



St. Louis the King Catholic School

Extended Day-Care Handbook

EXTENDED DAY-CARE FACILITY

St. Agnes Center (Federal Tax ID #86-0179303)

Principal: Mr. Joseph Zielinski
JoeZielinski@slkschol.

Director: Mrs. Jennifer Weworski
jenniferweworski@slkschool.com

Finance: Ms. Hiroshima Rascon
Office@slkchool.com

Lead Caregivers: Marissa Trujillo
marissatrujillo@slkschool.com

HOURS OF OPERATION

Morning (M-F) 6:30 a.m. to 7:35 a.m.
(Preschool parents must sign child in)

Afternoon (M-F) 3:00 p.m. to 6:00 p.m.
(Parents must sign children out)

Fridays only 1:00 p.m. to 6:00 p.m.

PHONE CONTACT

623-939-4260 ext. 325
(Direct line to St. Agnes Center during Extended Day-Care hours)

ADMISSION

Any student currently enrolled and in good standing at St. Louis the King Catholic School may use the Extended Day- Care Program. Children will not be permitted to use the program if either they or their parents do not adhere to the rules and regulations of the school and the Extended Day-Care Program.

PARENT INFORMATION

The following are guidelines for the St. Louis the King Catholic School Extended Day-Care Program. We are licensed through the Arizona Department of Health Services and are a certified DES provider. Within this document, we have made every attempt to include all of the information considered important for your child's safety and basic operation of the program but understand that this document can be amended at any time. We will keep you informed of any changes made to these policies and procedures through SchoolSpeak.

We are open from 6:30 - 7:30 AM and from 3:00 - 6:00 PM Monday through Thursday, and from 1:00 - 6:00 PM each day school is in session. School holidays and other exceptions are noted on the school calendar.

The program allows children to experience a wide variety of activities planned to complement the mission and student learning expectations of the school. Homework, computer lab, supervised playground activity, art, craft projects, board games, and snack time are included in the program. We offer a balance of both structured time and non-structured time to give the children a fun and safe environment to play, learn, and socialize.

The Extended Day-Care Program is staffed by qualified and devoted caregivers and supervised by a credentialed director. The staff works together to help each child grow in self-respect and self-discipline and maintains an atmosphere of respect, understanding, fairness, and safety. With that in mind, we utilize our school-wide Discipline with Purpose program follow the three school rules in the Extended Day-Care Program:

- Respect yourself, others, and things.
- Contribute to the learning environment.
- Follow all school rules and classroom procedures.

Inspection records from the Department of Health Services are available upon request.

Fees are the sole support of the Extended Day-Care Program. We are not subsidized by the school or parish. Prompt payment is required. Students will not be allowed to use the Extended Day-Care Program if fees are not paid at the time of billing.

COMMUNICATION

If you have questions or concerns regarding our Extended Day-Care Program, please email the director at jenniferweworski@slkschool.com. While the duties of caring for your children may prevent us from giving you our full attention during business hours, we will gladly make arrangements to meet or speak with you before or after Extended Day-Care Hours. This policy does not apply should an emergency situation arise.

St. Louis the King Catholic School has a quality parent online communication system, SchoolSpeak, which enables parents to keep abreast of their child's learning. SchoolSpeak brings all aspects of education management under one secure solution - online communication, student information, attendance, grades, report cards, homework, announcements, calendars, email, text messaging, payments, online forms, volunteer signup, emergency notification and more. Each family will receive a username and password. SchoolSpeak also allows the school office to email and/or text message parents with important news or emergency alerts.

FEES

Our contracted rate is Pre-Kindergarten \$36.00 for a full day and \$26.00 for a half day.

Kindergarten – 8th. Grade \$30.00 for a full day and \$18.00 half day.

Our drop-in rate is \$4.00 per hour.

LATE FEE

Students who are not picked up by 6:30 pm will be charged an additional fee of \$45.00 per child, except under extreme circumstances, such as a car accident or force of nature.

****This fee is required to be paid in full the following school day.**

Note: After a third incident of a child being picked up after 6:00 pm, the family will no longer be eligible to use the St. Louis the King Extended Day-Care program.

BILLING PROCEDURE

Extended Day-Care bills will be sent home bi-weekly or monthly Payment is due within 10 ten days of the invoice date. St. Louis the King Catholic School accepts cash, checks, and all major credit cards. Payments can be made in the School Office or SchoolSpeak. Extended Day-Care bill will include all fees for the previous billing cycle.

All Extended Day-Care bills are to be paid in full no later than 10 days after the invoice date.

A \$25 late fee will be assessed for all unpaid Extended Day-Care bills one week after the payment due date.

If your account is in arrears, your child(ren) will no longer be eligible to use the Extended Day-Care Program until all Extended Day-Care bills, including late fees, are paid in full.

If your child(ren) becomes ineligible for Extended Day-Care and is not picked up at dismissal, he/she will be sent to the school/parish office and Child Protective Services will be contacted.

****You will be charged \$5.00 for every 15 minutes per child until student(s) are picked up.**

This fee will be added to your delinquent Extended Day-Care bill.

Tax statements is available in SchoolSpeak for your convenience.

PROGRAM SCHEDULE

6:30 am -7:45 am	Quiet games, play, and study (St. Agnes Center)
3:00 pm-3:15 pm	Check in
3:00 pm-3:30 pm	PreK-3 Homework
3:30 pm-4:30 pm	PreK-3 Free & Outside Play (weather permitting)
3:00 pm-4:00 pm	4-8 Homework, Computer Lab
4:00 pm-4:30 pm	Free & Outside Play
4:30 pm-5:00 pm	Snack
4:30 pm-5:30 pm	Activities, Free & Outside Play, Clean Up
6:00 pm	DAY CARE CLOSED

SIGN IN /OUT PROCEDURES

For the safety of the children, it is imperative that all parents/guardians adhere to the following procedures:

- Parents or guardians should not remove their children from the schoolyard or other areas without notifying the staff and signing the child out. Once a child is signed out, he or she may not return to the Extended Day-Care Program.
- The staff will not permit children to leave in taxis or city buses unless prior notification has been made in writing.
- An adult must accompany pre-kindergarten-2nd grade children without older siblings to morning daycare.
- Parents/Guardians should not send persons whose names are not on the emergency form to pick up their child. For your child's safety, the release will not be granted. Anyone listed on the emergency form, even those not familiar to staff, should be prepared to show picture ID.
- If a child is not picked up immediately following sports or other extracurricular activities, he or she must go directly to the Extended Day-Care Program. The adult in charge of the activity will escort them. Regular Extended Day-Care charges will apply.
- No child is permitted on school premises before or after school unless under the direct supervision of a parent, staff member, coach, or Extended Day-Care Program.
- Parents/guardians may give Extended Day-Care staff members the authority to sign their child(ren) in or out when necessary.

HOMEWORK

A homework period is scheduled each day for all students enrolled. It is the student's responsibility to know their homework assignments for the day. If homework has not been assigned, students will use the homework period to do reading, review, or another quiet activity. If you do not wish your child to do homework in Extended Day-Care, the staff must be notified in writing. Your child will still be required to do a quiet table activity during the homework period.

EXTENDED DAY PROGRAM RULES

- All students must respect staff, other students, and property.
- No student may leave the supervision of a staff member without permission.
- Each student will help put away games, toys, craft supplies, and snack refuse.
- Toys and other articles from home, including electronic games, sporting equipment, etc. are not permitted. Notices will be sent home or posted for special occasions.
- Students are not to use cell phones in Extended Day-Care. Student cell phones will be collected upon entry of Extended Day-Care and returned when student is signed out.
- Due to health and safety issues such as food allergies, AZ State Regulations require only food and beverages provided and served by the Extended Day-Care staff be consumed on the premises. If your child has special health concerns, please notify the assistant director.
- No fighting or foul language is permitted at any time.
- No running inside the Extended Day-Care building (St. Agnes Center) or on the sidewalks.

VIOLATIONS OF PROGRAM RULES

Students who violate program rules may be removed from the group and placed in “time out” for a length of time appropriate for the child’s age and offense. The usual guideline is one minute for every year of age. If the student does not respond to this and the problem persists, the parent or guardian will be called for a conference. Should the problem persist after the first conference, a second conference will be arranged with the assistant director and the school principal. Continued violation of the rules will result in the child being removed from the Extended Day-Care Program.

PROGRAM LIABILITY

The Extended Day-Care Program is insured by the same carrier as St. Louis the King Catholic School and Diocese of Phoenix.

STUDENT INSURANCE

All students enrolled in the Extended Day-Care Program are covered by the Diocesan Accident Insurance.

EMERGENCY/SAFETY

With your child’s safety and well-being in mind, along with our compliance to state regulations, it is required that you completely fill out Blue Emergency Form (See School Office). We must have two current emergency phone numbers. If we are unable to reach someone, 911 will be used.

The State of Arizona also requires that all children in Extended Day-Care be properly immunized against infectious diseases. Children will NOT be permitted to use the program unless all forms are complete and immunizations are up to date.

In case of a building evacuation, children will be taken to the parish office, the church, or Barcelona Elementary School. Children participate in monthly fire drills.

ILLNESS OR ACCIDENT

For illnesses or accidents that are minor in nature, first aid will be applied at the St. Agnes Center. First aid kits are stored on premises.

Prescription medication will not be administered to the child unless a written statement from the physician detailing method, amount, and time given along with a written statement from the parent authorizing Extended Day-Care Staff is provided to staff. This is also applicable to non-prescription medication.

Prescription medication that is required to be administered on a routine basis (i.e. inhaler, antibiotics) or for an emergency (i.e. EpiPen), must be provided in both the school office AND Extended Day-Care.

In cases that appear serious, Extended Day-Care Staff will make every effort to carry out the instructions given by parents on the Blue Emergency Form.

Parents who do not wish their child to be treated in any way should indicate as such on the Blue Emergency Form.

Parents will be expected to make provisions for taking sick children home. The Extended Day-Care Program does not provide transportation.

If the blue emergency form does not supply adequate instructions, or if the instructions given cannot be followed at the time of an emergency, the staff will act according to their best judgment for the welfare of the child.

Please notify Extended Day-Care staff personally about any allergies (especially food allergies) or medical conditions.

*****IMPORTANT NOTE*****

On occasion, one parent will request that the other parent not be permitted to remove the child from the Extended Day- Care Program. If each parent has custodial rights, the school cannot deny access to the child by either parent. A court order denying custodial privilege must be on file in both the school and Extended Day-Care Program before access will be denied.

This facility is licensed and regulated by:

Arizona Department of Health Services Office of Child Care Licensing
150 N. 18th Ave, Suite #400
Phoenix, AZ 85007
602-364-2539

AZ Department of Economic Security (DES) Childcare Administration
1789 W Jefferson, 801A Phoenix, AZ 85007
602-542-4248
St. Louis the King Catholic School
Extended Care Handbook Statement of Understanding

SAINT LOUIS THE KING

EXTENDED DAY-CARE HANDBOOK ACKNOWLEDGEMENT

The administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire St. Louis the King Catholic School and Parish Community. The directives noted within this Extended Care Handbook are such that they will insure a positive, healthy environment where educational growth can occur with freedom and order. For this reason, each student, along with the parent or guardian, are required to read and verify in writing “that they have read and agree to adhere to the policies and regulations herein” (Diocesan Handbook 4.01C). This handbook serves as a contract between the students and their parents and St. Louis the King Catholic Parish and School.

Parent Signature

Parent Signature

Date

Date

If there is more than one child attending St. Louis the King Catholic School, please have all of the children review and sign the EXTENDED DAY-CARE HANDBOOK ACKNOWLEDGEMENT.

Student Signature

Student Signature

Date

Date

Student Signature

Student Signature

Date

Date

Student Signature

Student Signature

Date

Date

****PLEASE SIGN AND SUBMIT THIS PAGE TO THE SCHOOL OFFICE**