

CHRIST THE KING SCHOOL AGE EXTENDED CARE PROGRAM

Mission Statement

At Christ the King School Age Extended Care Program our mission is to care for children with a quality age appropriate, Catholic educational setting for the young children in our parish. To recognize that each child is an individual and to stress the total development of each child: spiritually, intellectually, socially, emotionally, and physically with positive, compassionate and caring relationships to enhance the lives of our families.

Philosophy

At Christ the King School Age Extended Care our philosophy is inspired by the Reggio Emilia approach, which emphasizes that all children are competent, capable, curious learners that come to school equipped with skills and knowledge. The teachers view themselves as facilitators of each child's after-school experience so that through guidance, direction and encouragement the child will extend their knowledge by means of hands-on active exploration, involvement and manipulation of their environment. Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers- a partnership for the benefit of the parents and teacher.

Enrollment

Enrollment is open to any child in grades Pre- K-8 enrolled in Christ the King Catholic Elementary School. (The program is less age appropriate for children in 7th and 8th grades; they often get too bored which can lead to discipline issues).

Forms

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| Enrollment form | - Each family must complete an enrollment form for each child. |
| Contract | - Each family must sign and return the contract stating they are aware of the programs policies. |
| Bookkeeping | - Each family must complete a bookkeeping form for billing. |
| **Health form | - Copies are made from the forms turned into the school. |

Communication

If you have any questions or concerns about daily activities or the children please speak to the School Age Coordinator. Please feel free to take time in the morning or in the evening to discuss any issues concerning your child with the coordinator. If you have any questions or concerns in areas of policy, finances or you have received no satisfaction from the coordinator on a complaint, please contact the Early Childhood Director, Theresa Harris at 363-4888 ext. 132. We also have a parent board that will oversee policy and procedure for the extended care program. The director implements policy and procedure and is responsible for the daily operations. The board meets monthly and the schedule of meetings is available through the early childhood director.

Fees and Payment Schedules

All fees are due on the first of the month starting in September and ending in May.
(August is due by the first day of school).

Extended Care Fees:

There is a **\$65.00** enrollment fee for before/after or just after school care.

There is a **\$30.00** enrollment fee for mornings.

There is a **\$35.00** enrollment fee for registered occasional use of extended care.

Schedule

3:15 - 3:30 Change clothes and wash up
3:30 - 3:50 Snack
3:50 - 5:15 Choice time (Homework, Outside time, Pretend, Art, Blocks)
5:15 - 5:45 Small group (Games, puzzles, reading)

The schedule seeks to be a balance of large and small group activities, quiet and outdoor play during the afternoon. Children will have choices in art activities, block play, dress up, homework, games and puzzles, as well as outdoor and indoor playground activities. Parents please let us know what the homework plan is for your child.

Late Pick Up

Any family who has not picked up their child by 5:45 p.m. will be charged \$2.00 per minute per child. Payment must be made at the time you pick up that evening. Repeated late pick up can result in dismissal from the program. We must always have staff persons on site with children, this expense and the inconvenience for the staff is the reasons for the late pick up charge. We will begin making phone calls at 5:55 p.m. We will call home, work and your emergency contact to make arrangements for someone to pick up the child. If a child is not picked up by 6:45 p.m. if no one has called and we cannot reach parents or any emergency contacts, according to our liability insurance, we must call the police. So if you are detained please call and let us know what is going on.

Meals/Snacks

We provide a daily afternoon snack of crackers or enriched breads, cookies and at times fresh or canned fruit and milk. On full days we offer a morning snack, lunch and afternoon snack. We ask that if children are going to bring candy or a special treat, that the coordinator is notified and they bring enough for everyone to enjoy. Water is available at anytime. Please notify us on your enrollment form if your child has any food allergies. During the school year please do not send breakfast with your child.

Homework

We do provide an area and time for children who wish to do their homework. We are available to help if necessary. The children are responsible to pick up their papers, notebooks and textbooks and put them away when they are finished. If they leave something behind we will put it in the lost and found.

Toys From Home

Please do not let your child bring toys from home to extended care. Toys get broken, lost, or sometimes confused with another child's and often cause arguments and hard feelings. This is especially true on days that school is out. We are not responsible for lost or stolen items.

TV and Videos

We will watch videos occasionally, usually only on full days. We will watch only G rated Videos without notifying parents first. If a child would like to share a PG video, the staff will post the name of the video in advance and parents need to let the staff know if there is any objection to their child watching the film. We will not watch TV except that offered by Public Television (Reading Rainbow or Where in the World is Carmen San Diego?). This will be on an occasional basis only.

Personal Belongings

We will have space for each child's personal coats and book bags. There are coat hooks along the wall. Children may bring clothes to change into after school. We will have them put their uniforms in their backpacks. Any extra clothes we find will be put in the lost and found box.

Safety and First Aid

In cases that appear to be of a minor nature, First Aid will be administered on the premises. You will receive an accident report telling you what happened and what care was administered. We also keep a copy for our records. (Medication will not be administered by mouth unless, both a written statement from a physician detailing method, amount, and time schedule, **and** a written medical authorization form is completed by the parent authorizing the staff to assist a child in taking such medication, are on file).

If your child has a serious or chronic health problem, we must have an Individualized care plan from their health care provider. The plan should outline for us what steps to take in case of an emergency involving their special needs.

In case of a minor accident your child will be comforted and first aid will be administered. In the case of a cut or injury to the face or head you will be called and asked what you would like to do. **Please** make sure at all times that we have accurate information in the method of contacting you in case of an emergency. If there is a serious accident. We will call 911 and notify you immediately. If we are unable to reach you or an emergency contact, we have the signed emergency medical care authorization on the back of the enrollment form and will follow the medical personnel advice. A staff person will stay with the child until a family member arrives.

Illness Policy

Plan ahead for illness. If your child becomes ill after school or during the full day extended care, we must be able to reach you or an emergency contact at all times. **Please let us know if your work number changes or anyone listed as the emergency contact person has a number change.** If you will not be at work please call and let the school secretary know where you may be reached. Before 4:30 P.M. 363-1113 or try the extended care room at the same number, extension 4102. On days school is closed please call 363-5313 (ECLC Infant room) or the ECLC Director at 816-363-4888 x 132.

Do not bring ill children to extended care. If a child has vomited or run a fever in the previous 24 hours we insist that you keep them home.

Your child will be sent home from extended care for the following reasons:

Chicken Pox

Difficult and rapid breathing

Difficulty in swallowing

Fever of 100* orally or (101* axillary)

Impetigo or ringworm

Mattered or tearing eyes

Vomiting

Diarrhea

Severe headache or stiff neck

Coughing to the point of vomiting

Unknown skin rash or bumps

Head or body lice

Yellowish skin or eyes

Discipline

Only positive methods of discipline will be used with the children. Guidance, redirection, hesitation (letting them work things out themselves) and conflict resolution. Time out is used when a child needs to gain self-control. We will use the same discipline procedures as stated in the school handbook. We ask that all children treat each other and the staff with respect and kindness.

However, if your child is posing a regular behavioral problem:

1. Continually injuring other children.
2. Continually being disrespectful or threatening other children or staff.
3. Throwing tantrums
4. Hurting themselves
5. Continually disregarding the policies and procedures of this program.
6. Continual destruction of school or personal property.

We will have a meeting with parents and recommend the child be observed for evaluation. There will be another meeting and recommendations will be made on the appropriate course of action. This action plan must be followed for the child to stay in care. We will evaluate progress on a weekly basis. While we provide an inclusive environment and will work with children who have special needs or challenges, if the problem puts an undue burden on the other children and/or the staff your child maybe suspended or dismissed from the program.

Parent Concerns

If you have a concern about daily activities, lost and found, or discipline, please speak to the Extended Care Coordinator on site. If you have a question on policy or finances or feel your concern has not been addressed please speak to the Director – Theresa Harris at 363-4888 ext 132.

Program Evaluation

We appreciate parental input and involvement at any time. If you have a suggestion or wish to volunteer for special activities please contact the director.

Christ the King School Age program reserves the right to change these policies at any time.

Reasons for Dismissal:

1. Parents continued failure to walk children into the building and sign them in.
2. Parents continued failure to walk and sign children out in the afternoon.
3. When a child continually shows a lack of respect for other children, staff, and school property and/or extended care policies.
4. Failure to stay current on fees.
5. Failure to communicate effectively with the staff.

Agreement Form:

1. The provider and I have agreed on a plan for continuing communication regarding my child's development and behavior, etc.
2. When my child is ill I understand and agree that he/she may not be accepted for morning, afternoon, or all day care.
3. I have received and read a copy of the School age extended care programs' handbook outlining policies and procedures. I understand especially those areas pertaining to the admission, care, and discharge of children.

Parents signature _____ Date _____

We sometimes use photographs, videotape, and audiotape of the children for display within the parish, diocese, or early childhood community. We also use photographs on our parish website or in the newspaper.

I hereby grant permission for this/these child/children _____ to be included in the photographs, and or other recordings made in connection with Christ the King Early Learning Center and or Catholic Diocese of Kansas City St. Joseph.

I decline _____ website _____ newspaper _____ classroom workshops _____

OR

I have read and agree to the above statement

Parent or Guardian Signature _____ Date _____

Parent or Guardian Signature _____ Date _____