

SAINT JOHN CATHOLIC SCHOOL
PRESCHOOL AND EXTENDED DAY PROGRAM

Policies, Procedures, Rules, and Regulations

1. Dates and Hours of Operation:

The SJS Preschool and Extended Day Program opens the first day of school in August and closes the last full day of school in May. The program is open Monday through Friday from 8:00 a.m. to 6:00 p.m. as needed by preschoolers or elementary students (K-3 through 6th grade — ages 3 years to 12 years). On early dismissal days (1:30), those enrolled will also report to Extended Day. The program will not operate on days that are designated school holidays, extended breaks, or teacher in-service days. In case of severe weather the program will follow SJS school policy and procedure on opening and closing.

2. Rates: In addition to your regular tuition, the following rates will apply if you choose to use the Extended Day Program.

K3 and half day K4: \$80.00/wk - \$16.00/day drop-in rate

Full day K4-8th: \$60.00/wk - \$12.00/day drop-in rate

Drop-in fee will apply to those who want to use the program only on specific days or early dismissal days.

Additional fees for late pick up:

All children must be picked up by 6:00. After 6:00, the parent will be charged \$5.00 per 5 minutes thereafter. It is the responsibility of the parent/guardian to make an attempt to contact the school in case of emergency or late pick up.

3. General Information, Policies, and Procedures (as applicable to the age of student attending this program.)

- a) All staff and faculty at our school have had background checks, CPR/First Aid training, and VIRTUS child abuse prevention training.
- b) SJS Preschool and Extended Day Program is available for students currently enrolled with the school.
- c) Students must attend school in order to use the program. There are no late drop-ins allowed when a student has not attended morning preschool, or a full day of school for grades K-5 through 6th. Exceptions will be made for doctor or dental appointments.
- d) All students must be registered with the director of the program regardless of how frequently the program will be used.
- e) Fees for the Extended Day Program will be billed weekly through FACTS. Charges will be posted by Tuesday afternoon for the preceding week. Families will receive email notification, and payments will be drafted 10 days later.
- f) If your account becomes delinquent, your child will not be allowed to attend the program.
- g) Preschool children must be signed in each morning. Parents will escort preschoolers to the building and record the time that their child is signed in. Children must be signed out daily by a parent or by an individual designated by the parent(s) whose name appears on the Extended Day list as authorized to pick the child/children up. Parents must record the time they pick up their child/children on the sign out sheet and must escort the child/children from the building.
- h) A staff member, teacher, or teacher's aide will escort children to the Extended Day rooms at the end of their regular school dismissal time.
- i) If a preschooler needs to be dismissed at car pick-up at 3:15, you must inform the Extended Day Staff in writing so that your child may be escorted to the Parish Center. A staff member will wait with your child and escort him/her to your car.
- j) Parents must keep the director informed of any changes that need to be made to the student's application, such as telephone number, address, living arrangements, emergency numbers, medical conditions, etc.

- k) We are mandated by the State to see that children receive nutritious meals and snacks while in our care. This means we must follow the USDA guidelines. Parents are responsible for following the USDA guidelines when sending snacks and lunches from home. Juice drinks should be 100% juice. No soda or other sugary drinks please!
- l) please!
- m) We are required to supplement snacks and meals that do not meet the guidelines. This may result in an additional fee to parents if the guidelines are not followed when sending snacks/meals from home.
- n) According to the USDA guidelines, children must receive milk with meals. We will be responsible for seeing that your child is served milk while attending our program. If your child has an allergy to milk, we must have a statement on file from your child's doctor that verifies the allergy. Milk is included with school lunch orders.
- o) Parents are responsible for sending a morning snack with preschoolers. A snack is provided each afternoon to preschoolers and elementary students by the program. Preschoolers may bring their lunch or order from the school lunch menu which is sent out via email every other week.
- p) Preschoolers will be provided with a mat and sheet for rest time. Parents are to provide a small blanket for their child. Children may also have a small pillow if they wish. Parents are responsible for laundering their child's items at the end of each week and sending them back at the beginning of the week. The Extended Day Program will launder sheets.
- q) Preschoolers should possess the skills necessary to use the toilet unassisted. Staff members are not permitted to perform personal hygiene needs. In case of wet accidents, children will receive minimal assistance with clean-up and changing of clothes. Parents will be called and expected to come to the school to clean up and change a child who has soiled his/her clothing. Parents are responsible for providing a complete change of clothing for their child and replacing it when it has been used.
- r) Your child will be seen by the school health coordinator for first aid and illness between the hours of 7:45 and 3:45. After that time, Extended Day staff members will be responsible for first aid, etc.
- s) Parents of children on daily medication (prescription or over-the-counter) will be required to complete a special medication form before the Extended Day staff or school health coordinator can dispense medication to the student. Do not send the medication to school with your child. It must be left in the administration office with the school health coordinator.
- t) The program will notify parents if their child is ill, injured, or exposed to a communicable disease. Parents will be called to pick up their child if he/she has a temperature of 100 degrees or higher, or if he/she has another contagious symptom, such as, but not limited to, a rash, diarrhea, or a sore throat. Parents will also be notified immediately if their child exhibits any adverse reaction to prescribed or over-the-counter medication. In case of emergency, parents or guardians will be contacted as soon as possible. If the situation warrants off-site medical attention, someone from the program will accompany the child to South Georgia Medical Center and remain with the child until the parent or guardian arrives.
- u) Elementary students participating in on-site extracurricular activities that occur during regular Extended Day hours, such as basketball, soccer, scouts, etc., may not leave the care of the program without a signed permission slip releasing said child to the care of the coach or pre-approved individual. The Extended Day staff cannot allow a child to attend such activities without permission from a parent or guardian.
- v) The Extended Day staff does not provide transportation for students to off-site activities such as dance, karate, gymnastics, etc. Any person who will be picking up your child for these purposes must be designated on the list of authorized persons found on your registration form. They may also be required to show identification upon request by a staff member.
- w) Staff members will require identification for any person picking up your child that they do not recognize.

4. Rules of Extended Day

- a) Students in the care of Extended Day staff are required to follow the same rules that apply during regular school hours.
- b) Students are expected to show courtesy and respect to staff members and other students in the program.
- c) A staff member will take charge of the students at the end of their school dismissal time.
- d) Students will assist in cleaning up after themselves at snack time. They are also responsible for their work area during homework time or toys and games during play/free time.
- e) Eating and drinking is allowed only in designated areas. No gum chewing is allowed.

- f) Elementary students will have the opportunity to study or begin homework. Staff members are not tutors and will not require or force students to use this time for homework. It is the parents' responsibility to encourage their child/children to use this time wisely.
- g) Students will work quietly during homework time. Students who choose not to do homework may read quietly or work on another activity that will not disturb others.
- h) Students may bring movies rated G or PG only to share with the group on Friday afternoon. A staff member will have final say as to whether a movie is appropriate.
- i) The disciplinary procedures for students who do not obey the Rules of Extended Day are as follows:

If a student misbehaves or requires disciplinary attention after repeated warnings, the student will be redirected and removed from the situation and/or placed in age appropriate "time-out". This may include sitting out during outdoor play or free play indoors. Students will be counseled by staff members regarding inappropriate behavior and they will be reminded of class and school rules that apply. Staff members will also inform parents through written or verbal communication of repeated discipline problems. If necessary, a conference will be requested of the parents with the director and/or principal. Repeat offenders may also be issued a written warning that is to be signed by the parents/guardian and returned to the director. Students who continue to disrupt the Preschool/Extended Day Program may also be brought before the principal.

- j) Extreme cases of misbehavior will be handled by the principal and may result in a student's removal from the Preschool/Extended Day Program.

Keep this information sheet as a reference guide to the SJS Preschool and Extended Day Program. If you have any additional questions, please do not hesitate to contact the SJS Preschool-Extended Day Director or one of the staff members.

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Registration Form

Date: _____

1. Child's/Children's Name(s)	Sex	DOB	Grade	Age
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Address: _____

Street
Zip
Phone Number

3. Father's Name: _____
 Business Name/Address _____
 Work Phone # _____ Cell or Pager # _____

4. Mother's Name: _____
 Business Name/Address _____
 Work Phone # _____ Cell or Pager # _____

5. Child/Children live with () both parents () mother () father () other _____

6. Child/Children's legal guardian () both parents () mother () father () other _____

7. Name of persons other than parents or guardians authorized to pick child/children up from Extended Day:

1.	_____	_____	_____	_____
	Name	Address	Phone #	Relationship to child
2.	_____	_____	_____	_____
	Name	Address	Phone #	Relationship to child
3.	_____	_____	_____	_____
	Name	Address	Phone #	Relationship to child

8. Is the above named child/children take any prescription medications on a daily basis? ____Yes ____No
 If yes, name the child and the medications taken: _____

9. Is the above named child/children allergic to any foods and/or medicines we should be aware of? ____Yes ____No
 If yes, name the child and allergy: _____

Does the above named child/children have any other medical, physical or mental conditions that we should be aware of? ____Yes ____No If yes, name the child and describe the condition and/or procedures required:

(SEE REVERSE SIDE)

10. Name of Family Physician _____ Phone # _____

11. Name of person(s) to contact in case of an emergency if parent or guardian cannot be reached:

1. _____
Name Phone #

2. _____
Name Phone #

12. Check one: I will use the Extended Day Program on Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___
Drop-In ___

13. I agree to pay the quoted rates as listed in the SJS Preschool and Extended Day Program's Policy and Procedure information.

Parent or Guardian's Signature

SAINT JOHN CATHOLIC SCHOOL—PRESCHOOL AND EXTENDED DAY PROGRAM

ATTENTION PARENTS AND GUARDIANS: PLEASE READ THE POLICIES AND PROCEDURES GOVERNING THE SJS EXTENDED DAY PROGRAM CAREFULLY AND DISCUSS THEM WITH YOUR CHILD/CHILDREN AS NECESSARY. READ THE *EMERGENCY PROCEDURE POLICY*, *MEDICAL TREATMENT CONSENT FORM* AND THE *AUTHORIZATION TO DISPENSE TYLENOL* SECTIONS OF THIS FORM. IF YOU AGREE TO THE STATED POLICIES AND PROCEDURES, SIGN BELOW. HAVE THIS FORM NOTARIZED AND RETURN IT TO THE EXTENDED DAY DIRECTOR.

EMERGENCY PROCEDURE POLICY

Should a child enrolled in the SJS Preschool and Extended Day Program require emergency treatment, the following emergency procedure will be implemented:

1. An attempt will be made to contact the child’s parent(s) or guardian(s).
2. If the parent(s) or guardian(s) cannot be reached, the child will be taken to South Georgia Medical Center either by ambulance or by car, accompanied by the director or another authorized Preschool/Extended Day employee, depending on the nature of the emergency. The employee will remain with the child until the child’s parent or guardian arrives.

EMERGENCY MEDICAL TREATMENT CONSENT FORM

Should a child become ill, injured, or suffer an accident during the time he or she is in the care of the SJS Preschool and/or Extended Day Program, staff shall be authorized to secure medical attention at South Georgia Medical Center and /or secure an ambulance, if necessary, for transportation to the medical facility. Parents or guardians agree to assume any financial responsibility for any emergency treatment.

AUTHORIZATION TO DISPENSE TYLENOL

My child/children have permission to be given one dose of Tylenol, if needed, in accordance with the manufacturer’s prescribed instructions.

Please list any restrictions or exceptions:

I have read and fully understand and agree to the Policies, Procedure, Rules, and Regulations of the SJS Preschool and Extended Day Program, the Emergency Procedure Policy and the Emergency Medical Treatment Procedure. I will allow my child/children to receive Tylenol, if necessary, as outlined in the above policies and procedures of the SJS Preschool and Extended Day Program. I have discussed and explained the rules of the program to my child/children.

Parent/Guardian’s Signature _____ Date _____

Notary’s Signature _____ Date _____

(Seal)

Please return this form to the Extended Day Director.