

# Before and After



# Program

**Holy Angels School**  
**630-897-3613 ext. 112**

This handbook is designed to give parents and guardians a helpful insight into the *Extended Daycare Program* offered by Holy Angels School. It includes detailed information about the program's activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

*Dear Parents,*

*Welcome to our Extended Daycare Program!*

The Extended Daycare Program is provided for all PK-8th grade students. Our amazing Extended Daycare staff is committed to providing every child with interactive, highly engaging activities to meet the needs of the whole child and create a positive learning environment. Our program is designed to provide varied activities through high quality care. Expect stories from your child about indoor & outdoor games, art, crafts, play, completing homework, snack time, friendship building and fun, fun, FUN!!!

Many thanks go to the staff of the Extended Daycare Program for their energy and the outstanding job they do with the children each and every day, and to the parents and guardians of the children in the Extended Daycare Program for their continued support and encouragement. The children benefit greatly from the many special qualities contributed to the Extended Daycare Program by so many wonderful and caring people!

If you have any questions about the content of this book, please feel free to call us at 630-897-3613 or email [tforbes@holyangelsschool.net](mailto:tforbes@holyangelsschool.net) or [lrichard@holyangelsschool.net](mailto:lrichard@holyangelsschool.net). We look forward to the time that we will be spending together,

Warm regards,  
Mrs. Forbes, Principal

## **HOURS OF OPERATION**

The Holy Angels Extended Daycare Program operates Monday through Friday from 6:30 AM - 7:45 AM and 2:30 - 5:30 PM when school is in session.

## **BILLING**

Parents will receive separate a separate billing statement from monthly tuition statements. These are generally for a two-week time period. Payment is due upon receipt. Accounts four weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition. The registration fee is non-refundable.

## **CHECKING IDENTIFICATION**

Extended Day personnel have been instructed to ask for identification from any unfamiliar person who arrives to pick up a child. Usually, this is not required after the first few weeks of school and staff becomes accustomed to family relationships. Anyone who picks up infrequently (even if authorized on the child's application) should be prepared to present identification.

## **CHILD ABUSE, REPORTING SUSPECTED**

Extended Day staff will have in-service training on recognizing and reporting suspected child abuse as part of the orientation period. **We are required by law to report suspected child abuse.** If a staff member suspects child abuse, the program coordinator will be notified along with the principal and counselor at the school and a report will be made to the Department of Children and Family Services.

## **DISCIPLINE PHILOSOPHY AND PROCEDURE**

The Holy Angels Extended Daycare Program will follow the discipline philosophy and procedures of the Holy Angels Catholic School. We expect scholars to exemplify attitudes and actions which reflect Catholic values.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults. If the child is consistently misbehaving, the Extended Day Director will work with the parent and teacher on an individualized after-school plan.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent

behavior, or possession of weapons will not be tolerated. Anyone who demonstrates such behaviors will be held accountable for their actions and will not be allowed back into the aftercare program for the duration of the year.

Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

### **ELECTRONIC DEVICES**

Junior high students are permitted to use their cell phones with written parental permission. Students may use school iPads while at Extended Day. All inappropriate text messaging and/or internet searches will be referred to the principal's office and may result in the loss of electronic privileges.

### **HOMEWORK**

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of the Extended Daycare Program to ensure that a child's homework is completed or correct.

### **INCLEMENT WEATHER POLICY**

The Extended Daycare Program will follow the Holy Angels Catholic School closing policy for inclement weather. Therefore, if Holy Angels makes an early morning or mid-day closing, the after-school program will be closed as well.

### **ILLNESS**

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification.

### **LATE PICK UP**

The Extended Daycare Program closes at 5:30 PM. We ask parents to arrive by 5:25 PM in order to allow the children enough time to tidy up and gather their belongings. If a 5:30 PM arrival is unlikely, please take a moment to call us at 630-897-3613 ext. 112 so a staff member can speak to the child about the delay.

A late fee of \$5.00 per minute will be charged for a pickup after 5:30 PM. If a child is picked up before 5:35 PM, the late fee will be waived. If a child is picked up after 5:35 PM, the late fee will be assessed from 5:30 PM. An entry in the late pickup log will detail the time of pickup and the amount due. Late fees will be added to the child's tuition bill. After the third occurrence of a late pickup, the five minute grace period will be revoked. Continual late pickup may result in a child's suspension or removal from the program.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency that cannot be handled by the program coordinator and staff ambulance personnel will be called. Hospital destination is at the discretion of the Aurora Fire Department. Parents will be notified. In the event that a child needs to be transported to the hospital and the parent is not on the scene, a staff member will ride with the child to the hospital. **It is imperative that each parent provide to the program coordinator current contact numbers.**

## **MEDICATION ADMINISTRATION**

Medication is not given to participants without prior arrangements with the school nurse and Extended Daycare Coordinator. Only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. A "Medication Consent Form" for the administration of medication must be completed by the parent or guardian and be kept on file with the school nurse.

## **OUTDOOR PLAY**

Children who attend Extended Day can expect to spend a minimum of 20 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside. The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months.

## **PARENT/GUARDIAN UNDER THE INFLUENCE OF DRUGS OR ALCOHOL**

Extended Daycare staff cannot release a child to a person who is under the influence of drugs or alcohol. The Extended Daycare Coordinator will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the extended daycare staff will call proper authorities.

## **POSSESSIONS FROM HOME**

Since we cannot guarantee the safe return of personal belongings, the Extended Daycare Program asks that any personal possessions be left in backpacks during a child's time in Extended Day.

## **SIGN IN/SIGN OUT PROCEDURES**

Parents **must** sign out with the date and time for their child each day. A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. Siblings must leave the program together. Once a child is signed out by a parent/guardian the Extended Daycare Program is no longer responsible for that child. Failure to properly sign in or out could result in incorrect fees being charged, and repeated failure to properly sign in and out may result in dismissal.

If a child is to be released to someone not listed on the application, the program coordinator must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

### **SNACKS**

Parents should supply a nutritious snack for their child. **No peanuts, tree nuts, or foods containing peanuts and/or tree nuts are to be sent for Extended Daycare because of life-threatening allergies.**

### **YEAR-END TAX STATEMENTS/REIMBURSEMENT REQUESTS**

As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. The statement will be in the name of the person who enrolls the child(ren).

**Before/After School Care Program Agreement 2020-2021 School Year**

I have read and agree to the terms of this agreement in its entirety:

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Name (Print)

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Signature

Date

---

Home Telephone Number

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Alternate Telephone Number

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Emergency Contact Name & Cell Number

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Emergency Contact Name & Cell Number

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Emergency Contact Name & Cell Number

Please Circle Days Attending

Morning

M T W Th F

After School

M T W Th F

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Name of Child 1 (Print)

Grade

Morning

M T W Th F

After School

M T W Th F

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Name of Child 2 (Print)

Grade

Morning

M T W Th F

After School

M T W Th F

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Name of Child 3 (Print)

Grade

Morning

M T W Th F

After School

M T W Th F

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Name of Child 4 (Print)

Grade