic School is a faith community where students come to know Jesus Christ through the personal commitment and faith witness of a professionally skilled and dedicated staff. Students are guided to make correct moral decisions in their everyday conduct.

Students are further motivated to develop their intellectual, emotional, spiritual, and physical gifts to their fullest potential in order to prepare them well for their Christian role of service in this world.

We believe that parents are the primary educators of their children and that the school complements their role and builds on the Christian foundation begun at home.

All schools in the Archdiocese of Atlanta, including Queen of Angels Catholic School, admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at these schools. They do not discriminate based on sex, race, color, nationality, and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and athletics or other school administered programs. A complete copy of the Policies of the Archdiocese of Atlanta for Catholic Schools is available for review in the administrative offices.

Mission Statement

Queen of Angels Catholic School is Christ-centered, and it is our goal to live according to God’s will and the teachings of Jesus, with the power of the Holy Spirit, as we meet the spiritual, academic, social, and emotional needs of each student. We respect each other, our school, and our community, and we work together to make Queen of Angels Catholic School a safe place to learn and grow.

Mission Statement of Queen of Angels Extended Day Program

Queen of Angels Extended Day Program is a vital part of the mission of Queen of Angels Catholic School extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially.

Philosophy
Queen of Angels Catholic School provides a Catholic education through which Gospel values are presented, lived, and fostered. The administration, faculty, and staff strive to:

- provide a community and curriculum which meets the needs of the whole child,
- model and develop leadership and service,
- help students integrate their faith and religious values in their daily lives,
- continue the tradition of academic excellence.

**Philosophy of the Extended Day Program**

Queen of Angels Catholic School Extended Day Program provides a safe welcoming environment for the students of Queen of Angels to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

**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.

Students are expected to arrive at the program promptly once dismissed from the classroom/after school activity.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Day Program.

**Licensure**

Queen of Angels Catholic School Extended Care Program was initially licensed through the state of Georgia’s Bright from the Start Department of Early Care and Learning in 2009. In accordance with state laws, the program currently operates under a religious exemption from further licensure.

At all times, in accordance with state regulations, parents have the right to access posted notices including the license/exemption, 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 a statement for visitors.

**Admission Information**
All students currently enrolled in Queen of Angels Catholic School in grades Kindergarten – 8th Grade are eligible to attend the Extended Day Program. Siblings, who attend other schools, including Blessed Trinity High School, are not permitted to attend the program.

In order to attend the Extended Day program, the following requirements must be on file in the School Office:

* Health Records
* Immunization Records
* Birth Certificate (original)
* Record of IEP
* Emergency Care/Medical Release Form

Additional Extended Day Program Requirements:

* Completed EDP Enrollment Form

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Queen of Angels Catholic School Extended Day Program. The recommendation and decision of the Director in collaboration with the Principal is final.

**Financial Obligations**

Please refer to the Fee Schedule for information about Extended Day Program Options.

There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.

The cost per day includes a snack and drink as well as the cost for markers, papers, other materials, games, and equipment. The program salaries, supplies, and administrative expenses are supported entirely by fees.

Queen of Angels Catholic School has partnered with FACTS Tuition Management to collect Extended Day fees. Please see the Parent-Student Handbook – Incidental Fees section for additional information. All billing inquiries should be addressed to Mrs. Debra Kopec, Business Manager.

**Allergy Policy**
Queen of Angels Catholic School Extended Day Program recognizes that an allergy is a significant condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All EDP staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually and as needed.

**1. Asthma Medication**
Immediate access to reliever inhalers or epi-pens is vital. Students who must self-carry medication must have written authorization from a doctor to carry during EDP hours. All medication must be labeled with the child's name by the parent.

**2. Record Keeping**
At the beginning of each school year, or when a child joins Queen of Angels Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school and Extended Day staff. If medication changes once the school year has begun, parents are required to inform the school and the Director.

**3. The School Environment**
The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Extended Care Program that are potential triggers for children with asthma. Be advised that no school or Extended Day Program can guarantee that a child will not come into contact with a substance that may trigger an attack.

**Allergic Reaction/Emergency**
In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

**Buckley Amendment/Custodial Situations**
Queen of Angels Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal. It is extremely important that this same information is shared with the Director of the Extended Day Program so that the student(s) is released to the appropriate custodial parent or guardian.

**Bullying and Cyberbullying**

Queen of Angels Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

**Cell Phones, I-Pads and other Electronic Devices**

Students participating in the Extended Day Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, MP3 players, DVD players, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s). Further consequences are at the discretion of the Director and Principal.**

Students in grades 7 and 8 who participate in the school’s 1:1 iPad/Chromebook program may use their iPad for homework during assigned Homework time only. Any use beyond Homework time is not permitted.

**Child Abuse Laws**

Queen of Angels Catholic School abides by the Child Abuse Laws of the State of Georgia. 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 Service.
Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. 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/redirection from staff
- Inflicts physical or emotional harm on other children
- Abuses or disrespects 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 in adjusting to the program setting. Disruptive behavior will be dealt with in the following manner:

- Child is given a 5 minute time-out to cool down/think about his/her actions.
- If a second, 10 minute time-out is given to a child in a single day, the caregiver will complete an incident report to share with parents/guardians. The report must be signed and returned.
- If a child receives 3 written behavior-related incident reports, the child will be suspended for a week beginning the next school day. Parents will be notified upon pick up.
- If the severity of the problem is great enough that it could endanger the safety of the child or others, it may be necessary to remove the child from the program.

Items such as, but not limited to, questionable books and pictures, White-out®, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, CDs, I-Pads, I-Pods, MP3 players, cameras, or are not allowed at school at any time.
The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

**Crisis Plan / Emergency Drills**

Emergency procedures for protection of children in case of emergencies such as severe weather, fire, lock down, and physical plant problems have been developed and posted. They are available for your review at any time. EDP staff and students practice safety drills on a regular basis.

**Gum**

Students should not chew gum at school at any time that they are at school; this includes during the Extended Day Program. Disciplinary action will occur for students who are chewing gum.

**Harassment**

Harassment of any type is not tolerated. The Director of the Extended Day Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

**Home-School Communication**

If you need to contact with EDP staff or the Director, especially with changes to pick up procedures, please send an email to edp@qaschool.org or call the EDP extension at 770-518-1804 x183. We welcome all communication regarding the care of your child via written notes or email.

**Hours of Operation**

The Extended Day Program operates from the end of full school days from 3:30 PM until 6:00 PM. The Extended Day Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays and other days when the school is not in session. On the noon dismissal days for parent-teacher-student conferences (in October and March), the EDP Program will be offered from 12:00 PM – 5:00 PM. Children must bring their own lunch on these noon dismissal days for conferences. The program is not offered on the noon dismissal days before Labor Day, Thanksgiving, Christmas, and the last day of school. Please check the school website calendar for the most accurate information.
All students should be picked up by 6:00 PM each day. Students who are not picked up by 6:00 PM will incur an additional charge of $10.00 per child for each 15 minute increment, or any part thereof. If students have not been picked up by 6:30 PM, the Director will call the Roswell Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect. Late fees and all payments will be billed through your FACTS Incidental billing account.

For the safety of the children, photo ID will be required of anyone other than the child’s parents arriving to pick up the child. Those who are picking up students from EDP must enter the building and sign their child(ren) out on the record form. Under no circumstances will children be permitted to leave EDP or walk home without a parent/guardian signing him/her out.

To maintain the integrity within the program and respect the hours of operation of the program and staff, it is expected the children will exit the program when his/her parent/guardian arrives in order to maintain appropriate EDP staffing ratios. Upon arrival to pick up your child/ren, every child in that family will leave the program with their parent or guardian at that time. The only exception is if the student is carpooling with another family, or will be picked up at a later time due to an after school activity.

**Schedule**

**KINDERGARTEN-2ND GRADE**

3:30-3:45 STUDENTS GO TO APPROPRIATE AREAS FOR CHECK IN.
3:45-4:20 RESTROOM/RECESS
4:20-4:40 RESTROOM/ WASH HANDS/ SNACK
4:40-5:00 HOMEWORK/INSIDE ACTIVITIES

**3RD-4TH GRADE**

3:30-3:45 STUDENTS GO TO APPROPRIATE AREAS FOR CHECK IN.
3:45-4:15 HOMEWORK (ART ROOM)
4:15-4:30 RESTROOM/ WASH HANDS/ SNACK
4:30-5:15 RECESS

**5TH-8TH GRADE**

3:30-3:45 STUDENTS GO TO APPROPRIATE AREAS FOR CHECK IN.
3:45-4:15 HOMEWORK (CAFETERIA)
4:15-4:30 RESTROOM/ WASH HANDS/ SNACK
4:30-5:15 RECESS
Friday Schedule

KINDERGARTEN-2ND GRADE
3:30-3:45 STUDENTS GO TO APPROPRIATE AREAS FOR CHECK IN
3:45-4:15 CRAFT ACTIVITY
4:15-4:30 RESTROOM / WASH HANDS / SNACK
4:30-5:15 RECESS

3RD-8TH GRADE
3:30-3:45 STUDENTS GO TO APPROPRIATE AREAS FOR CHECK IN
3:45-4:30 RECESS
4:30-4:45 RESTROOM/ WASH HANDS / SNACK
4:45-5:15 HOMEWORK / INSIDE ACTIVITIES

5:15-6:00 *ALL STUDENTS COMBINE IN CAFETERIA FOR INSIDE ACTIVITIES

*RECESS MAY CONSIST OF ACTIVITES, CRAFTS, GYM RECESS, A MOVIE IN THE IPOD OR PLAYGROUND (WEATHER PREMITTING).

After School Activities

Students enrolled in the Extended Day Program may participate in afterschool activities such as, but not limited to, academic competition teams, clubs, and athletics. It is the responsibility of the group moderator to escort the child to the cafeteria for check-in upon the conclusion of the afterschool activity.

Lost and Found

Any items found in the Extended Day Program will be kept in the Extended Day lost and found until the end of that week. Items placed in Extended Day Lost and Found that remain after the week has ended will be placed in Queen of Angels School Lost and Found in the main office.

Medication

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. The specific procedures for dispensing medication at school, as outlined in the Parent-Student Handbook, must be followed during EDP hours. 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.

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).

**Illness/Injury/Communicable Disease Policy**

The guidelines as stated in the Parent Student Handbook regarding when the child will be sent home due to illness (ex. fever, diarrhea, strep throat, etc.) will be followed during EDP hours.

If a medical emergency or injury arises, or if your child has been exposed to a notifiable communicable disease, 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/or 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.

The employees of the 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.

**Enrollment Forms**

The program expects that the registration forms are kept complete and current. Please complete them prior to the child’s first day in attendance in the program. The parent is responsible for providing any changes to the forms such as emergency contacts, phone numbers, or departure changes.

**Uniforms**

Students in the Extended Care Program are to wear their school uniform at all times. Students are not allowed to change to play clothes.

**Weather Emergencies**
If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to parents via the Herald and OneCallNow® emergency calling system. The Extended Day Program will also be closed if school closes due to inclement weather.

**Right to Amend**

Queen of Angels Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail.
Parent Signature Page

I have read the 2017/2018 Queen of Angels Catholic School Extended Day Handbook and agree to follow the policies and procedures as stated.

My signature acknowledges that I have been advised and understand that the program is not licensed by the state of Georgia (Bright from the Start Department of Early Care and Learning). The program does carry liability insurance.

Family Name__________________________________________________________

_________________________________________                    Date

Parent signature                                      Date

_________________________________________                    Date

Parent signature

SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.