

# *Our Lady of the Assumption School*

## **Extended Care Handbook**



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## **Introduction**

Our Lady of the Assumption School provides before and after school care, known as Extended Care, under the guidance of Diocesan Policy #6252 which states the following:

“Before and/or after school care programs shall be known as Extended Care. Extended Care, under the auspices of the Principal, may be provided for students properly enrolled at the school and/or preschool. The procedures and the regulations for preschool age children shall exist in accordance with the State requirements provided under Title 22. Proper supervision must be assured and program activities suitable to the students participating must be provided. The entire Extended Care program shall be consistent with the school’s philosophy, goals and objectives. The Extended Care program shall have written guidelines for its admission, organization and operation. These guidelines must be published as part of the Parent/Student Handbook of each school site.”

## **Mission Statement**

Our Lady of the Assumption provides an Extended Care program that is dedicated to providing safe, affordable before and after school care in a Christ-centered Catholic environment in order for working parents to pursue their careers secure in the knowledge that their children are being well cared for.

## **Philosophy**

The Catholic community of Our Lady of the Assumption School strives to live Gospel values and pass on our traditions. Our goal is to engender a love of learning within our school community. We help our students recognize and develop their gifts and talents so that they may reach their highest potential in all areas: spiritual, moral, academic, social, cultural, and physical. We also aim to instill in our students, with their multicultural backgrounds, a respect for life, an appreciation of all God’s gifts, and a sense of personal responsibility towards the environment.

We hold that :

- \* Every child is a child of God, individual and free.
- \* School enhances and supports the parents who remain the primary educators of their children.
- \* Teachers function as mentors in the learning experiences of their students.
- \* Parents and teachers have a shared and mutually supportive responsibility in the educational process of the children.

The faculty views teaching as a ministry which fosters within students a relationship with God, a message of salvation, and the building of a community of service. In the interest of social justice, we aim to create an awareness of shared responsibilities and compassion towards the needs and problems of the world community. Finally, we endeavor to assist our students in developing the skills necessary to meet life’s challenges as responsible citizens and followers of Christ.

We center our community in Christ, recognizing Him as the core of our being, and acknowledging Him as the source of all Faith, Hope, and Love.

## **Organization**

Principal/Director-Sue Long  
All OLA Teachers are Ex. Care supervisors on a rotating basis

## **Non-Discriminatory Statement**

In compliance with Diocesan Policy #5010, the schools of the Diocese of San Bernardino admit students of any sex, race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective school. The schools do not discriminate on the basis of sex, race, color, nationality and ethnic origin in administration of their educational policies, admission policies, financial assistance and athletic and/or other school administered programs.

## **Enrollment Eligibility**

Any child currently enrolled in Kindergarten through Eighth grade is eligible to be in the Extended Care program. All students attending Extended Care must have an Extended Care admissions form on file. Our Lady of the Assumption School reserves the right to refuse Extended Care services for any child who presents a problem on a regular basis.

## **Hours of Operation**

The Extended Care program is offered on days school is in session with the exception of those listed on the year-long calendar provided to parents in June of the preceding school year. Extended Care will not be provided during full-day teacher in-service days, school holidays, or vacations. Extended Care may be offered during the summer when, and if, summer school is in session.

Our Lady of the Assumption School provides for both morning and after school programs at a rate of \$4.50 per hour per child. The hours of operations are as follows:

Morning Session:	7:00 am – 7:40 am
Regular School Day Session:	3:00 pm – 5:30 pm
Minimum School Day Session:	12:00 pm – 5:30 pm

There will be a half hour grace period for pick-up. Extended Care can be reached at the following phone number: (909) 881-2417 ext. 136

## **Student to Staff Ratio**

There shall be one non-teacher Extended Care staff person for the first 14 students in the program. When the number of students in the program exceeds 14, another staff member will be available. This does not apply to OLA Teachers. Teacher/student ratio reflects Diocesan policy directives.

## **Daily Schedule**

2:30-3:00	Sign in and play outside
3:00-3:30	Snack
3:30-4:00	Organized games
4:00-5:00	Homework
5:00-5:30	Video or games

## **Student Behavior Expectations**

School rules and policies on behavior and discipline apply to the Extended Care program. This includes behavior exhibited both on and off campus. Students and parents are required to show courtesy to all adults and respect for all individuals in the program. Inappropriate behavior may result in dismissal or suspension from the program. In addition, students are to follow the same school rules and policies applied during the school day. Those who repeatedly break the rules or are disruptive will be removed from the Extended Care program. Any type of violence either threatened or acted upon, will not be tolerated on campus or off, and will be immediately addressed with the appropriate discipline. Law enforcement will be contacted if necessary. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion. As all persons have a right to be treated with dignity, all demeaning behavior is prohibited. Harassment will not be tolerated and should be reported immediately to the teacher or administration. Students exhibiting exemplary behavior will be rewarded with a points system which culminates in special activities each Friday.

### **Summary of Extended Care Fees**

Morning Extended Care                      \$4.50 per hour per child.

Afternoon Extended Care                      \$4.50 per hour per child.

Monthly Flat Rates for Extended Care:

1 child    \$175.00 per month

2 children    \$260.00 per month

3 children    \$355.00 per month

Detention is also billed at \$4.50 per hour

Fees apply to all students who are on school campus for detention, tutoring, and late pick-ups from sports programs.

If a child is not signed-out of the program properly by a parent or guardian, you may be billed for the maximum amount for that day.

If a child is not picked up by 5:30 pm you will be charged \$5.00 for five minutes or any part thereof per child in addition to your regular Extended Care charges for that day. These charges are waived for the first half hour. If a child is not picked up by 6:30 pm and we cannot contact a parent or guardian, the local authorities may be called for further instructions.

Monthly flat rates will be billed at the beginning of each month. Families who choose the hourly rate will be billed every two weeks. Unpaid Extended Care balances will result in students being removed from Extended Care until the balance is cleared.

### **Billing of Services**

Families will be billed at the beginning of each month. Our payment policy requires Extended Care to be paid in full within one week after the invoice is sent home with your child. A late fee of \$25.00 will be assessed on all delinquent accounts and Extended Care services may not be utilized until the account is paid in full.

### **General Procedures**

Students arriving at school before 7:40am will automatically be checked into Morning Care and billed accordingly. The students will stay with the supervising teacher until 7:40am when all students are allowed on the grounds. Any students remaining on campus at 3:10pm on regular school days and 12:20pm on minimum

days will be automatically checked into the Extended Care program. Parents must sign their children out of Extended Care.

### **Safety**

Please ensure the following rules are obeyed:

- Only designated school equipment may be used on the playground (no personal equipment).
- Students are not allowed to climb trees, fences and/or jump walls.
- Students may not bring radios, i-Pods, i-Pads, tablets, cellphones, cameras, or any other electronic device of any kind on campus without permission from the Principal.
- Students who must change their clothing during Extended Care, may do so with the permission of the Extended Care monitor or instructor.

### **Illness/Accidents**

If a student is ill or injured, a staff member will contact the child's parent. If a parent cannot be reached, the staff member will call another person listed on the emergency form. In all serious and life-threatening emergencies, 911 will be called before the parent is notified.

### **Crisis Plan**

Our Lady of the Assumption School, along with the Extended Care, is equipped with a Crisis Plan. In case of an emergency where students have to be moved to a safe location, all students will be moved to the Church Ministry Center. Extended Care staff will notify parents using the emergency forms and will stay with the students until they can be safely picked up from the facility.

In the event a child has been determined as missing, the Director/Staff will immediately contact the authorities through 911 emergency services. This is after the child has not been located through the intercom/loud speaker facilities and/or parents have not picked their child up.

### **Medications**

All medications that are brought on campus, whether prescription or over the counter, need to be accompanied by a physician's form and kept in the office. Extended Care staff will dispense the medication as needed. At no time should a student keep any type of medication in their backpack.

### **Snacks**

Students who are staying for Extended Care should bring a snack from home to be eaten after school.

### **Confidentiality**

The administration, faculty, and staff of Our Lady of the Assumption School maintain complete confidentiality with regard to all information as long as the health, life, or safety of any person is not put in jeopardy. Parents will be promptly notified of any concerns.

### **Complaints**

Complaints or concerns should be handled at the lowest possible level. Persons with concerns about a staff member should first attempt to address that concern with the staff member personally. If that communication fails, the Principal should be contacted.

## Custody

Our Lady of the Assumption School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding the student. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## Extra-Curricular Activities

Students on campus after school for sports will not be checked into the Extended Care program during practice. If the student is not picked up at the end of practice, he/she will be checked into Extended Care and be charged until a parent arrives. The same applies to students in tutoring. If they are not picked up at the designated time that tutoring ends, they will be checked into Extended Care.

## Use of Student Photos

Our Lady of the Assumption School reserves the right to use student photos in publications and on the school's website. Any parent who does not wish their child's photo used must submit the Do Not Photograph form sent home at the beginning of each year and found in the OLA Parent/Teacher Handbook.

*Our Lady of The Assumption School*  
796 West 48<sup>th</sup> Street  
San Bernardino, CA 92407  
Phone: (909)881-2416 Fax: (909)886-7892  
E-mail: [OLAssumption@sbdioocese.org](mailto:OLAssumption@sbdioocese.org)  
Website: [www.olabruins.com](http://www.olabruins.com)

## Denial to Photograph Form

I understand that my child's photograph may occasionally be included in pictures of school sponsored events or activities. I further realize that photos of my child may appear in the school yearbook unless I specifically request they not be included. (\*See note below.) However, I do not authorize any other agency, (i.e. newspapers, etc.), to include my child in broad school photographs, nor do I give permission for my child's picture to appear on the school website.

\_\_\_\_\_  
Printed name/grade(s) of student(s)

\_\_\_\_\_  
Printed name of parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent

\*Photos of my child are NOT to be placed in the school yearbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent

## **Extended Care Tax Info**

Our Extended Care room is located directly next to the gate at the front of the school. On half days, school is dismissed at noon for everyone. Regular day dismissal is at 3:00pm. Your children will remain out front until 12:20 or 2:50. Supervising teachers will then escort them to Extended Care where they will check in. You will be billed from noon on half days, or 3:10pm on full days, until your child is picked up. If you arrive after 12:20 on half days or 3:10 on regular days, you will need to park your car and check your child out of Extended Care. There is no charge if you retrieve your young one before 12:30 and 3:00pm respectively. After that, regular fees apply. This is in line with school and Diocesan policy that students are to be supervised at all times. Our Extended Care ends at 5:30pm. After that time, the cost is \$5.00 for every five minutes, or portion thereof that they remain at school.

For those of you needing Extended Care statements for tax purposes, please be advised that your cancelled check and/or receipt is your proof of attendance. No other statements will be issued.

**For your convenience, our tax ID number is 95-3293896.**

*Our Lady of the Assumption School*  
796 West 48th Street  
San Bernardino, CA 92407  
Phone: (909)881-2416 Fax: (909)886-7892  
E-mail: [OLAssumption@sbdiocese.org](mailto:OLAssumption@sbdiocese.org)  
Website: [www.olabruins.com](http://www.olabruins.com)

**BEFORE / AFTER SCHOOL PROGRAM**

After School Extended Care Phone – Direct Line: (909) 881-2417 (ext. 21)

Parent/Guardian Name (please print): \_\_\_\_\_

Student Name(s) and Grade(s): \_\_\_\_\_

**Please check the days you will need Extended Care:**

Morning: Mon \_\_ Tues\_\_\_\_ Weds\_\_\_\_ Thurs\_\_\_\_ Fri\_\_\_\_

Afternoon: Mon \_\_ Tues\_\_\_\_ Weds\_\_\_\_ Thurs\_\_\_\_ Fri\_\_\_\_

**Hours of Attendance:**

Mornings: 7:00 – 7:45; Afternoons 3:00 – 5:30pm / Half Days noon – 5:30pm

**Monthly Fees:**

**Before School Care per Student**

\$4.50 per hour or any part thereof

**After School Care Costs per Hour per Student**

\$4.50 per hour or any part thereof

**After School Extended Care Costs per Family**

1 student - \$175.00 per month

2 students - \$260.00

3 students - \$350.00

**Payment schedule:** All Extended Care costs are due by the 15<sup>th</sup> of each month. As is the case with tuition, there is a \$25.00 charge for Extended Care payment after that date.

\_\_\_\_\_ *Monthly* – payment is due the first day of each month

\_\_\_\_\_ *Hourly* – billing goes out at the end of the month

\_\_\_\_\_ *Occasionally* – if there is no set schedule, parents pay

when picking up their child from Extended Care

**General:** Your monthly payment will remain the same each month. Credits cannot be issued for occasional absences or holidays. Prolonged illness (one week or longer) may be credited.

Extended Care ends at 5:30pm. After that time, parents will be charged \$5.00 for every 5 minutes or portion thereof that their child remains in Extended Care. *A 30.00 charge will be made for each returned check.*

**Acknowledgement:** I have read and understand the terms noted above.

Parent Signature: \_\_\_\_\_

(Please provide your contact information on the reverse side.)

**OUR LADY OF THE ASSUMPTION BEFORE / AFTER SCHOOL PROGRAM**

**Registration Form**

Student Name(s) and Grade(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Father's / Guardian's Name (please print)

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

\_\_\_\_\_  
Mother's / Guardian's Name (please print)

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Please note medical concerns (allergies, medication, etc.) Extended Care staff should know:

\_\_\_\_\_

\_\_\_\_\_

Are there legal issues (i.e. restraining orders, etc.) which should be shared with staff?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In case of illness or emergency, the first person called should be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone

My child may be released to the following persons:

Name:

Relationship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# OLA SCHOOL CALENDAR 2018-2019

## Our Lady of the Assumption School Calendar 2018-19

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Aug																					
Sep	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29
Oct	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29
Nov						5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26
Dec	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31
Jan		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28
Feb						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
Mar						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
Apr	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29
May						3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31

**½ Days & Faculty Meetings**

- 08/20 1<sup>st</sup> Day of School
- 09/07 First Friday
- 11/02 First Friday
- 11/09 Wellness Fair
- 11/15-16 Parent Teacher Conferences
- 12/07 First Friday
- 02/01 First Friday
- 03/01 First Friday
- 04/05 First Friday
- 04/18 Holy Thursday
- 05/03 First Friday
- 05/17 Fun Fair Preparation
- 05/24 Memorial Day Weekend
- 05/31 8<sup>th</sup> Grade Graduation
- 06/07 Last Day of School

**Teacher-Student Holiday/In-Services**

- 08/24 Teachers @ Opening Day Mass
- 08/31-09/03 Labor Day Weekend
- 10/05 Catholic Schools Specialization
- 11/19-23 Thanksgiving Holiday
- 12/21-01/07 Christmas Break
- 01/21 Martin Luther King
- 02/08 Articulation
- 02/18 Presidents' Day
- 03/22 Rel. Ed Congress-Anaheim
- 04/19 Good Friday
- 04/22-29 Easter Break
- 05/27 Memorial Day

**Special Days**

- 08/06 Registration in Parish Hall (3-6 pm)
- 08/20 1<sup>st</sup> Day of School
- 09/20 Back to School Night (6-8 pm)
- 10/02 School Pictures
- 10/27 Trick-or-Treat Carnival
- 11/16 8<sup>th</sup> Grade Makeup Pictures
- 12/04-06 Santa's Workshop
- 12/06 Golf Tournament
- 02/23 Catholic Schools Week
- 03/02 Casino Night
- 03/06 Academic Decathlon
- 03/06 Ash Wednesday
- 03/16 St. Patrick's Dinner & Dance
- 05/18 Fun Fair
- 05/31 8<sup>th</sup> Grade/Preschool Graduation
- 06/07 Kindergarten Graduation
- 06/07 Last Day of School

**Report Cards**

11/14, 02/27, 06/07

**PTG Programs**

- Classes perform at 12:45 and 6 pm in the Parish Hall
- 12/19 - Preschool, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>
- 03/07 - 1<sup>st</sup>, 2<sup>nd</sup>
- 05/09 - K, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

**Sunday 10am Mass & Bake Sale**

- 09/09 - 8<sup>th</sup> 02/10 - 3<sup>rd</sup>
- 10/14 - 7<sup>th</sup> 03/10 - 2<sup>nd</sup>
- 11/11 - 6<sup>th</sup> 04/14 - Jr. High
- 12/09 - 5<sup>th</sup> 05/05 - 1<sup>st</sup>
- 01/13 - 4<sup>th</sup> 06/02 - 4/5 Kinder

**No After School Care**

- 9/20 11/15-16, 04/18,
- 05/17, 05/24, 05/31, 06/07

**Mandatory Parent Meetings**

- 8/14-Gr. 1-5 Parents 5:30 Hall
- 8/15-Kinderg/All New Parents 5:30 Gr. 7
- 8/16-Gr. 6-8 Parents 5:30 Hall

**8/25/18: 4:30 Mass**

**Farwell Sisters of Mercy!!  
Celebration in the Hall follows!**



## Handbook Acknowledgement

I have read and understand the Extended Care Handbook. My child(ren) and I will abide by all of the Extended Care policies and rules as stated. We understand the importance of following all of the rules and regulations.

I understand the billing policy and will pay the school for my child's Extended Care usage within one week of my invoice.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**The Principal reserves the right to amend this handbook for just cause. Parents will be notified if changes are made to the handbook.**