

Parent Handbook

St. Timothy Extended Day Program

Philosophy

The St. Timothy Extended Day Program will provide a safe, educational, fun child care environment for its students. Our goal is to plan developmentally appropriate activities that foster positive self-esteem, encourage respect for cultural diversity, develop social skills, and enhance physical development. The daily activities will include crafts projects, outdoor/recreational activities, games, and quiet time for homework or reading. The program will also emphasize Christian values in all activities.

Eligible Participants

The St. Timothy Extended Day Program is a service offered to parents and open to all students currently enrolled in St. Timothy Catholic School.

To enroll your child, you must sign the Enrollment Application and pay a non-refundable registration fee, sign the Tuition Policy Agreement, complete the Emergency Care/Medical Information form, and sign the Handbook agreement. Please return all of these forms to the After-care Director.

Hours of Operation

The St. Timothy Extended Day Program operates as follows:

Monday from 2:00 p.m. to 6:00 p.m.

Tuesday through Friday 3:15 p.m. to 6:00 p.m.

The Program is operational on the days that the school is open. If the school is having an early dismissal day, the program will be open until 4:00PM. If an early dismissal occurs before a holiday weekend, the program will be closed. The program does not operate during school vacations or holidays. If there is an early dismissal due to inclement weather, the Extended Day Program will not operate. If St. Timothy School is closed due to inclement weather, then the Extended Day Program will be closed.

Tuition

Tuition payments for full-time students will be billed through your FACTS account. When multiple children from the same family attend the St. Timothy Extended Day Program, full-time, a discount of 10 percent off tuition will be granted for the second child and each succeeding child. Part-time students will be billed at the end of each month.

For the 2009-2010 school year, the monthly tuition will be \$400.00 per student. In addition, there is a \$25.00 registration fee for each child annually. These fees are subject to change.

For students enrolled in the Program on a part-time basis, tuition is \$30.00 per day for Monday through Friday for each student.

Licensure

The St. Timothy Extended Day Program has been licensed as an After-School Care Center by the Department of Social Services of the Commonwealth of Virginia. A copy of the Department of Social Services Commonwealth of Virginia Minimum Standards for Licensed Child Day centers is on file in the school office. To obtain your own copy, please call 703-934-1505.

Attendance Procedures

Sign-in

Students attending the St. Timothy Extended Day Program will be required to sign in when they arrive.

Sign-out

The students will wait in the center for their parents. They may not wait outside. The child's parent/guardian must come into the center to pick up their child prior to the designated closing time of the Program. The parent/guardian will sign the daily attendance roster with his/her signature and the time.

The student will not be released to anyone whose name does not appear in his/her enrollment paperwork. If special arrangements have been made, you must notify the school either in writing or by telephone of the person allowed to pick-up your child. These persons will be required to show identification before the child will be released.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, St. Timothy Extended Day Program requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights. This information must be on file with the school.

Emergency Procedures

St Timothy Extended Day Program has written policies and procedures for dealing with emergencies. We will periodically schedule, carry out, and document emergency drills. Evacuation plans will be posted in each classroom.

Emergency care forms are kept on file in the center. In case of illness or injury, the forms are used to notify and advise you of the student's status. It is extremely important that the information is kept current. If any information should change, please notify the school office so that we can update our records.

SCHOOL LOCKDOWN

If the school is under an emergency lockdown, the students will remain upstairs. All exterior doors will be locked. Everyone picking up a child during a lockdown must show ID.

Natural Disaster Plan

In case of a natural disaster (tornado, severe weather, etc.) the following procedures will be followed:

1. Teachers will move children to the first floor, interior hallway of the building in an orderly fashion.
2. Teachers will bring attendance record, emergency information for each child, and a flashlight.
3. All children will stay in this location until notified by the Director to take further action.

Fire Evacuation Procedures

The Director of the Extended Day Program will sound the alarm. Children will exit the building according to the room's evacuation plan. Children will meet on the side parking lot. The Director will take attendance.

Playground Safety

Children will be permitted to use the playground equipment, weather permitting. When using the equipment, the following safety procedures will be followed:

1. The children will be accompanied by at least one teacher or staff member.
2. Staff members will circulate the premises to ensure the safety of the children.
3. While out of the building, the teacher/staff member will carry a first aid kit.
4. Attendance will be taken by the teacher/staff member.
5. The children will walk to and from the equipment and will follow all safety rules while on the equipment.
6. Playground's resilient surface will be checked daily by staff member. Any damage will be reported to the Principal for maintenance.

Health Records

Each child's health records and immunization information must be on file in the school office prior to attendance at the St. Timothy Extended Day Program.

Medication

Our primary concern when administering medication is the safety and health of every child. If a parent wishes a medication to be administered, the school **Permission to Administer Medication Form** must be completed. The St. Timothy's Extended Day Program will administer prescription medication under the following guidelines:

1. Medicine must be in the original container, and must list the following information:
 - a. Child's name
 - b. Physician's name
 - c. Medicine name
 - d. Date of prescription
 - e. Dosage information
2. A Medication Authorization form must be filled out completely.
3. All medicines must be left with the Director or Principal in the School Office. Medicine will not be taken to the classroom.

Over the counter medicines must be accompanied by a physicians' note authorization administration and follow the above guidelines.

Infection Control Policy

If a child has been exposed to any communicable disease, the parent/guardian is asked to notify the Program immediately.

If a child shows any of the symptoms listed below, the parent/guardian will be called and asked to immediately pick up the child. If the child has any of the following symptoms, we ask that they be kept out of the Program until the symptoms are gone for 24 hours or with a physician's written authorization indicating that the child may return to school.

The symptoms include but are not limited to:

1. Fever of 100 degrees or higher (orally)
2. Pinkeye
3. Vomiting
4. Diarrhea

Clothing

Children should come dressed for comfort, fun and action. We encourage children to bring a change of clothes as to protect their school uniform. Since the children are on church grounds, revealing clothing is not allowed. Examples include, but are not limited to the following: skimpy tops, belly baring shirts, muscle shirts, halter tops, offensive language tee-shirts, and short-shorts. Please help your students with their clothing selection.

Staff Members

The staff of the St. Timothy Extended Day Program are hired by the St. Timothy School Principal and the Director of the St. Timothy Extended Day Program. The staff is required to be of good moral character and reputation and be sensitive to the children entrusted to their care. Each staff member participates in a criminal record check according to the requirements of the State of Virginia licensing procedures.

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Communication

Communication between parents, staff and students is essential and will insure an enriching program for all participants. If there are any questions or concerns, please call the After-care room at (703) 378-1329. In addition, parents are always welcome at St. Timothy Extended Day Program. We encourage you to visit any time.

Field Trips

It is the intention of the St. Timothy Extended Day Program to not offer field trips. If, however, in the future we do, you will be notified at least one week in advance of the event. You will be advised of all the details of the event and be required to sign a permission slip granting you child permission to go.

Food/Snack

The St. Timothy Extended Day Program will provide a healthy snack each afternoon that meets the U.S. Department of Agriculture nutritional standards. If you wish to provide a snack for your child, please -insure that it is properly sealed to prevent spoilage and that it is labeled with your child's name.

Daily Schedule

Monday

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|--------------------------|--|
| 2:00 to 2:45 p.m. | Sign-in, change clothes, restroom break, outdoor activity (During inclement weather, use gym for activity) |
| 2:45 to 3:00 p.m. | Snack |
| 3:00 to 4:00 p.m. | art project, movie |
| 3:00 to 5:00 p.m. | homework, movie |
| 5:00 to 6:00 p.m. | playtime, games, toys, puzzles or computer time. Sign-out when student is picked up. |

Tuesday through Friday

- | | |
|--------------------------|--|
| 3:15 to 3:30 p.m. | Sign-in, snack, change clothes, rest room break |
| 3:30 to 4:10 p.m. | Outdoor activity (During inclement weather, use gym for activity) |
| 4:10 to 5:10 p.m. | Homework |
| 4:10 to 6:00 p.m. | Art Project, playtime, painting, games, toys or computer time. Sign-out when student is picked up. |

Please note that this schedule is subject to change based upon weather, supplies and staffing requirements.

Behavior Management

The St. Timothy Extended Care Program will strive to provide an environment for the students to learn, explore and have fun. However, if a behavioral issue occurs, our philosophy is to help children learn human values and problem-solving skills and take responsibility for their choices. The Program will use the following positive guidance techniques:

1. Redirection
2. Verbal intervention
3. Time away from the activity/group

If these techniques do not work effectively, we will request a parent/teacher conference to develop a specific plan.

If parent requests meeting regarding their child, they should observe the following protocol:

1. Child's teacher
2. Director of the St. Timothy Extended Day Program
3. Principal of St. Timothy School

Unacceptable Actions of Discipline:

1. Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment;
2. Enclosure in a small confined space
3. Punishment by another child;
4. Separation from the group so that the child is away from the hearing and vision of a staff member;
5. Withholding or forcing of food or rest;
6. Verbal remarks which are demeaning;
7. Punishment for toileting accidents and
8. Punishment by applying unpleasant or harmful substances

Child Abuse

Virginia law imposes upon school personnel the legal responsibility of reporting to local child protective services any incident of suspected child abuse or neglect. School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal (who will in turn notify the Chancery) and then contact the child protective services.

**St. Timothy Extended Day Program
Parent Handbook Agreement
2009-2010**

Name of Child

Name of Child

Name of Child

I/We have read the Parent handbook and agree to abide by the policies and procedures stated therein.

Date

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Parent/Guardian's Name

Parent/Guardian's Signature