

# ST. CYPRIAN PARISH SCHOOL

A Faith Community of Learners for over  
60 years



## Extended Day Care (EDC) Parent Handbook 2016 – 2017

Revised July 29, 2015



### **Program Information:**

St. Cyprian Parish School Extended Day Program admits only students that are currently enrolled in our school. The Extended Day Program follows the Diocesan Policy regarding Racial Non-Discrimination and no qualified student will be denied admission to the Extended Day Program.

We open daily at 7:00 a.m. for the “Before School Session”. **Any child arriving for this session must be escorted & signed in by a parent / guardian.** At 7:45 a.m. the students will join their classmates to start their regular school day. Students are escorted to their classrooms by Day Care Staff.

At 3:00, students will walk to their EDC room (12, or 13). There will be prayer and roll call. Then they have snack, do homework, and go outside for playtime.

At 5:00 p.m. all grades come together in room 12. We have coloring for the children who are interested, free play, games, cards, puzzles, etc. or they may watch a movie until we close at 5:45 p.m.

### **Homework Time Allotments:**

**(Parents are to check homework for neatness, correction, & completion.)**

- Grades K-2 - 45 minutes maximum
- Grades 3-5 - 1 hour maximum
- Grades 6-8 - 1 ¼ hour maximum

**PAYMENT AND FEE POLICIES:**

St. Cyprian Parish School Extended Day Care is offered each day school is in session. There is no Day Care on “non school” days. Students enrolled in this program must be registered by parents / guardians.

**Any student arriving on campus before 7:45 a.m. or remaining on campus after 3:00 p.m. MUST go to Extended Day Care and the family will be charged the minimal fee.**

**Registration fee: \$25.00 per family (non-refundable)**

Fees based on the 185 school days (10 monthly installments)

September-June

**Regular Registration**

<b>Plan</b>	<b>Rate/month</b>	<b>Schedule</b>	<b>Annual</b>
<b>A</b> 1 child	\$52.00	AM	\$520.00
	\$124.00	PM	\$1240.00
<b>B</b> 2 children	\$74.00	AM	\$740.00
	\$188.00	PM	\$1880.00
<b>C</b> 3 children	\$91.00	AM	\$910.00
	\$227.00	PM	\$2270.00

**Occasional Registration**

<b>Rate / day</b>	<b>Schedule</b>
\$2.00 per child	AM
\$6.00 per child	PM

**Yard Sweep** – Occurs at 3:15, all children remaining on campus will be brought into EDC and the families will be charged \$6 for the day per child.

**Billing:** Payment is due on the **twentieth** of each month for Regular Registered students. There is a 5 day grace period, after which there is a **\$25.00** late charge. Occasional Registered student fees are billed the first week of the following month and due by the 10<sup>th</sup> of that month. There is a \$25.00 bank charge for all returned checks. **If payment is not received within 30 days of the original due date, your child will not be allowed to continue in the Extended Day Care Program.**

### **PROGRAM GUIDELINES:**

**MEALS** – Good nutrition is essential to your child's success. Children are allowed to bring their breakfast from home; on the occasion that they forget, we will have some breakfast items for a small fee, snack cards may be used for these items. Families are encouraged to bring snacks and proper utensils from home to eat after school during the after school program or they may purchase a snack during the appropriate times from the EDC. Children are encouraged to purchase a snack card, \$5 and \$10 increments, so as to not have to carry money every day; but snacks may be purchased with cash as well. Refrigeration and microwaves are available.

**MEDICATIONS** – Extended Day Care Staff will not dispense medicine unless written consent is received from both parents and doctor (form can be downloaded from the school website or obtained from the school office). Instructions for dosage must be included.

**RECORDS & EMERGENCY INFORMATION** – All records are confidential and will be shared only with those people who have a legal right to the information contained in the files. **It is the responsibility of the parent/guardian to keep emergency information updated.**

**ILLNESS** – A student who has been absent from school due to illness or who becomes ill during the school day may not attend Extended Day Care.

**PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES** – For a student to attend an after-school activity such as sports, tutoring, dance, choir etc., **a written notice with parent/guardian signature must be submitted to the director stating what activity the student is participating.** The student must check in with the Extended Day Care staff before going to the activity.

**STUDENT RELEASE FROM EXTENDED DAY** – At the time of pick-up, students must be signed out by parents (or persons approved to do so). Any persons picking-up a child must be on that child's pick-up authorization list and show identification before the child will be released.

We CANNOT release a student to any person who is under 18 years of age or whose name does not appear on the release form. Under certain circumstances a written notice from parent / guardian may be accepted. The notice must include the full name of the person signing the student out,

the date, and the parent's signature. Please inform the adult that we will verify identification.

***P.M. attendees - If your child is going home directly after school is dismissed, your child must either be signed out at Extended Day Care or a notice must be given to the Director.***

All Students remaining on campus after 3:15 will be checked into EDC. Students need to either go home with a parent / guardian or need to attend EDC. For the safety of your children, students are not permitted to wait on campus or in the neighboring community. Permission slips must be filled out by the parent / guardian in the school office if your child will be walking home.

## **BEHAVIOR GUIDELINES**

***The Extended Day Care Program follows and enforces the School Discipline Policy.***

- Students will eat in designated areas and during designated times, in an attempt to:
  - teach students good nutritional guidelines
  - respect family needs for a family dinner upon arrival at home
  - free supervisors attention to the direct supervision of students rather than having a constant line of snack requests and microwave needs
  - minimize the trash around campus

- Students are not allowed to run across the parking lot. Students are not allowed to cross the barrier for any reason. If playground equipment falls outside the barrier line, a supervisor will retrieve it.
- **Students are not permitted to leave the school grounds until they have been signed out of the program.**
- **Toys / games from home are not allowed.** If a toy is brought to school for sharing, it must remain in the student's backpack while at Extended Day Care. All articles should be clearly marked with student's name.
- Cell phones & other electronics are NOT allowed at school. If a student brings a cell phone to school, it is to remain turned off in their backpack.
- If there is a conflict between students:
  - First time a warning to stop
  - Second time the students will be placed in time out and then asked to reflect and discuss with the Day Care Staff the issue that lead to the time out
- Students will leave their backpacks in their homework room until after their outside play time, at which time they will get their bags and bring them to the EDC room and place them in a cubby.

This program is designed to be beneficial to the students as well as the parents. We want a positive and enriching place for the students to grow and thrive with a healthy amount of boundaries.

**Not tolerated at any time:**

- Any form of harassment, bullying or fighting.



- Playing behind buildings, around the Parish Center, in the restrooms or in the parking lot.
- Spitting, swearing, profanity (written or spoken) or obscene gestures.

**STUDY HALL** – Students will do homework on all days but Fridays, in a supervised setting with students of a similar age. Homework is done from the end of snack time until 4:15 p.m., respectively. Study hall time is **quiet time**. All students will attend study hall, so please advise your student to have reading material for those occasions when they have no homework, or very little homework. Accelerated Reading tests will also be allowed if time permits. **Please have your child bring the supplies needed to complete homework at Extended Day.**

Students who fail to follow the study hall rules, and ignore the supervisor’s instructions will be sent home with a note advising the parent of the problem.

	Room 13 (Science Lab) (Grades 4-8)	Room 12 (EDC Room) (Grades TK-2)	Room 11 (Math Lab) (Grades 3-4)
3:00-3:15	Roll Call & Prayer	Roll Call & Prayer	Roll Call & Prayer
3:15	Yard Sweep	Yard Sweep	Yard Sweep
3:15-3:30	Snack & Outside play	Snack & Outside play	Snack & Outside play
3:30 - 3:45	Quiet Homework	Quiet Homework	Quiet Homework
3:45 - 4:00	Quiet Homework	Outside Play	Quiet Homework
4:00 - 4:15	Quiet Homework	Outside Play	Outside Play
4:15 – 5:00	Outside Play	Outside Play	Outside Play

5:00 - 5:45	Inside Activity / Clean-up	Inside Activity / Clean-up	Inside Activity / Clean-up
5:45	EDC Closes	EDC Closes	EDC Closes

**Please return homework contract, PG Movie permission slip, and parental agreement forms.**

**DISCIPLINARY POLICY:**

Discipline problems are defined as any continued belligerence, disobedience, disrespect or deliberate misbehaving toward adults or other children. ***The Extended Day Care Program follows and enforces the School Discipline Policy.*** A school detention can be given at the Director's discretion.

After Reading and discussing these policies with your child/children, please return the following three pages to EDC for record keeping purposes.

**St. Cyprian Parish School EDC  
2016-2017 Registration Form**

**Family Name:** \_\_\_\_\_

**Student Names**

**Grades**

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**Address:**

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City

Zip Code

**Telephones:**

Residence ( ) \_\_\_\_\_.

Work ( ) \_\_\_\_\_ . Mother's Name: \_\_\_\_\_

Cell ( ) \_\_\_\_\_.

Work ( ) \_\_\_\_\_ . Father's Name: \_\_\_\_\_

Cell ( ) \_\_\_\_\_.

**Hours in attendance:**

\_\_\_\_\_ AM Regular      \_\_\_\_\_ AM Occasional  
\_\_\_\_\_ PM Regular      \_\_\_\_\_ PM Occasional

**Expected Pick-up Time** \_\_\_\_\_

**Authorized Persons for Pick-up:**

Name	Relation to student(s)	Telephone
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For the child's safety, EDC Staff will not release the child without proper authorization.

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Parent/Guardian Signature

Office use only:

Receipt of \$25.00 per Family Non-Refundable Registration Fee

\_\_\_\_\_ Cash                      \_\_\_\_\_ Check # \_\_\_\_\_                      Date \_\_\_\_\_

## Extended Day Care

5133 Arbor Road ☞ Long Beach, CA 90808 ☞ (562)421-1106 ☞ Fax (562) 421-1642

[www.stcyprianschool.org](http://www.stcyprianschool.org)

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### Extended Day Homework Contract 2016-2017

So we can better assist each student with their studies, please indicate below what you wish your child to accomplish during the Extended Day Study Hall

I, \_\_\_\_\_, AGREE TO: (Please check below.)

(Student Name)

\_\_\_\_\_ START MY HOMEWORK AT EDC.

\_\_\_\_\_ WORK ON MY HOMEWORK AT EDC DURING THE SCHEDULED HOMEWORK TIME (usually 30 minutes – 1 hour depending on grade level).

\_\_\_\_\_ WORK ON MY HOMEWORK UNTIL MY HOMEWORK IS COMPLETE.

**XXXX** AGREE TO READ SILENTLY IF I COMPLETE MY HOMEWORK WITHIN THE DESIGNATED HOMEWORK TIME.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### PG MOVIE PERMISSION SLIP

On occasion, primarily rainy days, half-days and on Fridays, movies or portions of movies are shown during the hours of EDC. Every attempt is made to show only movies that are in good taste and represent the Christian values and morals consistent with the philosophy of St. Cyprian Parish School. G-Rated movies may be shown to children without requiring permission from a parent. Only children whose parents grant permission for them to view PG movies will be allowed to do so.

I, \_\_\_\_\_ grant permission for my child/children  
(Parent Name – Printed)

\_\_\_\_\_ to view a PG-Rated movie under the  
(Student(s) Name – Printed)  
supervision of an EDC Staff Member.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_ do NOT grant permission for my child/children  
(Parent Name – Printed)

\_\_\_\_\_ to view a PG-Rated movie under the  
(Student(s) Name – Printed)  
supervision of an EDC Staff Member.

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(Parent Signature)

(Date)



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Please sign below and return this page to school office in your summer mailer envelope. Thank you.

## Parental Agreement

I have read and agree to be governed by the Extended Day Care Program Handbook. I have discussed the pertinent sections with my children.

Father's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_