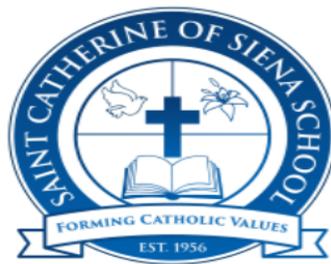


*St. Catherine of Siena School*

**335 N Sycamore Ave**

**Rialto, CA 92376**



**EXTENDED CARE HANDBOOK**

**Revised May 2020**

**A SUPPLEMENT TO THE  
PARENT/STUDENT HANDBOOK  
AND  
FACULTY/STAFF HANDBOOK**

**School Founded 1956**

**Handbook Est. 2014**

# Table of Contents

Introduction .....	1
Philosophy/Mission Statement .....	1
Non Discrimination Policy .....	1
Personnel .....	2
Supervision & Staff Ratio .....	3
Admission .....	3
Hours of Operation .....	3
Procedures for Check-In & Out .....	3
Billing .....	4
Health .....	5
Emergency .....	6
Homework Policy .....	6
Child Behavior Expectations .....	6

<b>Student Rights and Responsibilities .....</b>	<b>7</b>
<b>Harassment .....</b>	<b>7</b>
<b>Threat of Serious Violence .....</b>	<b>7</b>
<b>Personal Items .....</b>	<b>8</b>
<b>Use of Student Information and Pictures .....</b>	<b>8</b>
<b>Communication .....</b>	<b>8</b>
<b>Grievance Procedure .....</b>	<b>8</b>
<b>Records .....</b>	<b>8</b>
<b>Schedule .....</b>	<b>9</b>
<b>Parent Agreement .....</b>	<b>10</b>

*St. Catherine of Siena School*

**Extended Care Program**

Parents, welcome to Extended Care. It is our hope to provide your child with a safe, nurturing, and God filled place to continue learning the importance of being a disciple of Jesus Christ.

St. Catherine of Siena Administration

**Extended Care Programs**

*Before and/or after school care programs shall be known as Extended Care. Extended Care, under the auspices of the principal, may be provided for students properly enrolled at the school and /or preschool. The entire Extended Care program shall be consistent with the school's mission and philosophy, goals, and objectives. The Extended Care program shall have written guidelines for its admission, organization and operation. These guidelines must be published as part of the Parent Student Handbook of each school site.*

*The procedures and the regulations for preschool age children shall exist in accordance with the State requirements provided under Title 22. Proper supervision must be assured, and program activities suitable to the students participating must be provide.*

APPROVED: DIOCESAN SCHOOL BOARD

DATE: MAY 1982

REVISED; EDUCATION AND WELFARE CORPORATE BOARD

DATE: January 2008

## **PHILOSOPHY/MISSION STATEMENT**

The philosophy of the Extended Care Program incorporates that of St. Catherine of Siena School and that of the Diocese of San Bernardino. This includes providing an environment where Catholic values are foremost and the social, as well as personal needs of the children of working parents are nurtured. Our focus is to offer a safe environment that meets the moral, social, intellectual and physical needs of each child. Our goal is to support children's desire to be Active Catholic Christians, Life-Long Learners, Leaders, Persons of Global Awareness, and Responsible Citizens.

## **NON DISCRIMINATION POLICY**

St. Catherine of Siena School does not discriminate on the basis of sex, race, color, religion, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other administered programs.

1

*St. Catherine of Siena School*

Diocesan Personnel

San Bernardino Diocesan Administrators

Bishop  
Co-Adjutor Bishop  
Superintendent  
Associate Superintendent  
Director of Advancement

Most Rev. Gerald R. Barnes  
Most Rev. Alberto Rojas  
Dr. Samuel Torres  
Maribel Arguelles Ortiz  
Dr. Austin Conley

Local School Administrators

Pastor  
Parochial Vicar  
Principal

The Very Rev. Briccio Tamoro  
Rev. Richard Casillas  
Ms. Beverly Winn

Extended Care Staff

Morning Supervisor  
Afternoon Supervisor  
Afternoon Supervisor

Ms. Karina Oliveros Vargas  
Ms. Matilde Villa  
Ms. Sabina Ramirez

**2**

**SUPERVISION/STAFF RATIO**

The Extended Care Program is supervised by an Extended Care Supervisor and staffed at a ratio of 1 adult for 15 children.

## **ADMISSION**

Students currently enrolled in St. Catherine of Siena School are eligible to register for the Extended Care Program. Since the program is an extension of the school program and does not require state licensing, children must be enrolled in grades Kindergarten through Eighth, in order to participate in the program. The Extended Care Program complies with the non-discriminatory policies of the school and the Diocese of San Bernardino.

## **HOURS OF OPERATION**

The Extended Care Program follows the regular school year calendar and is offered on days that school is in session. There is NO extended care available on Ash Wednesday, the last day before Christmas Break begins, and the last day of school. Extend Care is closed during summer break.

The daily hours of operation follow the school schedule. Morning care starts at 7:00 A.M. and is required for all students who arrive on campus before 7:45 A.M.

Afternoon care is available until 6:00 p.m. for all students who remain on campus beyond 3:15 P.M. on regular days and 12:15 P.M. on Minimum Days. All students on campus during these hours, whom are not involved in a school sponsored activity, must report to the program supervisor to be signed in with the Extended Care Program. If students are on school grounds after leaving an extra-curricular activity, they must go to the Extended Care Program and sign in. Students may NOT wait for a ride unsupervised. Parents will be billed for the time spent in extended care.

There is a late fee imposed for picking up your child after 6:00 P.M. Please consult the PARENT/STUDENT HANDBOOK for the exact amount. Parents should make every effort to contact Extended Care at (909) 875-7821 or 7824 ext. 383, if they are going to be late.

## **CHECK IN/OUT PROCEDURES**

### Before-School Care

A **parent or designate** is **required** to bring the child to the room and **sign the child in**.

### After-School Care

Kindergarten – 8<sup>th</sup> grade are to be supervised from their classroom to the Extended Care area for check in. Teachers or an Extended Care supervisor will escort students to Extended Care and wait until all students are checked-in.

### 3

A **parent or authorized person** is to **sign a child out** of the Extended Care Program. The time of release is required as part of this procedure. A child is to be released **ONLY** to the parent/guardian or to an individual who has been **authorized by the parent/guardian** to pick up the child.

**Written notice** is to be given by the parent if a person not on the Student Release or Emergency Form is to pick up the child and they will be required to show proper identification prior to release of the child.

Failure to pick up a child by 6:00 P.M., without notification, may result in termination from the Extended Care Program. If a child is left at Extended Care beyond 6:00 P.M. **with no parent contact**, a responsible party from your emergency contact list will be contacted to come to the school and pick up your child. If no one is available from your emergency contact list, the local police will be called after 6:15 P.M., and the child may be taken into protective custody until a parent can be located.

**It is the parent's responsibility to update the information on their emergency card.**

#### Sports & Clubs

Students participating in Sports or Clubs will only be released to those activities to the coach or moderator (when a parent is not present). In the event that the coach or moderator is not present students will be checked-in to Extended Care. Students will not be released to other (team or club) parents. They must wait in Extended Care for the arrival of the coach or moderator. In this instance, Extended Care fees will begin being applied at the time that practice or meetings would have ended.

#### Non-Release

Children must always be released to their parent unless there is a current court order forbidding it or they appear to be under the influence of drugs and alcohol.

Children are not to be released to another child (**under the age of 18**), however, a child may be released to a sibling 16 years or older. Only a parent or authorized adult may sign a child out. Special hardships should be addressed by the principal.

### **BILLING POLICIES**

The current fees for the Extended Care Program are listed in the

PARENT/STUDENT HANDBOOK and are available in the school office. There is no registration fee to join the Extended Care Program, however, the hourly rate is \$5, billed monthly or there is a monthly fee option.

#### 4

The program may be purchased in two ways:

- A monthly fee
- Sign-in on any given day and you will be billed at the \$5 hourly rate. This billing will be separate from tuition billing and must be paid monthly. This is the best option for occasional use.
- ***Late fee of \$35, if not paid by the 10<sup>th</sup> of each month; re-occurring late payment increases to \$50.***

### HEALTH

#### Illness

Extended Care must have access to all health records and current family contact numbers of the students who participate in the program.

If a child becomes overly fatigued, ill, injured, or shows signs of illness, while at Extended Care, the parent will be notified promptly. **Parents must have the child picked up immediately.**

Children who have been absent from school during the school day due to illness or suspension may not attend Extended Care.

Children with a communicable disease will not be permitted to attend Extended Care. A parent or designate will be contacted if the child shows signs of illness during the day. If a child has been absent from school due to a communicable illness, a doctor's note allowing return to school will be sufficient for Extended Care.

#### Accident/Injury

Basic first aid may be given by any teacher, staff, or volunteer for an original injury received at school (bruises, cuts, scratches, etc). No further treatment can be given (except under orders of a physician). This means no treatment can be given for a previous injury or ailment, an injury received at home, or for an infection.

All accidents and injuries are to be recorded and reported to the principal, if deemed serious or potentially serious, as soon as possible and according to the

school procedures. Parents are to be notified of all injuries either immediately or upon pick-up, depending on the seriousness of the situation. Follow-up written documentation (Incident Report) must be completed.

### Snacks & Food

Children are encouraged to bring a snack with them to eat in the afternoon. Students in Extended Care may receive a donated snack at 4:00 P.M., if available.

## 5

### Confidentiality

Supervisors will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of concerns.

### **EMERGENCY PROCEDURES**

An up-to-date emergency card is to be kept on file for every child registered in the Extended Care Program. All staff members are to have access to this information.

Procedures for emergencies such as fire, earthquake, intruder, lost child, etc. are to be the same as those established for the school hours with minor adjustments as needed to fit the Extended Care Program.

### **HOMEWORK POLICY**

Homework is a link between home and school. It allows the parents the opportunity to know what their child is doing in school on a daily basis, as well as making the parents aware of areas their child may need extra help in. **While teacher help is offered Monday, Tuesday, and Thursday immediately after school to assist with homework, the responsibility for homework remains with the parent and child.**

Children may continue working on homework during the Extended Care Program hours, but the staff will be engaged in leading other activities. While the Extended Care staff can provide time and a place for homework, and offer assistance, they cannot guarantee that every child completes his/her homework, nor can they guarantee the quality of the homework.

### **CHILD BEHAVIOR EXPECTATIONS**

Extended Care is a privilege, not a right. The children are expected to be cooperative with the Extended Care Staff. The standards established at school regarding citizenship and behavior will be followed in the Extended Care Program. Students may still lose merits. Failure to follow such standards may result in a denial of service. Children are expected to respect the adults in the

program and to follow their directions. All rules are directed towards avoiding injury to persons or property while insuring fairness. Staff members work to establish an environment of positive discipline by reinforcing positive character development in the students.

- Be honest
- Be respectful
- Be caring
- Be responsible

## 6

Discipline practices are designed to teach appropriate behavior and preserve children's self-esteem. Unacceptable behavior is handled in a positive, yet assertive manner. A disruptive child may be removed from a group situation to regain self-control.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

*The dignity of students must be carefully guarded, by the principal and all staff, at all times. While enrolled in our Catholic schools which are private institutions, students are subject to the provisions of the school's handbooks. By tuition contract, parents agree to abide by these provisions. Students and parents acknowledge that there are Education and Welfare Corporation policies and those involved with Catholic school communities abide by those regulations/policies. It is understood that these rights may differ from those found in a public school setting.*

APPROVED: DICESAN SCHOOL BOARD

DATE: JANUARY 1985

REVISE: EDUCATION AND WELFARE CORPORATE BOARD

### **HARASSMENT**

*The Diocese of San Bernardino affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, gender, physical or mental ability, or life style choice. Often times, especially with young children, harassment may occur for no particular reason, other than meanness on the part of the bully or harasser. Harassment of any student by any other student or staff member for any reason is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity. Any bullying or harassing behavior that brings scandal and/or harm to the reputation of the school or diocesan community will be disciplined. It is*

*acknowledged that these policies may differ from the Education Code under which public schools operate.*

APPROVED: EDUCATION AND WELFARE CORPORATE BOARD

DATE: AUGUST 2013

## **THREAT OF SERIOUS VIOLENCE**

There shall be no tolerance of threats of violence. Any and all threats to inflict serious harm to self or others must be taken seriously. This will include the presence or threat of using weapons or accessing internet web sites dealing with weapons or destruction.

7

## **PERSONAL ITEMS**

Children are not to bring valuable items such as cell phones, iPods, iPads, electronic games, tablets, or devices, etc., to the Extended Care Program. Electronic devices are not for use in extended care. Any money brought for use at the Bake sale should be kept to the minimal amount necessary for that day. **The Extended Care staff will not be responsible for an item should it be broken, lost, or stolen.**

## **USE OF STUDENT INFORMATION AND PICTURES**

Each family must sign a photo release form which allows their child (ren) to be filmed and/or photographed during school events. By signing this release a child's image may appear on school publications, the school's website or on posters or boards to promote the school. Parents should be aware that signing this form is not a requirement and should refrain from posting pictures of school events to personal websites.

## **COMMUNICATION**

Our school communicates important information by way of a weekly Family Envelope and newsletter (Cougar Chronicles). This newsletter is available via the school website or in hard copy, upon request. Families are also updated on school events through the monthly calendar and notices of upcoming events.

For parent teacher communications, contact the classroom teacher via Bloomz.net or directly to resolve any questions or concerns. Please contact the school office regarding additional information.

## **GRIEVANCE PROCEDURE**

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes through free and open discussions between the involved parties. If this attempt fails, disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a solution of the problem. Formal grievance procedures can be found in the Diocesan Policy Handbook, section 2220, located in the school office.

## **RECORDS**

The information we keep on file for the purposes of emergency or to identify a person on the sign-out list is confidential and not shared with anyone other than the parent.

## **RESPECT**

All students deserve the right to feel respected. If a student shows disrespect for any supervisor or other student, they will no longer be allowed to use the extended care services.

## **8**

## **SCHEDULE**

- 7:00 A.M. – 7:45 A.M. Check-In/Free Time
- 3:15 P.M. – 3:40 P.M. Check-In
- 3:40 P.M. – 4:00 P.M. Playground
- 4:00 P.M. – 4:15 P.M. Snack
- 4:15 P.M. – 4:45 P.M. Silent Reading
- 4:45 P.M. – 5:30 P.M. Activities:
  - Monday – Blocks/LEGOS
  - Tuesday – Puzzles
  - Wednesday – Board Games
  - Thursday – Coloring/Drawing/Crafts
  - Friday – Movie/Video
- 5:30 P.M. – 6:00 P.M. Clean up and free time

**The Principal and Extended Care Supervisors reserve the right to amend, update or change any part of this Handbook at their discretion. Parents will be notified of any policy changes by letter or in the school's weekly newsletter the Cougar Chronicles.**

9

*St. Catharine of Siena School*

**Extended Care Handbook Parent Agreement**

Dear Parent,

After reading the Extended Care Program Handbook, please return this form to the office.

Thank you!

-----  
I have read and agree to be governed by this Extended Care Program Handbook. I have discussed the pertinent sections with my child/ren.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_

Signature of Child

Signature of Child

---

Signature of Child