



**St. Mary's School**  
**Extended Care Handbook**  
**2020-21**

## Table of Contents

<b>Philosophy - - -</b>	<b>3</b>
<b>Center Organization - - -</b>	<b>3</b>
<b>Arrival and Departure - - -</b>	<b>4</b>
<b>Attendance - - -</b>	<b>4</b>
<b>Behavior/Discipline Policies - - -</b>	<b>5</b>
<b>Breakfast /Snack - - -</b>	<b>5</b>
<b>Change of Information - - -</b>	<b>5</b>
<b>Departure / Pick-up Information - - -</b>	<b>6</b>
<b>Early Arrival / Late Pick-up - - -</b>	<b>6</b>
<b>Enrollment Guidelines - - -</b>	<b>6</b>
<b>Extended Care Activities - - -</b>	<b>7</b>
<b>Health and Safety - - -</b>	<b>7</b>
<b>Hours - - -</b>	<b>11</b>
<b>Late Start/Cancellations/Early Dismissals - - -</b>	<b>11</b>
<b>Payment Policy - - -</b>	<b>12</b>
<b>Rates - - -</b>	<b>13</b>
<b>Schedules - - -</b>	<b>13</b>
<b>Staff Development - - -</b>	<b>13</b>
<b>Unauthorized Access - - -</b>	<b>14</b>
<b>Withdrawal - - -</b>	<b>14</b>

**The following policies will be in accordance with the St. Mary's School handbook: Admission Policy/Notice of Non-Discrimination, Catholic Dimension/Uniqueness, Discipline Code, and Health/Safety Issues.**

**Local Mission Statement/Philosophy**

St. Mary's School serves Jesus Christ, students, and families of the Blessed Trinity Cluster, including those who desire a quality Catholic education for their children in preschool through sixth grade. Embracing a tradition of academic excellence, the dedicated faculty and staff at St. Mary's incorporates faith and values through daily learning in a safe and nurturing environment. In partnership with parents and the community, St. Mary's School strives to motivate students to be respectful and responsible leaders in an ever-changing world.

**Center Organization**

St. Mary's Extended Care is a non-profit organization established in 2008. The Before and After School program is licensed through the Iowa Department of Human Services. St. Mary's Extended Care of Manchester is an equal opportunity institution.

**Iowa Nondiscrimination Notice:**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

## **USDA Nondiscrimination Statement:**

This explains what to do if you believe you have been treated unfairly. "The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital Status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish)."

## **Arrival and Departure**

Upon arrival, parents are responsible for bringing their children into the school. We will be entering and exiting through the front doors. **Parents are never to drop their children off and leave them unattended.** Likewise, at the end of the day, parents should personally accompany their child out of the school. Parents must sign their child in and out each day using the check-in computer.

## **Attendance**

Every week, using the ProCare Online Parent Portal, you will be required to submit a schedule for the following week.

If your child is absent from school or leaves early due to illness, you will not be charged.

Your attendance is based on the schedule form you fill out and return to school weekly. Staffing is dependent on these schedules so it is imperative that you fill these out as accurately as possible.

### **Behavior/Discipline**

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living.

Children demonstrating severe misbehavior that seriously disrupts the care environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law will be barred from the Before/After School Program for a minimum of 1 week.

Children who bite or hit another child will be barred from the program for a minimum of 1 week.

### **Breakfast/Snack**

Regular breakfast is available will be served from 7:45-8:00 am. Breakfast items meet all CACFP standards. Breakfast is \$1.40.

Snacks, which meet CACFP standards, will be served around 3:20 p.m. every day. There is no extra charge for snacks.

### **Change of Information**

Please notify the Extended Care Program Director when there is a change of address, phone number, employment, authorized pickup, and/or emergency contacts. This information must be kept up to date, particularly in the event of an emergency.

## **Departure / Pick-up Information**

Children will only be discharged to a parent, or person authorized by parent, to pick up the child. In cases of legal separation or divorce, the parents must provide the school with a copy of the temporary or final judgment of custody, indicating who is the custodial parent and visitations. We cannot deny a parent access to their own child without documentation from the court stating that they do not have custody.

Parents shall have unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of the provider, unless parental contact is prohibited by court order.

## **Early Arrival/Late Pick-Up**

The Before / After School Care Program opens at 6:00 A.M. and closes at 6:00 P.M. If your child will not be attending in the morning or if you will be late picking up your child, please call 563-927-3689 as soon as possible to notify the staff and they will let your child know that you will be late, so they do not become anxious.

Child Protective Services will be called in the event that a child has been left at the school 30 minutes past closing time and parents cannot be reached. The child can be handed over to the Department of Human Services at that time.

## **Enrollment Guidelines**

St. Mary's Extended Care accepts children ages 4-12 years old. The maximum number of children allowed at any time per DHS regulation is 50 children.

To enroll a child the following must be completed one week prior to admission:

1. Enrollment Form/Handbook Agreement Form
2. A Statement of Health Form
3. A Child Health Status Form
4. Child Release Form
5. Weekly Schedule Form

## Activities

The program is developmentally appropriate, meets the needs of each child, and provides the perfect combination of recreational and educational activities for a well balanced out of school experience. Each day your child will be involved in physical activities, homework/quiet time, and hands-on activities that allow them to develop their interests and skills.

## Health and Safety

### 1. Abuse

In compliance with School Laws of Iowa and AFFC/ACSB 4116.30a any certificated or licensed employee of St. Mary's Catholic School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

***St. Mary's Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Archdiocesan Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.***

### 2. Alcohol/Drug Policy

The St. Mary's Catholic School Board of Education develops guidelines that are

in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

### **3. Asbestos**

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Mary's Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. (All staff members do asbestos training each year.)

### **4. Blood Borne Disease**

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with AFFC/ACSB 5141.2. (All staff members do blood borne pathogens training each year.)

### **5. Chemical Right to Know Law**

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal. (All staff members do right to know training each year.)

## **6. Health information during hours of operation.**

- A. Communicable Diseases – Report all communicable diseases to the school office as soon as it is diagnosed. Be sure your child is fully recovered before returning to school.
- B. Dental Care – Appointments should be made yearly with your dentist so that any necessary dental work can be done. Good dental care is important to a child's health. The students may be excused for dental appointments. However, we encourage you to schedule their appointments during the summer or on teacher in- service days according to the school calendar. If there is a dental emergency, parents will be contacted immediately.
- C. Illness – Students will be sent home with any of the following – fever (100.3), sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, untreated impetigo, and ringworm. We will check first to be certain the parent is at home.

If your child is ill, please do **NOT** send him/her to school. A child must be free of an elevated temperature for 24 hours before returning to school. If they vomit or have diarrhea, please keep them home. They do not fully benefit from their work, and they are exposing other children to their illness.

- D. Immunization – Children are required by law to have the necessary immunizations before school entrance. We ask that throughout the child's life, he/she will continue to have the necessary boosters. When your child gets a booster, please notify the school of the month, day, and year of the shot, so we can keep their record up-to- date.
- E. Injury – Parents will be notified of any injury in apparent need of immediate doctors' care. The family doctor will be notified if it is felt immediate medical care is needed, and we are unable to contact parents or the person to be notified in case of emergency. Minor injuries will be attended to by the supervisor on duty. An incident report will be completed for any and all injuries. A copy of the report will be kept on file with the program and a copy will be sent home to parents.
- F. Medication – Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student,

physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed. Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

G. Cleanup of bodily fluids – See Appendix A

H. All files containing a confidential information are kept in a locked, secure location at all times.

**7. Personal Cleanliness and Welfare** – children are to:

1. Bathe/shower on a regular basis.
2. Wash hands after using the restroom and before eating
3. Dress appropriately for weather conditions.

## **8. Radon Testing**

Testing was conducted in Extended Care area. The results have shown that there is no Radon in the building.

## **9. Safety Drills**

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way.

## **10. Emergency Procedures**

A plan of action in case of emergency is in place. All staff members have a copy of the plan of action and have been trained in how to react in the case of an emergency. A copy of the plan is located in the after school area also.

## **11. Smoking / Smoke Free Building**

St. Mary's Catholic School has been designated a "Smoke Free Building". At no time will smoking be permitted within the building or on school grounds.

## **12. Unauthorized Access**

Doors to care area are locked at all times. No one will be granted access to the care area unless they are authorized to pick up a child that is currently in the Before/After School Program. Authorized guardians will have the code to the front door of the school.

## **Hours**

The St. Mary's Catholic School Extended Care Program is open from 6:00 A.M. – 7:45 A.M. and 3:00 P.M. – 6:00 P.M. Monday through Friday. The program will only be in operation on school contact days following the St. Mary's School/West Delaware School Calendar.

## **Late Start/Cancellations/Early Dismissals**

If school is delayed, Extended Care **WILL BE OPEN**. However, if school is cancelled after a delay has already been issued, Extended Care **WILL CLOSE**. Students will need to be picked up within 1 hour.

On scheduled Early Dismissal Days Extended Care **WILL BE OPEN** until 6:00 P.M.

If school is dismissing early due to weather, Extended Care **WILL CLOSE** 1 hour after school dismissal.

If school is cancelled, Extended Care **WILL NOT** be open.

### **Parent Concerns**

Every attempt is made to create an environment that is warm, nurturing, safe, and developmentally appropriate. If a concern or problem arises, we want to know about it and will try to resolve it as quickly as possible. Please use the following procedure if a problem or concern arises.

1. Take the problem to the staff member of the program.
2. If the concern is not satisfactorily resolved, bring it to the attention of the principal.
3. If there is still no resolution, we ask that you put in writing a full account of the complaint, sign it, and give it to the president of the Board of Education. The Board will then determine what shall be done about the incident.

We feel that it is much easier to deal with a concern than it is to try and mediate a crisis. Please keep us informed.

### **Payment Policy**

Parents are responsible for all payments for the Extended Care Program. To be sure the billing is accurate; parents must sign their child in/out of the program daily. There is a one hour minimum charge per child/per morning and afternoon attendance. Your bill will be tabulated biweekly and sent out every Monday. If your account reflects a balance due, you are asked to pay this by no later than Friday of the current week.

If the balance past due has not been received by the next billing date, your statement will be marked "PAST DUE". If the balance has not been paid after two weeks, a collection letter is sent home with your bill and Extended Care services will be immediately terminated. At the end of the thirty-day period, if the balance has not been paid, your account will be turned over for collection. To reinstate your child(ren) you must contact St. Mary's School and make arrangements with the Principal.

## **Rates**

### **Enrolled Students**

1<sup>st</sup> child; \$3.50 per hour / 2<sup>nd</sup> child; \$2.50 per hour / 3<sup>rd</sup> child; \$2.50 per hour

Billing is done by the quarter hour. All students will be billed a minimum of one hour per morning and one hour per afternoon.

## **Schedules**

Scheduling **must** be done for each child and turned in by 12:00 P.M. Friday for the following week's hours. If no new schedule is turned in, we will use the previous week's schedule.

## **Staff Development**

All staff members will receive orientation regarding the center's policies and licensing regulations. Staff members receive training in asbestos awareness, right to know laws, and bloodborne pathogens each year. Staff members who distribute medications are trained in the proper procedures and record keeping involved with medications.

Staff members are required to attend workshops, seminars, and/or classes to gain professional knowledge and skills.

## **Unauthorized Access Policy**

\*See Appendix B

## **Withdrawal**

If parents wish to withdraw their child from the program, we ask that you write a short letter stating when their last day will be and the reason. If the family is moving, we also ask that you list your new address so that your weekly statement may be sent to you. We appreciate at least two weeks notice of a withdrawal, so we can adjust worker schedules.

Occasionally, we may find that our program does not meet the needs of a child. All the staff will work with the parents to make our program the best experience for your child, but every program does not work for every child. If either the parent or the staff has concerns about the appropriateness of a child's placement, we will meet to discuss the situation. If challenges cannot be resolved or there is a safety concern involved, we do reserve the right to ask a child to leave the program.

## **Appendix A**

### **GUIDELINES DEALING WITH HANDLING BODY FLUIDS**

#### **A. RISK OF CONTACT WITH BODY FLUIDS**

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes blood, semen, drainage from scrapes, vaginal fluid, cuts, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge), and saliva. Contact with body fluids presents a risk of infections with a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infectious agents including the AIDS and hepatitis viruses. In fact, transmission of a communicable disease is more likely to occur from contact with the infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

#### B. AVOIDING CONTACT WITH BODY FLUIDS

When possible, direct skin contact with body fluids should be avoided, disposable gloves are available for use by any and all after school personnel. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g. treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trashcan, secured, and disposed of daily.

#### C. WHAT TO DO IF DIRECT SKIN CONTACT OCCURS

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g. when wiping a runny nose, applying pressure to a bleeding injury outside the building, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items (e.g. towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains (e.g. blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/guardians. Contaminated disposable items (e.g. tissues, paper towels) should be handled with disposable gloves.

#### D. REMOVAL OF BODY FLUIDS

When the need arises, a fluid absorbent is available to clean up bodily fluids. Disposable gloves should be worn when using this agent. The dry material is applied to the area, left for a few minutes to absorb the fluids, and then swept up. The sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant.

#### E. HAND WASHING PROCEDURES

Proper hand washing requires the use of soap and warm water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands. The contaminated surface should first be cleaned with soap and water. This initial step should be followed by cleaning with an intermediate level disinfectant.

#### F. DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drainpipe. Remove gloves and discard in appropriate receptacles.

### Appendix B

#### Access Policy

***Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.***

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. **\*“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**  
**\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
  
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the supervisor, unless he/she delegates it to the assistant due to a conflict of interest with the person.  
**\*“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.  
**\*“Monitoring”** means to be in charge of ensuring proper conduct of others.
  
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
  
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
  - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
  - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
    1. The precise location in the center where the sex offender may be present.
    2. The reason for the sex offender's presence at the facility.
    3. The duration of the sex offender's presence.
    4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
    5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.