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**Blessed Sacrament Catholic School**

**Extended Care
Policy**

**2021-2022**

**Note** Blessed Sacrament Extended Care at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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# INTRODUCTION

This document has been developed in order to familiarize employees and parents with Blessed Sacrament Extended Care and provide information about policies, procedures, and benefits of the Blessed Sacrament Extended Care Program.

The program is for Blessed Sacrament School students in grades K-6. 7-8 graders accepted on a limited basis.

The Blessed Sacrament Extended Care Program will be in operation on school days only. Early dismissal days are not included.

Morning services are provided from 7:00-7:50 am.

Afternoon services are provided from 3:15 – 5:45 pm.

The main center will be in the Cafeteria. They gym and playground will be used when feasible.

Parking will be in the front of the West building. Use the northwest door to pick-up children. Please ring the doorbell.

## Welcome

Welcome to Blessed Sacrament Extended Care! We are happy to have you as a new member of our family!

The mission Statement of Blessed Sacrament Extended Care is the same as Blessed Sacrament School, “We strive to provide academic excellence in the climate of the Gospel values…..to serve, to build community and to proclaim the GOOD NEWS, Jesus Christ.”

## History

Blessed Sacrament Extended Care began in 1998 with a staff of 1 – 2 employees.

## Changes in Policy

This manual supersedes all previous Policy Manuals.

While every effort is made to keep the contents of this document current, Blessed Sacrament Extended Care reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with prior notice to our families.


# REGISTRATION

All families that may use services during the school year are REQUIRED to apply by completing an application form and paying the $25.00 application fee prior to registering the program.

1. Registration will begin in the summer and continue until we reach capacity (44). Preference will be given to full-time students. Part-time students will be taken based on availability.
2. Registered students MAY NOT bring guests to extended care.

Registration forms may be obtained online at [www.blessedsacramentlincoln.net](http://www.blessedsacramentlincoln.net)

# FAMILY DEFINITION AND STATUS

A “Family” of Blessed Sacrament Extended Care is registered and regularly uses the facility to care for their school age child(ren).

## Family Records and Administration

The task of handling family records and related administration functions at Blessed Sacrament Extended Care has been assigned to the Director. Family files will be kept in a binder for all employees to access for communication. Information kept includes but is not limited to:

* Registration Forms – including parent names, phone numbers and emergency contact information
* Notices from Family
* All medical records, and/or medication if any, will be kept in the school office.

## Safety and Health

The safety and health of children is a priority. Blessed Sacrament Extended Care makes every effort to comply with all federal, state and local safety/health requirements. Blessed Sacrament Extended Care’s safety/health rules and regulations are the following:

 Parents will be called if children exhibit these symptoms.

Rash Sore throat Severe cold

Excessive coughing Excessive sneezing Nasal discharge

Pink eye Temp over 99.5 Diarrhea

Vomiting

Each child is expected to obey rules and exercise caution and common sense in all activities.

## Building Security/Safety

Every Family must follow the building security rules and regulations listed here:

* Use the northwest door for dropping off and picking up children
* Parents are expected to escort their children to and from the Extended Care Room and sign them in and out. Failure to sign in or out means you will be charged for a full day.
* Parents may not call in to have their child dismissed.

You can reach Extended Care by calling the school office at 402-476-6202. Calls received after office hours will transfer to Extended Care by following the prompts. Staff may provide cell phone numbers at their discretion.

## Children Requiring Medical Attention

Staff will report all injuries and accidents to parents and to the Director by completing an Accident Report. Parents will be asked to sign the accident report indicating they have read it.

## School Calendar

It is the responsibility of the parents to check the school calendar for closure/early dismissal dates and plan accordingly.


# STANDARDS OF CONDUCT OF CHILDREN

## General Guidelines

All children are required to learn Blessed Sacrament Extended Care rules and are expected to follow them.

## Behavior

Children may be ***suspended*** from Blessed Sacrament Extended Care when behavior triggers a discipline referral to the Director. Services may be ***terminated*** by the Superintendent when a student’s behavior triggers a discipline referral to the Superintendent

# STANDARDS OF CONDUCT OF PARENTS

## General Guidelines

All parents are required to learn Blessed Sacrament Extended Care rules and are expected to follow them.

## Pick-Up

Parents must notify Extended Care staff by calling or in writing with the name of the alternative pick-up adult so identification can be made. Staff will check the driver’s license or other government ID before releasing children to the alternative pick-up adult.

Parents must be on time; the center closes at 5:45 pm.

## Payment of Services

Parents will be billed for services. Payment is due the 15th of each month. Accounts not paid by the 15th of the month may be subject to a late fee and services may be suspended for non-payment. The Director will call to notify you of suspension of services and your account will be referred to Fr. Morin and the Finance Council.


# PAYMENT INFORMATION

## Payment Schedule

**Extended care hours**

**7:00 – 7:50 am**

**3:15 – 5:45 pm**

One child $6.00 per hour billed quarterly @$1.50 per quarter hour.

 Two or more $12.00 per hour billed quarterly @ 3.00 per quarter hour

Payment is due by the 15th of the month following service. EX: August will be billed September 1st and due the 15th. VISA and MASTERCARD are accepted. Payments are to be made at the school office or online via Online Giving at [www.blessedsacramentlincoln.net](http://www.blessedsacramentlincoln.net)

\*\*CHILDREN MUST BE PICKED-UP AND SIGNED OUT BY 5:45 PM. LATE PICK-UP MAY RESULT IN TERMINATION OF SERVICES.

# ACTIVITY OFFERINGS

**7.1** **Morning Activities**

7:00-7:50 am Breakfast/quiet play

## 7.2 Afternoon Activities

Afternoon activities include but are not limited to:

3:15 – 3:30 pm Attendance/rest

3:30 – 4:15 pm Recess

4:15 – 4:25 pm Bathroom/handwashing/prayer

4:25 – 4:40 pm Snack

4:40 – 5:45 pm Homework/Quiet play time


# GRIEVANCES

## Grievances, Complaints & Concerns

Parents with grievances, questions, or concerns please follow the chain below:

1. Address concern with staff member
2. Contact director, James Pieper, 402-476-6202, or email james-pieper@cdolinc.net
3. Contact Rev. Michael Morin, 402-474-4249, or email fr.mike-morin@cdolinc.net

# STAFFING

## Director

Mr. James Pieper, Library 402-476-6202

james-pieper@cdolinc.net

## Staff

Mrs. Holly Kruger Mr. Doug Torson

Mrs. Margy Mahler Mrs. Abby Miller

Ms. Caitlyn Schmidt Mr. Ben Wilson

Mrs. Kathy Smedra

## Closing Statement

Successful conditions and relationships depend upon successful communication. It is important that we all stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect us at Blessed Sacrament Extended Care.

