

ST. CYPRIAN PARISH SCHOOL

A Faith Community of Learners for over
60 years



Extended Day Care (EDC) Parent Handbook 2021 – 2022

Program Information:

St. Cyprian Parish School Extended Day Program admits only students that are currently enrolled in our school. The Extended Day Program follows the Diocesan Policy regarding Racial Non-Discrimination and no qualified student will be denied admission to the Extended Day Program.

We open daily at 7:00 a.m. for the “Before School Session”. **Any child arriving for this session must be escorted & signed in by a parent / guardian.** At 8:00 a.m. the students will join their classmates to start their regular school day. Students are escorted to their classrooms by Day Care Staff.

3:00-3:15-

- Check in at each classroom using class sheets
 - Room 10 (Youth Room-Grades 2-4)
 - Room 11 (Library- Grades TK-1)
 - Room 12 (EDC Room- Grades 5-8)

3:15-3:30-

- Yard Sweep- all students remaining on campus MUST check in to EDC
- Unpack
- Prepare Snacks

3:30-4:00-

- ALL students and staff outside to play

4:00-4:30-

- ALL students and staff inside for homework/reading time
- Pack-up all items by 4:30 and those needing to finish homework bring their things to the main EDC room

4:30-5:30-

- Students and staff outside to play
- 1 staff member remains in main EDC room for students finishing homework

5:30-6:00-

- ALL students inside while waiting for parents to arrive by 6:00

Homework Time Allotments:

(Parents are to check homework for neatness, correction, & completion.)

Grades K-2	-	45 minutes maximum
Grades 3-5	-	1 hour maximum
Grades 6-8	-	1 ¼ hour maximum

EXTENDED DAY CARE FEES AND POLICIES

St. Cyprian Parish School Extended Day Care is offered each day school is in session. There is no Day Care on “non-school” days. Students enrolled in this program must be registered by parents / guardians.

Any student arriving on campus before 7:45 a.m. or remaining on campus after 3:15 p.m. MUST go to Extended Day Care and the family will be charged the daily rate.

SUPPLY FEE: \$25.00 per family (non-refundable)

Fees are based on the 182 school days (10 monthly installments from September-June)

Regular Rates (children in attendance 3 or more days per week)

Plan	Schedule	Rate/month
A 1 child	Morning Only	\$60.00
	Afternoon Only	\$140.00
	Morning and Afternoon	\$195.00
B 2 children	Morning Only	\$85.00
	Afternoon Only	\$200.00
	Morning and Afternoon	\$280.00
C 3 children	Morning Only	\$100.00
	Afternoon Only	\$250.00
	Morning and Afternoon	\$345.00

Occasional Rates (children in attendance no more than two days per week) (Billed monthly)

<u>Schedule</u>	<u>Rate/day</u>
Morning	\$5.00 per child in attendance
Afternoon	\$10.00 per child in attendance
Friday Afternoon	\$15.00 per child in attendance

Yard Sweep – Occurs at 3:15, all children remaining on campus will be brought into EDC and the families will be charged the daily rater per child.

Billing: Payment is due on the **twentieth** of each month for Regular Registered students. There is a 5-day grace period, after which there is a **\$25.00** late charge. Occasional Registered student fees are billed by the 15th of that month. There is a \$25.00 bank charge for all returned checks.

PROGRAM GUIDELINES:

MEALS – Children are allowed to bring their breakfast from home; on the occasion that they forget, we will have some breakfast items for a small fee, and snack cards may be used for these items. Families are encouraged to bring snacks and proper utensils from home to eat after school during the after-school program or they may purchase a snack during the appropriate times from the EDC. Children are encouraged to purchase a snack card, in any dollar amount increments, so as to not have to carry money every day; but snacks may be purchased with cash as well. Refrigeration and microwaves are available.

MEDICATIONS – Extended Day Care Staff will not dispense medicine unless written consent is received from both parents and doctor (form can be downloaded from the school website or obtained from the school office). Instructions for dosage must be included.

RECORDS & EMERGENCY INFORMATION – All records are confidential and will be shared only with those people who have a legal right to the information contained in the files. **It is the responsibility of the parent/guardian to keep emergency information updated.**

ILLNESS – A student who has been absent from school due to illness or who becomes ill during the school day may not attend Extended Day Care.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES – For a student to attend an after-school activity such as sports, tutoring, dance, choir etc., The student must check in with the Extended Day Care staff before going to the activity. Students will not be charged until 15 minutes after their class activity ends, should they not be picked up after the activity ends. The standard rate per day will be charged should the student remain with EDC after 15 minutes.

STUDENT RELEASE FROM EXTENDED DAY – At the time of pick-up, students must be signed out by parents (or persons approved to do so). Any persons picking-up a child must be on that child's pick-up authorization list and show identification before the child will be released.

We CANNOT release a student to any person who is under 18 years of age or whose name does not appear on the release form. Under certain circumstances a written notice or a phone call from a parent / guardian may be accepted. The notice must include the full name of the person signing the student out, the date, and the parent's signature. Please inform the adult that we will verify identification.

P.M. attendees - If your child is going home directly after school is dismissed, your child must either be signed out at Extended Day Care or a notice must be given to the Director.

All Students remaining on campus after 3:15 will be checked into EDC. Students need to either go home with a parent / guardian or need to attend EDC. For the safety of your children, students are not permitted to wait on campus or in the neighboring community. Permission slips must be filled out by the parent / guardian in the school office if your child will be walking home.

BEHAVIOR GUIDELINES

The Extended Day Care Program follows and enforces the School Discipline Policy.

- Students will eat in designated areas and during designated times, in an attempt to:
 - teach students good nutritional guidelines
 - respect family needs for a family dinner upon arrival at home
 - free supervisors' attention to the direct supervision of students rather than having a constant line of snack requests and microwave needs
 - minimize the trash around campus
- Students are not allowed to run across the parking lot. Students are not allowed to cross the barrier for any reason. If playground equipment falls outside the barrier line, a supervisor will retrieve it.
- **Students are not permitted to leave the school grounds until they have been signed out of the program.**
- **Toys / games from home are not allowed.** If a toy is brought to school for sharing, it must remain in the student's backpack while at Extended Day Care. All articles should be clearly marked with student's name.

- Cell phones & other electronics are **NOT** allowed out at school. If a student brings a cell phone to school, it is to remain turned off in their backpack.
- If there is a conflict between students:
 - First time a warning to stop
 - Second time the students will be placed in time out and then asked to reflect and discuss with the Day Care Staff the issue that lead to the time out
- Students will leave their backpacks in their homework room until after their outside play time, at which time they will get their bags and bring them to the EDC room and place them in a cubby.

This program is designed to be beneficial to the students as well as the parents. We want a positive and enriching place for the students to grow and thrive with a healthy amount of boundaries.

Not tolerated at any time:

- Any form of harassment, bullying or fighting.
- Playing behind buildings, around the Parish Center, in the restrooms or in the parking lot.
- Spitting, swearing, profanity (written or spoken) or obscene gestures.

STUDY HALL – Students will do homework on all days but Fridays, in a supervised setting. Homework is done from the end of snack time until dismissed. Study hall time is **quiet time**. **Please have your child bring the supplies needed to complete homework at Extended Day Care.**

Students who fail to follow the study hall rules, and ignore the supervisor’s instructions will be sent home with a note advising the parent of the problem.

DISCIPLINARY POLICY:

Discipline problems are defined as any continued belligerence, disobedience, disrespect or deliberate misbehaving toward adults or other children. ***The Extended Day Care Program follows and enforces the School Discipline Policy.*** A school detention can be given at the Director's discretion.

After Reading and discussing these policies with your child/children, please return the following three pages to EDC for record keeping purposes.

**St. Cyprian Parish School Extended Day Care (EDC) Registration Form
2021-2022**

Family Name: _____

Student Names

Grades

Address:

City

Zip Code

Parent Contact Information:

Parent- Name: _____

Parent- Name: _____

Work #: ____ (____) _____

Work #: ____ (____) _____

Cell #: ____ (____) _____

Cell #: ____ (____) _____

Hours planned for attendance:

_____ AM Regular _____ AM Occasional
_____ PM Regular _____ PM Occasional

Expected Pick-up Time _____

Authorized Persons for Pick-up:

Name	Relation to student(s)	Telephone
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For the child's safety, EDC Staff will not release the child without proper authorization.

Parent/Guardian Signature

Date

Office use only:

Receipt of \$25.00 per Family Non-Refundable Supply Fee

_____ Cash _____ Check # _____ Date _____



St. Cyprian Parish School Extended Day Care

5133 Arbor Road ☞ Long Beach, CA 90808 ☞ (562)421-1106☞
www.stcyprianschool.org

PG MOVIE PERMISSION SLIP

On occasion, primarily rainy days, half-days and on Fridays, movies or portions of movies are shown during the hours of EDC. Every attempt is made to show only movies that are in good taste and represent the Christian values and morals consistent with the philosophy of St. Cyprian Parish School. G-Rated movies may be shown to children without requiring permission from a parent. Only children whose parents grant permission for them to view PG movies will be allowed to do so.

I, _____ grant permission for my child/children
(Parent Name – Printed)

_____ to view a PG-Rated movie under the
(Student(s) Name – Printed)
supervision of an EDC Staff Member.

(Parent Signature)

(Date)

I, _____ do NOT grant permission for my child/children
(Parent Name – Printed)

_____ to view a PG-Rated movie under the
(Student(s) Name – Printed)
supervision of an EDC Staff Member.

(Parent Signature)

(Date)



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Please sign below and return this page to school office. Thank you.

Parental Agreement

I have read and agree to be governed by the Extended Day Care Program Handbook. I have discussed the pertinent sections with my children.

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____