

# St. Thomas More Catholic School

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## Extended Care Parent Manual

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## **INTRODUCTION**

The St. Thomas More Extended (STM) Care Program Guide is designed to provide a beneficial service to the families of St. Thomas More School. The program operates under the umbrella and philosophy of our school. Utilizing school and parish facilities and resources, the Extended Care program is committed to the same principles which have guided the evolution for the spiritual mental, emotional and physical development of the children while serving to stimulate and enhance the creativity, capabilities and potential of each child.

The STM Extended Care program is designed to provide school-aged children with an active enjoyable program of arts and crafts, sports, games, special events and educational assistance. These activities facilitate appropriate Christian interaction, motor skills, social development, creativity and curiosity. The STM Extended Care program strives to be a successful enriching experience for the families of St. Thomas More School.

## **ABSENCES:**

If your child will not be attending the STM Extended Program as regularly scheduled, please call as soon as possible and let us know so we won't be expecting him or her.

## **ADMISSION**

Any St. Thomas More student age 3-14 is eligible to enroll in STM Extended Care provided the program can adequately serve the student and space is available. Admission is granted only after enrollment and emergency forms have been completed, and after the required advance payments are made. Forms turned in during the week of registration, preference is given to the families who are currently enrolled with Extended Care. After that week, admission is granted on a first come, first served basis until all spots are filled. You will be notified as soon as possible as to the availability of space for your child.

## **CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS**

The St. Thomas More Extended Care program will report any suspected child abuse, neglect or exploitation to Child Protective Services and to the local law enforcement agency.

## **DAILY SCHEDULE:**

### **A.M. SCHEDULE**

7:00-8:15	Free play
8:15-8:20	Clean up
8:20	Take children up to school

### **P.M. SCHEDULE**

3:00-3:30	Snack time
3:30-4:00	Outside time (weather permitting) or gym time if available
4:00-4:30	Homework/Quiet time
4:30-5:15	Free play
5:15-5:30	Clean up
5:30-6:00	Going Home

## **DISCIPLINE POLICY:**

Discipline, at St.Thomas More presupposes a cooperative effort by parent, child and school toward growth in personal wholeness. It is based on the fundamental Christian principles of respect for Jesus Christ in each individual as evidenced through mutual principles. Parents will be involved in cooperative remedial action. The following is a description of disciplinary procedures:

- Child will be given choices wherever possible to promote positive behaviors.
- Logical/natural consequences will be used to teach the child responsibility for his/her own actions.
- Repeated incidences/problems will require a parent conference.

A child, who does not adjust to the program or abide by the rules, will be removed from the program, subject to a parent conference and a review by both the Principal and Program Supervisor.

## **ENROLLMENT PROCEDURES**

At the time the parent enrolls the child, the parent must complete and submit the following forms:

- A. The Enrollment Form along with the \$25 registration fee per child
- B. The Permission/Parent Notification form
- C. Fee Agreement form

For forms turned in during the week of registration, preference is given to the families who are currently enrolled with Extended Care.

## **FEES/PAYMENTS:**

Fees are to be paid monthly. The payment may be made by cash or check made payable to St. Thomas More. It can be sent back via mail, directly withdrawn from a credit card, or dropped off at the school office. Please keep this payment separate from your tuition payment.

## **FEE SCHEDULE:**

Our fee schedule is based on a flat rate of \$3.75 per hour per child.

Students who attend extended care on a full-time basis will receive a 10% discount on their monthly balance. Full-time status is defined as anyone using the program 15 or more hours per week.

The fee schedule is based on a schedule of 7:00 to 8:25 AM for the morning session, and 3:00 to 6:00 PM for the afternoon session.

There will be a late charge for pick up after 6:00 PM. This fee is \$1.00 per minute, and will be charged to the next month's statement.

## **FREE ACCESS**

Parents have free access to all areas used by their children.

## **GENERAL POLICIES:**

- All children must be in view of staff at all times, with the exception of trips to the restroom.
- If a child must leave a designed group, a staff member must give permission.
- A staff person must know which children are their responsibility at all times.
- If a child leaves the program with someone other than the parent, the Program Director **must** have written parental approval.
- Staff persons shall record any comments, child behavior, and any parent contact in the appropriate records.
- During the summer, students will be given the opportunity to participate in field trips off the program site. These trips will be scheduled in advance, and parent permission forms will be required for the students to participate. Those children who have not been authorized by a signed parent permission form to attend, must have alternative care arrangements made by their parents. No care will be provided at the Extended Care site.

## **HEALTH OF CHILDREN POLICY**

A health history shall be obtained for each child upon admission. This will include conditions of the child which may be adversely affected by the Extended Care experience or which may be adversely affected by the other children. This includes allergic reactions. Immunization history shall be brought up to date before admission to the center. Immunization records will be obtained from school registration forms.

Full names, addresses/ and telephone numbers (home and business) of parents or guardian, physician and other persons to be contacted in case of emergency, and names of all other persons other than parents or guardian authorized to take child from the center shall be kept easily accessible on site.

## **HOMEWORK POLICY**

Quiet time is a time for your child to complete any homework they might have. If no homework is given that day we encourage your child to bring a book or magazine to enjoy during that time. Staff is always available to help your child on any homework assignments or projects that might be challenging.

## **HOURS:**

The program hours are from 7:00-8:25 AM for the morning session and 3:00-6:00 PM for the afternoon session every school day.

## **ILLNESS, INJURY, EMERGENCIES**

If your child becomes ill, we will provide an isolated rest area. If your child has a fever of 100° or more, or if they are vomiting, the parent or guardian will be called to pick up your child. In an emergency, medical care will be sought immediately.

## **LEAVING THE SITE:**

No child will leave early without written parental permission. Children will only be released to parents, except in prearranged situations.

## **MEDICAL EMERGENCY POLICY**

If there is a medical emergency, parents, will be notified immediately and/or 911 may be called, depending on the situation.

## **MEDICATION POLICY**

According to state law, STM Extended Care program may dispense medication at school only when the following requirements are met:

1. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at the Extended Care program. The form must be signed by the child's parent/guardian and by a physician. It must be current and unexpired, and must be valid for a period not to exceed one school year.
2. If the medication is required for 15 or more consecutive school days, the signed form must include written instructions from the physician for dispensing the medication.
3. All medications must be supplied by the parent/guardian.
4. All medications must be in a properly labeled container.
  - a. Prescription medication must be in a container labeled by a physician, dentist or pharmacist and brought to school by the child's parent/guardian. The label shall include the student's name, physician name, name of medication, dosage and time of day to be taken.
  - b. Non-prescription medication must be brought to school in its original container.
5. STM Extended Care program will provide the means for safekeeping and secure storage for all medication. If special conditions are required for safekeeping and secure storage for a particular medication, the program will adhere to the instructions of the physician. Medication will be stored in the school office during school hours, and will be transported by the program director.
6. Medication will be dispensed by the program director. A medication record shall be maintained for any student receiving medication at school.
7. Medications shall be returned directly to the parent/guardian when no longer required or at the end of the school year. Any unclaimed medication must be destroyed.

8. In the event that the program director or supervisor considers it necessary to discontinue dispensing medication, the student's parent/guardian will be notified in advance.

## **MONEY**

Your child will not need money for daily activities. If some special activity takes place that requires a fee, you will receive advance notice.

## **NONDISCRIMINATION POLICY**

The St. Thomas More Extended Care program shall comply with the spirit of equal opportunity and with the letter of all applicable federal and state statutes and regulations.

## **PESTICIDE POLICY**

To minimize potential pesticide exposure to children and staff, pest control practices in this facility will include a variety of non-chemical and chemical methods. This policy includes both notifying parents and staff 48 hours in advance, and posting signs at the time of application. It is our policy to **not** apply any pesticides when children are present unless there is an emergency. A detailed description of this policy is available upon request and will also be available on registration night and at the sign-in area.

## **PROGRAM DEVELOPMENT**

Extended Care is not designed to be a babysitting service or a day care "warehousing" type program. The key to a successful and cooperative program from the children's point of view is a program offering a variety of interesting things to do, and plenty of energy-burning opportunities.

Program development must be designed around the facility being used, and the areas of the facility to which the program has access.

The program will allow for variety, student choices, and spur of the moment activities as well as crafts and group activities.

## **PROGRAM GOALS**

- To provide an activity program before and after school hours for children of working parents.
- To provide a safe, nurturing environment for children.
- To provide role models and positive social interaction to aid social and personal development.
- To provide enrichment opportunities that enable children to experience new things and to develop their interests.
- To be responsive to children's needs at different ages by providing a variety of scheduled activities.
- To provide a quality service that is affordable for working families.

## **REGISTRATION FEE**

The non-refundable registration fee is \$25 per year per child; \$35 after May 1.

## **RELIGION ACTIVITIES**

Prayer is said before snack.

## **SIGN IN AND OUT POLICY**

A parent or authorized person is required to sign their child in and out of Extended Care. Children may not sign themselves in or out. When signing in or out, place your full name on the sign-in sheet. St. Thomas More will not be held responsible for a child who is not signed in or out by a parent or an authorized person.

## **SNACKS**

Your child will receive a nutritious snack after school every day.

## **SNACK POLICY**

Your child is welcome to bring a snack from home. We plan our snack on a monthly basis. If your child sees that the snack on a certain day is one that s/he doesn't care for, bringing a snack from home would be a great alternative since we will be only serving what is on the menu for that day.

## **VACATIONS AND HOLIDAYS**

The STM Extended Care program will not operate during holidays and will only be open during vacations if the demand is there.