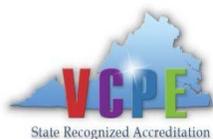
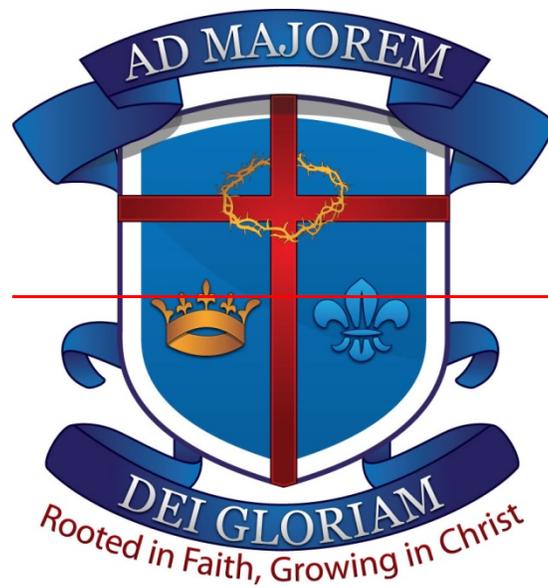


St. Louis Elementary School Parent/Student Handbook

(EDC Section only)

2018-2019



This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, *General School Policies*, regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, *Academics*, but including the section on *Technology*), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

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 or purchased through an independent school insurance provider.

TAX INFORMATION

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

PARENTAL INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

EDC STAFF

The director and assistant director of the Extended Day Center (EDC) are in charge of the daily operations of the program. The EDC administration maintains a personnel record on all staff members, supervises the staff, is responsible for collecting fees, and communicates with parents whose children are enrolled in the program.

EXTENDED DAY PROGRAM PHILOSOPHY AND MISSION

The St. Louis School Extended Day Program provides high quality before- and after-school care for kindergarten to 8th grade, in a loving, safe, Christ-centered environment. The Extended Day Program's director, assistant director, and lead teachers are committed to the students and families of St. Louis School. Student activities are developed by the program's staff, incorporating each student's developmental level, individual needs, interests, and culture. Students participate in a variety of engaging activities including: outdoor/indoor games, arts and crafts, homework time, occasional movies, and holiday celebrations.

ENROLLMENT PROCEDURES

Parents or guardians are required to register their students for the Extended Day program in order to use the services. Students in K-8 may use extended day for both morning and afternoon sessions. Parents must register their children for EDC through the online registration system. Families are provided with the log-in code for this system once they have completed registration. A minimum of twenty-four hours' notice is mandatory for all children who use the EDC services. All registration forms are available in the extended day room, on the school website, and in the school front office. Please complete and return the required forms to the front office. Registration is open throughout the school year.

ATTENDANCE PROCEDURES

Children attending the EDC must be registered for the day through the online EDC registration system using the log-in code provided to them following EDC registration. Twenty-four hour advance notice is required per state licensure and staffing requirements. Parents are expected to update the sign-up system if there are changes to the schedule. Parents requesting sign-up with less than 24 hours' notice will be assessed an additional hour fee per student. If no notification is received, then students are not guaranteed a space in the program for the day.

FEES AND CHARGES

The FACTS program is used for all extended day payments unless a family has paid tuition in full prior to the start of the year. Invoices are sent out weekly by the EDC bookkeeper, and charges are entered into the FACTS system weekly. Families who have paid tuition in full and do not have a FACTS account are required to pay their EDC bill through the EDC deposit box next to the EDC main door. Extended Day staff does not collect Extended Day fees. Any family not current within two billing cycles of payments may be asked to leave the program.

Parents are required to pick students up no later than 6:00p.m.. There is a late charge of \$1.00 per minute after 6:00p.m. for every minute that they are late. Three late pick-ups will result in termination of EDC services for the duration of the year.

- A \$25 registration fee per student must accompany your Extended Day registration.
- Payments will be billed weekly through your FACTS account.

- Families who use extended day will be charged on an hourly rate based on the sign in/out sign in sheet
- If a student is picked up after 6:00 p.m. there will be a charge of \$1.00 per minute per student, which will be entered into your FACTS account.
- Although advising the school by phone that you will be late is appreciated, a late pick up fee will still be charged. Three late pick-ups within a school year will result in dismissal from the Extended Day Program.

SNACK

A nutritious snack, which adheres to USDA guidelines, is provided for the afternoon EDC students. A monthly snack calendar will be posted on the EDC bulletin board outside the EDC office and made available to EDC families. No outside snack is allowed. The assistant director will work with families of students who have identified food allergies.

LUNCH

EDC students must bring their own lunch on early dismissal days. Please remember to pack a lunch for your student. Label the lunch box with your student's name and date. In order to ensure the health and safety of all children in our care, the St. Louis Extended Day Center staff asks your cooperation with the following policies regarding lunch brought from home:

- The food does not require refrigeration, any special storing, or heating
- The food is properly wrapped to prevent it from becoming contaminated or otherwise inedible.
- Children are instructed not to share food because of possible allergies or special diets of others

All lunches must have child's last name and be dated. This is mandated by licensing.

LICENSING

The Extended Day Program is licensed under the Virginia Department of Social Services. The license is posted in the school front office and at the EDC entrance.

HEALTH AND SAFETY REQUIREMENTS

Both facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department. The students also participate in monthly fire drills. All staff members have completed background checks and participate in classes and in-services on the latest trends in safety, health and education.

INSURANCE

The program is covered under the liability policy that covers the school.

INJURY OF CHILDREN

Parents will be informed of minor injuries (cuts, scrapes) when the child is picked up. Parents will be immediately informed of any major injury, as well as emergency action taken.

PRESCRIPTIONS AND MEDICINE

A Virginia state medication form must accompany medication prescribed by a physician.

ILLNESS OF CHILDREN/CONTAGIOUS DISEASES

Children who are sick will be cared for until the parent or emergency contact arrives to take them home. Any child with a fever over 99.6 degrees or vomiting or exhibiting flu-like symptoms must be sent home. St. Louis personnel will adhere to the chart provided by the Virginia Department of Health when insisting upon exclusion due to health concerns. All health problems/actions are logged.

EMERGENCY INFORMATION

Emergency information must be on file for every child attending Extended Day services, in addition to information contained in school files. For the safety of your child, emergency information must be immediately available to EDC staff. All forms must be filled out in their entirety prior to admittance to EDC. This information must include personal data such as parental and allergy information, name and phone number of personal physician, and permission for EDC staff to seek emergency assistance when deemed necessary. Parents must provide all information for each child. Unwillingness to share critical information will result in student withdrawal from the EDC program.

SUSPECTED CHILD ABUSE

Extended Day personnel are mandated by the Code of Virginia (Section 63.1-248.3) to report any suspected child abuse or neglect. This encompasses emotional, physical, and sexual abuse, as well as physical neglect. The Director will immediately report any of the above concerns/incidents directly to the administration. Fairfax County Protective Services will be informed.

The Diocese of Arlington provides direction to employees in a brochure entitled "Recognizing and Reporting Suspected Child Abuse and Neglect." Annual attendance at a diocesan workshop is also mandated for all who work with children. EDC personnel are subject to a Virginia State Police Criminal History check.

FIELD TRIPS

The St. Louis Extended Day Center (EDC) does not participate in any field trips or off-premises activities.

CLOTHING AND PERSONAL ITEMS

All clothing and personal items should be labeled so that both children and staff can identify at all times. Please ensure that uniforms and outerwear are appropriate for weather conditions.

DISCIPLINE

The discipline policies of St. Louis School apply to the EDC program. The guidelines for the school are equally applicable to EDC and are to be reviewed by parents in this context. Students who cannot interact with other students or staff in a way that is acceptable will be required to withdraw from the program. The principal reserves the right to determine whether a child may/may not remain in the program.

PROBLEMS AND CONCERNS

Staff is always open to discussing problems and concerns at the appropriate time. The normal chain of command is to be honored. Parents are requested to consult with the staff member in charge of the child first, referring to the EDC assistant director if not satisfied with the response to the situation. If resolution is still not obtained, parents may then speak with the principal.

SUSPENSION

When there are problems/concerns, the teacher and/or EDC administrator will discuss these with the parents. Suspension from the EDC program is at the EDC administrator's discretion with the permission of the principal. The time period of any suspension is at the discretion of the assistant director with the permission of the principal. When a child's behavior or response to personnel is unmanageable, disruptive to the program, or infringes on the rights of others, the principal reserves the right to withdraw services immediately.

HOMEWORK

EDC staff provides time for homework and will be as helpful as possible. However, it is not staff responsibility to ensure the completion or accuracy of this work. Students must bring all required materials to EDC. EDC students may not enter regular classrooms after school hours to pick up materials without the express permission of the principal or EDC assistant director. This rule applies to parents at EDC pick up time also. Please encourage your child to organize his/her time, so that late night homework is unnecessary. Reading material is required for children who finish homework early or have no homework.

APPENDICES

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Academic Intervention Plan (*Appendix AA*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)