

CALVERT CATHOLIC SCHOOLS EXTENDED DAY PROGRAM

Our extended day program will provide an effective day care in a Christian environment. It is our intent to operate a program where a child's mental, emotional, social, spiritual, and physical growth is fostered.

*Children who are enrolled at Calvert Elementary in grades prek-6 may utilize the extended day program as long as they have the proper paperwork filled out and on file.

Enrollment: We have a preschool program which is offered to those who are enrolled in our preschool.

We also offer a school-age program for those in grades K-6. (Appropriate paperwork must be filled out to use the extended day services.)

The program is considered a "Latch-Key" program from 6:30-8:00AM AND from 3:00-5:30PM, when age groups may be mixed.

Program Hours: Both programs are open from 6:30AM-5:30PM. School-age children may attend before and after normal class time hours. Children who are in preschool may attend the program when they are not in their scheduled preschool class.

Schedule: Please fill out a schedule of times that your child will be attending ext. day. They are available on the desk in the open area of ext. day. If your child will not be attending at a time they are scheduled to be in attendance, please call the school office at 419-447-5790. All children are to be picked up by the scheduled time, unless other arrangements have been made. (We appreciate this courtesy. It helps us to plan proper staffing.)

Dress Code: The children will follow the dress code as stated in the student handbook for grades K-6, and in the preschool handbook for the preschool ext. day. NO open toed shoes.

Fees: Fees for this service are \$2.75/hour. You will be billed weekly. Fees should be paid weekly, unless other arrangements have been made with the business office. Please let us know if you wish to be billed via email or by printed copy. See an extended staff member for further information.

Time used is recorded in 15 min. increments. A child on the premises 7 minutes past the ¼ mark, will be charged for the next 15 min. All hours your child or children are present in the program will be recorded. If your child is picked up after hours, you will be charged accordingly.

*If your child is not picked up upon closing time, and any persons listed on their emergency form are unable to be reached, we will charge you \$5.00 for every 15 min. you are late.

Health: We are unable to care for sick children. Please keep your child at home if they exhibit any signs of illness.

Staff members have taken classes in the prevention, recognition and management of communicable diseases. (Rule 3301-37-11, C 1)

A child who exhibits signs of illness will be isolated immediately and discharged to the parents or designated representative. (Rule 3301-37-11, 5A-5E)

Please keep your child home if they have OR if they display any of these symptoms:

- *diarrhea
- *severe coughing
- *difficult or rapid breathing
- *yellowish skin or eyes
- *conjunctivitis (pink eye)
- *temperature of 99.9 degrees or higher
- *untreated skin patches
- *unusually dark urine and/or gray or white stool
- *stiff neck

WE DO NOT ADMINISTER MEDICATION OF ANY KIND, unless there is a signed health plan filed with the school nurse.

If a child is experiencing minor cold symptoms, they may attend the program. However, they will be monitored to see if symptoms worsen.

Emergency/Medical Policy: A properly equipped first-aid kit is kept on the premises. Staff members are certified in first-aid procedures.

Fire Drills-Staff members lead the children to safety outside of the building and they remain with the children until the emergency has ended or other arrangements have been made.

Tornado-(or other severe storm)-Staff members lead the children to the cafeteria and remain with the children until the emergency has ended.

Lockdown- Staff members have all of the students in the ext. day classroom and lock the door. During school hours-the children will remain quiet and in the classroom with the staff until an "all-clear" signal has been given. They will follow procedure in the lockdown packet provided. Before and after school hours-staff will have all children in the classroom and lock the door. Staff will call 911 to notify them of the emergency at hand. They will wait until emergency personnel gives them the "all clear."

Rapid Dismissal-Staff members lead children safely outside. Proceed to the church. Be seated and make sure all are accounted for. Wait quietly. Follow directions given by administrative staff. Return to building when “all clear” has been issued.

Illness-Parents/designated person will be contacted if the child becomes ill while in our care.

Medical Emergency-In the event of a medical emergency or accident, we shall contact the parents and the child will be taken immediately to the nearest hospital. The parent should go directly to the hospital emergency room. A report on the accident will be filed. *If we need to contact the Poison Control Center for any reason, the parent will be notified.

Incident Reports-A report will be filed in the school office for any accident or injury with a detailed description of the incident.

Suspected Abuse-A staff member will immediately notify the local public children services agency when abuse or neglect of a child is suspected. Staff are trained in Child Abuse Prevention and Recognition.

Safety: A monthly fire drill is exercised. Staff has immediate access to a working phone at all times. Every child must be brought to the program by a responsible adult. Be sure that the adult on duty is aware that the child is being signed in or out.

Parents/designated persons will be required to initial their child out when they are picking them up. **Parents/designated persons will be asked for ID until we learn faces of those picking up the children we serve. If you send anyone in who has not been here before, they must have ID.*

Dropping off/Picking up: *If you are dropping your child off between 6:30 & 7:30AM, you MUST come to S. Washington St. entrance.. You must also use this entrance to pick your child up after 3:30PM. There is a doorbell to use before and after regular school hours.*

Children will be released only to the people listed on your paperwork. If you must send someone else, please notify the school.

Snacks/Breakfast: A light breakfast is offered to those who arrive before 7:30AM. Snacks are offered at mid-morning and mid-afternoon for those who attend the preschool program or the kindergarten classes. An after-school snack is offered to the school-age children. ****Please make sure we are aware of any food allergies.****

Lunch: Children may purchase a school lunch or they may pack a nutritious lunch. Milk can also be purchased. Please let us know this upon drop off time. Have lunch money/milk money turned in when you drop off your child. No chewing gum is allowed.

Extended day families need to fill out the lunch forms and turn them in so that we may plan accordingly.

Discipline Policy: Please see your preschool handbook or school handbook. If your child needs to be disciplined, we will use the “time out” method. (Full policy is written out in the listed handbooks.)

Weather: Delays and closings will be on WTTF, or TV channels 11, 12, 13. We are listed as “Calvert Catholic Schools.” You may also be made aware by the Honeywell Alert System. When we are delayed for snow/fog, we will open 15 minutes prior to the school opening. If the school is closed, we are closed.

We are licensed by the State of Ohio Dept. of Education. We follow all rules and regulations which are set by this department.

Thank you for attending our program!

Mrs. Hill
Director