

QUEEN OF THE ROSARY EXTENDED CARE HANDBOOK

Welcome to Queen of the Rosary Extended Care:

This Handbook is designed to give students, parents and guardians a helpful insight into the Queen of the Rosary After School Program (Extended Care). It includes detailed information about Program activities, procedures and policies. Please read this Handbook carefully and refer to it during the school year.

Queen of the Rosary strives to provide an atmosphere where students can enjoy, grow and learn. The staff always welcomes suggestions and ideas that will help us make your child's time at the Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

The Extended Care Program has been created to help working families with safe child care while the parent/guardian is working. The Program is not a Daycare and does not operate as a Daycare. We are a courtesy Program for Queen of the Rosary working parents who need before or after care for their child/ren.

Many thanks to our Queen of the Rosary staff for their energy and the outstanding job they do with the students each day and to the parents and guardians of the students for your support and encouragement.

If you have any questions about the content of this Handbook, please feel free to call 847/508-8872.

PROGRAM CONTACT INFORMATION

Program Director: MaryLyn Ludkowski

Queen of the Rosary School
690 Elk Grove Blvd
Elk Grove Village, IL 60007

Extended Care telephone (answered 2:30-6:00 p.m. when Extended Care is in service):
847-508-8872

School Telephone: 847-437-3322

E-mail: ecare@qrcougars.org

APPLICATION & ENROLLMENT PROCEDURES

Enrollment application forms for the Program are available on the school website. The completed application form and registration fee will be collected at Extended Care and at the school office.

Parents of applicants who are accepted into the Program must complete an emergency form for the family. This form includes the student's personal information, emergency contacts, full legal names of persons authorized to pick up the student and health and other information. All forms must be completed prior to the student attendance in the Program.

There are a limited number of enrollment spaces available. When all spaces are filled, each subsequent applicant's name will be placed on a waiting list, and the applicant's parent/guardian will be contacted as space is available. To be placed on a waiting list, a registration form (no fee) will be required.

SCHEDULE OF OPERATION

Extended Care's hours are: Morning Care: 7:00-7:45 a.m. The children will be escorted to their classrooms. After School Care: 2:30-6:00 p.m.

Extended Care operates on all days that Queen of the Rosary is in session with a few exceptions. There is no after school Extended Care on early dismissal days, Halloween and the last day of school.

PAYMENT

Morning Care Only is \$4 per day.

After School Care Only is \$12 per day.

Combined Morning and After School Care is \$14 per day.

Payment for Extended Care is due the Thursday before the week of service. Payment can only be made by check or cash. No change or credits will be given. Payments must be accompanied by a weekly statement found on the Queen of the Rosary website or ask a Staff member for a statement.

Indicate on the statement which day(s) the student will be attending the Program by placing an "X" in the box for the morning and/or afternoon requesting care. Send the statement and payment in an envelope either to the School Office or handed to a Staff member. There is a \$10 late fee that will be added to the family's account if paperwork and payment are not received by 6:00 p.m. Thursday of the week preceding service.

When there is a week that School does not meet on Thursday or Friday of the week preceding the week of service, the statement and payment are due the last day of attendance before the week of service. For example: The week of Thanksgiving our last day in attendance is a Wednesday. Payment for the week after Thanksgiving will be due on the Wednesday before Thanksgiving.

There are **NO CREDITS** given for any reason including: illness, doctor appointments, picking up at dismissal or a play date with a friend.

ATTENDANCE PROCEDURES

The safety of each student is paramount to the Extended Care Staff. If a student will not be attending the Program as scheduled it is essential that the student's parent/guardian notify the Extended Care Staff either through e-mail or a message left at the School Office.

Please help us avoid unnecessary concern about a student's safety by notifying Extended Care whenever a student will be absent from the Program.

Morning Care

When dropping off a student for morning care, bring him/her to door #1, School Office door. A staff member will let the student into the school and sign them in.

After School Care

The Emergency Form includes a section for parents/guardians to indicate who the students will be allowed to leave the Program with each day. All students must be signed out by an authorized adult when leaving the Program at the end of the day.

A student will not be released to anyone other than a parent, guardian, or person listed on the Emergency Form unless the student's parent/guardian notifies Extended Care prior to pickup time. If a staff member is unfamiliar with any person picking up a student the staff member will ask to see a picture identification before the student is released.

If a student is released from school early, they may not come to Extended Care unless they were readmitted to School during School hours. If a student leaves Extended Care for any reason, they may not come back to Extended Care for the remainder of that day.

If multiple students from the same household attend Extended Care, they must all leave together. All children from the household must be picked up at the same time unless one is attending an event at the school and will be released to that event.

When picking up the student, please use door #9, upper wing doors. Ring the doorbell and a staff member will bring your student(s) to you. If it is before 4:00 and the weather is nice, we will be outside. You will see the students in the back of the School by the playground. Drive up to the safety cones and stand by your car. A staff member will bring your student(s) to you.

Parents are not allowed in the school during Extended Care for the safety of the students and staff.

Late Pickup

Extended Care closes at 6:00 p.m. We ask parents/guardians or others authorized to pick up students to (a) arrive by 6:00 p.m.; and (b) if running late, to take a moment to call Extended Care at the number provided so a staff member can speak to the student about the delay.

If a student is picked up after 6:00 p.m., a late pickup fee will be charged. After the third occurrence of a late pick up, any additional late pick up may result in a student's suspension or removal from the Program.

DAILY SNACK

The student will need to bring a snack and drink from home for an afterschool snack. It is very important to pack a snack for the student(s) because Extended Care does not have any snacks to give the students. If a student will be staying past 4:30 p.m. and you would like to pack another snack for him/her, please do. We will have a second optional snack time at 4:30 p.m.

PERSONAL ITEMS

Since we cannot guarantee the safe return of personal belongings, Extended Care asks that any personal possessions be left in backpacks during a student's time in the Program. As storage space will be at a minimum, we also ask that students take all belongings with them when they leave the Program site each day.

TELEPHONE USE

The staff will be happy to convey messages to students when necessary, but it is not possible for students to make or receive telephone calls while at Extended Care. Parents are welcome to call the Program to speak with a Staff member about questions or concerns regarding their children.

HEALTH POLICY

Student's Illness/Accident/Emergencies

If a student becomes ill or is injured during the Program or exhibits any of the following conditions, his/her parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification.

- . contagious disease
- . fever over 100 degrees

- . vomiting or diarrhea
- . accident requiring medical attention
- . head lice
- . COVID symptoms

If a student is in need of urgent hospital attention, Staff will call 911, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be called immediately.

Please report any changes of emergency contact information, employment, telephone numbers or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Abuse and Neglect

The Program Staff members are mandated reporters and as such, are required to report all suspected instances of abuse or neglect to DCFS.

BEHAVIOR MANAGEMENT POLICY

The parents, students and Staff of Queen of the Rosary are asked to treat each other with respect, tolerance, kindness, and consideration. Students must exhibit professional, respectful classroom conduct at all times and will be asked to leave an activity for inappropriate behavior, including yelling, using profanity or fighting. The following procedures will be followed consistently in the event participants behave unacceptably.

- a) First offense: The Director will discuss the problem with a student's parent/guardian;
- b) Second offense: the Director will notify the participant's parent/guardian that the student may be suspended from the Program.

NOTE: Serious or disruptive/destructive behavior that interferes with normal Program operations will not be tolerated and will result in immediate dismissal with no previous notice to a parent/guardian.

Any inappropriate behavior by a parent, including verbal abuse of a student or staff member or confrontations with staff members in the presence of a student is grounds for termination of the family's participation in the Program without notice.

COMMUNICATION

If a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the Program Director will meet with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the students. In order to meet the needs of the students and the staff during Program hours, we ask that parents limit their conversation with Program staff members to subjects involving their children. The Director is available to answer all other questions that arise. Please feel free to call us.