

Immaculate Conception  
and  
Our Lady of Perpetual Help  
School



Extended Care and CREW

2017—2018



The following material is presented as a handbook for  
Immaculate Conception and Our Lady of Perpetual Help  
School Extended Care and CREW.

The information enclosed is important for your child's safety  
and for the basic operation of the  
programs. As the year progresses you may have some ideas  
that should be included. We welcome your suggestions as we  
all work together to make this a happy and worthwhile  
experience for both your child and family.

**Immaculate Conception and  
Our Lady of Perpetual Help School Extended Care and CREW  
2017—2018**

Our philosophy, goals and expectations are described in this parent handbook. They were developed to provide the best environment for your child and to assist us in an efficient operation of Extended Care and CREW. Please keep this handbook for future reference.

You are welcome to visit Extended Care or CREW at any time without an appointment. If you have a specific issue to discuss, an appointment with the EC or CREW supervisors is requested.

*Mission:*

ICOLPH Extended Care and CREW are an extension of ICOLPH School. The services support the family unit by offering a safe and caring environment necessary for ICOLPH students outside of the school day.

Our qualified EC supervisors provide time for free play, directed creative activities, games, sharing experiences, supervised study time, computer lab, field trips, volunteer projects, and nutritious snacks. We believe these activities build social relationships, self-concept, creative abilities and learning skills to give children a head start in school.

Our qualified CREW supervisors provide supervised study time, access to technological resources, seasonal trips to the Everett Public Library and nutritious snacks. We believe these activities help support youth to do their best in school.

*Admission Requirements/ Registration:*

Extended Care is available to all ICOLPH students currently kindergarten through fifth grade. CREW is available to all ICOLPH students currently sixth through eighth grade. Completed Registration/ Emergency statements for each child attending the program must be on file. Additionally, a handbook acknowledgement form must also be on file before a child will be admitted. CREW students must have technology and volunteer forms on file. A child may be registered for enrollment in the program at any time.

*Enrollment:*

Parents will be provided with a set of enrollment forms, including a supply list (supplies not required for CREW). Prior to the child's first day of attendance, the parent will complete all forms and submit them to the director. The supplies and completed forms may be brought to the Extended Care classroom during "Meet the Teachers." Children will be allowed to attend the program only after all forms have been completed and returned, the registration fee and tuition has been submitted in full.

*Statement of Non-Discrimination:*

ICOLPH Extended Care and CREW are operated on a non-discrimination basis with equal treatment and access to services without regard to race, color, religion, disability or national origin.

*Staff:*

All staff are required to have experience working with school-aged children. All staff are required to maintain current CPR and First-Aid certification and food handlers permits. All staff and volunteers have passed all background checks and maintain the Safe Environment Training required by the Archdiocese of Seattle.

*Hours of Operation:*

Extended Care and CREW will operate on all regular and half school days. **Except:** Extended Care and CREW will be open only until 4:30 PM on Halloween, and will not be available on the half days before Christmas (12/20) and Easter Vacation (3/30), or on the very last day of school (6/13). These closures are to ensure that our staff has time to enjoy the festivities and holidays with their families. Thank you for your gracious understanding!

**Before School:**

Monday—Friday: 6:30—7:40 AM

**After School:**

Monday, Tuesday, Thursday, and Friday: 3:00—5:30 PM

Wednesday: 2:00—5:30 PM

Half Days: 12:00—5:30 PM

**Families will be contacted through School Reach if the school is closed for any reason, including inclement weather. If ICOLPH School is closed for any emergency, Extended Care will also be closed.**

*Check-In/Out Procedures:*

Morning Extended Care—The parent/guardian is required to sign in their child. The staff will sign all students out as they are dropped off with their teachers.

Afternoon Extended Care—Each child must proceed to carpool with the rest of their class immediately following dismissal from school. The Extended Care staff will meet the students on the west side of the parking lot, near the four-square. The students will be signed in by the Extended Care staff. The parent or other person authorized by the parent to take the child from Extended Care must come to the Extended Care Room and sign out the child using their full legal signature and the time of departure. Children will only be released to those persons whose names are on the emergency form. Persons signing out the child must present photo ID to the Extended Care staff if requested. This is not meant to offend, it is for the safety of the children in our care.

Afternoon CREW—Each student must notify their teacher before proceeding to the CREW Classroom. Students have 10 minutes after dismissal to be inside the CREW Classroom. Students who are late will receive one verbal warning. Parents will receive written notification of any additional tardies and students will then be required to meet Extended Care staff at carpool before proceeding to CREW. Three tardies can result in a suspension from CREW for one week. Staff will sign all students into CREW. Only those authorized on the emergency form will have permission to sign the student out of CREW. If a student has parental permission to dismiss themselves from CREW for an after school activity (CYO) or off-campus location (Everett Public Library), this permission must be made in writing in advance. Students will not be permitted without written parental permission to walk outside of the CREW Classroom unattended.

**Students will not be permitted to return to the school building regardless of the reason after being signed into Extended Care or CREW. Staff are not permitted to give students or parents access to the school building outside of school hours. Thank you for your understanding.**

*Opening and Closing Time:*

Children are not to arrive or remain at Extended Care outside of our hours. Our doors open at 6:30 AM and close at 5:30 PM. Please allow enough time to gather your child's belongings and sign-out PRIOR to closing time. If you may be late, a phone call is greatly appreciated. This helps your child feel secure and calm. Signing in a child before 6:30 AM or out after 5:30PM will result in the following charges for the first 10 minutes, with \$5 per minute charged thereafter:

**1st Offense:** \$15.00 fee for the first 10 minutes, \$5 per minute thereafter.

**2nd Offense:** \$30.00 fee for the first 10 minutes, \$5 per minute thereafter.

**3rd Offense:** \$60.00 fee for the first 10 minutes, \$5 per minute thereafter and childcare services will be suspended for one week.

**4th Offense:** Childcare services will be withdrawn.

*\*The EC or CREW supervisors or principal may waive the above fees for emergency situations or other situations deemed appropriate.*

## **Extended Care—Fee Structure**

**Non-refundable registration fee: \$45 per year, per family**

**All prices are per child**

### **Pre-Paid Punch Cards:**

Cost: \$7 per hour, per child

Available in the following increments—

4 hours (\$28), 10 hours (\$70) or 20 hours (\$140)

- Valid for current school year only, mornings and/or afternoons
- Cards will be charged in 1 hour increments
- Cards may not be cashed out at the end of the year
- A \$15 overage fee will be charged for hours accrued beyond the available the hours you have remaining. Repeated overages can result in a suspension of services or even dismissal.
- The cards are kept in the Extended Care classroom for your convenience.

### **Emergency Care:**

Cost: \$15 per hour, per child

- This may only be used *once* before registration and the purchase of a punch card is required. Payment will be due at the time of service.
- At the second visit, the registration form, handbook acknowledgement and registration fee will be due.
- Non-registered visits after the second time will be charged a \$15 overage fee in addition to the normal fees charged.
- The office or the Extended Care staff must be notified of the need for emergency care as soon as possible to ensure the safe arrival of students in Extended Care.

**\* All accounts must be current by Fridays to avoid a \$15.00 punch card overage fee**

## CREW—Fee Structure

**Non-refundable snack fee: \$20 per year, per family**

**All prices are per child**

### **Pre-Paid Punch Cards:**

Cost: \$7 per hour, per child

Available in the following increments—

4 hours (\$28), 10 hours (\$70) or 20 hours (\$140)

- Valid for current school year only, mornings and/or afternoons
- Cards will be charged in 1 hour increments
- Cards may not be cashed out at the end of the year
- A \$15 overage fee will be charged for hours accrued beyond the available the hours you have remaining. Repeated overages can result in a suspension of services or even dismissal.
- The cards are kept in the CREW classroom for your convenience.

### **Emergency Care:**

\$15 per hour, per child

- This may only be used *once* before registration and the purchase of a punch card is required. Payment will be due at the time of service.
- At the second visit, the registration form, handbook acknowledgement and registration fee will be due.
- Non-registered visits after the second time will be charged a \$15 overage fee in addition to the normal fees charged.
- The office or the CREW staff must be notified of the need for emergency care as soon as possible to ensure the safe arrival of students in CREW.

**\* All accounts must be current by Fridays to avoid a \$15.00 punch card overage fee**



*Billing Procedures and Late/Overage Fees:*

Punch cards must be purchased in advance of services. Drop-in care is not provided. *An overage fee of \$15 will be charged* for any hours accrued past the available punch card hours. *Repeated overages can result in a suspension or termination of services.* Each family is responsible for keeping track of the hours they have used. Visual reminders of each family's remaining punch card hours are available at sign-in/out. We accept cash or personal checks are payable to: ICOLPH School. All checks and monies are to be given directly to the Extended Care and CREW staff. A written receipt will be given.

*Punch card hours will be charged in the following manner:*

*\*A 10 minutes grace period is already included. Punch cards will be charged in 30 minute increments*

**Early Release (Half-Day)**

12:10—1:10 PM = 1 hour  
1:11—2:10 PM = 2 hours  
2:11—3:10 PM = 3 hours  
3:11—4:10 PM = 4 hours  
4:11—5:10 PM = 5 hours  
5:10—5:30 PM = 6 hours

**Wednesday Early Release**

2:10—3:10 PM = 1 hour  
3:11—4:10 PM = 2 hours  
4:11—5:10 PM = 3 hours  
5:11—5:30 PM = 4 hours

**Regular Schedule**

3:10—4:10 PM = 1 hour  
4:11—5:10 PM = 2 hours  
5:11—5:30 PM = 3 hours

*ICOLPH Extended Care is an Extension of ICOLPH School:*

ICOLPH Extended Care is an extension of the school and as such is not a licensed child care facility. We aim to abide by all state regulations whenever possible. All questions related to child care reimbursement through your employer, tax deductions and/or credits should be discussed with the proper professionals.

### *Program Activities and Schedule for Extended Care:*

The following is a general schedule/ routine of the EC program—

- Check-In, attendance
- Say prayer
- Prepare for Quiet Time with homework, math facts, spelling words, and/or books out on desks
- Students dismissed to wash up and nutritious snacks are served
- Children are offered time to change into play clothes, use the restroom
- A staff member or volunteer will read aloud to the students for 5 – 10 minutes
- K—5th grade has 30 minutes of Quiet Time
- K—5th grade has 30 minutes of recess (students who have not completed their homework to standard will be required to stay in to finish)
- Structured and selected activities—art/crafts, board games, organized games, Legos, creative and dramatic play, computer lab, dolls and Barbies, playing cards, free playtime
- Occasional educational enrichment, including: science experiments and mind benders
- Occasional field trips (local area), including service projects for our community
- Movies and a treat every Friday (except during Lent)
- Clean-up

### *Homework and Quiet Time Extended Care:*

We provide homework time Monday through Thursday. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what work has been assigned by the classroom teachers other than what is in their take-home folders. If this becomes an issue and the child is not completing his/her assigned tasks, a meeting with the teacher and parents/guardians will be scheduled to determine the best solution for the individual child. The staff is not responsible for the child completing their homework or checking it. Although, we are happy to help any student with questions; please be aware that certain teachers require parent/guardian signatures on completed homework. Extended Care staff are not allowed to sign these homework assignments.

It will need to be quiet in the room during this time, so each child needs to bring some type of work to do. Each student is required to have a book/magazine that they can read if they either do not have assigned work or finish early. Even if the child cannot read, a buddy or staff member can read their chosen book to them or they may choose a picture book.

*Program Activities and Schedule for CREW:*

The following is a general schedule/ routine of the CREW program—

- Check-In, attendance
- Wash hands and say prayer
- Nutritious snacks will be available in the snack basket, students may choose one snack per day. Water is always available.
- Quiet study time
- Field trips to the Everett Public Library every other week for research
- Occasional service projects for our community
- Treat every Friday (except during Lent)
- Clean-up

*Homework and Quiet Time CREW:*

We provide homework time Monday through Friday. It is the student's responsibility to acknowledge his/her assignments. The staff has no way of knowing what work has been assigned by the classroom teachers. If this becomes an issue and the student is not completing his/her assigned tasks, a meeting with the teacher and parents/ guardians will be scheduled to determine the best solution for the individual student. The staff is not responsible for the student completing their homework or checking it. Although, we are happy to help any student with questions; please be aware that certain teachers require parent/guardian signatures on completed homework. CREW staff are not allowed to sign these homework assignments.

It will need to be quiet in the room during this time, so each student needs to bring some type of work to do. Each student is required to have a book/ magazine that they can read if they either do not have assigned work or finish early. Students are encouraged to bring their thumb drive or save their work to the cloud to seamlessly complete work at school and home.

Students must have a CREW technology and volunteer form on file. CREW staff will enforce each parent's wishes in regard to their student's use of cell phones, technology, and ability to volunteer.

Only students with written permission on the technology form to access their cell phones/technology for listening to music, research, and/or communication purposes will be allowed to do so. Students may not disrupt those around them. The use of technology is a privilege that can be taken away at the discretion of the CREW staff. All students allowed to listen to music will be required to use headphones.

We do expect every student to do some type of academic work during Quiet Time. Students should have all of their personal belongings and their backpacks with all the supplies they need to complete their assignments (ex: pencils, lined paper, textbooks/workbooks, calculator, protractors, compass, etc...). Once students are signed in to EC or CREW, they are not allowed to return to the school building.

*Discipline:*

In order to be consistent with ICOLPH School, Extended Care and CREW will follow the discipline policies set forth in the ICOLPH School Family Handbook. Students are expected to follow the program set by the EC and CREW Staff.

The discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques and exceptional daily planning.

The goals of positive discipline are to help children learn to make good choices, learn problem-solving skills and learn basic human values of respect, trust, responsibility, honesty, and caring for others.

Our staff will relate to your child in a positive, warm and relaxed manner. Children are never subject to harsh treatment of any kind such as shaking, scolding, labeling or any other negative reaction to their behavior.

The least restrictive discipline technique is a positive redirection. If positive redirection does not guide the child back to good behavior, staff may use 5-15 minute separation from the group. The most restrictive is a meeting with the principal and could possibly include detention, suspension, and expulsion. Consequences will be relevant and reasonable. For example: If a student does not show verbal kindness toward another student, they may be asked to write an apology and compliment letter. Or if a child acts inappropriately or disrespectful on the playground during outside play, they may lose part or all of the privilege.

When negative behavior persists and becomes disruptive and/or harmful to the other children, the parent will be notified. If a child requires more individual attention than can be given within child to staff ratio, the parent will also be notified.

The program cannot serve children who display disruptive behavior. We believe that all children are entitled to a pleasant environment at Extended Care. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

*Snack:*

Nutritious afternoon snacks will be provided. If your child has a special day and would care to provide the snack, please inform the director and make arrangements ahead of time. Please inform the director and note on the medical information form any allergies to certain foods. If your child has left over lunch they wish to eat, they will be asked to consume those items before snack is given to them, in order to prevent waste. If you would prefer this was handled differently for your child, please talk with the director. The snack calendar is posted for every month, please take a look and see if there is any snack your child does not care for. If a child does not prefer the snack that is offered, another snack will not be offered. Please make arrangements to pack something for them to consume. This policy does not apply to allergies. In order for a child to be offered another snack due to allergy, the allergy needs to be noted on their registration form.

*Dress:*

We would suggest that children bring comfortable play clothes to change into after school. This is optional and a privilege. All clothing and footwear must fit properly and be in accordance with ICOLPH School free dress policy.

*Toys/ Games and Candy:*

Toys from home are not permitted. Keeping toys separated and kept from being broken can be difficult. Therefore, if a child brings outside toys/games they will be asked to put them safely away in their backpack or bag. If they choose not to do so, staff will confiscate the toy and return it upon departure. Electronic devices are not allowed in EC (IPOD/MP3, tablets, cell phone, ETC....). This includes learning toys. \*If a child has brought something for show and tell, they are encouraged to keep that item in their backpack or labeled bag for larger items. Children are not allowed to consume candy during Extended Care. *The only exception to these rules is if the child has earned a prize from the Extended Care prize or candy box by completing their Quiet Time Sheet. If you would prefer you child not consume ANY candy, please notify the director.*

*Personal Property:*

Children's personal property, coats, clothing, school bags, eye glasses, etc. should be cleared from the Extended Care room at the end of the day. Any personal property that remains after the session will be taken to the school's lost and found, located on the bottom floor. Although we attempt to help the children stay organized, the staff cannot be responsible for lost personal property. The ICOLPH School Handbook recommends clearly labeling all belongings.

### *Field Trips:*

On occasion the staff will take the children on field trips. Parents will be notified ahead of time. We will either be walking, taking public transportation, or carpool. If the field trip does not fit the parent's or child's schedule, the staff will make every effort to have Extended Care/ CREW still available to those students who cannot attend, however the staff may need to ask the parent to make other arrangements for child care that day. A permission form must be signed for each field trip and be on file before the child can go on an outing. All volunteers must have passed all background checks and maintain the Safe Environment Training required by the Archdiocese of Seattle. If carpools will be required, drivers must also have the required auto insurance on file with the office, please allow a few days for this.

### *Health/ Safety:*

ICOLPH School's Health and Safety Policy is available for review by all parents and staff.

If your child has a known medical condition such as asthma, diabetes, anaphylaxis allergic reactions, or a seizure disorder, etc., please be sure the director knows what to do if a problem should occur during program hours.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100°F, vomiting or diarrhea, or an accident requiring medical attention.

Injuries that appear to be of a minor nature, first aid will be administered on the premises. In cases which appear serious, the staff will make every effort to carry out the instructions as given the child's medical/ emergency form. The child will be taken to the local hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

Parents who do not wish their child treated in any way should indicate any special instruction on the back of the emergency form.

Parents will be expected to make provisions for taking sick or seriously injured children home. Extended Care is not equipped to transport children in such cases.

Current emergency/medical information enables the staff to provide informed care for your child. Please carefully complete the emergency/medical forms and provide future updates as needed.

If the parent does not supply current emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Outdoor play will not be allowed when weather (including wind chill) is at or below 15°F and heat index at or above 90°F. If you send your child with a coat and the weather warrants its use, they will be required to wear it. If it is not raining, but coats are still needed in the opinion of the director, they will be required to wear them for the first 5 minutes of outside play. We will vote to stay inside or go outside when it is lightly raining. During times of heavy rain we will remain inside. Please note that if it has been raining, the slides may be wet. We recommend a set of play clothes, so if the child does get wet, they have the option of changing into their dry school clothes.

#### *Child Abuse:*

The Extended Care and CREW staff will report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. If a situation involving an impaired adult picking up a child occurs the following steps will be taken:

- Ask for permission to call their spouse
- Ask for permission to call a person on the authorized pick-up list
- Volunteer to call a cab or give directions to a bus

If the person leaves with the child and we fear for the child's safety, we will call law enforcement and CPS.

#### *Absence:*

If your child attends school but he/she will be absent from their scheduled day at Extended Care, please notify the staff of the absence ahead of time. See Important Contact Information for phone numbers and/or the staff's email.

#### *Medication Management:*

Daily medications are not administered during Extended Care or CREW. Any student needing daily medication must go to the school office prior to coming to Extended Care or CREW. If medications or treatment are needed for severe bee stings, food allergies, asthma, diabetes, seizures, or other at-risk conditions, the parent must provide training and written instructions to the staff on the proper administration of the medications or treatment required for the child. This will be documented on the Medication/ Treatment form. Please refer to our Health/Safety Policy for further information.

*Photo Release:* Photographs, videos and/or artwork of/by the children may be displayed throughout the year for the Extended Care photo album, school year book, school bulletin boards, web site, TV, newspaper, and/or other media. Parents will waive all compensation for such use. Please inform the staff if you have any concern or questions. If you choose to not have pictures/video of your child displayed in any format listed, please sign the proper form with the school office.

*Out of State Contact:*

During a disaster, communication may become challenging. Often it is easier to contact a long-distance phone number than a local or cell phone number. Each individual family should establish an out of state or land-line, out of Puget Sound number to relay information throughout a disaster.

*Parent Contact Data:*

Please keep the Extended Care and CREW staff informed of any changes regarding your address/phone numbers and/or email address. It is imperative that we are able to communicate with you at all times.

*Withdrawals and Changes to Registration:*

Parents wishing to withdraw their child from the program or change their registration must provide a statement in writing at least 30 days prior to the discontinuation/ change in service.

*Discharge:*

The Extended Care and CREW staff reserve the right to discharge any student. All measures will be taken to avoid this step. Such measures may include but are not limited to: parent contact, parent/director conference, meeting with the principal, student contract, and suspension from Extended Care or CREW.

*Right to Amend:*

ICOLPH School reserves the right to amend the handbook as circumstances warrant. Parents will be promptly notified in writing if changes are made.

*Important Contact Information:*

Ms. Danielle McKittrick, Extended Care Director: dmckittrick@ic-olph.org  
Extended Care Cell Phone: (425) 319-6374 (during EC hours)  
School Office and EC Extension: (425) 349—7777



## CHILD ABUSE REPORTING REQUIREMENTS:

Immaculate Conception and Our Lady of Perpetual Help School Extended Care and its staff shall protect the child in care from child abuse, neglect, or exploitation, as required under Chapter 26.44 RCW. If there is an instance when ICOLPH School Extended Care or its staff has a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation, ICOLPH Extended Care is required, under Chapter 26.44 RCW, to telephone Child Protective Services or a local law enforcement agency and make a report.

## NON-DISCRIMINATION POLICY

It is the policy of the Washington State Department of Social and Health Services that all programs and activities within the department, or any of its contractors, subcontractors, vendors, grantees, certified providers, or licensed entities, will be conducted without regard to:

- (Regarding services) Race, color, national origin, creed, religion, sex, age, or disability: or
- (Regarding employment) Race, color, national origin, creed, religion, sex, sexual orientation, age (40+), marital status, disabled veteran status, Vietnam era veteran status, or disability.

If you have been discriminated against or know of discrimination based on the above listed criteria, you may file a complaint with:

Washington State Department of Social and Health Services  
Division of Access and Equal Opportunity  
Civil Rights Compliance Section  
P.O. Box 45839  
Olympia, WA 98504-5839

(360) 753-7049  
1-800-521-8060