

Our Lady of Grace Catholic School  
Extended Care  
Handbook  
2007 - 2008

## DESCRIPTION

Our Lady of Grace Extended Care is a program that provides care for any Our Lady of Grace Catholic School student. Children are offered a variety of supervised activities including art, board games, free time, reading, computer, and athletic games. Our program is planned with the children in mind . . . a program we hope is fun, exciting, and an overall learning experience. Our program is designed to offer every child opportunities for intellectual, physical and social development. Our paramount goal is to provide a warm, caring, Christian atmosphere for your children. Children need a safe, nurturing environment that assists them to grow.

## OUR LADY OF GRACE EXTENDED CARE PROGRAM GOALS

- \* To provide a safe, secure, stable environment that encourages adventure, creativity, building special relationships, developing healthy self-concepts, respect of others, responsible behavior, and a positive attitude.
- \* To provide stimulating programs geared to the child's age and development. Including a variety of experiences related to large motor skills, creative art, drama, music, small motor skills, language development (listening, speaking, writing) math, books, and recreational activities both passive and active.
- \* To provide a caring staff that stresses group cooperation while supporting the needs of the individual child.
- \* To provide a foundation for future learning, experiences with other children, and programs that complement the school curriculum.
- \* To provide communication between Our Lady of Grace Extended Care staff, school personnel, and parents.

## OUR LADY OF GRACE EXTENDED CARE CURRICULUM

Our Lady of Grace Extended Care program offers children a variety of activities that provide opportunities to explore, manipulate, experiment with things and interact with people. Activities include: art and craft, food preparation, fine arts, computer use, dramatic/imaginative play, puzzles and table games, science, math, active indoor and/or outdoor play, literature, music, sharing, quiet/homework time, group time, stories and rest time.

### BEFORE AND AFTER SCHOOL CARE

Our Lady of Grace Extended Care program provides care before and after school hours as well as school release days and summer programming. This program is designed to provide a relaxed, trusting and fun environment conducive to learning and growing. It provides a structured recreational atmosphere in which learning is experienced through a variety of activities. Children are encouraged to pursue their own interests, develop friendships, grow in confidence and independence, as well as, respect for themselves and others.

### FIELD TRIPS

Field trips are an important part of our release day and summer program. They are outreach opportunities providing a variety of experiences and enrichment. A signed consent form will be on file for any field trips. Transportation for such trips will be provided in accordance with all city, state, and Our Lady of Grace School safety regulations. On field trips, children are transported on a chartered bus.

## FEE SCHEDULE

Registration Fee (Non-Refundable & Due Annually)	\$ 20.00
Before School Care	\$ 6.00/day
After School Care	\$ 12.00 /day
Before and After School Care	\$14.5 0/day
Release Days	\$ 36.00/day
Summer Program	\$35.00/day (More than 10 days) \$36.00/day (10 days or less)

## PICKING UP YOUR CHILD AFTER CLOSING (6:00 P.M.)

Our Lady of Grace Extended Care program closes at 6:00 p.m. **Any parent picking up a child after 6:00 p.m. will be charged an additional \$3.00 every Five minutes (per child). No exceptions will be granted to this policy.** A signed sheet will be given to you on those occasions for you to return with payment

## ABSENCES

There are no credits for absences

## PAYMENT

Payment is based on enrollment, not attendance. A regular monthly schedule must be provided at the time of enrollment. A written dated notice of any schedule changes must be submitted two weeks prior to the change. All payments must be kept current or service will not be rendered.

## DROP OUT OF THE PROGRAM

Our Lady of Grace Extended Care requires a two-week written notice, when your child is leaving the program. Payment for the two weeks is required once we are notified, regardless if your child attends after that point.

## ENROLLMENT

Children are not considered enrolled until the following items are completed.

- \* Enrollment form describing child, family members, Home address and telephone number, emergency person and telephone. Information on file, especially phone numbers of home, work and back-up emergency persons **MUST BE KEPT CURRENT.**
- \* Permission and release forms including medical, publicity, field trips and first aid care.
- \* Non-refundable registration fee has been paid.
- \* Registration Form.

## INCLEMENT WEATHER

The decision to send children to school in severe weather is the responsibility of parents. Our Lady of Grace School will follow the decision of Edina Public Schools. A statement will be made on WCCO Radio at 6:30a.m. If Our Lady of Grace is not listed specifically, and Edina Public Schools are closed, Our Lady of Grace is also closed. Extended Care will be closed too.

### Early Release because of Weather:

- \* Only those children who normally attend after school on that day will come.
- \* We will contact parents upon notification of closure.
- \* If we are unable to reach parents, we will contact those individuals listed as emergency contacts to come and pick up child(ren).
- \* Staff members will remain until all children are picked up.
- \* If Our Lady of Grace Extended Care program is closed for the entire day, due to a weather conditions, you will not be billed for that day.

## GUIDANCE POLICY

It is the goal of Our Lady of Grace Extended Care program to guide children in becoming responsible, happy, cooperative participants in our program. In order to promote a safe and stimulating environment for the children, developmentally appropriate rules and expectations will be clearly communicated to parents and children. Included in these expectations will be respecting others and their property, following directions, and acting in a safe manner. The staff through positive, non-threatening teaching techniques will work toward increasing the children's respect for themselves by helping them become responsible for their own actions, as well as helping them grow in their respect for the rights and feelings of other people.

When conflicts arise, it is our goal to work with each individual child, listen to what they have to say and help to resolve the conflict by using effective communication.

Guidance procedures will include the redirecting of a child's attention to a more appropriate activity. If the behavior or situation continues, the child will be issued a verbal warning. The teacher and the child will discuss acceptable alternative behavior. If the behavior/conflict continues:

A child may not be allowed to participate for a short period of time, in the activity or area where conflict exists. (Problem behavior will be relayed to parents through a behavior slip filled out by the teacher to be signed by parents.)

A child may be separated from the group when other less instructive methods of guiding behavior have been ineffective and/or the behavior threatens the well being of other children.

#### GUIDANCE (continued)

A child that is separated from the group will remain within an unenclosed part of the classroom where they can be continuously seen and heard by staff. Return to the group will be contingent on the child stopping or bringing under control the behavior that precipitated the separation. The child will immediately be returned to the group when the behavior causing the separation stops.

If there is still an unresolved conflict, or a persistent problem situation, parents will be asked for ideas on solving the conflict.

It is our policy at Our Lady of Grace Extended Care program that no child is subject to corporal or psychological abuse. Exclusion time shall be geared to the age of the child and shall not exceed ten minutes.

If a child continues to show inappropriate behavior, parents will be contacted and must pick up the child, he/she will be asked to go home for the day. Also, a conference with parents will be required.

#### EXPECTATIONS

Clean up is part of the daily routine and is the responsibility of each participant. Consistency and cooperation are vital in successfully accomplishing this task. When picking-up your child, please urge them to clean-up, put things away and return toys, supplies and equipment before leaving. Please greet staff when you pick-up or drop-off your child, and always sign them in or out before leaving the premises.

## COMMUNICATION

### Newsletters

Our Lady of Grace Extended Care Program will hand out newsletters highlighting upcoming programs and special events.

A Parent Bulletin Board will be located above the sign out sheets. Check it weekly.

A progress report will be given to the classroom teacher to share with you at conference times (if requested)

## CLOTHING

Situations do arise when a child needs a change of clothing. This includes children of all ages. To be prepared for these occasions, each child needs a complete change of clothing left at Our Lady of Grace Extended Care. Clothing should be put in a bag and labeled, Make sure to include underwear and socks

## PERSONAL BELONGINGS

Children who bring toys and other items from home will be responsible for those items.

**OUR LADY OF GRACE EXTENDED CARE PROGRAM CANNOT BE RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS OR CLOTHING.**

## TAKING HOME OR DELIVERING PETS TO SCHOOL

If your child is taking home a pet from school, it is required that the child and their pet be transported directly from school. Please make these arrangements, as we cannot ensure the safety of the pet or the safety of the other children when pets are brought to Our Lady of Grace Extended Care.

## SICK CHILD

If a child becomes ill during the time that they are in attendance at Our Lady of Grace Extended Care, the child's parent(s) will be notified immediately of symptoms or injuries. With non-emergency illness, the child will rest until a parent can come to pick them up.

- \* With a temperature of or exceeding 100 degrees
- \* Who displays symptoms of physical illness (vomiting, diarrhea, etc.)
- \* With a rash of unknown origin

Parents should not send children to school if there are indications of illness.

Emergency guidelines will be followed according to Our Lady of Grace School Handbook.

Thank you for taking the time to read through the Our Lady of Grace Extended Care Handbook. It is required that all parents sign this to verify that they have read and understand all the guidelines for our program.

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Parent Signature

Date

