

Portsmouth Catholic Regional School
2301 Oregon Ave
Portsmouth, VA 23701
488-6744

Polices and Procedures
Extended Care Program
2010 – 2011

Principal: Mrs. Mary Ellen Paul, M. Ed.
Director: Mrs. Laura Vanden Berg, M. Ed.
Staff: Ms. Kate Gray, Morning Care
Ms. Emily Danovich, Morning Care
Ms. Jeanne Martinez, Noon Staff
Ms. Janice Outland, Aftercare Staff
Ms. Pat McDaniel, Aftercare Staff

Welcome to Portsmouth Catholic Regional School's Extended
Day Care Program
2301 Oregon Avenue
Portsmouth, VA 23701
757-488-6744

We are very happy that you have placed your child in our care. We will do our best to provide a caring, nurturing, and secure environment for your child. The Extended Day Program hopes to stimulate the development of the social, intellectual, emotional, physical and spiritual aspects of the children in our program. We provide activities which are age appropriate and which foster cooperation and communication. The Extended Day Program is an extension of the school day that brings a home-like atmosphere into the daily activities of the children. We proudly offer:

- A well qualified and dedicated staff
- A program licensed by the state of Virginia
- A stimulating, creative environment equipped with a variety of learning centers
- A quiet classroom area for homework
- A large outdoor play area
- A nutritious snack

Philosophy

The philosophy of Portsmouth Catholic Regional School (PCRS) is to assist parents in the faith formation and development of their children by:

- Providing a diversified educational program, which recognizes and values the uniqueness of our students and strives for academic excellence. The teachings of Catholic doctrine and integration of faith into everyday life are the core of our curriculum.
- Creating a strong Christian community among students, parents and staff, where children are nurtured and challenged to achieve their full potential in the faith community.
- Encouraging the students and parents to become involved in the liturgies, sacraments, activities, and

service projects offered by our parishes and school who serve community locally and globally. These values, nurtured by a staff dedicated to teach as Jesus did, encourage our students to respond personally to the call, challenges, and commitment of the Christian way of life in the world today and in the future.

Mission Statement

Diocese of Richmond Catholic Schools Mission Statement

The Catholic School of the Diocese of Richmond hold a vision that encompasses past, present, and future. They are rooted in the Catholic tradition, they address the present, and they are enthusiastically creating a future based on the example and teachings and Jesus Christ.

Catholic Schools **PROCLAIM** their identity as formative communities where prayer and worship, justice and peace, and reconciliation and evangelization become lived.

Catholic Schools **KNOW** themselves as integral to the mission of the church and are the responsibility of being church in the world.

Catholic Schools are **POSITIONED** as the heart of the church's life and, as such, share in the responsibility of being church in the world.

Catholic Schools **NURTURE** personal growth, scholarship, lifelong learning, service and responsible stewardship through a faith-centered way of life.

Portsmouth Catholic Regional School Mission Statement

Portsmouth Catholic Regional School exists as part of the Catholic Church's educational mission

- To provide quality of Catholic education
- To proclaim the Good News of Jesus Christ
- To foster the growth of Christian values through the home, school, parish, and community

Our mission facilitates the spiritual, moral, intellectual, social and physical development of the whole child.

We believe that each person has the right to develop his or her unique gifts in an educational center which recognizes the innate dignity and diversity of all persons in Christ

Admission and Fees

The Extended Day Program is only available to children attending Portsmouth Catholic Regional School.

Arrangements must be made prior to service. Parents are required to provide an up to date physical with immunizations, emergency form, and signed contract. Participation in school insurance is mandatory.

Before Care (Daily) \$6.00

After Care (Daily) \$13.25

Before Care (Monthly K-8th) \$85.00

After Care (Monthly K-8th) \$190.00

Pre K3 and Pre K4 daily rate (Noon-6 pm) \$22.00

- 1) Fees for monthly attendance are due by the 5th of each month and may be paid either through the FACTS Management Program or the school office. Payment for attendance of less than 14 days/month is due on a weekly basis and is payable in the school office. With an occasional stay, payment is due on the day of service.
- 2) Fees for monthly attendance are due by the 5th of each month and may be paid either through the FACTS Management Program or the school office. Payment for attendance of less than 14 days/month is due on a weekly basis and is payable in the school office. With an occasional stay, payment is due on the day of service. The daily afternoon rate is \$13.25 (K-8th). HOWEVER, on the infrequent occasion (one per 30-day period) where a parent/guardian is late picking up a child who does not attend After Care on a regular basis, a \$5.00/child fee will be imposed if pick up occurs within 45 min. of assignment (i.e. by 4:00 p.m. on Mon., Tues., Thurs., and Fri., or by 3:00 p.m. on Wednesday). If the child is picked up after the 45 min. period, the full \$13.25 After Care rate will apply.
- 3) The Extended Care Program will accommodate daily and part time students as long as staffing permits. Please notify the office as soon as a need arises (24 hours advance, if possible) so the staff can adequately plan. The daily rate for

PreK (Noon – 3 PM) daycare is \$22, and an additional \$13.25 daily for staying after regular school hours (3 pm – 6 pm).

Calendar of Operations

The Extended Care Program is available Monday through Friday unless stated on the school calendar, or closed do to weather. Our hours of operation are Mon., Tue., Thurs., and Fri. from 6 am – 8 am, Noon- 6 pm (pre k), 3 pm – 6 pm (all grades). However on Wednesdays the center is open in the afternoon from Noon – 2 pm (pre K), and then again 2 pm -6 pm for all grades. The pre K through 8th grade mornings from 6:00 AM until 7:45 AM, when students may go to their classes. Our Extended Day Program is open to all grades and students either enrolled or not in the program. Both programs are available when school is in session except as noted on the school calendar or notice is given in advance. If school is canceled for any reason, including inclement weather, there will be no Extended Day program held. In this case the school will send a recorded message via: phone, cell, and e-mail with information and instructions pertaining to where to drop or pick up students.

Our school calendar is in accord with the guidelines of the State of Virginia and the Diocese of Richmond. The yearly calendar is posted on our website at: www.portsmouthcatholic.net and updated one is sent home in the Thursday envelope each month.

Holidays

Portsmouth Catholic Regional School observes both major religious and Federal holidays. Please check with the school calendar for school closures.

Transportation Policy

The Extended Care does not participate in any school field trips.

Arrival and Departure

Before/Aftercare is available to all students. Our morning program begins at 6:00 AM. Students must be signed in at the

Before School Care by a parent or designated guardian in the Morning care book by our entry way.

Aftercare students upon dismissal from school will be escorted from the library to the Extended Day Care center by a staff member. Students leaving our program to attend an after school function will be escorted at all times by either a tutor, coach, or Extended Care staff. Tutors and coaches are required to sign the attendance sheet and check with staff before taking a student.

Students leaving the Extended Care center will only be released to those persons authorized on student's emergency contact unless the staff is notified 24 hours by telephone or in writing. The Extended Care staff reserves the right to request I.D. verification when a student is picked up by a new or unknown individual.

If a student does not arrive during roll call, one staff member will contact school personnel to determine the child's location. If the child is not located within a reasonable amount of time the proper authorities (parents, police, Child Services) will be immediately notified. Again, **a student entered into the Extended Day Care must be signed in or out by a parent or designated guardian when required.** Children are not permitted to leave the center prior to their parent's or guardian's departure.

Identity Verification

Children may leave the program only with the persons specified on the enrollment form. If a parent desires the child to leave with someone who is not specified on the enrollment form, the parent must supply written permission, with signature, in advance. If an unknown person arrives to pick up a child, the staff will contact the parent and receive verbal permission to authorize the child's departure. The unknown person will then be asked for a form of identification to assure his/her identity. Please update emergency information regularly so that the program staff can always contact the appropriate persons immediately in case of an emergency.

Picking Up A Child After Closing

Closing time for the Extended Day Program is 6:00 PM. If you are unable to arrive by this time, it is your responsibility to contact your “alternate” giving him/her ample time to arrive before 6 PM.

A late fee of \$1.00 is charged for every minute after 6:00 PM. The late fee begins accumulating at 6:01 PM. **There are no exceptions to this policy.**

A conference will be held should your child be picked up late more than three times. It is the decision of the Extended Day Director and Principal to determine if your child will be able to return to the program or the extent of the program suspension.

If a child is left after 6 PM and we are unable to contact a parent or guardian, Child Protective Service may be notified.

Procedure If A Child Is Not Picked Up During Emergencies

In case of emergency, school procedures will be followed. Students will never be automatically dismissed during emergency conditions, but will remain in the building. In an extreme situation where the building is determined unsafe, staff will remove children to safety and immediately contact parents or emergency contact people. In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the practice drill or emergency is over. In case of a tornado, students will move to a designated safe area inside the school building and wait with the staff until the danger has passed. Practice drills are held and recorded on a regular basis.

Medication Policy

Dispensing of any medication will be done by the school nurse during regular school hours. If however circumstances demand medication be administered in the absents of the school nurse, such as sever food allergies or asthma, a trained

Extended Care staff in this area will do. If your child has asthma or extreme food allergies you must site it on your child's registration form so we are able to properly care for your child.

Food Policies

A State approved snack is served daily. A menu is posted. Students who have prior permission are allowed to bring their own snack. The snack must be labeled with the student's name and date. The snack will be consumed during regular snack time only. Per State requirements all snacks must be nutritious in nature.

Extended Day Program

Daily Schedule Pre K 3 and 4 year old programs

6 AM – 8 AM	Morning Care
8 AM- 12 Noon	Classroom Instruction
12 Noon – 1 PM	Lunch/Art/Bathroom break
1 PM- 2 PM	Outdoor play/Center Time
2 PM – 3PM	Reading time/Nap Time
3 PM - 6 PM	Snack, crafts, outside play, centers

Extended Day Program

Daily Schedule Grades K-8

6 AM- 8 AM	Morning Care
8 AM- 3 PM	Classroom Instruction
3 PM- 4 PM	Bathroom, wash hands, snack
4 PM- 5PM	Outside play/inside play/homework
5 PM-6 PM	Homework, crafts, centers, pack up

Naptime Essentials for Pre K 3 and 4 year olds

Portsmouth Catholic Regional School students enrolled in the Pre-K program who attended the Extended Care program between the hours of 12 Noon and 3 PM are required by standards and policies of Child Protection Services of Virginia to nap or lie down quietly for 45 minutes during that time.

Children are required and allowed to bring the following items during nap time (all personal items must be labeled with the child's name):

- Crib sheet
- Blanket
- Separate label bag for all items to be placed in

At the end of each school week all items will be collected and placed in their individual bag for laundering. The items should be returned the following new school week for students to use.

Playground Safety Plan

Children shall be supervised continually while on the playground. Children are required to follow direction of the staff at all times.

The staff shall position themselves so that all areas of the playground where children are playing are under surveillance. Children shall be informed and monitored regarding which playground areas they may use.

Surfaces under equipment are filled with safety material, which is replenished, on a regular basis.

Emergency numbers are maintained on the wall above the phone in the Extended Daycare office.

Staff will carry with them a small emergency kit bag. This bag contains: sterile medical gloves, Band-Aids, Kleenexes, and a bottle of sanitation gel.

Plan for Injury Prevention

Safety material is maintained and used as intended under play equipment. Equipment must be properly maintained and used as intended. Toys are routinely inspected and cleaned and those that have developed sharp edges, rust, ect.. are discarded. Children are able to play with and on age appropriate equipment and toys.

Emergency

Each child must have an emergency information form on file. The emergency information form contains personal data about the student and his/her parents, custodial information, and minimum of two emergency contacts and allergy information, name and phone numbers of personal physician and hospital

of choice, and permission for the Extended Day Staff to see assistance when necessary.

Illness

Any child with a temperature above 99.6, is vomiting, or who is exhibiting flu-like symptoms, or other serious symptoms determined by a staff member will be notified to pick their child up from school. A child has to be fever free for 24 hours before being allowed back into the program.

Injury

Parents will be informed if their child received a minor injury during the Extended Day time. In the event of a serious injury, the parents will be notified as soon as possible and emergency action will be taken by the staff.

Field Trips

Field trips are reserved for regular school hours only.

Custodial Parent Policy

The custodial parent(s) and/or legal guardian(s) have the right to be admitted to the center, allowed to pick up child(ren), and review academic records. However, in the case of custody of child(ren) residing with a certain custodial party, the school politely requests that that party submit the proper court documentation that specifies which non-custodial party is not allowed to pick up that child(ren) or gain access to their academic information.

Portsmouth Catholic Regional School abides by the provisions of the FERPA (Family Educational Right and Privacy Act) which respects the rights with respect to their child(ren) education records. Custodial parents/legal guardian(s) reserve the right to inspect these records, or request changes made to.

Discipline

Portsmouth Regional Catholic School does NOT use, approve of, or tolerate corporal punishment. Corporal punishment and/or verbal, physical or emotional abuse by the faculty or staff member may result in immediate dismissal from Portsmouth Catholic Regional School. These behaviors place

the teacher/staff person and school at serious legal risk, are extremely detrimental to children and cannot be tolerated.

The essence of Christian discipline is self-discipline. Portsmouth Catholic Regional School expects its students to adhere to the following code of behavior:

1. Follow direction of Staff members the first time.
2. Show respect for staff, students, and property. This includes but is not limited to, no talking back, no fighting, no teasing, and no name calling.
3. Wear the required uniform as stated in the School Dress Code.
4. Attend school regularly and on time.
5. Follow all school policies.

In the even of a major discipline problem, a student may be suspended or dismissed from the program by the Principal. There is no refund if a student is suspended from the program. Written notification will be given to the parents if their child is dismissed from the program.

The school reserves the right to terminate any child at their discretion for any reason.

Policy for Reporting Suspected Child Abuse

Virginia Law requires childcare personnel to report suspicion of child abuse or neglect to the Protective Services Unit of the Department of Social Services. Teachers and aides should report their decisions anonymously to the Child Abuse Hotline, 1-800, 552, 7096.

State Alert System Policy

State Alert System Policy will be maintained by office staff.

Table of Authorities

Communicable Disease reference chart reprinted from MINIMUM STANDARDS FOR LICENSED CHILD DAY CENTERS SERVING CHILDREN OF PRESCHOOL AGE OR YOUNGER distributed by Virginia Department of Social Services.

Child abuse information paraphrased from RECOGNIZING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT pamphlet by the Diocese of Arlington.

Licensing Information for Parents reprinted from information available through the Virginia Department of Social Services.

FACILITY EMERGENCY PREPAREDNESS PLAN located in your Portsmouth Catholic Regional Parent and Faculty hand book.