

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 V. 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,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years of age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- 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
11320 Random Hill Road, Ste. 200
Fairfax, VA 22030
(703) 934-1505

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

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

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

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

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

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

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. The school will send home optional policies each fall for the families to consider.

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.

St. Rita Extended Day Program Handbook

Purpose

The purpose of the St. Rita School Extended Day Care Program (EDC) is to support parents by providing quality and consistent supervised care beyond normal school hours. The emphasis for the program is to provide a secure and loving environment that is consistent with the school and home environment. We highly encourage respectful interaction between children and adults and encourage creative activities and independent study habits.

Hours:

The Extended Day Program operates from 7:00 am until 8:00 am and then from 3:15 pm until 6:00 pm on school day with regular schedule. The program is also available on early dismissal days from 11:30 am until 6:00 pm.

St. Rita School follows the announcements made for the Alexandria City Public Schools with regard to inclement weather schedule changes.

If the City of Alexandria closes their schools, we will be closed.

If the City of Alexandria announces a one hour delay for their schools, we will start classes at 9:15 am and the Extended Day Program will open at 8:00 am.

If the City of Alexandria announces a two hour delay for their schools, we will start classes at 10:15 am and the Extended Day Program will open at 9:00 am.

Should conditions necessitate an early dismissal once school has begun we will also follow the announcements for Alexandria City Public Schools.

If the City of Alexandria closes their schools one hour early, we will close at 2:00 pm and the Extended Day Program will close at 4:00 pm.

If the City of Alexandria closes their schools two hours early, we will close at 1:00 pm and the Extended Day Program will close at 3:00 pm.

Supervision:

The EDC program is administered by the principal. An on-site director is in charge of the day-to-day operation of the program. EDC also employs childcare supervisors and childcare aides. The Director and childcare supervisors have educational backgrounds. The aides have experience with children in the aftercare setting. The staff to child ratio is 1:18 or less and a minimum of two staff members will be present at all times.

Payment:

Payment is required by Tuesday afternoon of the upcoming week and may be made on a weekly or monthly basis for those students attending every day. Prepaid coupons are available for those students who attend on a regular basis, but not each and every day and must be prepaid to receive the discount rate. Drop-in students pay at the end of the day they attend. Rates are posted on the bulletin board in the school hall.

General Procedures:

All students will be signed in and out by someone eighteen years or older. In the morning, parents are required to drop off their student(s) to the school hall and sign in with the time and their student(s) name(s). In the afternoon, all students are signed into the program by the Director who will highlight their name on the register of students. All students must be accounted for by checking in by 3:15 pm and then may proceed to extracurricular activities as approved by parent and Director. All students not picked up in carpool line by 3:30 pm will be brought to the EDC. All students must be signed out by an authorized adult and may not sign themselves out. Any changes in arrangements must be sent to the Director in writing (emergency changes may be sent via telephone call or e-mail).

Authorized pick up:

Parents are given an EDC registration form to complete which lists those adults authorized to pick up their student(s). There is also a place to list any adults that are not authorized to pick up, but paperwork (such as a court order) must be on file to justify this procedure.

Late pick up:

The EDC closes promptly at 6:00 pm unless inclement weather has forced an early closing. If for any reason the EDC will close early, all parents will be notified by telephone. Authorized personnel will remain with children until parents arrive. After 6:00 pm, authorized personnel will stay with children until a parent or emergency contact is notified and/or the parent arrives to pick up. A late fee of \$1.00 per minute per child will be assessed at 6:00 pm. A phone call from parents is always appreciated but will not excuse the late fee.

Transportation Safety:

The upper lot is designated as a parking lot during EDC hours; however, in the early morning, parents may park in the lower lot. However, in the interest of the safety of the children, the lower lot will be coned off during afternoon hours and parents are to park in the upper lot and walk to the school building. No vehicle is to ever pass through a line of cones. All parents are to enter the EDC through the lower level doors and must sign out their children.

Schedule:

3:15 – 3:30	check-in, wash hands, change clothes (optional)	
3:30 – 3:45	Prayers, snack with choice of milk, juice, or water	
3:45-4:30	outdoor play / indoor movie silent homework period	<u>special activities:</u> Art Sport Camp K-4 Cheerleading
4:30 – 5:00	homework time with aides	
5:00 – 6:00	outdoor play / indoor games Nintendo available Homework	

Outside activities:

Unless children are participating in the silent homework program, they are required to go outside after snack time to allow a chance to release their energy. Children who are not allowed outside and are not part of the silent study must have a written note from their parent and will always be accommodated. In the case of inclement weather, free play will be allowed inside until homework time. If staffing permits, there will be staff members outside throughout the afternoon to accommodate those children who have completed homework or do not wish to play inside. In order to protect the children for outside play, children should be dressed for the weather, including coat, hat and gloves in cold weather.

Snacks:

An FDA approved snack and drink will be provided to each child at the beginning of the afternoon session of EDC. Additional items are available for purchase, including: cookies, cereal, Nutri-grain bars, chips, ice cream, cheese and crackers. Any student may bring an additional snack from home IF it does not require refrigeration. If your child(ren) has/have a food allergy, is on a special diet or is diabetic, the director must be informed of this and special arrangements will be made regarding snacks.

Homework:

All students are given time to work on their homework, and assistance as needed. However, it is a parent responsibility to require that homework be done in EDC if desired and to always check their child's homework for completion and accuracy. If you feel your child needs additional help, tutors can be made available for an additional fee of \$10/hour.