

**ST. JOHN NEUMANN REGIONAL CATHOLIC SCHOOL**  
**Extended Day Program Family Handbook**  
**POLICIES AND PROCEDURES**  
**2015 – 2016**

The St. John Neumann Regional Catholic School Extended Day Program is an enrichment program for currently enrolled students in grades kindergarten through eighth grade, who require after school care during the school year. In accordance with Georgia code O.C.G.A. Section 20-1A-2(3), the Extended Day Program at St. John Neumann Regional Catholic School is exempt from licensure because it meets the exemption requirements under Georgia law for private schools and is accredited by AdvancEd. The SJNRCS EDP falls under the purview of the Archdiocesan Office of Catholic Schools and is in full compliance with all local, state, and Archdiocesan policies and regulations. The program provides homework assistance, outdoor play, arts and crafts, board games, organized activities, and a light snack daily. All of our EDP Staff are certified in CPR and First-Aid.

**PHILOSOPHY AND GOALS:** The structure of our program allows for student-directed and staff-directed activities. We believe that after spending the day in a structured classroom environment, students should have the opportunity to play freely and creatively. Students are given opportunities to enjoy active, sports-related play as well as quiet activities, such as reading, art, Lego construction and social time.

Our program strives to reinforce the basic Catholic values that our families seek in their home, school and church environments. The personal, individualized care the staff members give the children helps to foster a sense of mutual respect, builds self-esteem, and encourages social responsibility. We encourage the interaction of children of all ages (when appropriate) as it fosters a sense of community, encourages independent thinking, involves problem solving and teaches compromise, team cooperation and fair play.

**HOURS AND DAYS OF OPERATION:** The Extended Day Program is available from 3:00 p.m. to 6:00 p.m. on all official school days when St. John Neumann Regional Catholic School is in session, August through May. On scheduled half days, the EDP will begin at 12:00 p.m. and will close at 6:00 p.m. The EDP will follow the school closing schedule as stated in the SJNRCS calendar. The EDP will not be open during Thanksgiving, Christmas, Spring Break or any holiday or teacher work day.

There will be no EDP when school is cancelled due to water main breaks, heating failure, electrical problems, severe weather, etc. If the school is closed early due to these problems, EDP families will be contacted and asked to pick up their child. The EDP schedule may be changed at any time as determined by SJNRCS administration or the Archdiocese of Atlanta.

**ELIGIBLE STUDENTS:** The Extended Day Program accepts all currently enrolled SJNRCS students from kindergarten through eighth grades on either a contract or drop-in basis. Registration will be handled on a first-come, first-served basis. The school reserves the right to cap program registration in order to stay in compliance with State program guidelines.

**ENROLLMENT AND FINANCIAL POLICIES AND PROCEDURES:** The following documents are required for registration and must be submitted to the EDP Director before any child can be admitted to the program:

EDP ENROLLMENT FORM  
EDP ENROLLMENT AGREEMENT

Parents are asked to keep all children’s records current, and submit in writing any changes as they may occur, e.g. telephone numbers, work location, emergency contacts, child’s physician, child’s health status, etc.

**Initial Registration Fee:** There is a \$30.00 registration fee per family, per year. The fee will be charged at the time of registration for contract style or upon the first use of the program for drop-in billing.

**Drop-In/Emergency Carpool Basis:** Families may choose to sign up their child to attend the EDP for emergency/late carpool use at the regular hourly rate. There is a one hour minimum charge for this service. On the first use of the program, the registration fee will be charged.

EDP Registration Fee	\$30.00/family/year
Hourly Rate	See table below for hourly rate – MINIMUM OF ONE HOUR CHARGED
Insufficient Funds Charge	\$20.00
Late Pick-Up	\$1.00/minute/child after 6:00 p.m.
Late Payment Charge	\$25.00/for accounts 60 days past due

Number of Children	Hourly Rate – minimum of one hour charged
1	\$4.75
2	\$9.00
3 or more	\$11.25

Bills will be sent home on the 1<sup>st</sup> of each month and **will be charged through your FACTS account** on the 15<sup>th</sup> of each month. Monthly late charges in the amount of \$25.00 will be assessed for all accounts that are 60 days past due. **FAMILIES MUST KEEP THEIR ACCOUNTS CURRENT. CHILDREN WHO HAVE FAMILY ACCOUNTS THAT ARE 60 DAYS PAST DUE WILL NOT BE ABLE TO ATTEND THE EDP UNTIL THE ACCOUNTS ARE BROUGHT CURRENT. All fees are due upon withdrawal from the school or at the end of each school year. No child will be admitted to the EDP for the new school year if the family account is past due.** All billing inquiries should be addressed to the SJNRCS Business Manager.

**CHECK-IN / CHECK-OUT PROCEDURES:** The program staff will assume full responsibility for students from the time the student signs in to the program until the student is signed out from the program. Students attending after school activities will be signed in to the EDP only when the activity is over. The EDP will take no responsibility for children attending such programs until such time as they have been officially signed in to the EDP.

All adults authorized to pick up students must be indicated on the registration forms. **Each child must be signed out by their parent or other authorized person. In general, no child will be released without the WRITTEN authorization of the parent. Telephone and e-mail authorizations must be verified and are up to the discretion of the EDP Director.**

**DAILY SCHEDULE:** The daily schedule is posted in the cafeteria.

**EMERGENCY AND LATE CARPOOL ATTENDANCE:** All students who are not picked up on time from the SJNRCS carpool or after school activities will be signed in to the EDP. The hourly drop-in rate will be assessed, with a minimum charge of one hour. On the first use of the program, the registration fee will be charged.

**DISTRIBUTION OF MEDICATIONS:** All medicines, prescription and non-prescription, will be stored in the clinic with the **required SJN Medication Consent Form signed by a physician.** In accordance with Archdiocesan policy, no medication (including over-the-counter medication) shall be given to a student by any employee of the school **unless the requirements listed in the SJNRCS family handbook and listed below are met.**

**Each prescription medicine must be in its original container and brought to the clinic by the parent or guardian.** The child will take medication at the designated time, **administered by EDP personnel.** However, it is the responsibility of the student, not the EDP personnel, to get his/her medication at the designated time. EDP personnel will make a reasonable effort to assist the student when he/she is taking the medication. Parents must write a note to the EDP director requesting and authorizing any alteration of the student's scheduled medication.

All over-the-counter (non-prescription) medications must have a written physician's consent. Over-the-counter medication must be in its original sealed container with a label stating the child's full name, name of drug and dosage, time to be given, and physician's name. Parents may make the label; however, the over-the-counter medication must be accompanied by the Medication Consent Form signed by a physician. **Parents may come to the school clinic to dispense medication if they were unable to secure the physician's authorization.** Students must supply their own over-the-counter medications.

**With the exception of asthma inhalers, no student is permitted to have in his/her possession any prescription/non-prescription medicine at any time.**

The school must be notified of any medication taken on a daily basis at school **or at home.** This is necessary in case of an emergency.

**HEALTH AND SAFETY POLICY:** If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the EDP Director knows what to do if a problem should occur during program hours. Please make sure all necessary medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **contagious disease, fever over 100° F, vomiting, diarrhea, a rash, sore throat, or any condition requiring medical attention.** Sick children will remain in the school clinic supervised by an EDP staff member until their parent or other authorized person arrives to take them home.

If it becomes apparent that a child has contracted a communicable disease, the affected child's parents will be notified immediately to pick up their child. Parents of all other students in the program will be notified no later than the following school day. **Students that are known to have or present symptoms of fever, vomiting, or diarrhea shall not be allowed in the EDP until all symptoms have been absent for a period of at least 24 hours.**

The Extended Day Program staff will keep parents informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc. pertaining to their child. In case of accident, illness, or medical emergency, the parents of the child will be contacted immediately. If the parents cannot be reached, the staff

will try to contact the child's doctor and the person(s) listed as the child's emergency contacts. **In serious cases requiring immediate attention, 911 will be called.**

**In the interest of student safety, outdoor play will not be permitted if the temperature (including wind chill) falls below 32°F or it is raining, lightning or thundering. Additionally, outdoor play may also be cancelled or curtailed if the director determines the temperature is uncomfortably hot or cold for the children to tolerate.**

**PERSONAL BELONGINGS:** Children will store their personal belongings in labeled baskets, which will be placed on the stage in the cafeteria. At the end of the day, all items left behind will be placed in lost and found. *The EDP is not responsible for lost personal items or clothing.*

**HOMEWORK:** Each day a homework period (study hall) is scheduled. It is the child's responsibility to acknowledge his/her assignments. Our staff has no way of knowing what homework, if any, has been assigned to which students. If a child does not have homework, he or she should have a book to read.

**FOOD SERVICE:** The Extended Day Program will provide an afternoon snack based on State of Georgia and USDA nutrition guidelines. Snacks consist of fresh or packaged fruit, crackers/bread, vegetables and dip, snack cakes/cookies, and cheese products. Water, milk, or juice is served to drink. **If your child has food allergies, the EDP staff should be notified.** No child is to bring candy or sodas to the EDP.

On the scheduled half days when the EDP is available, students may bring their own lunch or may order lunch to be paid with their school lunch card. An afternoon snack will be provided.

**DISCIPLINE AND DISCHARGE:** Children are entitled to a pleasant and harmonious environment at the program. The Extended Day Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff
- Inflicts physical, verbal, or emotional harm on other children
- Abuses the staff by using inappropriate language, attitudes or behavior
- Ignores or disobeys the rules which guide behavior during the school day and program time.
- Disrespects and abuses the physical property of others or the EDP

**If a child cannot adjust to the program setting and behaves inappropriately, the Director has the authority to send the child home. In consultation with the Principal, the Director will notify the family regarding whether or not the student may continue enrollment in the program.**

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- The misbehaving child will be redirected to another activity or group of students. Groups of students who display inappropriate behavior will be separated.
- After three verbal warnings, the child will be removed from the play area for an appropriate period of time (one minute per year of age) for a "time in" period to think about his/her behavior.

- If the child receives a second “time in”, the child may be removed for the rest of the afternoon from certain activities.
- If the child receives a third “time in” period in a single day, the staff will write an incident report and a copy will be given to the parent(s) or guardian to be read and signed. The report will be maintained in the student’s EDP file and also forwarded to the school principal.
- If the child receives three written behavior related incident reports within a six-week school period, the school principal will be notified and the child may be suspended from the EDP for a period of one week, starting the following school day.
- **If the severity of a problem is great enough that it could endanger the safety or the well being of the child or others, the child will be released from the program immediately. Parents will be contacted and asked to pick-up the child.**

Re-admission of the child will be determined by the EDP Director in consultation with the school Principal.

#### **PROGRAM’S EXPECTATIONS OF THE PARENTS**

- Complete and return all required forms prior to using the EDP
- Pay fees on time
- Keep the child’s records up-to-date
- Pick up children on time according to the program hours
- Reinforce and support the rules of the EDP and Staff
- Escort child from center
- Allow staff members to fulfill their job duties and responsibilities

#### **PROGRAM’S EXPECTATIONS OF THE CHILDREN**

- Be responsible for their behavior; show respect for Staff and other children
- Respect and follow the school and program rules as instructed by the EDP Staff
- Take care of materials and equipment properly; return them to their appropriate place
- Arrive at the program promptly, according to the enrollment information
- Remain with the group and Staff member at all times
- Use proper manners when eating snacks and assist in lunchroom cleanup

#### **PARENT’S EXPECTATIONS OF THE PROGRAM**

- Children will be treated with respect and dignity at all times
- Children will be given the opportunity to complete homework and engage in age-appropriate activities
- Children will be provided with a nutritious snack and beverage
- Children will be supervised by properly trained personnel that meet all Archdiocesan requirements
- Parents will be notified in a timely manner of any and all issues of concern regarding their children

**EMERGENCY PROCEDURES:** The EDP will be closed on any occasion when SJNRCS is closed due to the following events or due to loss of utilities. Should these events occur during the hours of EDP operation, we will follow the guidelines below. In all cases, parents will be notified to pick up their child, if necessary.

**Severe Weather:** At all times during the program, the weather alert radio will be on. Students and staff will stay in the cafeteria during thunderstorms and tornado watches. Should a tornado WARNING be issued, the students will follow SJNRCS safety procedures and will be moved to the lower level of Seton Hall, which is the tornado safe area of the school.

**Fire:** Students will follow SJNRCS safety procedures and will be evacuated through the approved evacuation routes posted in the rooms and halls to a location away from the building.

**Evacuation:** If it becomes necessary to evacuate the students because of a bomb threat, gas leak, etc., the students will use the fire exit routes that are posted in the rooms and halls. If conditions are such that it is unsafe to keep the students on SJN property, the students will be evacuated to New Mercies Christian Church located at 4000 Five Forks Trickum Road SW in Lilburn.

**Loss of Utilities/Structural Damage:** If power is lost, we will contact Walton EMC. If it is determined that power will not be restored within the hour, parents will be called to pick up their child. There is no natural gas or propane gas on our property. If water service is interrupted, the students will relocate to another part of the school or another building where water is available. If the building sustains structural damage, all students will be evacuated to another building, such as, Reynolds Hall (new parish hall), the gym, or the SJN Church. Roll call will then be taken by the staff and no child will be re-admitted to the building until authorization has been given.

**RIGHT TO AMMEND:** The EDP Director and school Principal retain the right to amend this handbook for just cause. Parents will be given notification if changes are made.