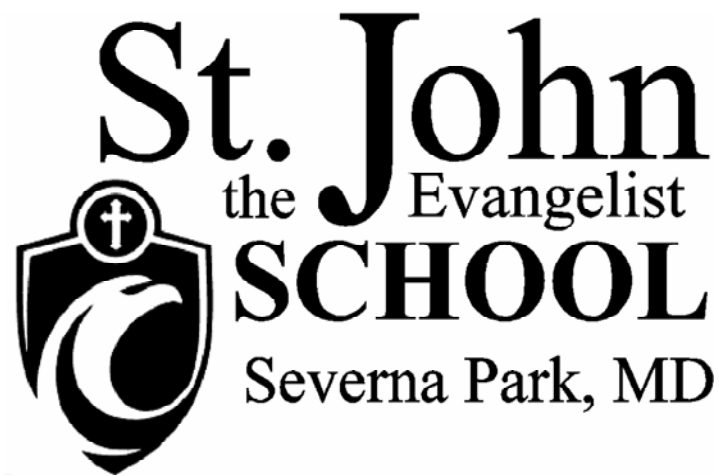


Extended Care Program



POLICY HANDBOOK
2008 – 2009

March 2008

Dear Parents and Guardians:

This handbook is an explanation of the Extended Care Program (ECP) at St. John the Evangelist School. Please read the entire booklet to familiarize yourself with the policies and procedures of the program. You are responsible for the information outlined in this handbook.

For your reference, a payment schedule for the school year is on the last page.

Please Note: The Program Director in association with the principal and pastor reserve the right to cancel an enrollment in the ECP at any time due to:

- REPEATED LATE CHILD PICKUP
- BEHAVIORAL PROBLEMS
- LATE PAYMENTS
- RETURNED CHECKS / NO PAYMENT

**The ECP telephone numbers are:
443-758-5418 or 443-854-5061**

Thank you,

Darren Travis
ECP Director

Overview

Enrollment

Admission to the program is exclusive to St. John the Evangelist students.

Staff

The ECP is staffed with experienced, approved, and Archdiocesan STAND trained personnel and includes St. John faculty members.

Registration

Registration takes place each year in April for the following school year.

Time

The ECP Program is open each school day from 7:00 AM until the start of school and from dismissal until 6:00 PM. On early dismissal days the ECP operates from the early dismissal time until 6:00 PM. On Professional Days the ECP will operate from 7:00 AM until 6:00 PM, unless otherwise communicated in advance.

Schedule

Morning	7:00 – 8:05	Quiet free play, reading, assistance with school work
Evening	2:55 - 3:15	Roll call, change clothing
	3:15 - 4:15	Outside play
	4:15 - 4:30	Snack (provided)
	4:30 - 5:15	Homework, quiet time
	5:15 - 6:00	Free play

Early Closing Due to Emergency or Severe Weather

In case of Emergency or severe weather, the ECP follows the decision of the Anne Arundel County Schools. The ECP will close early by the same proportional amount of time as the county. We cannot call everyone on these days, so it is your responsibility to listen to WBAL radio (am 1090), or have a contact person call you at work for early closings. Also, you may want to check the www.stjohnsp.org website for urgent information. Late fees are collected on these days.

Child Pick-Up from ECP

Sign-out Procedure

Only the designated persons listed on the Emergency Form will be allowed to pick up your child from the ECP. If there is a change on a particular day, a note or phone call directly to the ECP at **443-758-5418** or **443-854-5061** is required in order to release the student. Proper identification will be required.

There will be an attendance book for your signature each day.

Regular School Day Absences

A child cannot attend the ECP if he/she has been absent for the entire school day.

Health

Accident or Illness

If an accident / illness occurs during the ECP, the staff will call the parent according to the severity of the condition. Parents will be notified of all head injuries to allow an opportunity for 24 hour observation.

The director is certified in CPR and First Aid along with selected staff.

If your child becomes ill during the ECP, you will be notified immediately and required to have the child picked up promptly. When ill with a fever or vomiting, a child cannot stay in the ECP, since other children may become infected.

Children are not permitted to stay inside the school due to allergies or illness during outdoor play hour. The staff is required on duty outside.

Head Lice

A child may return to the ECP when he / she is free of lice and nits. He / She will be examined discreetly by the school nurse upon their return if there is no doctor's note.

Chicken Pox

A child may not participate in the ECP until all lesions have healed

Medicine

A student may not possess, administer, or distribute prescription or non-prescription medication.

If medication must be given during the ECP hours an authorization form must be signed by the parent prior to the administering of medication.

Asthma / Allergies

Medication, inhalers, etc. must be given to the ECP Director with directions and dosage. This medicine is kept separate from that previously supplied to the School Nurse's Office so that we have easy access to it at all times. You will be given a form to complete for the files with instructions on the use of any medication.

Clothing for the ECP

Play Clothes and Shoes

It is suggested that the children change clothes for the afternoon session of the ECP so that their uniforms remain well-kept.

The play clothes should include tennis shoes (no sandals or dress shoes) and appropriate clothing for the weather. When it gets below 55 degrees, the children need jackets / coats and long pants to play outside.

Inappropriate Clothing

Midriff tops, tank tops, T-shirts with inappropriate logos are not for school. The tight lycra spandex bike shorts are only permitted if worn with a shirt long enough to reach the thighs.

Payments

Checks

Checks should be made out to: St. John the Evangelist School ECP, and handed to the staff person on duty at night or sent to the office in the morning in an envelope marked ECP. The checks also serve as your receipt for tax purposes. Our tax ID number is 52-0715239

Payment Collection Dates

Payments are due according to the payment schedule. You may not deduct days off due to a child's illness or vacation. You are not charged additional fees for early dismissal days, and are not charged for the days when school is closed for a Professional Day and the ECP is open. A payment schedule is on the last page for your easy reference.

Late Payments

After the due date for each month, your payment is considered late. A \$50.00 charge is required with the late payment. Concerning returned checks, we reserve the right to require a cash payment or certified check for the remainder of the school year after one returned check.

Late Pick-Up Fees

Late pick-ups

If a child is picked up after the 6:00 PM closing time for any reason, the parent is required to pay a late fee upon arrival. Also, the time will be noted in the sign-out book. You should remember to have someone in reserve in case there is an occasion when you cannot arrive on time.

The late (after 6:00 PM) fee is as follows:

6:00 PM – 6:15 PM	\$10.00
6:16 PM – Until	\$1.00 per minute

Late fees will be collected by the staff person on duty at pick-up time.

Please, remember that although a late arrival is not intentional, a late fee is still required. Many times the staff person on duty is made late for an appointment or class due to the late arrival and should be compensated for their time. Again, you should have a back-up plan in place for unexpected situations.

Homework

Overview

The children begin their homework at 4:30 PM. If for any reason there is a night when homework needs to be done early, a note must be sent with your child and given to the staff person on duty.

Checking Homework

Grades 1 thru 5 – homework is checked for accuracy when shown to the staff person on duty. Grades 6 thru 8 – Homework is checked only for completion when shown to the staff person on duty.

It is still the parent's obligation to re-check homework at night and sign it if required. If there is a problem with your child not getting his homework done in the ECP, please speak to the staff.

Behavior

Expected Behavior

The program follows the same rules that apply for school; children are expected to follow these same rules during the ECP.

Discipline Policy

Minor Infractions

These would include actions such as using a bad word when playing, saying inappropriate things to others, being mean to playmates, not following directions, etc.

These actions will result in a conversation with the Director about why the behavior was unnecessary and how to change it. The student will be given a warning. If the behavior persists, the child will receive a time-out for no more than 10 minutes. If the behavior continues, the parent will be told upon arrival. If the behavior continues after the parents are informed, then the behavior will become a major infraction.

Major Infractions

The major infractions would include actions such as threatening a student or staff member, showing blatant disrespect to a staff member or student, physical or verbal assaults on a student or staff member, defiance of a reasonable request as directed by a staff member.

All Major Infractions will be referred to the Director.

Major Infractions will result in a conference with the Director and parent / child. An ECP suspension or detention will occur. If deemed serious enough by the staff, a call to the parent will be made to pick up the child immediately. If major infractions continue, the student will be expelled from the program.

Teacher Conferences

Informal or scheduled conferences are prohibited while a St. John's faculty member is working in the ECP. Please schedule conferences with teachers outside of the ECP operating hours.

Monthly Fees and Payment Dates

			MONTHLY
Before Care:	<u>1-5 Days per Week</u>	1 child	\$112
		2 children	\$217
		3 children	\$322
After Care:	<u>PART-TIME</u> 1-3 Days per Week	1 child	\$163
		2 children	\$318
		3 children	\$473
	<u>FULL-TIME</u> 4-5 Days per Week	1 child	\$225
		2 children	\$435
		3 children	\$645

Make checks payable to: *St. John the Evangelist ECP*

Tuition is calculated on a per diem basis for the entire school year, but is collected in nine equal monthly payments. A \$50.00 fee will be assessed on all overdue accounts. Payments are considered late after the 15th of the month.

Payments are due on the First Day of the following months:

1. September
2. October
3. November
4. December
5. January
6. February
7. March
8. April
9. May