

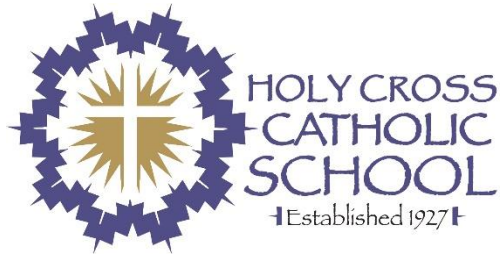


# EXTENDED DAY AND SUMMER PROGRAM PARENT AND POLICY HANDBOOK\*

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LILIBATES/DIRECTOR

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## **INTRODUCTION**

Welcome to the LCCS Extended Day and Summer Program. Our child care program is designed to provide Child Care for school-age children ages 3-12. The program is a State-Licensed, non-profit organization administered by the Administrator and the Board of Directors of the Las Cruces Catholic School, and the Director of the Extended Day Program. The Parent Handbook is a valid part of the enrollment agreement between the LCCS Extended Day and Summer Program and the parents and guardians of children who are enrolled in the program.

## **MISSION STATEMENT**

The purpose of our program is to provide a safe, nurturing and enriching environment for children to spend their after school hours, school holidays and summer vacation days. The program is designed to meet the needs of children and parents in our local area. Our goal is to provide an affordable quality school-age program to address the academic, physical, social and emotional needs of children and provide children as many opportunities as possible.

## **PHILOSOPHY STATEMENT**

We believe that children learn through play and physical activities. Our program is designed with fun learning centers, and many opportunities for fun and physical activities that help children grow academically, physically and emotionally. Our staff is trained and qualified to instruct and guide the children through these activities and provide a safe and happy environment.

## **CURRICULUM STATEMENT**

When the children are in the extended care program our rooms are set up with learning centers and opportunities for children to make choices. Our areas include: arts and crafts/science area, a construction area with blocks and toys, a dramatic play/music area with costumes and clothes, a computer and video area as well as a quiet reading area. During the summer program we have many physical weekly activities for the children that include basketball, volleyball, hockey, relay racing, bowling and swimming. With our talented staff we have been able to provide cooking, arts and crafts, computer, mystery, country dance and fun science classes. On Fridays, we have our FUN DAYS, Wacky Water Day, Crazy Hair Day, Backwards Day, Crazy Bingo and our Talent Show.

## *POLICIES AND PROCEDURES*

ENROLMENT IN THE LCCS EXTENDED DAY AND SUMMER PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:

### *PARENT'S EXPECTATIONS OF THE PROGRAM*

#### **Parents may expect that:**

Their children are cared for in a safe and supportive environment

They may visit with the Director about concerns related to their child or the program

They will be told about any misbehavior on the part of their child, and to visit with the Director in order to bring about improvement in the situation and will be regularly informed by the Director about program activities

### *PROGRAM'S EXPECTATIONS OF THE PARENT*

#### **The Program expects that parents/guardians will:**

Pay fees on time as explained in the Fees and Payment Policy

Keep child's record up-to-date

Pick children up on time

Follow health policy procedures

Contract the Director is their child will not be attending on a scheduled day

Respond to any communication from the Director regarding their child's behavior and cooperate in efforts to bring about improving the situation

### *CHILDREN'S EXPECTATIONS OF THE PROGRAM*

#### **Children may expect:**

To have a safe, supportive and consistent environment

To use all the program equipment, material and facilities on an equal basis

To receive respectful treatment

To have discipline that is fair and non-punitive

To receive nurturing care from staff members who are actively involved with them

### *PROGRAM'S EXPECTATIONS OF THE CHILDREN*

#### **The Program expects that the children will:**

Be responsible for their actions

Respect the school rules that guide them during the day and while at the program

Remain with the group and child care staff at all times

Take care of material and equipment properly and return them to their place when done, or before taking out new ones

## FEES

Fees for the before and after school program and for the summer program are available at **FULL-TIME BEFORE/AFTER SCHOOL, AFTER SCHOOL, BEFORE SCHOOL** or through **CYFD contract**.

Families with more than one child will receive a 10% discount on each additional child.

The summer program has a \$15.00 Registration Free (per family). **\*All summer program fees are on a pre-paid basis only. Payment for the time your child will be here needs to be paid before they can start.\***

## PAYMENT POLICY

**FULL TIME CONTRACTS WILL NEED TO BE PREPAID BY THE 25<sup>TH</sup> OF THE MONTH PRIOR TO SERVICES STARTING.** For example, payment will need to be made by August 25<sup>th</sup> for services in September for full time contracts.

**CONTRACTUAL FEES** are for full-time child care and are pre-paid for the amount of days the center is open, **NOT** the actual days your child attends the program. Your monthly calendar will let you know how many days the center is open. This calendar is posted on the school website and is also emailed out to the families.

**PART TIME FEES** are paid by actual number of days your child attends the program. **These invoices will go out on the first of the following month and will need to be paid by the 5<sup>th</sup>.** For example, your invoice for part time services in August will be emailed September 1<sup>st</sup> and will need to be paid by September 5<sup>th</sup>.

**REGISTRATION FEES** for the summer program are non-refundable.

**STATEMENTS** are NOT mailed to your address. They will be sent out to your e-mail listed on your registration contract. **\*Summer program payments are due prior to your child starting the program. Fees are due to maintain a spot in the summer program.\***

**LATE FEES:** a \$2.00 a day late fee will be assessed for each day the payment is past due. Any fees not paid within **15** days of statement date will result in **suspension** of child care services until fees are paid. After **30** days, child care services will be **terminated**. **A late fee of \$5.00 will be added if child is picked up five minutes after 6:00pm. \$1.00 will be added for each additional minute after 6:05pm until child is picked up. Consistent late pickups or unpaid late fees are grounds for disenrollment.**

**NON-SUFFICIENT FUND CHECKS** are held until cash or money order is received by the program to cover the amount of the check. Parent will pay a \$25.00 charge for NSF check. Parents will be notified immediately upon receipt of the NSF notice by the program and shall have two working days in which to pay by cash or equivalent. If not paid, child care services will be suspended.

## IRS TAX INFORMATION

The program **DOES NOT** provide an itemized statement for tax purposes. We suggest that you keep a record of your checks and receipts for an accurate account of your child care expenses. We will provide you with our Taxpayer Identification Number for any child care expense forms.

## REGISTRATION AND ENROLLMENT

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

**REGISTRATION FEE:** (Summer Program only) Parents must complete the registration forms and submit them with a \$15.00 (per family) non-refundable registration fee to the Director.

**ENROLLMENT:** Parents wishing to enroll their child(ren), will be provided with a set of enrollment forms. Prior to the child's first day of attendance, parents will complete all forms and submit them to the Director. A complete set of forms is **required** for each child enrolled in the program, unless there are two or more children in the household, then only one packet is needed. Children will be allowed to attend the program only after all forms have been completed. The program expects the forms to be kept current by the parent. The parent must provide new information on forms such as: Emergency persons, names, employers and phone numbers.

## WITHDRAWAL FROM THE PROGRAM

Parents that have signed up on a **FULL TIME CONTRACTUAL BASIS**, must provide a statement in writing at least 30 days prior to the discontinuation or change in services. If notice is not given, parents will be responsible of one month of child care services.

## HOURS OF OPERATION

The program is open, before and after school, school holidays, and summer vacation days. The program is closed the following holidays: LABOR DAY, THANKSGIVING DAY AND THE DAY AFTER, CHRISTMAS, NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY AND INDEPENDENCE DAY. (If the program closes any other day, parents will be notified in writing.)

BEFORE AND AFTER SCHOOL: M-F (7AM-8AM)-(2:30PM-6:00PM)

SCHOOL HOLIDAYS/SUMMER VACATION: M-F (7AM-6:00PM)

FULL DAYS ARE HELD AT THE HOLY CROSS CAMPUS

## ABSENCES

If your child will not be attending the program on a scheduled day because of scheduled appointments, vacations, or other planned absences, please notify the Director or school secretary in advance

### **RELEASE OF CHILDREN**

Children **will not** be allowed to leave the program with persons other than their parents, unless permission has been given to the Director on the enrollment forms, or in writing by the parents. Also, please list on the enrollment forms any person who is **NOT** permitted to pick up child.

### **MEDICAL AND SAFETY POLICY**

If your child has a known medical condition (Asthma, Diabetes, Seizure Disorder, etc.) please be sure the Director knows what to do if a problem should occur during the program hours. Please make sure that any medication is available and that the appropriate forms for it have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child **immediately**: Contagious Disease, Fever over 100F, Vomiting or Diarrhea, Accident requiring medical attention.

In case of accident or illness, parents of child will be called immediately. In serious cases, they will be taken to the local hospital by emergency vehicle for treatment and the parent will be called as soon as possible.

Outdoor play will not be allowed in extreme inclement weather conditions.

Caregivers are instructed to make every effort to keep a child from getting into a car with a parent or anyone under the influence of alcohol or drugs. Police may be called to give the parent and child a ride home.

The program's license requires caregivers to report suspected case of child abuse. This includes reporting parents who appear to be impaired by drugs or alcohol.

### **DISTRIBUTION OF MEDICATION**

Whenever a child is to be given prescription or over the counter medicine, the parent must provide the Director with a completed and signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions.

### **MEALS AND SNACKS**

The program provides a nutritious afternoon snack in the after-school program. A nutritious breakfast, lunch and afternoon snack are provided on full days. Children have the option of bringing their own meals to the program. If your child is allergic to any foods, please notify the Director.

### **CHILD'S PERSONAL PROPERTY**

Children's personal property, coats, clothing school bags, etc. must be taken home after each session of the program. Any personal property that remains after the session will be taken to the school lost and found box.

Although the program attempts to help children be organized, the program cannot be responsible for lost personal property. Children should not bring items that are not necessary for program activities, without checking with the Director.

## **VISITORS AND OBSERVATIONS**

Parents and community members who are screened by the Director are welcome and encouraged to visit the program. For liability and supervision reasons, it is not possible for the children who visit to take part in activities.

## **EXPULSION POLICY**

Children are entitled to a pleasant and harmonious environment at the program. The program cannot serve the children who display chronic disruptive behavior.

***Chronically disruptive behavior*** is defined as verbal or physical activity which may include but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses staff, ignores or disobeys rules which guide behavior during the school days and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program. *Reasonable efforts will be made to assist the children to adjust to the program setting. Disruptive behavior will be dealt with in the following matter:*

-The misbehaving child will be given a five-minute time-out in order for him/her to cool off and think about his/her actions. The child will talk with the caregiver about ways to solve or correct the behavior and will then be permitted to return to the activities of the program.

-If a second time out is given to a child in a single day an Incident Report will be written by the caregiver. This report is given to the parent/guardian to be read and signed. The report is to be returned to the caregiver and placed in the child's enrollment records.

-If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the third report. During the first week of suspension, the parents, caregiver and the Director will meet in a conference setting in order to determine the conditions of reinstatement.

-If a child is reinstated in the program and receives a fourth behavior incident report, the Director may discharge the child without the right of reinstatement.

-If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge by the Director will be effective immediately.

## **SIGNING IN AND OUT POLICY**

All children **must be signed in and out** of the program by the parent or authorized person on the registration forms. Only the children in the after school program will sign themselves in. On the sign out sheet, state the time you leave and pick up your child and your signature. Children who are signed into the program and are not signed out will be charged until 6:00pm.

## DRESS CODE POLICY

A child's appearance or mode of dress or cleanliness should not disrupt the program's process or constitute a threat to health or safety. When, in the judgment of the Director, a child's appearance or mode of dress is distracting, disrupts the program's process or constitutes a threat to health and safety, the child may be required to make requested modifications. Casual style is appropriate. All children will use footwear. Shirts with obscenities or that advertise alcohol or drugs are not allowed. Tops, waists or bottoms that are revealing or ill-fitting are not allowed.

## DISASTER PLANNING AND DRILLS

A Safety Committee will be responsible for monitoring safety in the school and on the school grounds.

**-FIRE DRILLS:** The administrator is responsible for conducting monthly fire drills. Please follow all guidelines and map exit plans. A teacher report is due following each drill, and they are filed for examination by the fire department or authorized officials.

**-EMERGENCY ACTIONS AND STANDARD OPERATING PROCEDURES:** Each building maintains a *Disaster Preparedness Handbook* that is available for parents to see. The following actions are those which students and staff will be expected to take in response to the different types of emergencies. In the event that the following emergencies or disasters occur, the administrator, certified or non-certified personnel will direct the orderly movement of students to areas that are considered safe while the extent of the disaster is determined. The Department of Public Safety will be contacted as soon as possible.

### THEY INCLUDE THESE SPECIFIC EMERGENCY DISASTER PROCEDURES:

#### **BOMB THREAT-**

Action: LEAVE BUILDING

#### **FIRE-**

Action: LEAVE BUILDING

#### **SEVERE WEATHER-**

Action: DUCK, COVER, AND HOLD

#### **WEAPONS ON CAMPUS-**

Action: CODE RED

#### **UTILITY OUTAGE-**

Action: GO HOME

#### **CAMPUS UNREST-**



Action: SECURE BUILDING

#### **EXPLOSION-**

Action:

Classrooms: DUCK, COVER, AND HOLD

Open Areas: DROP

Possible: LEAVE BUILDING

#### **FALLEN AIRCRAFT-**

Principal will determine action to be taken

#### **HAZARDOUS MATERIALS ACCIDENTS-**

Principal will determine action to be taken

## **EMERGENCY ACTIONS**

The following actions are those which students and staff will be expected to take in response to the different types of emergencies. They include:

Action **LEAVE BUILDING**: This action consists of an orderly movement of students and staff from inside the school building to an outside area of safety. The normal signal which initiates this action is the sounding of the school site fire alarm.

Action **EVACUATION**: This action, which is authorized by the superintendent, consists of vacating a site and transporting students and staff to another predetermined location. Attempted parent notification will be made by phone public announcements, radio, television, or other means to acquaint them with the location of the evacuation site.

Action **DUCK, COVER, AND HOLD**: This action consists of students and staff ducking to their knees underneath tables or desks away from windows, and with both hands holding onto a desk or table top. This action may be initiated by the school warning system, voice, or by intercom.

Action **DROP**: This action applies to students and staff in open areas such as the playground and athletic fields. It is initiated by school warning system or by voice and consists of dropping to the ground and shielding the face and eyes with arm.

Action **SECURE BUILDING**: This action is taken when danger is outside the classroom. It consists of locking classroom doors and other doors that grant access to the building(s). It is initiated by the ringing of five (5) long, evenly spaced bells or by voice. CODE: "INITIATIVE CODE RED"

Action **GO HOME:** This action, which is initiated by voice or written communication, consists of dismissing students from classes and returning to their homes by the most expeditious means. This action will be authorized by the superintendent only if there is time to transport student to their homes, and in case of early dismissal, only if time exists to notify parents or guardians that they will be arriving home early.

Action **CONVERT SCHOOL:** This action is the process involved in preparing the school for conversion to a congregate care center, first aid station, or feeding center as a part of the school's arrangement with other community agencies. If appropriate, students will be sent home; if not, they will remain at school under the teacher's care and await further instructions.

### **CHAIN OF COMMAND**

1. TEACHER
2. ADMINISTRATOR
3. BOARD OF DIRECTORS

## **EMERGENCY ACTION PLAN USING SAFE SITE**

During the time of an emergency evacuation and the children are expected to remain outside the center for a long period of time, Holy Cross Catholic School has designated Thomas Branigan Memorial Library as the safe site for our children and staff to remain until emergency is over and/or parents are able to pick up their child. The location for the safe site is 200 E. Picacho Avenue, Las Cruces, NM 88001. In case of an emergency that requires us to move from Holy Cross Catholic School the following actions will take place:

Students and staff will walk out of building after emergency signal has been sounded.

Students and staff will walk to nearby Alameda Elementary playground or parking lot.

Director and/or Site Manager will drive the center's vans to Alameda Elementary to pick up students and transport children and staff to safe site.

Parents will be notified by all means necessary to inform them that their child is at the safe site and they can pick up their child there.

Parents may call the Director at 575-386-1648 to obtain additional information.

### **CONFIDENTIALITY POLICY**

The center shall comply with the provisions of the Family Education Rights and Privacy Act (FERPA: 34CFR99) with respect to children records and protect confidentiality of and the privacy of parents and children including former children and parents.

**LCCS EXTENDED DAY AFTER SCHOOL SCHEDULE**

- 2:30PM-3:30PM CHECK-IN
- 3:30PM-4:40PM SNACK/HOMEWORK ROOM
- 3:30PM-6:00PM INDOOR/OUTDOOR PLAY, INDOOR ACTIVITES OR ARTS AND CRAFTS

**LCCS SUMMER PROGRAM DAILY SCHEDULE\***

- 7:00AM-8:30AM OPEN RECREATION/BREAKFAST
- 8:30AM-9:30AM OUTDOOR RECREATION/INDOOR ACTIVITY/CENTERS
- 9:30AM-11:30AM AM SNACK/CENTERS/ACTIVITY
- 11:30AM-12:30PM LUNCH/OUTDOOR PLAY
- 12:30PM-3:00PM CENTERS/ACTIVITY/OUTING
- 3:00PM-3:30PM SNACK
- 3:30PM-5:00PM CENTERS/ACTIVITY/COMPUTER TIME/OUTDOOR PLAY
- 5:00PM-6:00PM LATE SNACK/END OF DAY ACTIVITIES

\*Schedules are subject to change to accommodate any activities scheduled for the day.



HOLY CROSS  
CATHOLIC  
SCHOOL  
—Established 1927—