

**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 8<sup>th</sup> 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 8<sup>th</sup> 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 \$7.50 an hour on a "block" hourly basis, Sibling discount - \$4.00 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 preschool classroom. We would like to know that everything is okay and to let your child know that you are just running late.

- 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. There is a bathroom in the classroom.
- 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 Coordinator and 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!**



