

Assumption Parish School Extended Care Handbook

**3618 West Indian Trail Road
Spokane, WA 99208
(509) 328-1115
cell# (Emergencies only) 220-0216
www.assumptioncatholic.org**



T.J. Romano, Director
Morning service provider: Laura Little
After school service provider: Catharine Jacobson

ASSUMPTION PARISH SCHOOL Daily Schedule for Extended Care

A.M. EXTENDED CARE

- 7:00 Doors Open.
Students signed in by parent, guardian, or other authorized caretaker.
- 7:00-8:15 Homework, games, computer, visiting, coloring/crafts
- 8:15 Extended Care Ends
Students signed out by Extended Care provider and dismissed to outside, where they are supervised by the staff member on duty.

PM EXTENDED CARE

- 3:00 Doors Open
Students signed in by Extended Care provider.
- 3:15-3:30 Restroom break; Prayer; Snack time (not optional)
- 3:30-4:00 Quiet time: homework, reading, coloring, crafts
- 4:00-4:30 Play outside (weather permitting)
- 4:30-5:30 Homework continues for those not done. Computer, games, visiting, art or crafts project, TV or video, more time outside (weather permitting).
- 5:30-6:00 Clean up
Prepare for arrival of parents
- 6:00 End of Extended Care day
Students signed out by parent, guardian or other authorized caretaker.
Parents who arrive after 6:00 will be charged \$5.00 for each five minutes late.

* Afternoon schedule may be re-adjusted slightly if weather is inclement.

ASSUMPTION PARISH SCHOOL EXTENDED CARE HANDBOOK

INFORMATION TO PARENTS

Welcome to Assumption Extended Care! We are looking forward to working with you and your children. Our program is designed to care for your children before and after school, while also making available various activities and opportunities in a loving, Christian setting. An emphasis on each child's individuality while assisting him/her in the social, emotional, religious, and academic aspects of living in our community will be our first priority. The following information is designed to inform you about our extended care program.

EXTENDED CARE MISSION STATEMENT

Assumption Extended Care is a state licensed child care program which serves parents by providing a supervised instructional and recreational setting before and after regular school hours. Available to any Assumption Parish School student in preschool through age 12, this program is integrated with the mission, governance, structure, and goals of Assumption Parish School.

Rooted in Gospel values, Assumption's program enhances a positive self-image and assists in the social, physical, emotional, academic, and spiritual growth of its participants. This program serves to stimulate and nurture the creative and intellectual capabilities and potential of each child.

EXTENDED CARE FEES

The annual registration fee of \$25.00 per child or \$35.00 per family is due at registration. The Extended Care Program is an hourly rate charge system: \$4.50 hour for 1 child, \$8.00 an hour for 2 children, \$12.00 an hour for 3 children. A minimum of 1 hour per session will be charged for the use of extended care. This means that families using just AM care will be charged a minimum of 1 hour. Families using just PM care will be charged a minimum of 1 hour. Families using both AM and PM care will be charged a minimum of 2 hours (1 hour for each session). Families will be charged at ½ hour increments thereafter in the afternoon program. Late pick-up charge is \$5.00 for every 5 minutes after 6:00 pm. Children will be removed from the program for accounts 60 days overdue until your account is current.

DAILY SCHEDULE

We begin our day at 7:00 a.m. until 8:15 a.m. Students preschool – age 12 may then attend Extended Care from 3:00 – 6:00 p.m. Our days of operation coincide with the Assumption Parish School calendar. There will be extended care on half days. Lower enrollment may dictate the closure of extended care for the day. Parents will be notified of status. When there is not school for an entire day(s) there will be no extended care.

ADMISSION REQUIREMENTS

All of the forms included in the extended care registration packet must be read, signed, and returned to the center, along with the registration fee, before the child may attend.

- Child enrollment form
- Financial agreement
- Emergency information card
- Certificate of immunization status
- Child pick-up authorization form
- Snack requirement form
- Extended Care Handbook form

FREE ACCESS

Parents/guardians have free access to the Assumption Extended Care and are welcome to visit the Extended Care at any time.

LUNCH

Students will provide their own lunches. Lunches should be nutritional. See nutrition chart.

SNACKS

Parents are expected to provide nutritious after school snacks for their children. We will automatically provide a snack for any child without one brought from home. There is an additional \$1.00 per day charge for snacks provided by the extended care program. For this one dollar charge, we will provide a drink and snack.

ALLERGIES

Parents/guardians are asked to complete a food allergy/intolerance statement and health plan. Parents will be notified of food allergies and treats may be restricted. Students should not share lunches with other children.

HEALTH POLICY

No medication will be given unless there is no alternative available for parents/guardians to administer the medication at the appropriate time. Medications will be administered by the staff member only if:

- The medication is brought in its original container with a current expiration date and has the child's name on it.
- An official diocesan "medication request form" is on file.
- The signature of the physician/dentist who prescribed the medication is on the form.

Specific procedures for dispensing medication are outlined in the Assumption family handbook.

All medications are stored in a locked cabinet. Unused medications will be returned to the parents.

ILLNESS AND ACCIDENT RECORD

The center will maintain an illness and accident record for injuries and accidents which may occur at the center. The report will include the type of injury as well as the treatment given. Any serious bruises or injuries noted on the child prior to the beginning of the day will be noted on his/her illness and accident record.

FIRST-AID

First aid supplies which include syrup of ipecac are located in the first aid box. Permission to administer syrup of ipecac will be obtained from the Poison Control Center or from a physician. Extended Care staff members have current CPR and First Aid cards.

EMERGENCIES

Emergency numbers are posted by each telephone.

On the emergency information card all parents have given Assumption Parish School, including extended care staff, written authorization to act in the best interest of the child in a medical emergency. The staff will use their best judgment if immediate action is necessary in case of illness or accident and a parent or guardian cannot be reached immediately.

Emergency transportation will include Spokane ambulance, parent's private vehicle, or like transportation.

MANDATORY REPORTING OF CHILD ABUSE

Assumption Extended Care is a state licensed child care facility. As required by both the State of Washington and the diocese of Spokane, there is mandatory reporting of suspected child abuse or neglect. Assumption Extended Care protects children in care from child abuse, neglect or exploitation as required under chapter 26.44 RCW.

DAILY HEALTH ROUTINE

Daily inspections of each child will assure that he/she is well and able to participate in program activities. Children who are ill will be sent home; consequently, parents are urged to keep children at home when they have symptoms of illness. Our chief concern is for your child's welfare.

Staff members will report to you any deviation in behavior or appearance that might indicate that a health problem is developing.

ILL CHILDREN

Ill children cannot be accepted for care. Parents are advised to make an alternate plan for care in the event the child becomes ill and will not be permitted to attend extended care. Children who become ill during extended care will be separated from the other children and attended to until arrangements can be made for return to their homes by their parents or authorized persons.

CRISIS/DISASTER PLAN

Although emergencies are unplanned, the school has made an effort to design a crisis/disaster plan to cover most emergency scenarios. Teachers and students practice each emergency situation in the classroom environment. The entire school practices fire drills and emergency drills on a regular basis.

If the school must close because of an emergency situation, the school will follow its Crisis Plan and utilize the Honeywell Instant Alert system for notification and communication with parents. This system delivers a single, clear message to the students' parents or guardians by telephone, cell phone, email, pager or PDA.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Instructions for accessing the system and creating your profile will be provided by the school. The system can be accessed at <https://instantalert.honeywell.com>.

Crisis communication Code System

CODE RED: EVACUATION OF BUILDING

(These are emergency situations that call for the evacuation of the building, fires, bomb threats, etc.)

SIGNAL: Fire Drill Bell or "code Red" (sounded over the intercom system)

Crisis Team Leader Responsibilities:

- Takes school role call
- Directs search team members if needed.
- Notifies emergency officials of any unaccounted students in the building
- Determines when crisis is resolved and initiate CODE GREEN or implements a school cancellation plan.
- If cold weather conditions exist, crisis team leader directs evacuation to Assumption Parish Church on Indian Trail Road.

Teacher Responsibilities:

- The teacher should follow students out of the building closing classroom door upon exiting.
- The teacher takes role and reports any students missing to Crisis Team Leader.
- The teacher stays with students in the designated waiting area until CODE GREEN or until given further instructions.

Communication Coordinator Responsibilities:

- Calls 9-1-1 if directed.
- Remains in the building as a contact person unless total evacuation is necessary.
- Initiates Honeywell Instant Alert if directed.

Student Responsibilities:

- React calmly through entire drill.
- Listen and follow your teacher's directions at all times.
- Remain silent during entire drill and keep hands to one's side.
- Line up in designated area.
- If in another part of building, go with the class nearest to you. P.E., computer, library and music classes go with instructor.

- Stay out of building until an O.K. is received from principal or your teacher.

CODE YELLOW: STAY IN SECURED CLASSROOMS

(These are situations requiring students to stay in a secured area due to outside threat.)

SIGNAL: "CODE YELLOW" (sounded over the intercom system)

Crisis Team Leader Responsibilities:

- Secures all doors, if possible.
- Takes school role call.
- Notifies emergency officials.
- Communicates internally as needed when possible during crisis.
- Determines when Crisis is resolved and initiate CODE GREEN or evacuates building when possible if determined necessary.

Teacher Responsibilities:

- Instruct students as to appropriate action depending upon crisis.
- Crisis Team Leader may direct the following:
- Intruder in building: Secures door, if safe. HIT THE DECK procedure-everyone lie flat away from windows and doors.
- Hazardous Waste – Rolls up materials to block door bottoms and window sills.
- Takes role and reports any students missing to Crisis Team Leader.
- Stays with student in the designated waiting area until CODE GREEN or until given further instructions.
- Teacher buddy system plan may be implemented if needed.

Communication Coordinator Responsibilities:

- Calls 9-1-1 if directed.
- Remains in the communication center.
- Communicates internally and externally as directed.

Student Responsibilities:

- React calmly through entire drill.
- Listen and follow your teacher's directions at all times.
- Remain silent during entire drill and keep hands to one's side.
- Stay in designated safe area.
- If in another part of building, go with the class nearest to you. P.E., computer, library and music classes go with instructor.
- Remain in designated safe area until an O.K. is received from principal or your teacher.

EMERGENCY CARD FILE

The school maintains a file of emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to update its emergency contact information for the school office records. If there are changes during the year the office should also be notified.

TOYS

Toys brought from home are discouraged but permitted. The center does not accept responsibility for lost or broken items. The child is responsible for the care of his/her toy and must remove them from the premises on the same day it was brought to extended care.

TRANSPORTATION

Transportation of children to and from the center is the responsibility of the parents.

HALF DAYS

Extended Care is provided on most half days. To assist with scheduling and staffing, we strongly encourage parents to notify the extended care staff at least two days in advance if your child(ren) will be using Extended Care on half days.

*Lower enrollment may dictate the closure of Extended Care for the day. Parents will be notified of status.

RELIGIOUS ACTIVITIES

Assumption Extended Care is sponsored by Assumption Parish School. Assumption Parish School is a Roman Catholic school. Any religious activities and practices will conform to, and be in accordance with, activities and practices of the Roman Catholic Church.

HOMEWORK AND STUDY TIME

The center's daily schedule includes time for homework/study. Staff will assist with homework whenever possible. Space to accommodate homework/study is provided.

DISCIPLINE

Discipline procedures follow the same guidelines as those of Assumption Parish School. Please check your Assumption Parish School Handbook to familiarize yourself and your child with these policies and procedures. Assumption Parish School's discipline program stresses self-discipline, self-control, consistency, and fairness.

At all times, students and staff are expected to treat each other with respect.

There is no corporal punishment.

Sexual harassment is unacceptable and forbidden in a Christian setting.

ABSENCES

If your child will not be attending Assumption Extended Care as regularly scheduled, please call the school office (328-1115) or send a note so we won't be expecting him/her.

ARRIVING/LEAVING

All parents are required to sign their child in and out (**stating the time and initialing or signing**) each day on the attendance roster. Any information concerning the child that staff members need to know should be written and given to the staff at these times. Children arriving from school or leaving for school will be signed in and out by staff.

No child may leave early without written parental permission.

Children will be released only to parents or legal guardians except in prearranged situations. The person other than parents or legal guardians picking up the child in these situations must identify themselves by means of a driver's license to a staff person prior to the release of the child. In addition, their full and legal name and signature must be on file designating them as a person authorized to pick up the specified child.

NONDISCRIMINATION/DISCRIMINATION PROHIBITED

Assumption School Extended Care complies with federal and state requirements, defined under chapter 49.60 RCW, regarding nondiscrimination in employment practices and client services. Assumption School Extended Care respects and facilitates all rights of the children in care.

GREIVANCE POLICY

Assumption Parish School's grievance policy also applies to situations in which parents/guardians feel that their child(ren)'s civil rights have been violated. These civil rights include race, national origin, color and/or handicap.

NEW POLICIES

From time-to-time, new policies may be added to this handbook. You will receive a copy of any new or updated policies.