

# St. John Vianney Catholic School

## Extended Care Statement of Services



**539 La Pasada Boulevard**

**Goodyear, Arizona 85338**

**Phone (623) 932-2434**

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**[www.sjvazschool.net](http://www.sjvazschool.net)**

## ADMISSION POLICIES

Students who are enrolled in St. John Vianney Catholic School are eligible to utilize the aftercare program. In accordance with the policies of the Roman Catholic Church of Phoenix, St. John Vianney Catholic School admits Catholic and non-Catholic students of any race, color, national or ethnic origin to all the rights and privileges, programs and activities made available to all students.

## EXTENDED CARE PROGRAM GOALS

### EXTENDED CARE PROGRAM CURRICULUM

St. John Vianney Extended care curriculum encourages children to initiate their own learning experiences in a prepared “active learning” environment with the guidance of supportive teachers. The adults support and challenge children who are engaged in productive, problem-focused learning activities. The content of the curriculum is based upon a series of key experiences that the teachers incorporate into the classroom setting. The key experience categories are Personal Social Development, Creative Representation, Music and Movement, Language and Literacy, Classification, Serrations, Science, Social Studies, Numbers, Space and Time. The children experience events, materials and ideas through developmentally appropriate direct hands-on experiences.

## ATTENDANCE POLICIES

### PROGRAM HOURS

Before school care operates from 6:30-7:30.

Aftercare operates Monday-Thursday from 3:00pm.-6:00pm. Friday hours are 12:40pm-6:00pm.

**Any student who is picked up late will be charged \$2.00 a minute. Upon the third late pickup, the student will no longer be able to use the extended care program.**

### PROGRAM RATES

Extended care rates are \$5.00 an hour. Hours will be prorated to ½ hour but no other increments. For example, if you pick up your child at 4:10 you will be charged until 4:30. Families will be billed at the end of the month. Payment is due by the 10th of the following month. If payment is not received by the 10<sup>th</sup>, the payment is considered late. **When payment is late and has not been received, the student will not be able to attend the extended care program.** The child must then be picked up upon dismissal.

## **PARENT PROCEDURES/STUDENT PICKUP/PARENTAL ACCESS**

### Before Care

Parents (or adult responsible for the child) need to walk the child to the Grand Hall and sign in with their **FULL NAME** (no initials, please) on the sign-in sheet, indicating the time the child was dropped off. The child will not be allowed to stay before care unless they have been signed in. The aftercare teacher will sign the children out and bring them to their classrooms for school to begin.

### Aftercare

Students will be checked into aftercare by their classroom teacher. When students are picked up, the parent will come to the Grand Hall and sign the child out on the sign-in sheet. If someone other than the parent is to take the student, the person must be listed on the child's emergency card. If an emergency situation arises and, at the last minute, a parent cannot pick up his/her child, please call the school office and **INFORM** the teacher about the situation.

Anyone other than the parent, picking up a student, **MUST** show their driver's license, every time they picked up the child. The teacher will record driver's license number on the sign-in/out sheet.

Persons picking up or dropping off a child must be eighteen (18) years or older. **NO EXCEPTIONS WILL BE MADE.**

This is to allow the teachers the time needed to memorize names and "faces" of those people listed on the student's emergency cards AND complete an ID screening during the first two weeks. After the first two weeks, parents will continue to pick students up at the classroom for safety reasons.

Please note that only those who are identified on the Emergency Card (completed at time of registration), may pick up a student or provide a ride home. No one should take another child home without the parent's permission and knowledge.

Parents are to park their cars in the parking lot. Parking at the curb to wait for your child is not appropriate and causes the possibility for student injury. Parents are not to park in the Handicapped parking spaces unless there is a handicap. These spaces are needed for those who truly have difficulty in walking. There is an additional reserved parking spot which is purchased each year at the SJV Fall Gala. Please do not park in the spot marked for the Fall Gala winner.

## **DISCIPLINE FORMAT FOR AFTERSCHOOL PROGRAM**

Our goal is to help young children develop acceptable behavior and self control. The staff will maintain consistent, reasonable limits for the children as they model and support appropriate behavior.

Our teachers and staff follow the Child Day Care Regulation (#R9-5-518) which requires:

1. Explaining rules to children and alternatives to acceptable behavior;
2. No physical punishment. No emotional or mental stress which would prove frightening to a child.
3. Isolation (time out) with supervision not to exceed three (3) minutes.

4. No punishment will be associated with toilet training.
5. Food cannot be withheld as a means of punishment.

The staff plans a rich variety of activities, which provides an environment that requires little discipline intervention. However, if the child is unresponsive to guidance concerning inappropriate behavior, the parents will be asked to have a discussion about the school rules with the child.

### **CLASSROOM RULES**

We believe that our students should always keep in mind strong Christ-like values. Therefore, we teach them to reflect upon Jesus and what He would say and do. Every classroom has the following questions posted:

What would Jesus do?

What would Jesus say?

Additionally, our behavior expectations are as follows:

1. We use kind words
2. We keep our hands, feet and teeth to ourselves
3. We use our inside voices and listening ears.
4. We share our toys
5. If we take materials out, we put them away

### **EXTENDED CARE CLASSROOM DISCIPLINE**

**GREEN:** I followed the rules all day.

**YELLOW:** I did not follow all the rules today.

**RED:** I had a difficult day. (Teacher will talk to parents.)

In extreme cases, students may be sent home. This is to be determined by the child's teacher and the Extended Care Director.

**These rules are to be followed during school hours including morning and after school care.**

### **GUIDELINES FOR EXCLUDING FROM AFTERSCHOOL CARE**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the preschool class setting until:

- A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children in the room
- The symptoms have subsided.

For the mildly ill child, exclusion should be based whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group.

FEVER	Auxiliary or oral temperature: 100 F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
RESPIRATORY SYMPTOMS	Difficult or rapid breathing or severe coughing: Child makes high-pitched croupy or whooping sound after he/she coughs. child unable to lie comfortably due to continuous cough.
DIARRHEA	An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
VOMITING	Two or more episodes of vomiting within the previous 24 hours.
EYE/NOSE DRAINAGE	Thick mucus or pus draining from the eye or nose.
SORE THROAT	Sore throat, especially when fever or swollen glands in the neck are present.
SKIN PROBLEMS	Rash – Skin rashes, undiagnosed or contagious  Infected sores–Sores with crusty, yellow or green drainage, which cannot be covered by clothing or bandages.
ITCHING	Persistent itching (or scratching) of body or scalp.
APPEARANCE/ BEHAVIOR	Child looks or acts differently; unusually tired, pale, lacking appetite confused, irritable, difficult to awaken.
UNUSUAL COLOR	Eyes or skin – yellow (jaundice)  Stool – gray or white  Urine – Dark, tea colored  These symptoms can be found in hepatitis and should be evaluated by a physician.

## COMMUNICABLE DISEASES

Arizona State Law (#R9-5-519) requires that any communicable disease be reported immediately. We are required to inform all of our families of any exposure, as quickly as possible. Children showing any symptoms during the day of a : fresh cold; rash; sore throat; diarrhea; head lice; inflammation; vomiting;

fever; etc., will be immediately isolated from the group. Parents/guardians or persons responsible shall be notified at once and necessary arrangements for prompt removal of the child should be made.

Therefore, it is the parent's responsibility to notify the teachers of their location during class time in case of an emergency.

## **ILLNESS AND INJURY**

The law does not allow the Health Associate's office to make a diagnosis, prescribe treatment, or administer medication without proper authorization. First aid and medical care provided by the health aide/school nurse are primarily for illnesses or injuries that occur during the school day.

The school is NOT the place for a sick child. Please do not send your child to school if he/she has diarrhea, vomiting, fever, undiagnosed rash, deep cough, or communicable disease (e.g. strep throat, chicken pox, pink eye, etc.) You will be notified if your child becomes ill and needs to leave school, sustains more than a minor injury or has an emergency. Any child who has a temperature at school of 100.0 or above must be sent home in accordance with Arizona State Law. It is the parent's/guardian's responsibility to make arrangements to pick up an ill or injured child as promptly as possible.

You will also be required to keep all home/work and emergency phone numbers current. Please notify the school office immediately of any changes at any time during the school year.

## **ACCIDENTS**

All accident victims are to be seen by the school nurse or health aide immediately, if available. The nurse/aide shall determine if further medical attention is warranted and make the recommendation to call parents. If the school nurse or health aide is not available, the responsibility for decisions concerning further medical attention shall be: Principal, school secretary, pastor, associate pastor, and classroom teacher. The student's parents or guardian as specified on the Student Emergency Form shall be notified as soon as possible. Should it happen that the child's parent is on campus, then his/her decision supersedes all other decisions.

## **IMMUNIZATIONS**

Arizona State Law requires that each child must have immunization information on file at school. It is the responsibility of the parent/guardian to supply the school with the month, day and year of each immunization. You will have 15 days from the date of enrollment to submit the immunization records

and comply with any immunizations that are due. If you have any questions regarding the immunization status of your child, please feel free to contact the school office to inquire.

## **PRESCRIPTION DRUGS**

When it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the child and the school to be in compliance with existing rules and regulations.

- A physician must prescribe the medication.
- The parent or guardian must provide written permission to administer the medicine to the child. Appropriate forms are available in the school office.
- The medication must come to the office in the original prescription container as dispensed by the pharmacist. There must be written directions from the physician or the pharmacist stating the name of the patient, the name of the medicine, the dosage and the time it is to be given.
- Medications can only be dispensed to the student for whom the medication was labeled. Under no circumstances will medication be dispensed from a baggie or Ziploc bag.
- Inhalers must come to the school in the boxes with the prescription label intact. Inhalers not properly labeled will not be dispensed. NO EXCEPTIONS!
- Students will not be allowed to carry inhalers with them without the proper authorization from the child's doctor.

## **OVER-THE-COUNTER MEDICATIONS**

When it is necessary for a student to receive a medicine that does not require a prescription, the following procedure has been established to ensure the protection for the child and the school:

- The parent or guardian must provide written permission for the over-the-counter medication to be dispensed. Forms are available in the office.
- Any over-the-counter medicine sent by the parent or guardian to be administered to a student must come to the office in the original manufacturer's package with all directions, dosages, content and proportions clearly marked.
- The school nurse or other staff member may be designated to administer medications when necessary.
- All medications (prescriptions and over-the-counter) will be documented on a daily medication log when administered.

- Children may not, under any circumstances, keep medications (inhalers and cough drops included) in their possession during school hours.

A health record card is maintained on each student from the day of entrance until the day of withdrawal. Annual screening is done for vision, hearing, blood pressure, height and weight. Parents are required to fill out a health questionnaire at the beginning of each year and present the necessary immunization documentation.

### **FINGERPRINTING/CPR/ 1ST AIDE**

Every member of St. John Vianney's extended care staff is fingerprinted and licensed with the State to work with the children. A current first aid and CPR card is held by each staff member in the classroom during operating hours.

### **LIABILITY INSURANCE**

St. John Vianney Catholic School has coverage as required by the Arizona Department of Health Services R9-5-308 insurance requirements with the Catholic Mutual Relief Society.

### **LICENSING INFORMATION**

St. John Vianney Extended Care is licensed by the Arizona Bureau of Health Services, Division of Assurance and Licensure Services, Bureau of Health and Child Care Review Services, Office of Child Care Licensure, 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, Arizona, 85007, (602) 364-2539. Inspection reports are available upon request in the preschool classroom. See the Preschool Director for more information.

### **PEST CONTROL**

These premises are sprayed each month and a notice will be posted 72 hours prior to any spraying.

### **FIELD TRIPS**

Aftercare may take field trips of an educational nature. All students in the program are expected to participate in the field trip. However, field trips are a privilege, not a right. Parents will be asked to act as chaperones on field trips. No student will be allowed to participate in field trips unless the parent or guardian signs the proper permission form.

### **TRANSPORTATION PROCEDURES**

When transportation is required for a field trip, a school bus may be utilized. Additional transportation may be required of parents. When parents provide transportation, the parent must be trained in the Called to Protect, and there must be at least two adults present. When children are being transported by private transportation, the field trip permission slip must state this, and the parent must provide proof of insurance.

# PARENT(S) AND STUDENT(S) AGREEMENT

In signing the PARENT(S) AND STUDENT AGREEMENT form, the parents and student agree that they have read the contents of the handbook and agree to abide by the rules, regulations and policies of St. John Vianney Catholic School as set forth in this handbook.

The Pastor, Principal, or the school retains the right to amend this handbook as necessary with appropriate written notice. Such revisions become binding immediately.

For everyone's mutual understanding, protection, and benefit, please sign, detach, and return this page to the teacher.

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We have read this with our child and agree to be governed by the ST. JOHN VIANNEY AFTERCARE STATEMENT OF SERVICES 2016-2017. If there are two legal parents/guardians, two signatures are required.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date