

ST. BONAVENTURE CATHOLIC SCHOOL



EXTENDED DAY PROGRAM

2019-2020

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EXTENDED DAY
PROGRAM**

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**2019-2020
HANDBOOK**

Welcome to the St. Bonaventure Catholic School Extended Day Program. The Extended Day Program is an extension of the regular school program. Extended Day is currently provided only on days when St. Bonaventure School is in session.

PURPOSE

St. Bonaventure Catholic School's Extended Day for school age children provides a quality extended day experience that is based on the mission and goals of the school. It is designed to meet the needs of children TK through eighth grade. The Extended Day Program is intended to provide a safe and loving environment for your child which strengthens, supports, and enriches the family, the faith, the school, and the community.

ADMISSIONS POLICY

Enrollment shall be open to students of St. Bonaventure Catholic School. The Extended Day Program follows all admissions policies of the school. Enrollment is open to students of all races and ethnicities. The Program does not discriminate based on race, color, racial, or ethnic origin.

EXTENDED DAY SUPERVISION IS A PRIVILEGE, NOT A RIGHT. PARENTS MUST UNDERSTAND THAT THEIR CHILDREN HAVE TO FOLLOW THE RULES AND REGULATIONS IN ORDER TO CONTINUE IN THE EXTENDED DAY PROGRAM.

All applications are accepted on a first-come basis, as space is limited.

REGISTRATION

Registration for enrollment in the Extended Day Program for the upcoming school year coincides with St. Bonaventure Catholic School's registration in April or May. At that time, all registration forms and emergency information must be completed and turned in with the **\$60.00** annual registration fee per family (**\$65.00 after June 1st**). Registration forms may also be obtained by going onto our website at **www.stbonavatureschool.org** under the Parent ribbon. Registration throughout the school year will be considered only if space permits. At that time, all the above mentioned items will be required to enroll students in the Extended Day Program.

Students not enrolled in the Extended Day Program, and are signed in due to not being picked up from school, will be charged the hourly rate of **\$15.00 per hour, per child.** The Program is not designed for “drop-in” use by non-registered students.

HOURS OF OPERATION

In order to accommodate the children in need of the Extended Day Program, the hours of operation are from **6:45 a.m. until 6:00 p.m.** only on the days school is in session with the exception of

Friday of the Parish Festival weekend, on that day Extended Day ends at **12:30pm**. The following is a list of the Extended Day Sessions available:

A.M. SESSION	6:45 A.M. - 7:45 A.M. (6:45-8:45 on the third Wednesday of the month)
SPROUTS (no hourly option)	1:30 P.M. - 3:00 P.M.
P.M. SESSION:	2:45 P.M. - 6:00 P.M.

The Extended Day Program will be offered to meet students’ needs on early dismissal days. **Please remember to send children with a lunch. THERE IS NO HOT LUNCH AVAILABLE ON EARLY DISMISSAL DAYS.**

Extended Day does not supply lunch or breakfast for students.

FEEES AND SESSIONS

Registration fee is \$60.00 per family (**\$65.00 after June 1st**). This fee is non-refundable and is due annually, at time of registration. **Hourly fees are \$9.00 per hour, per child, and we do not break hours.**

WEEKLY FEES ARE AS FOLLOWS:

Combine Needed Session Fees together to determine your weekly fee but only ONE discount may be applied:

WEEKLY TIMES & RATES	# of Children	Price
BEFORE SCHOOL SESSION 6:45-7:50 a.m. (6:45-8:50 a.m. on the third Wednesday of the month)	1 child	\$ 22.00
	2 children	\$ 38.00
	3 children	\$ 54.00
Hourly Rate	per child	\$9 per hour

KINDERGARTEN / SPROUT SESSION

Weekly Rate -(no hourly option available)	1	\$ 40.00
<i>**This program is not for drop in use.</i>		

AFTER SCHOOL SESSION

Weekly rate 2:45-6:00 p.m. 12:30-6:00 p.m. on all Half Days (<i>except Festival Friday</i>)	1 child	\$ 50.00
	2 children	\$ 90.00
	3 children	\$ 130.00

***Fees subject to change at school's discretion with a 30 day notice.**

***Full weekly rate for each session even on weeks shortened due to holiday or student illness/absence.**

EARLY DISMISSAL DAYS

Weekly fee rates include early dismissal days. Providing care at NO ADDITIONAL cost during these days offsets the weekly rate charge on shorter weeks due to holidays.

hourly rate without advance written permission from the director. If parent signs up a child for Extended Day on an hourly basis, parent will be required to pay the hourly rate of pay each hour that each child attends. **Hourly rates are assessed at the beginning of each new hour (example 2:45-3:45 is one hour).** Parents may not decide to pay the weekly rate without advance written permission from the director.

PAYMENT TERMS

All Extended Day fees are payable in advance, on the first day of each week but **paying monthly is preferred**. Hourly rates are pre-purchased in advance of your child's usage. Fees are separate from school tuition and any other fees associated with the school. All weekly and hourly fees are payable to: **St. Bonaventure Catholic School with Extended Day written in the memo**. Payments are also accepted online.

A \$25.00 late fee will be charged for any late payment. Fees not paid by the end of the first week.

Students who have accounts with a balance due at Extended Day will not be allowed to register until said accounts are current. In addition, all accounts must be current in order for your child to receive a final report card.

Any overage of fees will be left in child's account and will be carried over to the next year as long as the next year registration fee is paid. If a family leaves the school for any reason, all fees left in account will be absorbed into the overhead costs and will not be reimbursed.

HOURLY RATES

If space permits, we will try to accommodate hourly children. The hourly rate is **\$9.00 per hour**, per child for children who have secured a reservation in advance of their attendance. Hourly fees are purchased in advance in 10-hour minimum increments. The hourly rate will be charged at the beginning of each hour increment the child is in the Extended Day program. **(Example 2:45-3:45 is one hour and at 3:46 an additional hour will be charged.)** There will be no discounts for more than 1 child who pays hourly. Checks for the purchase of 10-hour minimum increments of time are to be made payable to: **St. Bonaventure School with Extended Day in the memo**. Payments are also accepted online.

NON-REGISTERED HOURLY CHILDREN

All children left at school before 7:40 a.m. or after 2:55 p.m. (12:40 p.m. on half days) will be brought to the Extended Day Center and signed in. Children not registered in the Extended Day Program will be charged \$15.00 per hour per child. Children must be registered to use the Extended Daycare program.

LATE PICK-UP FEES

All students must be picked up by **6:00 p.m.** A late pick-up charge of **\$2.00 per minute per child** will be charged to parents arriving after 6:00 p.m. After 6:05 p.m. if no contact has been made by a parent, a responsible party from your emergency list will be contacted to come to the school and pick up the child/children. After 6:10 p.m., if no contact has been made by a parent or guardian and a responsible party from your emergency list cannot be reached, the Huntington Beach Police Department or Department of Children and Family Services will be called and the child/children will be taken into protective custody. Should a child/children be picked up late on a regular basis, the child/children will be dropped from the Program. Late pick-ups are an enormous inconvenience to the staff. Evening school schedules, second jobs and personal engagements are then delayed.

LATE PICK-UP FEES ARE DUE THAT DAY. IF NOT PAID BY THE START OF THE NEXT WEEK, CHILD/CHILDREN MAY NOT BE PERMITTED IN THE EXTENDED DAY PROGRAM UNTIL LATE PICK-UP FEES ARE PAID.

There is a \$25.00 service charge for returned checks. After two checks returned for insufficient funds, a money order or cashier check will be required.

WITHDRAWAL FROM THE PROGRAM

If your child is to be withdrawn from St. Bonaventure Extended Day program, a two-week written notice is required. This allows time to contact any children who may be on a waiting list and to adjust staff and supply requirements.

SIGN-IN / SIGN-OUT PROCEDURE

When parents (or persons approved to do so) bring child/children for the before school Extended Day Program or pick-up the child/children, they must enter the room to sign the attendance sheet. A full signature **and pick up time** is required and must be easy to read. Failure to include the pick-up time will result in maximum hours being charged. Children coming from their classrooms after school are signed in by the Extended Day staff.

Parents or authorized persons must escort the child/children from the Extended Day facility. Do not allow children to linger on the school grounds, or remain in an automobile unattended. Please inform persons approved to sign child out that we do check that they are authorized and require a photo I.D. in order to ensure the child's safety. A full signature and pick up time is required and must be easy to read.

We cannot release a child to any person whose name does not appear on the pick-up authorization or emergency forms, unless a written release from the parent is received. The release must include the full name of the adult signing the child/children out, the date, and the parent's signature. Please inform the adult that we will verify identification.

We will not release child/children to any authorized pick up person if, in our best judgment, we suspect such person is under the influence of drugs or alcohol.

If your child is going home directly after school is dismissed or going to an extra-curricular activity such as; Brownies, Cub Scouts, sports, choir etc., and is not on the parental release form, a written notice from the parent should be given to the Extended Day staff giving the child permission to go to the specified activity or to leave the school instead of attending the Extended Day Program.

Under no circumstances will telephone authorization alone permit a child to be released. Until such written authorization is received, child/children will not be released. A note, fax, or email will be accepted if from the parents of child and a phone call to confirm has been made.

INDIVIDUALS PICKING UP STUDENTS

Students may not leave the school grounds unless previous arrangements have been made via a written note to the Extended Day director or assistant director. Only those individuals noted on the emergency card may pick up a student or those with written permission from the parent or guardian. Siblings or other adults under the age of 18 may not pick up students unless the following provisions are in place:

- Parents have on file in Extended Day a written letter giving permission for the sibling or other adult under 18 to pick up the student.
- The sibling or other adult under the age of 18 is also listed on the emergency card kept in the Extended Day Room.
- A copy of the dated, signed note which is required for any provisional driver to carry which explains the necessity and the date when the driving necessity will end, and who the insured is. This requirement is mandated by the DMV.
- In case of emergency, written permission may be faxed to the school office, (714-840-0498) or emailed to Celeste Flynn (cflynn@stbonaventureschool.org).

MISSING CHILD PROCEDURE

In the event that a child does not show up at Extended Day when they are expected, and a written notification by parent has not been received, the following procedure will be followed:

1. Extended Day staff will make a brief yet thorough check of the school grounds and verify school attendance records for the day.
2. Parents and anyone whose name appears on the emergency pick-up form will be called to check if they picked up the child.
3. If the first two steps fail in locating the child, Extended Day staff will immediately call the police or Department of Children and Family Services .
4. An accident reporting/personal incident form will be completed and sent to appropriate offices.

CUSTODY CONSIDERATIONS

The Extended Day Director should be notified by the parent and have on file copies of any court ordered custody decrees or other documents relating to a parent's contact with a child if both parents do not have custody of the child.

ILLNESS OR ACCIDENTAL INJURY

In the event of illness or an accidental injury, the Extended Day staff will make an immediate attempt to contact a parent. If your child is ill he/she will not be permitted to attend the Program. We do not have the facilities or the personnel to accommodate a sick student. You will be expected to pick your child up as soon as possible after being called. If a parent cannot be reached, an adult on your emergency form will be called.

Please notify staff member of any illness that may be communicable. Parents will be notified if their child is exposed to any contagious diseases or health related occurrences.

Staff is trained in First Aid and CPR to handle minor injuries. In the event of injury we will make an immediate attempt to contact a parent. Parents contacted by telephone concerning minor injuries are responsible for deciding if medical attention is needed. If we can't reach you, we will try to contact others on your emergency form. If necessary, we will call paramedics. The Director or person in charge will make all decisions about the care of the child based on the need at the time. You will be expected to assume responsibility for any resulting expenses.

It is to your child's benefit to keep the Extended Day Program up to date on all emergency contacts, telephone numbers, allergies, or illnesses.

EMERGENCY PROCEDURES

All Extended Day locations have a well-defined plan for lockdown, fire and earthquake evacuation. Fire drills and earthquake drills are held regularly. In the event of an emergency, all children will be kept at the center until they are picked up by the parent or other authorized persons. A person authorized by the parent to pick up a child will be requested to present identification before the child is released.

MEDICINE POLICY

Should a child need to receive medication, the Extended Day Program must receive:

1. The appropriate form completed by the parent and physician giving the Extended Day staff permission to administer medication to their child/ children.
2. Medication dosage and times to be administered must be outlined and Physician's instructions must be detailed on each prescription container. Such medication must be delivered to the school in the original container bearing the original pharmacy label.

EXTENDED DAY ACTIVITIES

Children will choose from a variety of activities that are offered daily in an informal classroom setting. Homework time scheduled Monday through Thursday for all students first through eighth grades. Seventh and eighth grade students have an opportunity to complete their service hours by volunteering to help the younger children with their homework. Indoor and outdoor experiences are provided with time for active play as well as time to relax, read, do homework, crafts, play board games, cards and have quiet activities.

Field Trips are offered on half days for the children in grades four through eight. A permission slip is required. Appropriate behavior is expected and children who do not act appropriately will not be allowed to attend the next trip. **Movies** and ice cream days are on all Fridays along with more extensive crafts for all children.

Snacks

A nutritious snack and beverage will be provided daily at 2:45pm for all students enrolled in extended day. A monthly snack schedule is posted but may be subject to change at Directors' request. Please notify the Extended Day Program of any food allergies your child may have.

HOMEWORK

A MANDATORY study period will be conducted daily at 3:00 p.m. (except Friday). Children will be in a supervised setting with children of similar age. Staff members will make every attempt to assist your child with questions but the ultimate responsibility of overseeing homework is with the parents. There are too many children in the program to enable individual homework supervision; however, we are fortunate to have student volunteers along with our staff to come in on most days to help children with homework. All students are encouraged to take advantage of the extra help.

All children will be expected to respect the need for quiet during Study Hall. If they do not have any homework, they will be asked to read quietly or study for future tests (all students must have a book in their backpack for Extended Day). Study Hall is from 3:00 – 4:00 p.m. daily with a minimum of 30 minutes required for 3rd through 8th grades. All children are expected to do homework or read every day. Silent reading or studying is required if no written work is supplied. All children should come with all needed supplies each day such as books, paper, pencils, pens or whatever other supplies are needed. Computers are available but in limited quantity. Chrome books are for homework ONLY. They will be taken from the student and given to the Director if they are used for any other purpose.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

When a child is attending an after-school activity such as sports, scouts, choir, etc., written notice must be received informing Extended Day what activity the child is attending. Parents may complete a Parent Release Form which gives Extended Day Staff permission to sign the child/children out of Extended Day so they may attend specified activity..

Parents are responsible for arranging transportation and appropriate check-in to and from Extended Day Program for all on and off-campus events. Written notification is required.

BEHAVIOR GUIDELINES:

Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each child, but also teaching self-discipline, judgment, and manners as well. Positive disciplinary methods are used to enforce these guidelines. Parents are kept informed of problems as they arise. If program staff determines that a child cannot benefit from the program, presents a danger to other children, or detracts from the ability of the other children to benefit from the program, parents will be requested to withdraw their child from the program.

All St. Bonaventure Catholic School discipline policies and school uniform codes will be in effect during the Extended Day hours of operation. Please consult the School Handbook for further rules and procedures. The basic rules are:

1. Respect to all persons, adults and fellow students.
2. No foul language
3. No contact sports of any kind (including touch football and tag).
4. Keep hands to yourself (No hitting, poking, spitting, biting, etc.)
5. Use "buddy-system" when using the restroom facilities or returning to classroom.
6. Check play equipment in and out.
7. Absolutely no throwing of any objects of any kind other than during an approved activity.
8. We promote cooperation, kind words and deeds.
9. Settle disagreements by discussing them...NO FIGHTING !!!
10. No real or "look - a - like" weapons allowed or any playing of war games or creating war like drawings.
11. Approved usage of the computers and internet sites.

To ensure a safe, courteous and positive environment, it is necessary to deal with unacceptable behavior firmly. Discipline in the Extended Day Program is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or may be denied a privilege.

Any broken rule will result in a time-out, and removal from activity. Excessive breaking of the rules, inappropriate behavior, language, disrespect, or continual problems will result in a conference with the parent, Director, and/or Principal to work out a solution to the problem. Continued inability to observe the rules and regulations may result in a child being restricted from the program.

PERSONAL ARTICLES

Children may not bring toys, sporting equipment, or pets to school.

Please be sure all student's sweatshirts, jackets, backpacks, and books are labeled with their names. Any articles left in the lost and found will be sent periodically to the uniform swap for the end of the year.

CHILD ABUSE REPORTING

By law, the State of California requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

STUDENT TO STUDENT HARASSMENT

Saint Bonaventure Catholic School 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 the individual's race, creed, color, national origin, physical or scholastic ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of St. Bonaventure Catholic School to provide a safe educational environment in which all students are treated with respect and dignity.

Harassment includes, but is not limited to, the following:

- Verbal Harassment: Demeaning comments, statements, questions, slurs, jokes, drawings, or invitations.
- Written Harassment: Demeaning suggestive or obscene letters, notes, drawings, or invitations, including online.
- Physical Harassment: Unkind, aggressive, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual Harassment: Leering, gesture, display or possession of sexually suggestive objects, pictures, cartoons, posters, or magazines, including online.

This policy prohibits student to student harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to any of the following:

- A. While on school grounds (before and after school as well as during the school day).
- B. While going to or coming from school.

C. During, or while going to, or coming from, a school sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including the following: verbal warning, time out, disciplinary referral, suspension, or expulsion. The administration reserves the right to require an offending student leave Extended Day and even the school immediately depending upon the nature and extent of the incident.

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, parents, teachers, or staff members.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this may also serve as grounds for discipline as students of St. Bonaventure Catholic School are expected to conform their lives to Christian principles at all times.

PARENT/STAFF COMMUNICATION

Communication from the Extended Day staff to parents will be made via the classroom, personal interface, email or phone call. In addition, there will be periodic announcements that will appear in the School Family Envelope or posted near our sign-out form. Parents wishing a conference with the Extended Day Program Director can send a note to the office to the attention of the Extended Day Director or call at 714-840-0482.

The Extended Day Program reserves the right to amend this handbook as needed. Thank you for taking the time to review this handbook. We look forward to an enriching year with your child/children.

Wish List

We use an abundance of certain supplies in Extended Day and would be grateful if you would like to donate any of the following items:

School Supplies-

- Notebook paper-wide and college ruled
- Pencils
- Colored pencils
- Erasers
- Markers
- Glue sticks
- White glue
- Clear tape

Room Supplies-

- Kleenex
- Paper Towels
- Clorox/Lysol Wipes
- Band-Aids
- Baby wipes