

St. Joseph Catholic School



Extended Care Program Handbook

Our Mission

The mission of St. Joseph Catholic School is to provide a well-rounded, faith-based curriculum that promotes the academic, spiritual, social, emotional, and physical development of each child in a safe and nurturing environment.



ST. JOSEPH CATHOLIC SCHOOL
EXTENDED CARE PROGRAM
2 NORTH ALTON STREET
FREEBURG, IL 62243
539-3930

Principal:
Mr. John Correll
539-3930 x 111
principal@stjosephschoolfreeburg.org

School Secretary
Extended Care Coordinator:
Ms. Sara Keeley
539-3930 x 100
office@stjosephschoolfreeburg.org

HOURS:

School Days (Monday – Friday)
3:15 – 5:30 pm in Youth Room of the Parish Center
539-3930 x 204

Closed on non-attendance school days and early dismissal days

Introduction

Welcome to the St. Joseph Catholic School Extended Care Program. Please take some time to familiarize yourself with the contents of this handbook. This handbook contains information regarding the operation of our Extended Care Program. Since it is impossible to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures of this handbook at any time as circumstances may warrant. When changes are made, parents will be informed of the changes in a timely manner. If you have any questions or concerns regarding any aspect of our Extended Care Program, please do not hesitate to contact us. We look forward to working with you in a school-parent partnership that provides many educational opportunities for your child in and out of the classroom.

Admission Policy

St. Joseph Catholic School's Extended Care Program is open to children currently enrolled in St. Joseph Catholic School, grades Pre-Kindergarten through eighth grade. St. Joseph Catholic School, in following the policy of the Diocese of Belleville, admits children of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Joseph Catholic School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admission policies, scholarships, and local programs and athletic and other school-administrated programs. (DP 5111.1)

A child must be registered in the program with all necessary forms (Program Registration Form, Registration Agreement Form, Acknowledgement of the Extended Care Handbook Form) completed and on file in the school office prior to the first day of attendance in the program. The necessary forms can be found in the school office. A registration fee of \$15.00 for the first child and \$5.00 for each additional child is required at the time of registration. This registration fee is assessed after the child's first day of attendance in Extended Care.

Notification of Attendance

Parents must notify the main office in advance regarding the days a child will be in attendance at the Extended Care Program. Notification should be provided no later than 11:15 am on the day of attendance. Failure to notify the school in advance may result in a termination of services.

Days / Hours of Operation

St. Joseph Catholic School's Extended Care Program is open on regular full-day school days from 3:15 – 5:30 pm. The Extended Care Program is not open on early dismissal days. Early dismissal days are scheduled in advance and available on the school's calendar. Parents may also receive an email reminder on days in which Extended Care is not available. Extended Care is not available on any day St. Joseph Catholic School is not in session.

Payment / Fees

Payments are due at the end of each week. The daily rate for pickup prior to 4:30 PM is \$10 per child. The cost is \$5 per child for each additional family member. The daily rate for pickup after 4:30 PM is \$15 per child, and \$5 more for each additional family member. Please make checks payable to: St. Joseph Catholic School. Checks can be given to the Extended Care supervisor or the school secretary. Closing time is 5:30 pm. Failure to pick up a child prior to 5:30 pm may result in a \$1.00 per child per minute overtime fee, which is due at the time of pickup. Please call ahead if you know that a child will not be

picked up at closing time. Overtime payments not made at the time of pickup may result in the removal of a child from the program. \$1.00 per minute past 5:30 pm is the overtime charge. If you are consistently late picking up your child, the principal has the right to refuse service. Please note that any unpaid fees at the end of the school year may cause a delay in the child's registration at St. Joseph Catholic School for the following school year.

Daily Schedule

- **3:15 pm – Students gather outside the office after school/walk over as a group with the Supervisor (staff member or parent) to the Parish Center**
- **3:30 – 5:30 – homework/recreation**
- **4:30 – light snack provided by the school**

Restrooms are available to students as needed. Once students reach the Youth Room of the Parish Center, they are expected to work on and possibly complete their assigned homework for the day. Our Extended Care Staff members consist of school faculty, staff or parent and are available to assist students with their homework assignments. If a student refuses to work on their homework or study silently, they may be withheld from further privileges, such as certain recreation activities later in the day. A light snack is available to students remaining in Extended Care after 4:30 PM.

Pickup Procedure

All children must be signed out by a parent or person authorized by the parent. If the supervisor does not recognize the person picking up the child, they may ask for picture identification. Sign out takes place in the Parish Center Youth Room or under the carport of the Convent building when students are outside. Please note the exterior doors of the Parish Center are locked at all times. If no one answers the door, please call the Extended Care line at 618-539-3930 ext. 204.

Student Expectations

Children are expected to respect themselves and other students. They are expected to respect and obey all administrators, teachers, and other supervisory personnel. Students are expected to respect school property and the property of others. Reimbursement may be required for any damage to or loss of school and/or Parish property.

Attendance in the St. Joseph Catholic School Extended Care Program is at the will and discretion of St. Joseph Catholic School. As such, attendance may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the student or the school. All students who attend the program are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school and the Diocese of Belleville.

Discipline Policy

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation, and learning is the highest priority for all schools in the Diocese of Belleville. (DP 5142) The Extended Care Program follows all policies and regulations outlined by St. Joseph Catholic School and the Diocese of Belleville in regards to discipline. Problems which occur when the rules and regulations are violated are to be resolved between the student and the Extended Care Staff first. The Extended Care Staff should notify the parent of the situation at pick up time. If the parent does not pick up, the staff member will contact the principal.

Illness at Extended Care

If a child becomes ill during Extended Care, the staff member on duty will call the parent at home or at work. If a parent cannot be contacted, the person designated on the school's emergency form will be notified. The child will remain in the Parish Center until the parent or person designated by the parent arrives for pickup. The child must be signed-out by the parent or designated person before the child is permitted to leave school.

Medication

The administration of medication to students during regular school hours and during the school day is discouraged unless absolutely necessary for the critical health and well-being of the student. Any medication deemed necessary to maintain a student in school or during Extended Care hours must be administered by school personnel before the office closes at 3:30 PM. Extended Care staff members are not authorized to administer, nor will they be given access to a child's medication. All medication is locked in the school office throughout the day.

Electronic Devices

Electronic devices are strongly discouraged during Extended Care hours. Any devices brought to school are done so at the owner's risk. The school and its employees are not responsible in the event of theft or damage. Before a student is able to use an electronic device in Extended Care, a permission form must be signed by the parent and on file in the school office. Students using a device may not allow other students to use the device. When not in use, the device must remain in the student's backpack in the off position. The permission form must be updated each school year and can be found in the school office. Students who fail to abide by these regulations as well as those outlined in the Parent/Student Handbook will lose their privilege to bring the device to Extended Care or school. If a student is found using the device in violation of this and other school rules, the device will be confiscated and kept in the school office until it is picked up by the parent. Cell phones are not to be used by students signed in to the Extended Care Program at any time. A phone is available in the Extended Care room should a parent need to contact their child or the supervisor on duty.

Diocesan Child Protection Policy

All adults working with children at school must be in compliance with the Diocesan Child Protection requirements. All of the following requirements must be met before working with children at school:

- Application for Volunteer Service on file
- CANTS form completed every 2 years
- Fingerprinting
- Recorded attendance at the Initial Protection Policy training
- Successful completion of the annual refresher course (done each year)

The school secretary is the liaison between the school, the parish, and the Diocesan Office of Child Protection. If you have any questions regarding any of these items, please contact the school secretary.

Mandated Reporter / Abuse and Neglected Child Reporting

The Abuse and Neglected Child Reporting Act (1982) mandates suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to the age of 18. All parish and school personnel, including, but not limited to teachers, administrators, volunteers, coaches, staff, teacher aides, and others that work with children are to report suspicions of child abuse or neglect to DCFS. The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did not report. When a suspected case is reported to the DCFS, the person reporting the case should inform the school principal. If the principal is unavailable, the Pastor should be informed. (DP 5141.4)

Personnel Non-Discrimination Policy

In employment practices, the school and/or parish shall not discriminate on the basis of gender, race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, and mental or physical handicap unrelated to ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church. This policy applies to all professional and nonprofessional personnel hired by the school and/or parish. (DP 4111.2)

Moral / Ethical Education

There are certain commonly held values such as honesty, truthfulness, respect for persons and their property and the racial, cultural, socio-economic and ethnic diversity of others. These beliefs, along with the Catholic values should be supported by the words and the deeds of all employees and official representatives of school programs. Staff members are expected to model and promote these values and, in turn, to endorse and reinforce student actions and student behavior which exemplify such. (DP 4116.1) Should a parent witness any actions against this policy by an Extended Care staff member, please report the situation directly to the school principal.

Supervision of Students

Students are to be under the supervision of an Extended Care staff member at all times. The school expects students to be under adult supervision while they are in school or engaged in school-sponsored activities (such as Extended Care). School personnel or other adults assigned to this supervision are expected to act as reasonable adults in providing for the safety of the students in their charge. (DP 4116.11)

