



# ST. JOSEPH CATHOLIC SCHOOL

Building Wisdom and Faith Through Service to God

## **Extended Day Information Packet for Families**

The St. Joseph Catholic School Extended Day Program provides high quality childcare in a safe, loving, nurturing, and Christian environment. The program is run by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including; outdoor activities and indoor games; arts and crafts; homework, individual reading time, movies and holiday celebrations.

**COVID-19 ~** St. Joseph Catholic School will be operating its Extended Day program under the guidance of the CDC and VA State regulations. The recommendation states “group size maximum is 22 ( including staff) as long as social distancing of six feet can be maintained and children do not mix between their groups.” Items will be limited to sharing and will be sanitized after each use. Outdoor activities will be limited to 50 people.

### **INSURANCE**

The Extended Day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy.

### **TAX INFORMATION**

Because the Internal Revenue Service requires identification of caregivers in order to claim a credit for child and dependent care expenses, the Finance Office will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

### **PHILOSOPHY AND GENERAL INFORMATION**

St. Joseph Catholic School offers an Extended Day Care program on days when the school is in session for students currently enrolled in the school’s academic program. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God and Christ is the center of the program.

### **SPONSORSHIP**

St. Joseph Catholic School, in cooperation with the Parish, sponsors the Extended Day Program. The Office of Catholic Schools and St. Joseph Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director in consultation with the School Principal. The Director, with the approval of the School Principal, makes organizational decisions. Ultimately, the final responsibility for the program rests with the School Principal, who reports to the Pastor.

## REGISTRATION

All students in the program must have a Child Registration Form and Emergency Care Form on file for Extended Day Care. These forms will be available on the school website at [www.sjschoolva.org](http://www.sjschoolva.org).

## **LICENSING**

The St. Joseph Catholic School Extended Day program is licensed under Title 63.1, Chapter 10 of the Code of Virginia Department of Social Services. Further information is available upon request.

## **DAILY OPERATION**

The Extended Day Program will begin on August 25, 2021 for the 2021-22 school year

Morning Program 7:00 – 7:45 a.m.

Afternoon Program 3:15 – 6:00 p.m.

Extended Day will provide care until 3:00 p.m. on the following ½ days, Tuesday, November 23th, and Thursday, April 1st. All other scheduled 11:30 dismissals will run until 6:00.

Extended Day will be closed on Friday, Sept. 3th, Thursday, April 14th, and Friday, May 27th.

## DAILY SCHEDULE (Subject to Change )

Morning	7:00 a.m. – 7:45. Sign in and greet children
	- Homework or other age-appropriate Activities: Coloring, Cards,
	- Snacks will not be served, but the children are permitted to eat snacks sent in from home. SJS is a PEANUT FREE SCHOOL
Afternoon	3:15p.m. – 3:30 p.m. Sign in, Restroom Break,
	3:30 p.m. – 3:45 p.m. Snack
	3:45 p.m. – 5:15 p.m. Playtime, weather permitting children will stay outside (Blacktop)
	4:15 p.m. – 6:00 p.m. Individual reading, Art, Free Play, Age appropriate movies and homework
	Parent pick-up

## STAFFING

The staff includes a Program Director and Child Care Supervisors. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

## DRESS

All children are encouraged to wear play clothes and sneakers to avoid getting school uniforms dirty. Children in grades 1 through 8 may bring clothes to change into after school. **All clothing should**

**have your child's name on them.** Children should be prepared to go outside daily. Please make sure they wear the appropriate outerwear.

**\*Due to Covid** ~ until further notice, students will not be able to change into play clothes.

### SNACK AND LUNCH

During the afternoon session, a nutritious snack and milk/juice will be provided which adheres to USDA guidelines. Snack schedules will be posted on the extended day bulletin board for students to see. Parents are asked to notify the Director in writing of any food allergies, as the school is providing the snack. Although milk will still be provided on scheduled early dismissal days, children must bring their own lunch.

SJS is a PEANUT FREE SCHOOL. Please remember that when packing your child's lunch on the ½ days.

**\*Due to Covid** ~ Milk will not be available for snack or during half days.

### FOOD BROUGHT FROM HOME

If a child has allergies to a specific snack being served, they may bring a snack from home for that day. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- ❖ Any food from home should not require refrigeration or any special care.
- ❖ All food must be properly wrapped and labeled with the child's name and date.
- ❖ Since many children have special diets, to prevent allergic reactions, your child should not share any food with anyone.

## **PICK-UP AND DROP-OFF PROCEDURES**

### SIGN IN AND OUT PROCEDURES

When children arrive in the morning, they must be accompanied by a parent/authorized person. The parent/authorized person must use the the sheet placed on the table to sign in their child along with the time of arrival. Children attending the program in the afternoon will be signed in by a staff member. When departing Extended Day, a parent/authorized person must sign his/her child and record time of pickup.

**\*Due to Covid** ~ Procedures have changed with drop-in and drop-off. We can not have parents entering the school nor can we have parents gathering outside the door.

For morning drop-off, please have your child exit the car where he/she will be greeted and signed into the program by a staff member. You are asked not to get out of your car.

Afternoon pick-up, parents are asked to drive up to the student main entrance. A staff member will radio to get your child, sign them out, and watch them enter your car. Again, we ask that parents do not get out of the car. Car information will be required. If an emergency arises, and someone else needs to pick up, please notify the director ([extended\\_day@schoolva.org](mailto:extended_day@schoolva.org)) along with

the name of the person and car information. Not only is this for the safety of the children, but it will help expedite pick-up procedures.

**If pickup is after 6:00, late charges will be applied. (See fee and charges below)**

### LATE ARRIVALS

Children arriving to the Extended Day Program from any other program/after-school activity (Scouts, CYO Basketball etc.) must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, not the Extended Day staff, to arrange for children to be brought to the program.

**\*Due to Covid** ~ Clubs and School activities will not be available at the start of the school year. We will address once school activities resume.

### LATE PICK-UP

If a child has not been picked up from Extended Day by 6:00 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply:

- ❖ Parents will be called at home and/or work.
- ❖ Emergency contacts will be called.
- ❖ If no one can be contacted and the child remains on Extended Day until 7:30p.m., Fairfax County Child Protective Services will be called.

If someone other than the parent is to pick up the child, the Program Director must be informed via email or a written note sent with the child. This person must show an ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in, in the morning, or after they are signed out.

## **FEES AND CHARGES**

Contracted Monthly Payments will be withdrawn through the FACTS payment system. You will receive a copy of your charges each month to verify the amount withdrawn from your account is correct. Families more than 2 months past due in payments will be charged the \$25 late fee for each month late.

Parents are requested to be prompt when picking up their children. A late fee of \$3.00 per minute, per child will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

**Three late fees within a quarter will result in dismissal from the Extended Day Program for the year.** A child not picked up after notification of nonpayment and needing alternative care, Child Protective Services will be called within an hour of school dismissal.

If a family is billed on a monthly basis, **any changes in the contract** must be in writing or by email prior to the start of the month. Once the month has started, no adjustments will be made.

Drop in charges/late fees will be deducted from your FACTS account. A copy of your invoice will be sent home via backpack mail.

Families may swap days only after written notification and only during the same week. For example, a family may change from a Monday attendance to a Tuesday attendance during the same week. A family may not change a Monday for a Tuesday in a different week. Notification must be received prior to switching days.

**\*DUE TO COVID** ~ Until further notice, for the safety of our students and staff, the extended day program will only be offered to families who can commit for 5 days a week. We will not be offering the drop in option.

### **HEALTH AND SAFETY REQUIREMENTS**

The Extended Day facilities are inspected on a regular basis by the Fairfax County Fire Department and the Health Department for health and safety issues. The children also participate in monthly fire drills. All employees are required to have a current record of negative Tuberculosis tests and a Criminal Record check. Staff members also participate in classes and in-services on child care subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

### **CHILD ABUSE**

In order to protect a child from further harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

### **INCLEMENT WEATHER**

In the event of inclement weather, it is the parent's responsibility to listen to the radio, watch local television stations for **Fairfax County** announcements concerning closings, late openings and early closings. In order to keep all children, parents and staff members safe during inclement weather, please note the following inclement weather policies: CLOSING  
If school is closed for the day, there will be NO Extended Day.

### **LATE OPENING**

If school opens one or two hours late due to inclement weather, Extended Day will open as follows:  
One hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 a.m.  
Two hours late school opening – Extended Day will open two hours later than the usual time. It will open at 9:00 a.m.

## EARLY CLOSING

If school closes early due to inclement weather, Extended Day will close as follows:

- ❖ There will be NO Extended Day after school.
- ❖ All students must be picked
- ❖ Any child who is not picked up by 30 minutes after dismissal time will be charged a drop in rate and \$3.00 a minute per child until he/she is picked up.

If St. Joseph School dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open until 5:00 pm. (1:30 pm if St. Joseph School has an 11:30 am early dismissal.) If the weather deteriorates during those 2 hours, parents will be called and emailed to pick up children as soon as possible. You may call the Extended Day phone number at (703) 880-4322 for updates or check the St. Joseph School website at [www.sjschoolva.org](http://www.sjschoolva.org).

## **ILLNESS, CONTAGIOUS DISEASE AND BITING**

Any child who has the following: a temperature of over 100 degrees, diarrhea, vomiting, or has bitten a child needs to be picked up within an hour of notification. A child must be fever free for 24 hours before returning to Extended Day. Director will inform the school nurse of any student sent home early due to fever.

### **\*COVID-19**

The Extended Day program will be implementing the same policy and procedures of the school. Students will be required to wear a mask. Social distancing will be followed. Frequent washing of the hands will be required. Although, individual hand sanitizers are not permitted, the students will have access to the ones around the school. The director will work with the school nurse with any concerns and questions.

### **LICE**

Head lice are spread mostly by direct head-to-head contact. The sharing of hats, combs and other hair accessories, may also spread head lice, but this is rare. ***Head lice have nothing to do with cleanliness or parenting skills.*** The school makes every effort to control the spread of lice. If a case of head lice has been detected in a classroom and the student attended extended day, parents will be notified.

## **PARENTAL NOTIFICATION OF INJURY**

Any time there is a serious accident or injury in the Extended Day Program, the parents will be notified immediately. If the injury is minor, the parent/guardian will be notified at pickup. A complete accident report will be completed and signed by the staff member who assisted with the injury, the Director, and the parent/guardian.

## **USE OF SUNSCREEN AND INSECT REPELLENT**

Children may use sunscreen during outdoor playtime if weather indicates the need. Written authorization must be on file, noting any adverse reactions to the sunscreen. Sunscreen will be clearly labeled with the child/children's name. Only sunscreen provided by parents will be allowed. Extended Day will not provide any sunscreen. Sunscreen will be kept in the Extended Day Office as it is not allowed in school. Children will apply sunscreen with staff supervision. Staff will not apply any sunscreen. Insect Repellent is not allowed in the Extended Day Program.

## **SPECIAL CLOSINGS**

The Extended Day program will be closed for the afternoon session on the early dismissal days prior to Labor Day, and Memorial Day.

Extended Day afternoon session will also close on the last day of school.

## **ADDITIONAL POLICIES AND PROCEDURES**

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program. There is a separate Extended Day section in the St. Joseph School Handbook. The Custodial parent has the right to be admitted to Extended Day as required by 63.2-1813 of the Code of Virginia.

\*changes made due to COVID

EMAIL: [extended\\_day@sischoolva.org](mailto:extended_day@sischoolva.org)

EXTENDED DAY PHONE NUMBER: (703) 880-4322

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