



SAN JOSE
CATHOLIC SCHOOL

Extended School Care

Policies and
Procedures

Rules for San Jose Catholic School Extended School Care:

1. Be respectful
2. Be responsible
3. Be safe
4. Keep hands, feet, and objects to yourself.
5. Toys from home are not allowed. If brought to school for use in the classroom, toys must be kept in their backpacks during ESC.
6. Students must ask permission to leave their designated area at any time.

Billing:

Extended School Care billing will be handled through the school’s main office. Monthly bills will be available online at FACTS.com. For questions regarding your billing, please contact Mrs. Courtney in the main office. You may contact Mrs. Courtney through email at Courtney@sanjoseschool.com. When possible, please notify the office one week in advance in order to allow for billing adjustments.

Monthly Care Option:

In order to provide cost-effective care, families are offered a monthly plan at a greatly reduced hourly rate. Fees will be prorated accordingly for Winter Break and Spring Break. The tuition for program options are listed below. We understand that circumstances change, so parents are allowed to change their option one time. However, due to billing formats, parents must fill out a Change of Billing Option form to be submitted to the office and the Extended School Care Director. The first change in billing will be free, but a fee of \$10/change will incur thereafter.

Monthly Care Rates:

PK2 and PK3

2 Days

- 12:00-2:30 ----- \$99
- 12:00- 6:00 ----- \$229

3 Days

- 12:00-2:30 ----- \$129
- 12:00- 6:00 ----- \$259

5 Days (Monday – Friday)

- 12:00-2:30 ----- \$189
- 12:00- 6:00 ----- \$299

PK4

Monday – Friday, 12:00-2:30 ----- \$189

Monday – Friday, 12:00- 6:00 ----- \$299

K – 8th Grade

Monday – Friday, 2:50- 6:00 ----- \$200

Occasional Care Option:

Parents have the option to sign up for monthly care or occasional care. Occasional care is offered at a charge of \$8 an hour for each child. Families with 3 or more children will be charged \$8 an hour for the first two children and a reduced rate of \$4 an hour for additional children, when 3 or more children attend.

Occasional Care Pick-Up Times:

The following chart indicates the pick-up times and coordinating fees. Wednesdays are early release days, so childcare is provided from 2:00- 6:00 on Wednesdays. Otherwise, childcare is provided from 3:00- 6:00 daily.

PK2- 8th Grade, 2:50 dismissal

3:10 - 4:00 ----- \$8/ child
4:00 - 5:00 ----- \$16/ child
5:00 - 6:00 ----- \$24/ child

PK2- 8th Grade, 1:40 dismissal

2:00 - 3:00 ----- \$8/ child
3:00 - 4:00 ----- \$16/ child
4:00 - 5:00 ----- \$24/ child
5:00 - 6:00 ----- \$32/ child

Child Care Times:

Childcare is provided from dismissal to 6:00 daily. A late fee of \$1 per minute will be added for failure to abide by this policy. Many organizations make use of the community room, and keeping the staff late impedes on these activities.

Noon Dismissal:

Due to the necessity of providing adequate staffing for appropriate teacher-to-student ratios, childcare will only be provided on noon dismissal days with a reservation. Children who attend on a monthly basis, however, will not require a reservation. Please reserve childcare for noon dismissal days by emailing Rachel King at king@sanjoseschool.com. Reservations are required no less than 3 days before the noon dismissal date.

Childcare for School and Church Functions:

Childcare is offered without a fee for various events during the school year. In order to provide adequate staffing, the same procedures will apply for these events as for noon dismissal. Reservations are required no less than 3 days prior to the event, and may be made by emailing Rachel King at king@sanjoseschool.com. Parents who fail to make the reservation in a timely manner may be asked to keep their child in their care, due to the need to maintain staff-to-student ratios for the safety of the students.

ESC Forms:

In order to ensure the safety of all students, ESC forms are required for all children who are on campus beyond 3:10 pm or 2:00 pm on early release days. If a student is brought to ESC without an Extended School Care form, staff will release the child based on the names provided on the Dismissal Release form with proof of identification. Also, written permission from the parent or guardian is required to release the child into a person’s care, if he is not listed on the Dismissal Release form. Dismissal Release forms are available in the front office, if you need to make adjustments to the approved pick-up list. We apologize for any inconvenience, but the safety of our children is our main concern.

Groups:

Extended School Care has multiple groups, divided by grade level. Each group has a separate schedule with designated age-appropriate daily activities. The groups follow Department of Children and Families guidelines for teacher-to-student ratios, which are listed below. Each group has a designated counselor.

- If youngest child is 2 years – 11:1
- If youngest child is 3 years – 15:1
- If youngest child is 4 years – 20:1
- If youngest child is 5 years or older – 25:1

Activities:

Daily activities are scheduled for each age group. The following chart lists some example activities that your child will take part in daily. Also, crafts are completed 3 times a week or more based on the weekly theme. On Wednesdays, we watch a movie that correlates to the weekly theme. On Fridays, the children have extended outside time to play.

Age Group	Sample Craft	Sample Inside Activity	Sample Outside Activity
PK2 - PK3	Handprint Lions	Aquadoodle	Bubbles
PK4 - K	Paper Plate Lions	Playdoh	Chalk
1 – 2	Lion Masks	Pop Beads	Capture the Flag

3 – 4	Perler Beads	Drawing	Kickball
5 – 8	Beading	Cards/Board Games	Basketball

Homework:

The completion of homework is one of our main goals in Extended School Care. Children in grades PK4-2 are given approximately 15-20 minutes of homework time. Children in grades 3-8 are given approximately 30-45 minutes of homework time. However, children always have the option to continue their homework in the Community Room. If you would like your child to have extra homework time in lieu of continuing with group activities, please email Rachel King at king@sanjoseschool.com.

Parent Communication Policy:

All questions, comments and concerns regarding the ESC program should be directed to Mrs. Rachel King either verbally or via email at king@sanjoseschool.com.

Discipline Policy:

San Jose Catholic School ESC uses age appropriate discipline procedures and encourages students to work through disagreements by facilitating communication between students. All students are expected to follow school rules. In the event that a student is breaking a rule, they will receive a verbal reminder. If a student continues to break the same rules repeatedly, they will be asked to take some time to reflect on the behavior issues and/or may receive a behavior report. ESC has a strict no tolerance policy for physical violence or threats of physical violence. ESC will make reasonable attempts to partner with parents to develop an appropriate discipline plan. Extended School Care follows the policies set forth in the Parent Student Handbook.

ESC Behavior Management Plan:

The following information indicates the types of behavioral offenses and their corresponding disciplinary actions. Parents will be informed of all incidences.

Class 1 Offense:

Class 1 offenses include, but are not limited to: disrespectful behavior, irresponsible behavior, horseplay, lying, use of profanity. These offenses will accumulate throughout the quarter.

1st Incident: Verbal Warning

2nd Incident: 10 Minutes Out of Play

3rd Incident: Loss of Outdoor Privileges

4th Incident: Loss of Outdoor and Activity Privileges, Referral to the Principal

Class 2 Offense:

Class 2 offenses include, but are not limited to: bullying, threatening a student or staff member, injuring a student, destruction of property, intentional physical contact, leaving Extended School Care without permission. Mr. Wheeler will be informed of these offenses. These offenses will accumulate throughout the year. Class 2 offenses, depending on their severity, may result in immediate referral to the principal and additional consequences.

1st Incident: Loss of Activity Privileges

2nd Incident: Loss of Outdoor Time

3rd Incident: Loss of Outdoor Time, Loss of Activity Time, and Restitution

4th Incident: Suspension from Extended School Care

Bullying Policy:

Extended School Care will follow the policies laid out in the San Jose Catholic School Parent Student Handbook regarding bullying. “Bullying” is any gesture, written, verbal, graphic, or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. ESC attempts to make all children feel welcome and supported. ESC encourages every student to be kind, empathetic, and inclusive with his or her peers. In the event of bullying, the ESC staff will schedule a meeting with parents and SJCS administration immediately and discuss appropriate consequences. Consequences for bullying will be determined based on the following factors:

- Age, development, and maturity levels of the parties involved, degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the incident(s) occurred