
St. John Vianney Catholic School

Extended Care Statement of Services

539 La Pasada Boulevard

Goodyear, Arizona 85338

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www.sjvazschool.net

Welcome

Welcome to the St. John Vianney Catholic School Extended-Care Program. The following information will address our policies and is designed to help staff and families become more familiar with our program. Our goal is to provide an extended care program for children in grades Pre-K through Eighth. St. John Vianney Extended Care Program will allow students to participate in academic and extracurricular enrichment activities to develop new hobbies and skills. The following policies and procedures will serve as guidelines for our goal.

ADMISSION POLICIES

In accordance with the policies of the Roman Catholic Church of Phoenix, St. John Vianney Catholic School admits Catholic and non-Catholic students of any race, color, national or ethnic origin to all the rights and privileges, programs, and activities made available to all students.

Priority for admission will be given to returning students first. Priority is then given to siblings of returning students and then the registration process is opened to the general public.

Early Childhood:

- **Preschool AGE REQUIREMENTS**

- 3 years old by September 1st to enroll in the extended care program
- 4 years old by September 1st to enroll in the extended care program

- **TOILET TRAINING**

All students must be toilet-trained by the first day of school. This means that the child knows when he/she needs to use the toilet and can do so on his/her own. We realize that there will be times when a child may need assistance in the bathroom and the teacher and or teacher aide will assist. Three fecal and/or urinating incidents is cause for disenrollment. Pull-up disposable pants are considered diapers and are not permitted, per the Department of Health Services licensing regulation #R9-505. We ask that you provide a spare set of clothes (labeled with your child's first and last names) at school, contained in a clear plastic bag, should a child need to change clothes due to being soiled (ie. getting wet from the water table or wetting themselves).

EDUCATIONAL GOALS

The school provides the transition from school to an extended care atmosphere.

Learning experiences and play activities encourage spiritual, intellectual, social, and physical growth in a spirit of gospel values.

The child should:

1. Become aware of the fact that he/she is a child of God and will develop and grow in a relationship with Him.
2. Come to understand that all are children of God, and as Catholics, our focus is to serve each other.

3. Develop basic social skills including increased independence.
4. Enjoy being part of a group and accept the need to share and cooperate.
5. Respect the rights of others and at the same time express his/her own rights and needs.
6. Develop a positive self-image and acknowledge his/her self-worth.
7. Demonstrate the desire to learn.
8. Secure trust in adults other than his/her parents.

Hours of Operation

The Extended Care Program will operate Monday through Friday from 6:30 a.m to 7:30 a.m. for morning care and 3:15 p.m to 6:00 p.m. when school is in session. For further information as to school holidays and breaks, please refer to the St. John Vianney Catholic School calendar available on our school website.

COVID-19 Hours of Operation

No morning care will be provided the first week of in-person school. Afterschool care will be provided from 3:10 p.m. to 5 p.m. daily.

Inclement Weather Policy

St. John Vianney Extended Care program will follow St. John Vianney School closing policy for inclement weather. Therefore, if St. John Vianney Catholic School makes an early morning or mid-day closing, the afterschool program will be closed unless the school administrator announces otherwise.

Registration

The St. John Vianney Extended Care program registration is available on Super Saturday which occurs on the 3rd week of July. A place in the program is guaranteed to all parents who take advantage of the early registration. All outstanding bills from the previous school year **MUST** be paid before a slot is granted.

If you did not attend the Super Saturday event and need to complete an application form visit the school office to pick up an application.

COVID-19 Extended Care Services Preregistration is Required.

Extended Care Services is limited to the capacity of 80 students. We encourage families to pick their students by 3 p.m. Parents must pre-register to participate in the extended care program. Only families in most need of services and who are pre-registered by the suggested date will participate in the program. Registration form must be completed every quarter. Children listed and that have used the services will be removed from the program.

Before School Care: 6:30 a.m. to 7:30 a.m.

To accommodate our St. John Vianney school families who need to drop their children off to school earlier than 7:30 a.m Before school care is provided at each school day throughout the school year. Parents who

enroll in this program can drop their children off at St. John Vianney Grand Hall located on the southwest corner of La Pasada Blvd. and Central Ave as early as 6:30 a.m. Students dropped off and left unattended on campus prior to 7:30 will be sent to before school care and a fee will be applied.

After School Clubs/Sports

Various after-school clubs are offered on a daily basis. If your child attends an after-school club and will need aftercare after the club the aftercare fees will be applied accordingly. Students are not permitted to wait for their parents unsupervised. Club lead will take students to extended care programs at the end of the sports or club activity.

Most afterschool clubs are sponsored by St. John Vianney Catholic School The Director of Athletics the after-school sports program and teaching staff. If you have any questions regarding sports please contact the school office for more information.

Payment and Fee Schedule

The extended Care fee is \$5.00 per hour per child. Extended Care fees will be billed monthly. Extended care is also available for students who need to stay after their activities from 4:30 p.m. to 6:00 p.m.

There will be a \$25.00 Late Fee assessed for all Late Payments. A payment is considered late if received after the due date. **There will be a \$35.00 fee assessed for every returned check.**

Activities

St. John Vianney Staff will place students in groups according to grade levels. Staff will provide special activities to have students engaged in a fun learning environment.

Homework time: This is required for all students. Third grade through Eighth grade will have one hour to complete homework assignments and Prek through 2nd grade will have 30 minutes. Monday through Thursday Homework help will be provided only to students enrolled in the extended care program. Students who do not have homework will be expected to read or study quietly during homework time. Please encourage your child to make good use of the daily homework time. Staff will do their best to help each student with their homework but this is not guaranteed that it has been checked. Please take time to review your child's work with them nightly. Students with disruption during homework time will be subject to disciplinary action as necessary.

Supervision and Student Pick Up.

All children will be carefully supervised. Children will be released only to adults listed as "authorized to pick up" on the registration form and emergency form. This includes parents. Authorized persons will sign the child out each day in the aftercare program. Please wait at the extended care front desk for your child to be dismissed. We appreciate your patience while waiting for your child. If other arrangements for pick up are necessary, **we require written notification. For safety reasons, messages left on the voicemail will not be accepted as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL**

***Please note that we are unable to accommodate parents calling the school office in advance of their arrival to pick up children. Please contact the extended care office at 623-258-0315 for extended care releases.**

Please remember that your child must be signed out of the aftercare program by a person authorized for pick up even if your child is attending an evening function at school. No Child will be allowed to leave without being signed out by a designated adult (age 18 or older).

A child may be released to a non-custodial parent unless there is specific custody prohibiting their release from Maricopa Court System on file with St. John Vianney Catholic School.

Late Pick Up

Please call the extended care office at 623-258-0315 if you will be late picking up your child/children. A late fee will be charged to those parents whose child/children are not picked up by 6:00 p.m. This charge will be added to your child's tuition account. If your child is still in the care of St. John Vianney for over an hour after closing of the after-school program, we are required to call Social Services. It's important that you call and let us know if you're going to be late. The staff and your child worry about you when you are late.

First late pick up:	5:01 - 5:15 p.m.	\$10.00 per child
Second late pick up:	5:01 - 5:15 p.m.	\$15. 00 per child
Third late pick ups:	5:01- 5:15 p.m.	\$20.00 per child plus \$1.00 per minute
Subsequent Late Pick Up	5:01 - 5:15 p.m.	\$25.00 per child plus \$1.00 per minute/ Removal of the program

Medication

Medication will only be given to children by the school nurse or health aide before 3:30 p.m. All medications must be in the original container, with a valid prescription, have a valid expiration date, and be labeled with the child's name. Staff cannot dispense medications in dosages that exceed the recommendations stated on the medication container. The Health Department does not allow a child with a fever of 100.1 or greater, diarrhea, vomiting, rashes, or sore throat to attend the extended care program. If your child displays any of these symptoms, a parent or legal will be contacted.

GUIDELINES FOR EXCLUDING FROM EXTENDED CARE PROGRAM

COVID-19 & Other COMMUNICABLE DISEASES

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the preschool class setting until:

- A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children in the room
- The symptoms have subsided.

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- staying home when sick;
- covering the mouth and nose with flexed elbow or tissue when coughing or sneezing.
- Dispose of used tissue immediately;
- washing hands often with soap and water, and cleaning frequently touched surfaces and objects.

As we learn more about COVID-19 public health officials may recommend additional actions. At St. John Vianney

staff temperature will be taken at the start and end of each shift. Every person who participates in our all programs will also be screened prior to entering the extended care and all other schools' program. Students who have a temperature of 100.1 will be removed from the program and given proper care until a parent arrives. Students must remain home for 72 hours fever-free without the aid of medication as per the CDC guidelines.

For the mildly ill child, exclusion should be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group.

FEVER	Axillary or oral temperature: 100 F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, and stiff neck or an undiagnosed rash. Students with a fever will be removed from the program and parents will be called for immediate pickup.
RESPIRATORY	Difficult or rapid breathing or severe coughing:
SYMPTOMS	Child makes a high-pitched croup or whooping sound after he/she coughs. child unable to lie comfortably due to continuous cough.
DIARRHEA	An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
VOMITING	Two or more episodes of vomiting within the previous 24 hours.
EYE/NOSE	Thick mucus or pus draining from the eye or nose.
DRAINAGE	
SORE THROAT	Sore throat, especially when fever or swollen glands in the neck are present.
SKIN PROBLEMS	Rash – Skin rashes, undiagnosed or contagious Infected sores–Sores with crusty, yellow, or green drainage, which cannot be covered by clothing or bandages.
ITCHING	Persistent itching (or scratching) of the body or scalp.
APPEARANCE	Child looks or acts differently; unusually tired, pale, lacking
BEHAVIOR	appetite confused, irritable, difficult to awaken.
UNUSUAL	Eyes or skin – yellow (jaundice)
COLOR	Stool – gray or white
URINE	Dark, tea colored

These symptoms can be found in hepatitis and should be evaluated by a physician.

COMMUNICABLE DISEASES

Arizona State Law (#R9-5-519) requires that any communicable disease be reported immediately. We are required to inform all of our families of any exposure, as quickly as possible. Children showing any symptoms during the day of a : fresh cold; rash; sore throat; diarrhea; head lice; inflammation; vomiting; fever; etc., will be immediately isolated from the group. Parents/guardians or persons responsible shall be notified at once and necessary arrangements for the prompt removal of the child should be made. Therefore, it is the parent's responsibility to notify the teachers of their location during class time in case of an emergency.

Student Conduct and Discipline

St. John Vianney Extended Care Program is an extension of the school day so all students will adhere to the same rules and dress code as during the day. Our teachers and staff follow the Child Day Care Regulation (#R9-5-518) which requires:

1. Explaining rules to children and alternatives to acceptable behavior;
2. No physical punishment. No emotional or mental stress would prove frightening to a child.
3. Isolation (time out) with supervision not to exceed three (3) minutes for preschool students. .
4. No punishment will be associated with toilet training.
5. Food cannot be withheld as a means of punishment.

Consequences for misbehavior will be as follows:

First referral	One-hour removal from the group
Second referral	Two-hour removal from the group
Third referral	Removal from the group for the remainder of the day and the next day (remain directors office)
Fourth referral	Two-day suspension from extended care
Fifth referral	Expulsion from the extended care program for the remainder of the current school year.

In selecting consequences for unacceptable behavior, it is not necessary to use them in the order listed. More than one action may be taken for unacceptable behavior. Any violation, if severe enough, can result in a higher consequence, up to and including an automatic expulsion from the St. John Vianney Extended Program.

The staff plans a rich variety of activities, which provides an environment that requires little discipline intervention. However, if the child is unresponsive to guidance concerning inappropriate behavior, the parents will be asked to have a discussion about the school rules with the child.

VOLUNTEER HOURS

All families are **required 30 hours per year** of stewardship service to the school. Although all SJV families are encouraged to participate in afterschool programs and activities, it is expected that the required volunteer hours that are submitted to the school office be focused on service to the school by immediate family members and not the students themselves. **Make sure to document your stewardship service hours in the school office.**

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice a year. For safety measures, parents who sign out their child during their scheduled conference time must ensure children are with them during the duration of the parent-teacher conference. Students found in the playground or outside of the classroom will be returned to the extended care program and the extended care fee will be applied.

FIELD TRIPS

Field trips are occasionally scheduled for extended care. Permission slips are required to be completed, signed, and returned by the parent/guardian before the child may participate in the field trip. The parents are required to also sign licensing field trip forms on the day of a field trip. Parents will be responsible for any fees for field trips. Please be aware that for a variety of reasons, we are unable to grant a refund should you be unable to attend a pre-paid field trip

Children are required to travel with the teacher by school bus. Children cannot ride with their parents.

FINGERPRINTING/CPR/ 1ST AID

Every member of St. John Vianney's preschool staff is fingerprinted and licensed with the State to work with the children. A current first aid and CPR card is held by at least one staff member in the classroom during operating hours.

PERSONAL ITEMS

Personal belongings such as toys, electronic games, cell phones, CD players, trading cards, etc., are not allowed in the After School Program. St. John Vianney School Extended Care Program, Site Director or Staff are not responsible for lost or stolen items.

TECHNOLOGY

• Mobile Phones

- If there's an emergency, parents must call the extended care number **623-258-0315** and notify St. John Vianney staff members.
- Mobile phones can be brought to school but must remain off or silent and completely out of view on-site for the whole of the school day and extended care program.
- Cell phones, smartwatches, and any other communication devices may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, **TURNED OFF** while at school, and during Extended Care.
- Texting and videotaping are not permitted anytime during the school day and during Extended Care.
- Any phone in view and on-site will be confiscated, logged, and securely held until the time the parent/legal guardian picks up their child from extended care; at which point it can be collected by the student.
- Failure to follow these guidelines will result in behavior detention and confiscation of the device. Repeat offenders will be sanctioned in line with our existing behavior policy.
- Requests to use the phone or cell phone will be screened and the conversation monitored.

Students are to make arrangements to go to a friend's home BEFORE they arrive at school that day.

- **Ipads**

Extended Care staff members will supervise the use of Ipads during your child's/children stay in our extended care program. Students are responsible for using computers/devices in a responsible and ethical manner. Obeying general school rules concerning behavior and communication that apply to iPad/computer use. Please see the school's technology agreement for more information on the expectation and use of technology/devices for the school/extended care program. NO personal ipads will be permitted for use in extended care programs.

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Consequences

- **First offense**

- The device will be taken to for the remainder of the extended care day and may be picked up when a student is ready to leave.

- **Second offense.**

- Devices will be taken to the front office and must be picked up by a parent/guardian.

- **Third offense**

- Devices will be taken to the front office and a meeting will be set up and may result in the device being left in the front office daily.

This policy is in effect throughout the entire school day including an extended care program

WELLNESS POLICY

LUNCH AND MILK PROGRAM

Students may bring their lunch/snack from home or purchase a lunch at school. Snacks will be provided to extended care participants. St. John Vianney participates in the Federal Milk Program, Free or reduced lunch and meals will be provided to students who are eligible. Information including criteria for eligibility and application for participation in the program will be available on Super Saturday and upon request.

In accordance with the Diocesan Wellness Policy, fast-food lunches, cupcakes, sodas, energy drinks, or candy are not permitted for lunch or after-school programs.

BIRTHDAYS

The Diocese of Phoenix has adopted an official policy regarding wellness. This policy helps us to support healthy eating habits for ourselves and our students. The policy does not allow for home-baked goodies (cupcakes, cookies, etc.) to be brought into the classroom for class parties or student birthdays. In trying to support healthy eating habits, we suggest that alternative items such as fruit and vegetables, yogurt, holiday pencils, or birthday souvenirs be brought for celebration instead of unhealthy food items with high sugar content. This policy also includes physical and nutritional activities. There will be only three exceptions where minimal nutritional value foods will be permitted.

PESTICIDES POLICY

R9-5-310. Pesticides A. A licensee shall make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing: 1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; 2. The date and time of the pesticide application; 3. The pesticide label and the material safety data sheet; and 4. The

name and telephone number of the pesticide business licensee and the name of the licensed applicator. B. A licensee is exempt from the provisions in subsection (A), as prescribed by A.R.S. § 36-898(C).

LIABILITY INSURANCE

St. John Vianney Catholic School has coverage as required by the Arizona Department of Health Services R9-5-308 insurance requirements with the Catholic Mutual Relief Society.

LICENSING INFORMATION

St. John Vianney Extended Care program is licensed by the Arizona Bureau of Health Services, Division of Assurance and Licensure Services, Bureau of Health and Child Care Review Services, Office of Child Care Licensure, 150 N. 18th Avenue, Suite 400, Phoenix, Arizona, 85007, (602) 364-2539. Inspection reports are available upon request in the preschool classroom. See the Preschool Director for more information.

Licensing requirements for volunteering at St. John Vianney Extended Care:

A volunteer MUST be 16 years of age or older and provide the Licensee with documentation of all of the following:

- Current and continuous enrollment in a high school or a high school equivalency class. If graduated, must provide a high school equivalency diploma.
- Volunteer name, date of birth, home address, and telephone number. 📅 Volunteer starting date of volunteer service.
- The name, telephone number, and mailing address of an individual to be notified in case of an emergency.
- Copy of current Immunization record attesting to immunity against measles, rubella, diphtheria, mumps, and pertussis.
- Document required by R9-5-301- documentation of a negative Mantoux (TB) skin test or other tuberculosis screening test recommended by the U.S. Centers for Disease Control and Prevention before starting volunteer work.
- The form required in A.R.S. 36-883.02(C)-Criminal History Affidavit signed and notarized. The licensee will provide documents.
- Documents required by R9-5-203(A) (2) or R9-5-203(B)-a valid fingerprint clearance card issued within 7 working days before beginning volunteer work.
- Documentation of training provided by a Licensee as required by R9-5-403, 18 hours of Early Childhood training per year.
- Documentation of the requirements in A.R.S. 36-883.02(D)-two good-faith references, checked by Licensee before beginning volunteer work.
- Within 10 days of the starting date of volunteer service, volunteers shall complete training provided by Licensee.
- As part of the required 18 hours of training, a volunteer shall submit to the Licensee documentation of training received as required.

Acknowledgment Page: (return to the school office)

Parent Acknowledgement

I, _____, acknowledge and agree to the above stated policies as well as the policies stated in St. John Vianney Catholic School & Parish Extended Care Program service statement.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Acknowledgement

I, _____, acknowledge and agree to the above stated policies as well as the policies stated in St. John Vianney Catholic School & Parish handbook policy Extended Care Program service statement.

Student Signature: _____ Date: _____

I, _____, acknowledge and agree to the above stated policies as well as the policies stated in St. John Vianney Catholic School & Parish handbook policy and Extended Care Program service statement.

Student Signature: _____ Date: _____

I, _____, acknowledge and agree to the above stated policies as well as the policies stated in St. John Vianney Catholic School & Parish handbook policy Extended Care Program service statement.

Student Signature: _____ Date: _____