

**St. Jerome Regional School
Extended Care Program
(ECP)**

Policy Handbook

**St. Jerome Regional School
50 Meadow Avenue
Tamaqua, PA 18252**

Extended Care Program Philosophy

St. Jerome Regional School provides Extended Care services for families attending our school who desire additional quality supervision for their children before and after school. The program operates under the umbrella and philosophy of our school, utilizing school and parish facilities and resources. Our Extended Care Program is committed to the same principles which have guided the evolution for spiritual, mental, emotional, and physical development of children, while serving to stimulate and enhance the creativity, capabilities, and potential of each child. Our program is designed to provide school age children with an enjoyable program of crafts, games, special events and educational assistance. Our program is offered for our Kindergarten program through 8th grade.

Program Goals

- **To provide a safe, nurturing environment for children**
- **To provide positive role models and positive social interactions among peers.**
- **To be responsive to children's needs at different ages by providing a variety of materials to explore**
- **To provide a quality service that is affordable for working parents**

Hours of Operation

AM Extended Care - 7:00 AM - 8:00 AM - Kindergarten through 8th grade

****Morning care is available on a daily basis but MUST be scheduled with Extended Care no less than one full day ahead of time.**

PM Extended Care - 2:45 PM to 3:45 PM

****Extended Care will NOT be open during weather related delays and closings.**

Extended Care Fees

- NO Registration Fee
- Extended Care is \$8.00 an hour on a "block" hourly basis, Sibling discount - \$5.00 an hour
- AM Care
 1. 7:00-8:00
- PM Care -
 1. Dismissal-3:45

Our Program

Our PM program will allow time for snacks, play, homework/study time, interactions with other students, crafts, games, and special activities.

Our AM program allows time for some of the above activities.

Our Staff

- The students will be supervised by paid employees that have met all Diocesan requirements for employment, including background checks and attendance of "Protecting God's Children."
- Staff are also Mandated Reporters and are bound by the state to report any suspected abuse or neglect to the proper authorities.

Confidentiality

The Extended Care Program follows the rule of teacher-parent confidentiality. Any conversations between the staff, parents, or guardians are kept confidential. Extended Care Staff will not share this information with any other individuals. However, there are times when it is necessary to share information with other parties who are involved with a specific child, i.e. their classroom teacher or principal of the school.

Sign-In/Sign-Out

- Children attending the morning Extended Care Program must be signed in by a parent indicating their time of arrival.
- Children may not be dropped off before 7:00 AM and they may not come into the building themselves.
- Children attending the afternoon sessions are to be signed out by a responsible party indicating departure time and are to be picked up by 3:45pm
- If someone other than the parent and the emergency contacts on the Release Authorization form are picking up, please send a written note to Extended Care that day with your child and make sure the person picking up has proper identification. Our policy is whenever someone new picks up, we must see I.D if we do not know them. If someone tries to pick up and is not authorized a phone call will be made to the parent before the child can be released.

Drop-In Care

- As long as your child is registered you may use drop-in care.
- If you are aware that your child may be attending Extended Care beforehand, please send a note with your child or call the school.
- Please send a note with your child in the morning or notify the school by 12:00 PM that your child needs to attend Extended Care. If we do not receive a note or phone call by 12:00 PM, we cannot guarantee a spot will be available.

Late Pick-Up

- If you are going to be late for pick-up please call the school office before 3:15 or email imohammed@sjschool.com

- Please be advised that our closing time is 3:45 pm. If you pick-up after 3:45 we charge a late fee of \$8.00 for first ten minutes after that you are late and \$1.00 a minute after that. We realize that sometimes extenuating circumstances happen, accidents, construction, etc. and we are very understanding of that. You will also have to fill out a Late Fee form when you arrive.
- Continuous late pick-up may result in your child being dismissed from the program at the discretion of the staff and in consultation with the Principal of St. Jerome Regional School.

Billing

- Parents will receive an invoice every month.
- The invoice will be sent home at Extended Care on Tuesday and payment will be due by the following Tuesday.
- Any statements not picked up by Wednesday will be sent home through school.
- An evaluation of invoices will be completed every December and April.
- All past due balances will have to be paid to continue using Extended Care during these evaluation times.

Extended Care Rules

- All students are expected to show due respect towards God, parents, teachers, their classmates, and themselves.
- Students are expected to care for their environment both inside and outside the classroom. This includes equipment, supplies, and personal belongings.
- All the rules in the Student Handbook for St. Jerome's Regional School apply to Extended Care as well!
- Students are not allowed to leave the supervision of the Extended Care staff without permission.
- Each child is expected to clean up what they were using before they move on to something else or go home.
- No chewing gum please.

Discipline Policy

- Inappropriate behavior will be dealt with on a case by case basis and through a cooperative effort by parents, child, and school.
- Several guidelines will be followed:
 1. Children will be given a verbal warning when engaging in inappropriate behavior. Parents will be notified.
 2. If the behavior continues, the child will be asked by the staff why the behavior is unacceptable, what kind of behavior would be more appropriate, and what might happen if the behavior continues. Parents will be notified.
 3. If the behavior continues, the child will be asked to choose a quiet activity away from the other children. Once the child has done so, he/she may return to the group. Parents will be notified.
 4. If the behavior still continues, the child will lose special privileges, such as a special craft, watching a movie, or participating in other special activities. At this time, parents will be notified and will be reminded of our discipline policy.
 5. If there is no change or improvement in behavior, a written notice will be sent home and parents will be asked to schedule a conference with the Extended Care Staff.
- Our Extended Care Program has a Zero Tolerance Policy for bringing weapons or pretending to use weapons at school, use of drugs/alcohol, and hurting other friends. If any of these things happen, the child will be terminated from Extended Care immediately.

Illness or Accident

Parents will be asked to pick up their child from Extended Care if they exhibit any of the following conditions:

- Fever of 100 or higher
- Vomiting
- Colored discharge from eyes, ears, nose (unless they have a doctor stating that they are not contagious)
- Lice or eggs have been found in child's hair
- Injury or illness that requires medical treatment.

In the event that parents cannot be reached within a reasonable time, we will begin to call your emergency contacts.

Medicine

- Medicine will only be administered during school hours.
- Over the counter medicines, such as cough drops, nose sprays, etc. are not permitted in Extended Care.

Absences

- When you call the school to report your child's absence, please ask that Extended Care Staff be notified as well.

Food

Snacks may be brought from home provided:

1. The food does not require refrigeration
2. Each child is instructed not to share the food because of possible allergies/special diets. (notification of allergies will be sent home at beginning of school year)

A snack may be brought for sharing on a birthday provided:

1. A date is cleared with the Extended Care Staff
2. The snack is shared with everyone
3. The snack is nutritional - NO candy please!

Homework

- Time will be given each day for completing homework.
- It is the students' responsibility to bring all books and materials to the Extended Care Program. Students' will not be permitted to return to their classrooms to retrieve materials.

Clothing/Personal Items

- It is a good idea to pack a change of clothing in your child's book bag in case a spill or accident may occur. We do not have any extra clothing at Extended Care.

- Please be sure to label anything your child may bring with them by first and last name.
- The Extended Care Staff does not assume responsibility for any lost or stolen belongings. Please be aware that sometimes children and parents take home the wrong belongings. If a parent accidentally does this, we ask that they return the items as soon as possible.

**** JUST A REMINDER: WE CANNOT ACCEPT ANY CHILD INTO EXTENDED CARE WITHOUT THE PROPER EMERGENCY FORMS COMPLETED AND SIGNED BY THE PARENT/GUARDIAN PRIOR TO CARE!**

Parent Signature Page

I (We) have read and understand the Extended Care Policy Handbook. I (We) also understand that addendums may be added as necessary and we will be notified of these changes in writing.

Parent/Guardian Signature

Date

Printed Name

Parent/Guardian Signature

Date

Printed Name

ST. JEROME REGIONAL SCHOOL
EXTENDED CARE PROGRAM (ECP)
RELEASE AUTHORIZATION

The following individuals are authorized to pick up my child, _____, from the Extended Care Program (ECP):

	NAME / RELATIONSHIP TO CHILD	PHONE NUMBER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

(If more room is needed please continue on back of form)

I hereby understand that for the protection of my child, he/she will not be given permission to leave our Extended Care Program (ECP) with anyone not included on the above list. It is my responsibility to notify the ECP staff, in writing, if any deletions or additions are to be made to this list.

I also understand that in the case of divorce or separation of parents, the ECP is legally obligated to release a child to either parent except in the case of a court order stating otherwise.

Parent's signature: _____

Date: _____

ST. JEROME REGIONAL SCHOOL
EXTENDED CARE PROGRAM (ECP)
SIGN-UP SHEET

ECP is available to children enrolled at St. Jerome Regional School. We require a minimum of 2 children any given day in order for ECP to be open.

Will you need ECP on a weekly basis? (please circle one) YES / NO

If YES, Please list below estimated times ECP will be needed for your child.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Care Open 7:00 am <i>Please list drop off time</i>					
Afternoon Care Closes 3:45 pm <i>Please list pick up time</i>					

If you are registering for specific dates/times please list below:

Date

Time

*****NOTE: IF YOU WOULD LIKE TO USE ECP ON AN OCCASSIONAL BASIS PLEASE SEND IN A NOTE TO YOUR CHILD'S TEACHER EACH DAY THEY NEED AFTERNOON CARE OR THE DAY BEFORE IF THEY NEED MORNING CARE – THIS WILL ENSURE WE WILL BE OPEN.**



ECP

WINTER WEATHER POLICY

To ensure that every child, parent, and care giver is safe during the winter season ECP has put the following policy into effect:

WEATHER RELATED DELAYS/DISMISSALS

On days when there is a weather related delay or early dismissal ECP will be CLOSED. Please see to it that you have alternative arrangements available for your child on these days.

Thank you

.....
Please sign and return this portion to ECP (please keep top portion for your information)

Student(s) name _____
Print

Parent(s) Name _____
Print

I have received and acknowledge the ECP winter weather policy. I am aware that ECP will NOT be open for weather related delays, dismissals, and closings. I have made alternate arrangements for my child for these days.

Parent signature _____ Date _____

If you need to be notified by our staff of an early dismissal, please list which contact number you would like us to use. (If you do not need notification please leave blank)

Phone Number

Name of Contact

St. Jerome Regional School
Extended Care
Registration/Emergency Form

Child's Name: _____ Date of birth: _____

Address: _____

Home Telephone Number: _____ Current Grade _____

FATHER'S INFORMATION (*Lives with child yes / no*)

Name: _____

Employer: _____

Work Number _____

Cell Phone Number _____

MOTHER'S INFORMATION (*Lives with child yes / no*)

Name: _____

Employer: _____

Work Number _____

Cell Phone Number _____

In an emergency, if unable to reach the parents, please contact:

Name: _____ Phone: _____ Relationship to child _____

Name: _____ Phone: _____ Relationship to child _____

Name: _____ Phone: _____ Relationship to child _____

Please list any medical conditions that Extended Care should be aware of: _____ Is your child allergic to any medications? (Please circle one) YES / NO (If yes, please name medications below):

Is your child allergic to any foods? (Please circle one) YES / NO (If yes, please list) _____

Is your child currently taking any medications? (Please circle one) YES / NO (If yes, please list) _____

Hospital preferred in the event of an emergency

Insurance Company Name _____ Policy # _____

In case of an emergency involving _____, I _____, give
Child's name Parent/guardian

permission for the Extended Care staff to secure medical attention for my child without involving the parish, school, or after care personnel in any financial obligation. I also waive and release any and all rights to claims or damages against St. Jerome Regional School or Extended Care personnel as a result of any injury that might occur due to my child's participation at Extended Care.

I have received and read the Extended Care Policy Rules and Responsibilities. I accept the policy and responsibilities set forth by the school and the Extended Care staff and understand that rules and responsibilities must be abided by in order to ensure the safety and well-being of all concerned. Any direct violation of Extended Care policy will result in a potential write up and/or possible dismissal from the program.

I agree that all information provided to Extended Care is current and up to date and promise to maintain a current list of addresses and phone numbers for Extended Care at all times.

Mother's signature *Date*

Father's signature *Date*

******THIS TWO PAGE FORM MUST BE FILLED OUT AND SIGNED**

FOR PARTICIPATION IN EXTENDED CARE****

Emergency Contact/ Parental Consent Form

(Contacto de Emergencia/ Permiso del Padre)

55 PA Code Chapters 3270.124(a)(b), 3270.181 & .182; 3280.181 & .182; 3290.124(a)(b), 3290.181 & .182

Child's Name (Nombre del Niño(a))		Birthdate (Fecha de Nacimiento)	
Address (Dirección)			
Mother's Name/Legal Guardian (Nombre de la Madre/Guardian Legal)		Phone Number (Teléfono)	
Business Name (Nombre del Negocio)		Business Phone Number (Teléfono de Trabajo)	
Address (Dirección)			
Father's Name/Legal Guardian (Nombre de el Padre/Guardian Legal)		Phone Number (Teléfono)	
Address (Dirección)			
Business Name (Nombre del Negocio)		Business Phone Number (Teléfono de Trabajo)	
Address (Dirección)			
Emergency Contact Person(s) (Persona(s) de Contacto en Caso de emergencia)		Name (Nombre)	Phone Number When Child is in Care (Número de Teléfono durante el horario del cuidado de niño(a))
Person(s) To Whom Child May Be Released (Persona(s) a quien el niño puede ser liberado a)		Name (Nombre)	Address (Dirección)
			Phone Number When Child is in Care (Número de Teléfono durante el horario del cuidado de niño(a))
Name of Child's Physician/Medical Care Provider (Nombre del doctor del niño(a))		Phone Number (Teléfono)	
Address (Dirección)			
Special Disabilities- If any (Incapacidades Especiales- Si hay algunas)		Allergies- Including Medication Reaction (Alergias- Incluyendo la reacción médica)	
Medical or Dietary Information Necessary in an Emergency Situation (Información médica o dieta necesarias en caso de emergencia)		Medical Special Conditions (Medicación, condiciones especiales)	
Additional Information on Special Needs of Child (Información adicionales sobre necesidades especiales del niño(a))			
Health Insurance Coverage for Child or Medical Assistance Benefits (La Cobertura de Seguro de Salud para niños o beneficios de asistencia médica)		Policy Number Required (Número de Póliza obligatorio)	
Parent's Signature is Required for Each Item Below to Indicate Parental Consent Obtaining Emergency Medical Care (Obteniendo Atención médica en caso de emergencia)			
Walks and Trips (Caminatas y Viajes)		Swimming (Nada)	
Transportation by the Facility (Transportación por la facultad)		Wading (Jugar en agua)	

Periodic Review (Revisión Periódica)

Signature of Parent or Guardian (Firma del Padre/Guardian)

Date (Fecha)

Signature of Parent or Guardian (Firma del Padre/Guardian)

Date (Fecha)

ORIGINAL

CHILD PICK-UP AUTHORIZATION

I, _____, authorize St. Jerome Reg., to release my child(ren) to the person(s) designated. This is in consonance with the Little Lions Preschool Emergency Plan.

Adults Authorized to Pick up Student			
Child(ren) Name(s)	Authorized Adult	Relationship to Student(s)	Cell Phone

Signature of Parent/Guardian	Relationship	Date
Parent/Guardian _____	Cell Phone _____	Work Phone _____
Address _____	City _____	State _____ Zip _____
Parent/Guardian _____	Cell Phone _____	Work Phone _____
Address _____	City _____	State _____ Zip _____

NOTE. Parents and guardians should designate themselves as designated custodians. Friends, neighbors, and other relatives may also be designated. *Please print clearly.*