

Know the Faith, Share the Faith, Live the Faith



Principal & Director- Sara Myers

(Updated 1/2019)

St. Joseph Catholic Schools Extended Day Program

269-969-0056

www.michigan.gov/michildcare

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Battle Creek Area Catholic Schools Mission Statement

Battle Creek Area Catholic Schools in partnership with Parents, Community and the Catholic Church, provide students with an excellent Education and a solid Faith Formation.

Students will Know the Faith, Share the Faith, and Live the Faith.

Purposes and Goals of the Extended Day Program

1. To offer a safe, before and after-school, learning environment for students ages 5-13.
2. To offer structured and unstructured, adult directed and student initiated activities that provide opportunity for informal learning, active play, socialization, and academic support.
3. To develop a love of God by fostering the "*Golden Rule*". We will refer to "Do unto others as you would have them do unto you." frequently at Extended Day.

Enrollment Policy

1. All students must attend St. Joseph Elementary or St. Joseph Middle School.
2. St. Joseph students must be 5 - 13 years of age to be enrolled in the Extended Day program.
3. The following items **MUST** be on file (completely filled out) before your student can be enrolled in the program.
 - a. Child Information emergency card signed and on file.
 - b. Yellow health form for the extended day program signed and on file.
 - c. Child placement contract signed and on file.

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- d. Medical alert form for any allergies, (food, bee stings, and any additional health related illnesses).

Hours of Operation and Fee Policy

After School Care:

Monday thru Friday 3:10 pm - 6:00 pm
\$5.00 per hour per student

Half Day After School Care

Monday thru Friday 11:20 am - 6:00 pm
\$5.00 per hour per student

**When St. Joseph Elementary is out of school there will be NO Extended Day Care for any students.

*** If School is cancelled due to snow, weather, or emergency, Extended Day is also **CLOSED**. Closing information is always posted on our BCACS Facebook page. On the radio, check WBCK or B95 or television, check channels 3 or 8. You can also log onto www.wvmt.com for closing information.

Extended Day will be CLOSED on the following days:

Aug 31st & September 3rd - Labor Day
November 9th- Conferences Comp Day
November 21st - 23rd Thanksgiving
December 24th - January 4th Christmas break
February 22nd - Conferences Comp Day
March 29th- Admin Day
April 1st - April 5th - Spring Break
April 19th& 22- Good Friday and Easter Monday
May 27th - Memorial Day
June 5th- Last Day of School- 11:20 dismissal

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Payment Policy

1. Billing will be sent out every 2 weeks from Katy Arnsen, our Extended Day bookkeeper. The billing is prepared after your student(s) has utilized the services of the extended day program.
2. Checks should be made out to: **BCACS** and sent to the school office.
3. Failure to pay Extended Day bill may result in loss of using Extended Day services.

Drop Off and Pick Up

All children will be allowed to leave only in the company on their parent(s) or an authorized person listed on the child information card. The person picking up must sign the checkout form. **If you do not sign your child(ren) out, you will be charged until 6:00 PM.** Please call the Extended Day Program at (269)969-0056 if your after-school schedule changes from the daily routine.

Authorized persons must be listed on the Child Information Card. Parents may authorize, **IN WRITING**, to release their child to another person for special situations. Identification will be required if staff does not recognize the authorized individual. Children who will be attending other school related activities such as Scouts, tutoring, practices, etc. would need written permission to leave with the activity leader. **No one under the 16 years of may be designated pick up a child from the program.** Children who are attending after school programs may sign in until parents come.

Late Pick Up Charges

There will be a \$5.00 charge per minute, per student if students are picked up after 6:00 pm. Please be cognizant of our closing time. Our staff wants to be able to get home to their families in a timely manner.

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Health Care Plan

Communicable Diseases

Student(s) showing signs of a communicable disease (head lice, pink eye, chicken pox, etc.) will have their parents called by an extended day staff member. Parents will need to pick up their student(s) as soon as possible. A note will be sent home to all families within an affected classroom to make parents aware of the exposure to a particular communicable disease. We are also required to report the number of cases of communicable diseases to the health department on a weekly basis.

Hand Washing Procedures

1. Have a clean, disposable paper or single-use cloth towel available.
2. Turn on the water to a comfortable temperature between 60 to 120 degrees fahrenheit.
3. Moisten hands with water and apply soap.
4. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
5. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and the back of hands.
6. Rinse under running water until they are free of soap and dirt. Leave the water running while drying hands.
7. Dry hands with clean, disposable paper or single use towel.
8. If the water faucet does not shut off automatically, turn it off with disposable towel.
9. Dispose of of the single use towel in a lined trash container or place the cloth towel in a laundry hamper.

Handling Bodily Fluids/Universal Precautions

We use precautions when there is potential exposure to blood, including blood-containing bodily fluids and tissue discharges and when handling other potentially infectious fluids. All staff are trained in the use of rubber gloves, and proper disposal of waste in red biological materials containers is also protocol. Staff receives annual bloodborne pathogen training.

Cleaning and Sanitizing

1. Wash the surface or article vigorously with soap and water.
2. Rinse the surface or article with clean water.
3. Submerge, wipe, or spray the surface or article with sanitizing solution.
4. Let the surface or article air dry.
5. We sanitize toys and other items children may put in their mouths, including cots and mats.

NOTE: Laundering bedding, dress up clothes, stuffed animals, etc. in hot water and detergent cleans and sanitizes the item.

Disinfecting

For cleaning up vomit (including spit-up) or feces the surface or article is disinfected. A disinfecting solution is made using water and unscented chlorine bleach and is left on the surface for 10 to 20 minutes and then rinsed with clean water.

Tables, Chairs, and Toys are disinfected daily.

Illness Plan

CHILD POLICY FOR ILLNESS

Please keep your child home if ill. Your child must be fever free and vomit free for 24 hours before returning to school. We are

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*required to report any of the following to the Health Department:
chicken pox, scarlet fever, strep throat, shigellosis, scabies, pink eye,
head lice, fifth disease, pertussis, hand foot and mouth.*

Parents will be called, if child is ill at Extended Day, to come and pick the child up. If the parent can't be reached, the emergency contact on your child's information card will be contacted to come and pick the child up. Staff and volunteers must also be fever free, vomit free, and in good health for 24 hours before returning to work.

- 1. Temperature of 100.4 degrees or higher.*
- 2. Diarrhea within the last 24 hours.*
- 3. Lethargy or irritability.*
- 4. Vomiting within the last 24 hours.*

IF ANY OF THE ABOVE SYMPTOMS OCCUR WHEN THE STUDENT IS AT EXTENDED DAY, A PARENT WILL BE CALLED AT WORK AND IS EXPECTED TO HAVE THE STUDENT PICKED UP IMMEDIATELY.

Health Forms and Immunizations Plan

As a condition of the student enrolling in St. Joseph Elementary School, the student must have a verification form or his/her student cumulative record folder. A document, which verifies that the student has up to date immunizations in accordance with the State of Michigan guidelines must be presented to the office and to Extended Day before enrolled into the Extended Day Program.

State Law requires that every child who is attending school MUST have evidence of vaccination for diphtheria, tetanus, pertussis, (4 doses DTaP), Polio (4 doses), measles, mumps, and rubella (2 doses), hepatitis B (3 doses) and Chicken Pox (2 doses). All shots must be recorded on a verification (green health form) and placed in the student's permanent file and one available to Extended Day staff.

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First Aid, CPR, And Aed Plan

All injuries will generate a call to a parent.

Minor Cuts and Abrasions

With cuts and abrasions, the most important thing to do is assess the seriousness of the wound. Minor cuts and Abrasions require only simple first first aid; more serious injuries call **911** medical treatment.

Burns

Burns result from exposure to heat, radiation, friction, electricity, or chemical agents. The seriousness of a burn is determined by its size and depth. Minor burns- red skin and perhaps a blister- can be treated without medical assistance. More serious burns-deep burns larger than a quarter-should be looked.

Poison by Ingestion

Cases of poisoning, the first and most important thing to do is call a Poison Control Center, a hospital emergency room, or a doctor for medical advice. Correct and prompt emergency treatment is essential.

If possible, find out what poison was swallowed

Contact Poison Control. **Phone Number 1(800)222-1222**

AED-(unit is located in our gymnasium)

Automated External Defibrilator. This will be used in case of emergency only.

Should a student/adult experience cardiac arrest, this equipment will be used as a life saving measure. All parents and emergency contacts will be called.

Serious Accident or Injury Policy

If available, the school principal or vice principal will assess the seriousness of an injury. If they are not present, the assistant director of Extended Day, Monica Schoonard, will assess the injury. The staff will treat minor cuts and scrapes. If the injury is of an emergency nature, either the principal, assistant principal, school secretary, or trained lead staff, will administer first aid. The child information card will be consulted for the telephone number of the parent and they

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will be consulted immediately. If both parents are unavailable, the person designated by the parent to be notified in the event of an emergency, will be contacted. An adult member of the school staff will remain with the child until that person arrives. If both parents and their designated person are unavailable and an emergency situation exists, the physician listed on the child information card will be called and his/her instructions will be followed. If a serious injury of an emergency nature occurs, a childcare organization accident or illness report will be completed. A copy will be sent to the Department of Social Services and a copy will be kept on file in the school office. While an emergency is being taken care of by present staff, the other lead staff members will remain with the rest of the students in the extended day room.

Mandated Reporter Child Abuse and Neglect

As Child Care Providers we are under the **Child Protection Law** to contact **Child Protective Services (CPS)** immediately when we suspect child abuse and/or neglect.

Food Policy

A snack will be provided on a daily basis. When students are in the program on half days, parents must send a cold lunch and drink. As per the State of Michigan, we are not allowed to heat up student lunches in the microwave. Due to limited space Extended Day cannot refrigerate lunches. Please plan accordingly.

A Snack menu is available.

Snacks are also **NUT FREE**. **Extended Day Room is a NUT FREE CLASSROOM.** For Children with food allergies parents may supply the snacks daily or kept in The Extended Day Room in a labeled container provided by the parents with child's name.

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Discipline Policy

As Extended Day school personnel, we are responsible for your child's safety and conduct in your absence. Students are to follow and maintain the school's standards of conduct which reflect Christian principles and teachings.

Students are expected to adhere to rules that help maintain St. Joseph Elementary as clean, safe, and orderly environment.

We will adhere to the St. Joseph Elementary Discipline Rubric K-5 when inappropriate behavior occurs. Administration will meet the needs of the child and adjust the consequences as needed.

Clothing

Students should dress comfortably and for the weather. Shoes and socks are required. Students should be in clothes that are school appropriate.

Emergency Procedures- Our staff will follow these instructions carefully.

IN CASE OF TORNADO

1. Take emergency folder, with you, line up, turn off lights, close door.
2. Go across the hall to the teachers lounge.
3. Take attendance.
4. Sit down on the floor facing the wall, or under table, with legs crossed and cover your head/neck with your arms.
5. Staff will resume normal activity when it is safe to do so.

IN CASE OF FIRE

1. Call 911
2. Take emergency folder, lineup, turn off lights, close door, and go to the dumpster.
3. Take attendance.
4. Line up in the grass area by the dumpster.
5. Wait for the all clear to return to the building.
6. Parents will be notified of the incident and if student early dismissal is needed.

IN CASE OF LOCK DOWNS

1. Secure the room, put students in safest situation possible (out of sight).
2. Have emergency folder.
3. Call 911
4. Parents will be notified of the incident and if student early dismissal is needed

EMERGENCY PLAN FOR NATURAL OR MAN-MADE DISASTERS

POWER OUTAGE- In the case of a temporary power outage, staff will keep children in the classrooms. Staff will accompany students in the hallways or ensure that students use a Buddy System. If it is determined that the power outage is significant or will be out for a long period of time, the school/center will need to close. Staff will make phone calls to parents and guardians to come to pick up their children from the school/ center.

GAS LEAK- Upon detecting the odor of gas, staff will notify administrator and/ or call 911. Determine where odor of gas is coming from. If coming from outside the building, staff will close all doors and windows, turn off ventilation systems, and remain inside. If coming

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from inside the building staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office. Administration will notify staff of next steps. Parents will be notified of the incident and if student early dismissal is needed.

HAZARDOUS MATERIAL/CHEMICAL SPILL- If instructed to Shelter-In-Place, staff will close and lock all windows and doors, and turn off ventilation systems, and remain inside. If instructed to evacuate the building, staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office. Administration will advise staff of next steps. Parents will be notified of the incident and if student early dismissal is needed.

BLIZZARD- In case of an incoming blizzard, an email will be sent to all parents for early dismissal. Staff will make phone calls as needed to parents and guardians to pick up their children from the school/Extended Day Program.

PLAN FOR RELOCATION: In any event that requires evacuation of students and staff from the school/Extended Day Program, the relocation site will be the St. Joseph Parish Center/ BCACS office across the parking lot.

PLAN FOR REUNIFICATION: In an event that the emergency requires a site for parent/student Reunification, we will use Calhoun Christian School at [20 South Woodrow Avenue](https://www.google.com/maps/place/20+South+Woodrow+Avenue,+Livonia,+MI+48150). Phone Number: 965-5560.

MISCELLANEOUS

1. Please don't send candy, gum, or toys to extended day. We are not responsible for lost or broken items.
2. Notices for half day availability and any other important news will be sent home through email from the school office.
3. Photographs may be taken of the students engaged in activities during the school year for publicity. Please notify us if you do not wish for your child's picture to appear in press releases (Battle Creek Enquirer, Facebook, BCACS Website and the Battle Creek Shopper).

PESTICIDE MANAGEMENT PROGRAM

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture's Pesticide notification of schools, we are required to inform you of your scheduled pest control service days. Pest control will be performed on the 3rd Tuesday of each month during the school year. (September 19, 2017, October 17, 2017, November 21, 2017, December 19, 2017, January 16, 2018, February 20, 2018, March 20, 2018, April 17, 2018,

May 15, 2018, June 19, 2018) Parents will receive 48 hour notification of pesticide applications via email. There will also be a visible posting on St. Joseph's front entrance and at the application site. Advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at St. Joseph, and a toll free number for a national pesticide information center recognized by the Michigan Department of Agriculture. Parents may also request to be notified by U.S. mail or phone.

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Licensing Notebook

The Licensing Notebook for this child care facility is available for review in the main office of the elementary school during school hours.

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I _____, have read the Extended

(Parents Name, First and Last)

Day Parent Handbook and understand the rules, guidelines, and policies stated in the Extended Day Handbook for 2018-2019 school year.

Child or children's names and grades listed in the lines provided below.

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