



Extended Day Program 2020-2021 Academic Year

Dear Parents/Guardians and Students:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2020-2021 academic school year. **St. John the Evangelist Catholic School Morning Care Program will be available on the first day of school, Wednesday, August 26th, 2020. The MORNING CARE Program will be available from 6:30am – 7:40am for early drop-off. The AFTERNOON CARE Program will START Monday, August 31st, 2020 from 3:20pm – 4:45pm.**

As an extension of our Catholic School our Morning Care and Afternoon Care Extended Day Programs adhere to our school's following mission statement. *"Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence."*

We recognize that each child is created by God and is unique in his/her gifts and talents. We offer an environment where children are nurtured and learn how to develop social skills, compassion, and values. This is accompanied in the manner that Jesus taught us – to treat others as we want to be treated – with love, kindness and respect. We provide a safe and caring environment in our Program for those students who arrive in the mornings and to those students that come from the classrooms to the Extended Day Program in the afternoons.

Below you will find information about the Program which is available to St. John the Evangelist School students in grades K-8:

The Program: During the Morning Care Program, the children stay with their schoolmates in Trinity Hall (and occasionally go outside) where they can talk, read, or play games. The Afterschool Program begins with snack (**which is provided by the Program**) in Trinity Hall or outside in the Pavilion. Outdoor play follows when the weather permits, indoor games and exercises occur when weather does not permit outdoor play. Students are instructed to complete homework from 4:15pm – (at least) 4:45pm during Extended Day. Once homework is completed crafts, games, individual play, and during early dismissal days movie time is available.

*This year we are asking that you please pack your child an independent play bag to bring to the Program. Small enough they can handle on their own and can keep with their other school belongings. Have their name clearly labeled on the bag. Examples: Books, puzzles, crayons, coloring pencils, coloring books, Lego kits, magnet blocks and memory card games. We will have a more thorough list of items allowed by the school and available at Meet the Teacher on Friday, August 21, 2020.

*Students are encouraged to bring a change of shoes for both Morning care and the Afternoon Program when they are wearing school dress shoes for the day. On days the Program remains in Trinity Hall to play, students whose shoes are not labeled as non-marking or skid resistant will have to refrain from play in the gym and will be encouraged to engage in activities that will NOT result in scuff marks on the gym floor.

To start the school year students are discouraged from bringing a change of clothes to change into for the Afternoon Program. This may be reassessed later on during the school year.

Our Hours of Operation: Our morning care hours are from 6:30am-7:40am. Our afternoon care hours are: Monday 3:15pm until 4:45pm and Tuesday-Friday 3:15pm until 6:00pm after school. **Any students not picked up for the school day by 3:20pm will be supervised by Extended Day staff. Families will be billed a \$5 fee if student(s) are picked up between 3:20pm-3:30pm. These student(s) will be required to be signed out from the afternoon**

program. If student(s) are picked up after 3:30pm families will be charged for the entire day's afternoon care fee (Please reference fees listed below).

This new policy has been put in place this year to help our Program abide by the new requirements of Child-Care Programs identified by the Department of Social Services. Given these new requirements for Child-Care Programs our enrollment numbers are very restricted and our Program will be staffed to manage the care of those allowable numbers. Therefore, it is very important that you make arrangements to pick up your children on time after school to help us ensure the continued capability to offer our school families both our Morning Care and Afternoon Care Extended Day Programs.

Extended Day Program Pricing Per Child

Morning Care Program: \$10.00

Afternoon Care Program:

- Monday's: \$20.00

- Tuesday - Friday: \$25.00

***On Half Days Only- 11:45am-3:00pm: \$25.00 (Students needing to stay after 3:00pm will be charged an additional \$25.00.)**

***After 6:00pm, for each additional 5 minutes a fee of \$2.50 will be charged for each child.**

Payment will be made online through F.A.C.T.S. and will be collected on the 25th of each month. A \$10.00 late fee will be applied to invoices not paid within 30 days. All invoices and billing matters will be handled by the Financial Director, Greg Mott, gmott@sjel.org.

DURING THE SCHOOL YEAR, THERE ARE 9 DAYS WHEN EXTENDED DAY AFTERNOON CARE WILL NOT BE OFFERED.

- 1.) Wednesday, August 26th, 2020 (Half Day, First Day of School)
- 2.) Thursday, August 27th, 2020 (Half day, First week of school)
- 3.) Friday, August 28th, 2020 (Half day, First week of school)
- 4.) Friday, September 4th, 2020 (Friday prior to Labor Day)
- 5.) Tuesday, November 24th, 2020 (Start of Thanksgiving Holiday)
- 6.) Tuesday, December 22, 2020 (Start of Christmas Break)
- 7.) Thursday, April 01, 2021 (Start of Easter Break)
- 8.) Friday, May 28th, 2021 (Friday prior to Memorial Day)
- 9.) Tuesday, June 8th, 2021 (Last Day of School)

Exceptions to those days will be if school is closed for severe weather or other emergencies.

We ask that parents have arrangements for immediate pick up of their child, should the need arise. That person must be listed on the Family Information Data Sheet Form on file.

Every student is required to have the **St. John the Evangelist School Extended Day Program Family Information Data Sheet** submitted annually to the Extended Day Program at the beginning of the school year, whether or not families intend to use the Program. This form is to be returned to school on the first day of school via your child's book bag or dropped off in the school main office. We need to make sure that we can reach you in case of an emergency and that we know who is authorized to pick up your child. We also want to know if your child has any allergies or other conditions that we should be aware of.

If there is a delayed opening due to inclement weather, our Morning Care Program will be offered 1 hour and 30 minutes prior to the scheduled delayed time for school to start. Please note that, on occasions, the school may have

to close after calling for a delay. Parents will need to continue to listen for school messenger announcements and emails during the delay time frame and pick up children immediately should the school decide to close.

Half Days: There are several half days throughout the school year in which the Extended Day Program will be offered from 11:45am – 6:00pm. On such day's parents are reminded to **send in a lunch with your child's name and the date on their lunch if you intend to have them attend Extended Day on those half days.** The Staff is required to provide a forgotten lunch to any student who does not have a lunch and the family will be billed for that forgotten lunch. Snack will be provided between 2:45pm – 3:15pm.

Our Check-Out Book: **EACH CHILD MUST BE SIGNED OUT** by a parent, care-giver, or individual authorized per the **St. John the Evangelist School Extended Day Program Family Information Data Sheet (and a picture ID must be provided)** before leaving in the afternoon.

Introducing Our New Reservation Policy

As part of our Programs reopening plan, reservations are now required for all students. This will help keep everyone safe as we move towards smaller group sizes and greater social distancing with limited staff.

Please indicate on the **Family Information Data Sheet** that you would like to be a part of our SignUp group email to receive the weekly invitation link for reserving your child's time. You will be able to reserve a week in advance.

Here's how it works in 3 easy steps:

1. **Click this link** to go to our invitation page on SignUp.com: <https://signup.com/login/entry/1257016908241986028>
2. **Enter your email address:** (You will NOT need to register an account on SignUp.com)
3. **Sign up!** Choose your spots - SignUp.com will send you an automated confirmation and reminders. Easy!

We ask that parents have arrangements if the Program needs to cancel due to uncontrollable circumstances brought to us by COVID-19 and the General Guidance for reopening. We will diligently plan to avoid this happening as much as possible and will prepare for fast communication if this need should arise.

Families of Students NOT in attendance of their Program reservation(s) will still be responsible for paying the full amount for the non-attended reservation (Please reference rates listed above)

Extra Measures Our Program is Taking

- While in line to check a child in or out of our Program we ask that families follow the 6-foot distancing rule and remain on the social distant markers outside the school's front doors. Due to CDC recommendations we will be starting the school year with some new procedures that discourage parent(s) from entering the building for sign-in and sign-out. In the mornings (prior to 7:40am) parent(s) will be required to walk their student(s) to the main entrance for a health assessment and sign-in. In the afternoons parent(s) will again walk to the main entrance where staff will verify parent ID, retrieve student(s) and provide staff signature for sign-out. If a parent must enter the building for any reason a face covering is required.
- At the check-in, an Extended Day Team Member will wear a mask and gloves in accordance with governmental orders and guidelines.
- All Extended Day Team Members and children will use hand sanitizer before entering and exiting the School.
- Children will wash hands before and after snack and utilize hand sanitizer during transitions.
- We are continuing to uphold our standard cleaning processes; we will clean all surfaces using EPA-registered disinfectants.
- Per guidelines, space is limited. We will focus on providing activities that allow for safe spacing and staff will provide frequent reminders to the children about safe behaviors.
- We will be utilizing ropes, tape, cones, etc. to identify safe distancing for children.
- We have removed smaller toys and difficult-to-clean items from our spaces and closed down equipment that is difficult to disinfect.

Please find below a copy of our required **Family Information Data Sheet**. Also, you will find a copy of our Public Disclosure Statement and the Diocese of Arlington Extended Day Personnel Job description for your review. Lastly, do not hesitate to contact me if you have any questions, comments, concerns or suggestions about our Program. Our Extended Day cell number is 571-334-1056, please contact us as well if you will be late or if other arrangements have been made for pick-up of your child(ren).

Sincerely,
Jacqueline Smith
St. John the Evangelist School
Extended Day Director
extday@sjesva.org or 571-334-1056

**St. John the Evangelist School Extended Day Program
Family Information Data Sheet
2020-2021**

Family Name _____

Students Name (s)

Grade

Age

Father

Mother

Name _____

Address _____

Work Phone _____

Cell Phone _____

Email _____

Please Indicate:

☐

before school care

☐

after school care

_____ usual drop off time

_____ usual pick-up time

☐

daily use of the program

☐

occasional program use

☐

Join our weekly Signup invitation email for reservations

Other than parents, please provide names of people authorized to pick up child/ren:

Name

Relationship

Telephone

Your child/ren will NOT be released to anyone whose name is not on this form. Any exceptions must be cleared with the school office DURING SCHOOL HOURS.

Please list any allergies or other medical conditions that we should be aware of.

Child's Name

Allergy or Condition

**Religiously Exempt Child Day Centers
Model Form**

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

 X Attached are position descriptions of staff presently employed with the Center.

 Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

The Center is located at 111 John E. Mann Street, Warrenton, VA 20186.

The size of the building is 25, 473 Square Feet.

The number of rooms used for the Center is 4.

The kitchen facilities are available for use by the Center.

Play equipment consist(s) of access to all Physical Education supplies (such as, jump ropes, balls, etc); outdoor playground equipment; indoor and outdoor basketball hoops; outdoor soccer goals; outdoor Gaga Pit; board games; crafting supplies; and library computers.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE: Snack time will occur outside under the Pavilion on days with suitable weather conditions. Otherwise, snack will occur inside Trinity Hall (the school Cafeteria/Gymnasium location).

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 70. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 270.

FOOD SERVICE (Check appropriate response)

The Center intends/does not intend to provide food service. The description of the service consist(s) of the following:

_____ hot breakfast

_____ cold breakfast

_____ combination (hot/cold) breakfast

_____ mid-morning snack

_____ hot lunch

 X cold lunch (Students are required to bring a lunch from home that is labeled with the child's name and date on early school dismissal days. A limited choice selection cold lunch will be provided only in the event of a forgotten lunch on early dismissal days from school. A forgotten lunch fee will be applied).

 X afternoon snack (will be provided daily as part of the original fee for use of the program).

HEALTH REQUIREMENTS FOR STAFF

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

PUBLIC LIABILITY INSURANCE

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

**DIOCESE OF ARLINGTON
EXTENDED DAY PERSONNEL
JOB DESCRIPTION**

I. CHRISTIAN FORMATION STANDARDS

1. Demonstrates Christian caring in relationships with children and families
2. Is comfortable speaking openly and freely about the Catholic faith
3. Takes part in Religion activities and enthusiastically leads children in their parts
4. Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

1. Complies with Diocesan and Local Program Policies
2. Arrives on time and assists in preparation for children's arrival
3. Discusses the monthly planning, and role in the implementation of the curriculum with the director
4. Attends and participates in all required meetings
5. Attends appropriate continuing education seminars and workshops annually
6. Keeps director informed of concerns
7. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
8. Uses leave time wisely, if applicable
9. Promotes activities to parents and participates in events sponsored by the program
10. Presents professional demeanor in dress and manners
11. Assumes additional responsibilities when the need arises
12. Is aware of and implements regulations applicable to the program, including fire, health & emergency

III. PHYSICAL SPACE STANDARDS

1. Maintains a safe, clean, and healthy environment
2. Is knowledgeable of and utilizes universal precautions
3. Understands prescriptions on a prescription bottle
4. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
5. Keeps storage areas neat and orderly
6. Maintains a clean and orderly area
7. Reports any damage or misuse of equipment and facility to director immediately
8. Performs rotated duties with thoroughness and in a timely manner
9. Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
10. Uses playground as an extension of the indoor facility

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

1. Assists in implementing a program which promotes the philosophy and objectives
2. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
3. Assists in conducting smooth transitions between activities, using creative methods
4. Demonstrates flexibility, and is understanding of schedules that change

V. INTERACTION WITH STUDENTS STANDARDS

1. Provides warm and individual greeting to each child
2. Maintains an organized daily departure and is aware of each child's list of approved persons for pick-up
3. Expresses respect for all children
4. Smiles and laughs with the children
5. Discusses any discipline measures with the director, and uses them with kindness and consistency
6. Encourages children to verbalize, and listens to them
7. Praises children liberally to raise self-esteem
8. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
9. Maintains a calm and assured manner, even in crisis
10. Uses a moderate tone of voice in all circumstances
11. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
12. Recognizes that only the director should discuss student problems with parents
13. Provides clear directions and descriptions
14. Encourages expressive language by asking open-ended questions
15. Allows child to choose activities, but encourages new experiences occasionally
16. Encourages cooperation, sharing, and mutual respect
17. Works towards developing a positive self-image in each child

V. INTERACTION WITH PARENTS STANDARDS

1. Maintains a friendly attitude toward all parents
2. Helps maintain program when a parent visits
3. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
4. Informs parents about day-to-day happenings in the program
5. Respects the confidentiality of all information discussed concerning the child and the family