



ST. JOSEPH
CATHOLIC SCHOOL

Building Wisdom and Faith Through Service to God

Extended Day Information Packet for Families

The St. Joseph Catholic School Extended Day Program provides high quality childcare in a safe, loving, nurturing, and Catholic environment. The program is run by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including; outdoor activities and indoor games; arts and crafts; homework, individual reading time, movies and holiday celebrations.

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.

TAX INFORMATION

Because the Internal Revenue Service requires identification of caregivers in order to claim a credit for child and dependent care expenses, the Finance Office will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PHILOSOPHY AND GENERAL INFORMATION

St. Joseph Catholic School offers an Extended Day Care program on days when the school is in session for students currently enrolled in the school's academic program. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God and Christ is the center of the program.

SPONSORSHIP

St. Joseph Catholic School, in cooperation with the Parish, sponsors the Extended Day Program. The Office of Catholic Schools and St. Joseph Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director in consultation with the School Principal. The Director, with the approval of the School Principal, makes organizational decisions. Ultimately, the final responsibility for the program rests with the School Principal, who reports to the Pastor.

REGISTRATION

All students in the program must have a Child Registration Form and Emergency Care Form on file for Extended Day Care. These forms will be available on the school website at www.sjschoolva.org.

LICENSING

The St. Joseph Catholic School Extended Day program is now subject to safety and supervisory standards established by the Virginia Council for Private Education, aligning the Extended Day program with School under one licensure program. The Extended Day program is no longer regulated by the Commonwealth of Virginia.

DAILY OPERATION

The Extended Day Program will begin on August 24th for the 2023-24 school year

Morning Program 7:00 – 7:45 a.m.

Afternoon Program 3:15 – 6:00 p.m.

Extended Day will provide care until 3:00 p.m on the following ½ days, Tuesday, November 21th, All other scheduled 11:30 dismissals will run until 6:00.

Extended Day will be closed on Friday, Sept. 1st, Thursday, March 28th, and Friday, May 24th.

DAILY SCHEDULE (Subject to Change)

Morning 7:00 a.m. – 7:45. Sign in and greet children

- Homework or other age-appropriate Activities: Coloring, Cards,
- Snacks will not be served, but the children are permitted to eat snacks sent in from home.

Afternoon 3:15p.m. – 3:30 p.m. Sign in, Restroom Break,

3:30 p.m. – 3:45 p.m. Snack

3:45 p.m - Outdoor playtime on blacktop, weather permitting

4:00 - homework

4:15- Option to do crafts, play games, draw, and movies

STAFFING

The staff includes a Program Director and Child Care Supervisors. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

DRESS

Students will not be able to change into play clothes, unless prior arrangements have been made with the Director. The only exception is if a student has practice immediately after extended day. **PLEASE** make sure that your child's name is on every piece of clothing! It will be the only way for the staff to keep track of lost items.

SNACK AND LUNCH

During the afternoon session, a nutritious snack and juice will be provided which adheres to USDA guidelines. Snack schedules will be posted on the extended day bulletin board for students to see on a daily basis.

Parents are asked to notify the Director in writing of any food allergies, as the school is providing the snack.

On half days, students will need to bring their lunch. Snack will be provided late afternoon.

FOOD BROUGHT FROM HOME

If a child has allergies to a specific snack being served, they may bring a snack from home for that day. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- ❖ Any food from home should not require refrigeration or any special care.
- ❖ All food must be properly wrapped and labeled with the child's name and date. ❖ Since many children have special diets, to prevent allergic reactions, your child should not share any food with anyone.

Morning drop-off and Afternoon pickup PROCEDURES

Children arriving in the morning, must be accompanied by a parent/authorized person. A staff member will be monitoring the door (A3) starting at 7:00 am. Please have your child exit the car where he/she will be greeted and signed into the program by a staff member.

Children attending the program in the afternoon will be dismissed by their teacher at the end of the day. Students are required to check in into the program. **It is very important to notify the director if your child will not be attending aftercare on a specific day.**

SJS Extended Day uses an electronic system for pickup. Registered families will be notified via email prior to the start of the program. If an emergency arises, and someone else needs to pick up, please notify the director (extended_day@schoolva.org) with the name of the person and car information. Not only is this for the safety of the children, but it will help expedite pick-up procedures. When departing Extended Day, your student will be signed out by staff, who will record time of pickup and watch the student walk to their car.

Children arriving to the Extended Day Program from any other program/after-school activity (Scouts, CYO Basketball etc.) must be accompanied by an adult. It is the responsibility of the parents, not the Extended Day staff, to arrange for children to be brought to the program.

LATE PICK-UP

If pickup is after 6:00, late charges will be applied. (See fee and charges below)

If a child has not been picked up from Extended Day by 6:00 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply: ❖
Parents will be called at home and/or work.

- ❖ Emergency contacts will be called.
- ❖ If no one can be contacted and the child remains on Extended Day until 7:30pm., Fairfax County Child Protective Services will be called.

If someone other than the parent is to pick up the child, the Program Director must be informed via email or a written note sent with the child. This person must show an ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in, in the morning, or after they are signed out.

FEES AND CHARGES

Contracted Monthly Payments will be withdrawn through the FACTS payment system.

Families more than 2 months past due in payments will be charged the \$25 late fee for each month late. **Three late fees within a tri-semester will result in dismissal from the Extended Day Program for the year.** A child not picked up after notification of nonpayment and needing alternative care, will result in Child Protective Services being called within an hour of school dismissal.

Parents are requested to be prompt when picking up their children. A late fee of \$3.00 per minute, per child will be charged for every minute after closing time (6:00pm). Although telephoning that you will be late is appreciated, and we can reassure your child, a late fee will be charged.

Families are billed on a monthly basis. **Any changes in the contract** must be in writing (email) prior to the start of the month. Once the month has started, no adjustments will be made.

Drop in charges/late fees will be deducted from your FACTS account. Families may swap days only after written notice is received and only during the same week. For example, a family may change from a Monday attendance to a Tuesday attendance during the same week. A family may not change a Monday for a Tuesday in a different week. Notification must be received prior to switching days.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Fairfax County Fire Department and the Health Department for health and safety issues. The children also participate in monthly fire drills, two shelter in place drills and one lockdown drill. All employees are required to have a current record of negative Tuberculosis tests and a Criminal Record check. Staff members also participate in classes and in-services on child care subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

DISCIPLINARY

It is a privilege for a student to attend Extended Day. Students are expected to be respectful to classmates and all members of the extended day team. They are expected to follow directions especially if a situation unexpectedly arises. Severe and repeated offenses will be documented. If a student reaches three disciplinary actions, they will be suspended from the program. After being suspended and the student incurs another violation, they will be expelled from the program for the rest of the year. Safety is the top priority.

CHILD ABUSE

In order to protect a child from further harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio, watch local television stations for **Fairfax County** announcements concerning closings, late openings and early closings. In order to keep all children, parents and staff members safe during inclement weather, please note the following inclement weather policies:

CLOSING

If school is closed for the day, there will be NO Extended Day.

LATE OPENING

If school opens one or two hours late due to inclement weather, Extended Day will open as follows:
One hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 a.m.

Two hours late school opening – Extended Day will open two hours later than the usual time. It will open at 9:00 a.m.

EARLY CLOSING

If school closes early due to inclement weather:

- ❖ There will be NO Extended Day after school.
- ❖ All students must be picked up at carpool
- ❖ Any child who is not picked up by 30 minutes after dismissal time will be charged a drop in rate and \$3.00 a minute per child until he/she is picked up.

Please note: If St. Joseph School dismisses on time, but Fairfax County Schools cancels all after school activities, Extended Day will be open until 5:00 pm. (1:30 pm if St. Joseph School has an 11:30 am early dismissal.) If the weather deteriorates during those 2 hours, parents will be called and emailed to pick up children as soon as possible. You may email Extended Day at extended_day@sjschoolva.org for questions or check the St. Joseph School website at www.sjschoolva.org for updates.

ILLNESS, CONTAGIOUS DISEASE AND BITING

Any child who has the following: a temperature of over 100 degrees, diarrhea, vomiting, or has bitten a child needs to be picked up within an hour of notification. A child must be fever free for 24 hours before returning to Extended Day. Director will inform the school nurse of any student sent home early due to fever.

LICE

Head lice are spread mostly by direct head-to-head contact. The sharing of hats, combs and other hair accessories, may also spread head lice, but this is rare. ***Head lice have nothing to do with cleanliness or parenting skills.*** The school makes every effort to control the spread of lice. If a case of head lice has been detected in a classroom and the student attended extended day, parents will be notified.

PARENTAL NOTIFICATION OF INJURY

Any time there is a serious accident or injury in the Extended Day Program, the parents will be notified immediately. If the injury is minor, the parent/guardian will be notified at pickup. A complete accident report will be completed and signed by the staff member who assisted with the injury, the Director, and the parent/guardian.

USE OF SUNSCREEN AND INSECT REPELLENT

Children may use sunscreen during outdoor playtime if weather indicates the need. Written authorization must be on file, noting any adverse reactions to the sunscreen. Sunscreen must be clearly labeled with the child/children's name. Only sunscreen provided by parents will be allowed.

Extended Day will not provide any sunscreen. Sunscreen will be kept in the Extended Day Office as it is not allowed in school. Children will apply sunscreen with staff supervision. Staff will not apply any sunscreen. Insect Repellent is not allowed in the Extended Day Program.

SPECIAL CLOSINGS

The Extended Day program will be closed for the afternoon session on the early dismissal days prior to Labor Day, and Memorial Day.

Extended Day afternoon session will also close on the last day of school.

ADDITIONAL POLICIES AND PROCEDURES

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program. There is a separate Extended Day section in the St. Joseph School Handbook. The Custodial parent has the right to be admitted to Extended Day as required by 63.2-1813 of the Code of Virginia.

EMAIL: extended_day@sjschoolva.org (best means of communication)

EXTENDED DAY PHONE NUMBER: (703) 880-4322

Rev. 2023