



Extended Care Program Policy 2022-2023

The St. Mary's Academy (SMA) Extended Care Program (ECP) is a student supervisory program for currently enrolled students in grades PK4-8, who require extended care or supervision during the scheduled school year. In accordance with Georgia code O.C.G.A. Section 20-1A-2(3), the SMA's Extended Care Program is exempt from licensure because it meets the exemption requirements under Georgia law for private schools and is accredited by Cognia. The SMA ECP is not a licensed childcare facility and is not required to be licensed by the Georgia Department of Early Care and Learning. The SMA ECP falls under the purview of the Archdiocesan Office of Catholic Schools and follows local, state, and Archdiocesan policies and regulations. The program provides homework assistance for younger students, homework time for older students, outdoor play, arts and crafts, board games, organized activities, and a light snack daily. All ECP staff are CPR and first aid trained and Virtus certified.

PHILOSOPHY AND GOALS: The structure of the program allows for student-directed and staff-directed activities. We believe that after spending the day in a structured classroom environment, students should have the opportunity to play freely and creatively. Students are given opportunities to enjoy active, sports-related play as well as quiet activities, such as reading, art, Lego construction, and social time.

The program strives to reinforce the basic Catholic values that our families seek in their home, school, and church environments. The personal, individualized care the staff members give the students helps to foster a sense of mutual respect, build self-esteem, and encourage social responsibility. Interaction between children of all ages (when appropriate) is encouraged as it fosters a sense of community, encourages independent thinking, involves problem-solving, and teaches compromise, team cooperation, and fair play.

HOURS AND DAYS OF OPERATION

- ECP is available from 7:10 – 7:30 am and 3:00 – 6:00 pm on all official school days when SMA Elementary and Middle Schools are in session, August through May.
- On scheduled half days, the ECP is available from 12:00 noon – 6:00 pm. The ECP follows the school closing schedule as stated on the SMA calendar.
- ECP is not available during Thanksgiving break, Christmas break, spring break, summer break, or any holiday or teacher workday.
- There is no ECP when school is canceled due to water main breaks, heating failure, electrical problems, severe weather, etc. If the school is closed early due to these and similar problems, ECP families are contacted and asked to pick up their child(ren). The ECP schedule may be changed at any time as determined by SMA administration or the Archdiocese of Atlanta.

ELIGIBLE STUDENTS: ECP accepts all currently enrolled SMA grade PK4-8 students. Registration is handled on a first-come, first-serve basis. The school reserves the right to cap program registration to stay in compliance with State program guidelines.

ENROLLMENT AND FINANCIAL POLICIES AND PROCEDURES: The following document is required for registration and must be submitted to the school/ECP Director before any student is admitted to the program:

- Extended Care Program Enrollment form

Parents are asked to keep all student records current and submit in writing any changes as they may occur, e.g., telephone numbers, work location, emergency contacts, student’s physician, student’s health status, etc.

Initial Registration Fee: There is a \$30.00 registration fee per family, per year. The fee will be charged at the time of the first use of the program.

Drop-In/Emergency Carpool Basis: Families may have their student attend ECP for emergency/late carpool use at the regular hourly rate. There is a one-hour minimum charge for this service.

Schedule of All Fees

Registration Fee	\$30.00/family/year
Hourly Rate	See table below for hourly rate – MINIMUM OF ONE HOUR CHARGED; then charged on the half-hour
Insufficient Funds Charge	\$30.00
Late Pick-Up	\$1.00/minute/child after 6:00 pm
Late Payment Charge	\$25.00 for family accounts 60 days past due

Before-School ECP Hourly Rate	
Per Child	\$2.00
After-School ECP Hourly Rates	
Child 1	\$4.25
Each Additional Child	\$3.95

Bills are sent home on the 1st of each month and are charged through your FACTS account on the 15th of each month.

Accounts in Arrears: FAMILIES MUST KEEP THEIR ACCOUNTS CURRENT. CHILDREN WHO HAVE FAMILY ACCOUNTS THAT ARE 60 DAYS PAST DUE WILL NOT BE ABLE TO ATTEND ECP UNTIL THE ACCOUNTS ARE BROUGHT CURRENT. All fees are due upon withdrawal from the school or at the end of each school year. No child will be admitted to the ECP for the new school year if the family account is past due. All billing inquiries should be addressed to the SMA Business Manager.

CHECK-IN/CHECK-OUT PROCEDURES

- The ECP staff assumes responsibility for students from the time the student signs into the program until the student is signed out from the program.

- Students attending after-school activities will be signed in to ECP only when the activity is over. ECP does not take responsibility for children attending such programs until such time as they have been officially signed in to the ECP.
- The parents/guardians must provide written notification to the ECP Director when their student is participating in an after-school activity and will be arriving at ECP at a time other than immediately following school dismissal.
- All adults authorized to pick up students must be indicated on Form SMA1001 Student Release form. Each student must be signed out by their parent or other authorized people. In general, no child is released without the **WRITTEN** authorization of the parent. Telephone and e-mail authorizations must be verified and are up to the discretion of the ECP Director.

DAILY SCHEDULE: A daily schedule is posted in the ECP location.

EMERGENCY AND LATE CARPOOL ATTENDANCE: All students who are not picked up on time from the SMA carpool or after-school activities will be signed in to the ECP. The hourly drop-in rate will be assessed, with a minimum charge of one hour. On the first use of the program, the registration fee will be charged.

DISTRIBUTION OF MEDICATIONS: All medicines, prescription and non-prescription, will be stored in the clinic with the **required Form 5300 Medication Permit Form signed by a physician (with any applicable Action Plan)**. In accordance with Archdiocesan of Atlanta policy, no medication (including over-the-counter medication) shall be given to a student by any employee of the school unless the requirements listed in the SMA Student & Parent Handbook and listed below are met.

Each prescription medicine must be in its original container and brought to the clinic to the school nurse by the parent or guardian. The child will take medication at the designated time and will be **administered by ECP personnel**. However, it is the responsibility of the student, not the ECP personnel, to get his/her medication at the designated time. ECP personnel will make a reasonable effort to assist the student when he/she is taking the medication. Parents must write a note to the ECP director requesting and authorizing any alteration of the student's scheduled medication.

All over-the-counter (non-prescription) medications must have a written physician's consent. Over-the-counter medication must be in its original sealed container with a label stating the child's full name, name of drug and dosage, time to be given, and physician's name. Parents may make the label; however, the over-the-counter medication must be accompanied by the Medication Consent Form signed by a physician. **Parents may come to the school clinic to dispense medication if they were unable to secure the physician's authorization.** Students must supply their own over-the-counter medications.

Except for asthma inhalers, no Elementary or Middle School student is permitted to have in his/her possession any prescription/non-prescription medicine at any time. Middle School students are permitted to have throat lozenges/cough drops.

The school must be notified of any medication taken daily at school **or at home**. This is necessary in case of an emergency.

HEALTH AND SAFETY POLICY: If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the ECP Director knows what to do if a problem should occur during program hours.

Please make sure all necessary medication is available and that the appropriate forms for its use 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**
- **Communicable disease or condition (including lice)**
- **Fever over 100°F**
- **Vomiting**
- **Diarrhea**
- **Rash**
- **Sore throat**
- **Any condition requiring medical attention**

Sick children will remain in the school clinic supervised by an ECP staff member until the parent or other authorized person arrives for child pick-up. Students that are known to have or present symptoms of fever, vomiting, or diarrhea shall not be allowed in the ECP until all symptoms have been absent for a period of at least 24 hours—without the aid of fever-reducing medicine.

When ECP receives notice of a child with a communicable disease/condition, then ECP provides notification to parents of all other students in the program regarding the condition no later than the following school day

The ECP staff will keep parents informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc. pertaining to their child. In case of an accident, illness, or medical emergency, the parents of the child will be contacted immediately. If the parents cannot be reached, the staff will attempt to contact the child's doctor and the person(s) listed as the child's emergency contacts. In serious cases requiring immediate attention, 911 will be called.

In the interest of student safety, outdoor play will not be permitted if the temperature (including wind chill) falls below 32°F or it is raining, lightning or thundering. Additionally, outdoor play may also be cancelled or curtailed if the ECP Director determines the temperature is uncomfortably hot or cold for the children to tolerate.

PERSONAL BELONGINGS: Children will store their personal belongings in labeled baskets, which will be placed in a staging area. At the end of the day, all items left behind will be placed in the ECP Lost and Found—this is NOT the same as the school's lost and found. *ECP is not responsible for lost personal items or clothing.*

HOMEWORK: Each day a homework period (study hall) is scheduled. It is the child's responsibility to acknowledge his/her assignments. Our staff has no way of knowing what homework, if any, has been assigned to which students. If a child does not have homework, he or she should have a book to read.

FOOD SERVICE: ECP provides an afternoon snack based on State of Georgia and USDA nutrition guidelines. Snacks consist of fresh or packaged fruit, crackers/bread, vegetables and dip, snack cakes/cookies, and cheese products. Water, milk, or juice is served to drink. **If your child has food allergies, Forms 5305 must be completed and on file with the school.** No child is to bring candy or sodas to the ECP.

On the scheduled half days when the ECP is available, the school and ECP program will NOT be providing lunch. Students must bring their own lunch. An afternoon snack will be provided.

DISCIPLINE AND DISCHARGE: Children are entitled to a pleasant and harmonious environment while in ECP. ECP cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff
- Inflicts physical, verbal, or emotional harm on other children
- Abuses the staff by using inappropriate language, attitudes, or behavior
- Ignores or disobeys the rules that guide behavior during the school day and program time.
- Disrespects and abuses the physical property of others or the ECP

If a child cannot adjust to the program setting and behaves inappropriately, the ECP Director has the authority to send the child home. In consultation with the SMA Principal, the ECP Director will notify the family regarding whether the student may continue enrollment in the program.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- The misbehaving child will be redirected to another activity or group of students. Groups of students who display inappropriate behavior will be separated.
- After three verbal warnings, the child will be removed from the play area for an appropriate period of time (one minute per year of age) for a “time out” period to think about his/her behavior.
- If the child receives a second “time out”, then the child may be removed for the rest of the afternoon from certain activities.
- If the child receives a third “time out” period in a single day, then the staff will write a Behavior Incident Report and a copy will be given to the parent(s) or guardian to read and sign. A copy will also be provided to the principal. The report will be maintained in the student’s ECP file.
- If a child receives three Behavior Incident Reports within a six-week period, then the ECP Director and school principal may suspend the child from the ECP for a one-week period, starting the following day.
- If the severity of a problem is great enough that it could endanger the safety and well-being of other children, then the child will be released from ECP immediately. Parents will be contacted and asked to pick up the child. Re-admission of the child will be determined by the ECP Director in consultation with the school Principal.

PROGRAM’S EXPECTATIONS OF THE PARENTS

- Complete and return all required forms prior to using the ECP.
- Pay fees on time.
- Keep the child’s records up to date.
- Pick up children on time according to the program hours.
- Reinforce and support the rules of the ECP and staff.
- Escort child from ECP.
- Allow staff members to fulfill their job duties and responsibilities.

PROGRAM’S EXPECTATIONS OF THE CHILDREN

- Be responsible for own behavior; show respect for ECP staff and other children.
- Respect and follow the school and program rules, as instructed by the ECP staff.
- Take care of materials and equipment properly; return materials to their appropriate places.
- Arrive at the program promptly, according to the enrollment information.
- Always remain with the group and staff members.

- Use proper manners when eating snacks and assist in lunchroom cleanup.

PARENT'S EXPECTATIONS OF THE PROGRAM

- Children will always be treated with respect and dignity.
- Children will be given the opportunity to complete homework and engage in age-appropriate activities.
- Children will be provided with a snack and beverage.
- Children will be supervised by properly trained personnel that meet all Archdiocesan requirements.
- Parents will be notified in a timely manner of any issues of concern regarding their children.

EMERGENCY PROCEDURES: The ECP will be closed on any occasion when the school is closed due to the following events or due to loss of utilities. If these events occur during the hours of ECP operation, then ECP will follow the guidelines below. In all cases, parents will be notified to pick up their child, if necessary.

Severe Weather: ECP staff continue to monitor severe weather alerts throughout the scheduled time. Students and staff will stay indoors during thunderstorms and tornado watches. Should a tornado WARNING be issued, the students will follow SMA safety procedures and will be moved to the designated area, according to the school's emergency plan.

Fire: Students will follow SMA safety procedures and will be evacuated through the approved evacuation routes, as outlined in the school's emergency plan.

Evacuation: If it becomes necessary to evacuate the students because of a gas leak, bomb threat, etc., then the students will use the evacuation routes outlined in the school's emergency plan. If conditions are such that it is unsafe to keep the students on the property, then the students will be evacuated to a location, to be determined.

Loss of Utilities/Structural Damage: If power is lost and it is determined that it will not be restored within the hour, parents will be called to pick up their child. If water service is interrupted, the students will relocate to another part of the school or another building where water is available. If the building sustains structural damage, all students will be evacuated to another building. Roll call will then be taken by the staff and no child will be re-admitted to the building until authorization has been given.

RIGHT TO AMEND: The ECP Director and school principal retain the right to amend this handbook. Parents will be given notification if changes are made.