

Holy Cross School  
Extended Care Program  
Parent/Student  
Handbook



2016-2017

## **Introduction**

This handbook is provided to all parents/guardians who enroll students in the Extended Care Program. This program operates separately from the school; it is licensed by the state of Nebraska and meets all regulations set forth by the state. Because it exists only for the students of Holy Cross and is located on the campus of Holy Cross, all policies stated in the school's Family Handbook will not be restated in this handbook, but are expected to be adhered to. Please refer to your Family Handbook should any questions arise that are not specifically outlined in this handbook.

By registering a child in the Extended Care Program, you have accepted all the rules and regulations of this program.

## **Philosophy**

The Extended Care Program was created as a structured activity oriented program for students in 4 year old prekindergarten through eighth grade. Our goal is to provide a safe, supervised environment for your child(ren) in a friendly, loving atmosphere that supports active learning, responsibility for one's own actions, positive peer interaction, and relaxing fun.

## **Hours of Operation**

6:40-8:00—Morning Program

11:30-3:15—Preschool Program

3:15-4:30 or 3:15-6:00—Regular School days

\*\*Closed on "No School" days.

Planned ½ days and the last day of school (Morning care only)

Winter Conditions: If school closes due to snow/ice, we will also close.

## **Location of Care**

Holy Cross School, 1502 S 48 Street

Primary Building. Families enter the southeast door.

You must ring the door bell to be granted entry.

School Phone: 402-551-3773

Extended Care Phone: 402-556-3434

## **Communication**

The Extended Care Program has its own phone/answering machine. The number, which is not listed in the phone book, is 402-556-3434. Please call the school office, 402-551-3773, and leave a message if you need to reach the Extended Care Director, Janelle Jensen before 11:00 a.m. You can also email her at [jdjensen@schools.archomaha.org](mailto:jdjensen@schools.archomaha.org).

When your child is absent from school, the office will notify the Extended Care Program. If someone other than a parent is picking your child up, we ask to see a photo ID and check to see that they are listed on your Information Sheet. You will need to send written permission if your child is to go home with anyone who is not listed on that form. You may write permission ahead of time in the Parent Communication Notebook located on the desk (be sure to sign it as well). You may also request to add that person to your Information Sheet. This notebook may also be used to ask questions, relay information to staff about changes in schedule, etc.

## **Centers**

After school activities are provided through the use of centers. Most centers are available every day, although, due to the lack of space, some centers are rotated throughout the year.

**Art Center:** markers, crayons, scissors, glue, paper, colored pencils, play dough, stamps, stencils, chalk, water colors, collage materials

**Construction Center:** Legos, Lincoln Logs, building blocks, cars, action figures

**Game Center:** checkers, foosball, air hockey, Dominos, Connect 4, Battleship, etc, etc.

**House Center:** dolls, dishes, play food, stuffed animals, Polly Pockets, Barbies

**Reading Center:** books, rest mats, pillows, wipe-off boards

**Outdoor/Gym Games:** basketball, soccer, kickball, jump ropes, etc

## **Child Illness**

If a child becomes ill while at Extended Care, the parent or designated guardian will be contacted. Children will be sent home when they are vomiting, running a

fever of 100 degrees or higher, have an undetermined rash, or if they are in extreme pain or discomfort. In case of a contagious disease, children may not return to Extended Care without a doctor's note (can be the one submitted to the school office for return to school).

### **Child Information Sheet**

It is a state requirement that each family MUST have a completed Child Information Sheet on file with the Holy Cross Extended Care Program. Please inform us of any changes that occur throughout the school year that would affect the emergency information we have on file. You must fill out a new Information Sheet at the beginning of each new school year.

### **Clothing**

Children may bring play clothes to change into after school. Sometimes, they get pretty messy. They may bring sports uniforms to change into right before they are picked up for a game or practice if desired. Please let us know if your child needs to be changed prior to your arrival. During hot weather, children may bring water bottles to Extended Care.

### **Discipline**

1. An Extended Care staff member will give a verbal warning to the student stating what the expected behavior is and naming the unacceptable behavior.
2. A redirect will be given with an emphasis on the child assuming responsibility for his/her own behavior.
3. If, after a redirect, the behavior continues, the staff member will discuss appropriate ways the student can change the behavior and move the child to another activity once the child is willing to assume responsibility for his/her actions. Example: Leaving a high-energy soccer game to move to a quieter center such as the book center.
4. A report will be sent home to the parent/guardian stating what has occurred. This report must be signed by a parent/guardian and returned to the teacher within 2 school days.

5. If a child is continually getting notes sent home and disrupting the Extended Care environment, he/she may be asked to leave the program.

The registration of a student in the Holy Cross Extended Care Program is complete once his/her parents or guardians have familiarized themselves with all of the information contained in the Extended Care Handbook and has completed the acknowledgment form.

### **Enrollment**

Enrollment is done on a first-come, first-served basis and is open to all registered Holy Cross students, in 4 year old Prekindergarten-8<sup>th</sup> grade.

### **Evacuation of the Building**

In the event of any situation that would require evacuating the Holy Cross School primary building, the students will be relocated to the main school. Should all school buildings be evacuated, students will be relocated to the church. Parents will be notified via email/school beacon and may pick up their child at the church. Parents will be required to obtain a pass from the employee designated as the check-out monitor. The pass must be presented before exiting the church.

### **Expectations**

All students are responsible for the following each day they attend:

- \*Putting personal belongings such as backpack, sweatshirt, coat, boots, etc. in the proper place.
- \*Asking for permission to use the restroom and water fountain.
- \*Sitting and visiting quietly during snack. Using good table manners.
- \*Cleaning up their own snack materials.
- \*Choosing centers and sharing supplies and toys with others.
- \*Cleaning up supplies and toys used before moving to another center or leaving for the day.
- \*Asking permission from the staff to leave the assigned area for any reason.

## **Fees and Charges**

**Registration Fee:** A \$50 nonrefundable registration fee will be charged each year for each family using the Extended Care Program.

The following is the extended care policy of the Omaha Catholic School Consortium: "Unless an exception is made by the Executive Director, no student will be allowed to re-enroll in a subsequent semester if payments for extended care are not current." We will accept your registration for the 2014-2015 school year, but enrollment will not be finalized if there is an outstanding extended care balance from the prior school year.

### **AM Program: 6:40-8:00a.m.**

\$14 per week/child.

Although breakfast is not provided, your child(ren) may bring dry items to eat in the morning.

### **After Preschool Program: 11:30 a.m. – 3:15pm**

\$56 per week per child.

Additional fee if you purchase hot lunch. Sack lunch from home also an option.

### **PM Program: Early session (3:15pm - 4:30pm):**

\$19 per week/child for the first two children from the same family. \$14 per week for each additional child. Charges for late pickups are \$4 per child for every 15 minutes late. The late fees are due on the day they are incurred.

### **PM Program: Late session (3:15pm - 6:00pm):**

\$41 per week/child for the first two children from the same family. \$27 per week for each additional child. Charges for late pickups are \$8 per child for every 15 minutes late. The late fees are due on the day they are incurred.

**\*\*You will not be charged for Thanksgiving break, Christmas break, and Easter break. All other weeks will be charged on a per week basis. \*\***

**Note:** If you routinely (more than once per week) run later than the pick-up time you signed up for, you will be bumped to the later pick-up time and charged accordingly.

**Noon Dismissals:** Periodically, Holy Cross will dismiss at noon. Morning care will be available on these days, but afternoon care will not be available.

**Late Payment Fee:** Payments are due on the 15<sup>th</sup> of each month. A late payment fee of \$20 will automatically be charged to your account if your payment is not received by the 15<sup>th</sup> of the month. If your account remains unpaid and special arrangements have not been made, you may be asked to make alternate arrangements for your child until the account can be brought current.

**Returned Check Fee:** \$15

### **Grievance Procedures**

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns should be followed in the order they are presented below:

1. Contact the Extended Care Director to discuss any concern and a possible solution.
2. If the concern cannot be resolved with the director, the parent/guardian should then schedule a conference with the principal.
3. Should the principal, upon hearing the concerns of the parent/guardian, feel it is necessary, she may schedule a meeting that involves the parent/guardian, director and the principal to help facilitate a solution to the concerns being addressed in the program.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Assistant Superintendent of the Omaha Catholic Schools should be contacted. The Assistant Superintendent has the ultimate authority for all operations in the school.

The Assistant Superintendent delegates all the administrative responsibilities of the school to the principal. These responsibilities include, but are not limited to: the operation of the school program and premises, management of the staff

members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership.

### **Homework**

Children with homework will be given the opportunity to work on it from 4:00-5:00 in the homework room or computer lab. This is a quiet activity and any child disturbing others will have to go to another room to do their homework.

Homework time is optional, but if you prefer your child to use that time for homework every day, we ask that you please inform the staff. It is the student's responsibility to have the materials needed for homework. Students are not allowed to return to their classrooms after 4:00 to retrieve forgotten materials.

### **Immunization Policy**

Holy Cross Extended Care will follow the school immunization policy including exclusion of students. This policy can be found in the school handbook. The handbook is available on Sycamore or on the school website, [www.holycrossomaha.org](http://www.holycrossomaha.org).

### **Parent Information Brochure**

All parents will receive a parent information brochure from the Nebraska Department of Health and Human Services. Parents must sign the receipt segment and return it to the director prior to the first day of care.

### **Parking and Pick-Up Procedure**

Parking is provided on Woolworth Street. Sometimes, the school parking lot will be available and the gate will be open. Please drive with caution in the parking lot as there may be children playing at one end and people will be coming for 5:30 Mass. When picking up your child from Extended Care, please encourage him/her to pick up what he/she was playing with before leaving. Also, make sure that your child gathers all of his/her belongings. **Children are required to be signed out on the attendance sheet every day and you must note the check-out time on the sheet as well.**



## **Snacks**

Students will be provided a small snack and drink each afternoon. If your child has any special dietary needs, please provide the staff with this information.

**Due to children with severe peanut allergies, please do not send peanut products with your child for after school snacks.**

## **Termination of Care**

Holy Cross Extended Care may terminate enrollment for any of the following reasons:

- \*A child poses a hazard to the safety and/or well-being of other children or adults,
- \*A parent or child is physically or verbally abusive to a staff member or another child,
- \*A child requires “one on one” care to the detriment of the other children in the program, or
- \*Payments are delinquent.