



St. John the Baptist Primary

Extended Care

Parent Handbook



Rev. 08/02/2021

Welcome to St. John the Baptist Primary Extended Care Program!

Your child's safety is our number one concern. Our Extended Care Program teachers are here to provide your child with a sense of well-being. The program will allow your child to be a child and choose voluntary, as well as, teacher- planned activities. Allowing self-choice builds confidence and decision-making skills. Their creativity will be showcased in their personal and community projects.

We provide 30 minutes to do homework in a fun way. We will have fun with a focus on sight words, decodables, reading, spelling, and language. All children in 5K, 1st, and 2nd grade get a start on their evening's homework. We save the math homework for parents because that is a one-on-one subject. Additionally, we believe it is important for parents to know what their child(ren) is working on in the classroom.

In this Columbus Catholic Schools' program, we follow all school safety rules. Your child will have fun, relax, be creative, hang out with friends, and just be kids. We focus on being considerate toward all others with kindness in words and actions, cooperation, and taking turns. We also reinforce what they learn in the classroom about the importance of community while working on community projects (cards for nursing homes, etc.).

The Power of Play **by Frank and Theresa Caplan**

- *Providing time for play supports growth, giving a child an opportunity to imitate, explore and test ideas.*
- *Play is a voluntary activity. By giving children self-choices in play, you are building confidence in their power and decision-making abilities.*
- *Play provides an imaginary world where the world becomes manageable, giving a child the opportunity to master understanding and problem solving.*
- *Play offers the opportunity for growth and development in a child's physical coordination, agility and body control.*
- *Play offers children freedom of action, with opportunities for trial and error.*
- *Play is important in building interpersonal relationships and skills.*
- *Play provides a base for language building by providing opportunities to learn many of the skills needed for reading mastery.*
- *Play helps children further interests and concentration; it helps to build and expand willpower and attention span.*
- *Play is the way children investigate the material world and evokes imaginative and creative learning.*
- *Play helps children learn adult roles, helping children understand and become aware of what people do.*
- *Play helps to clarify a child's thoughts, refining their judgement skills and understanding.*

Schedules

Preschool and 4K Schedule

Time	Activity	Room
2:30	Arrival From Classrooms	Schuh Hall
2:45-3:30	Activity	
3:30-3:45	Snack ¹	
3:45-4:30	Gym or Outside ²	Gym or Playground
4:30-5:30	Table Top Activities	Schuh Hall
5:30	Last Child Leaves ³	

5K, 1st, and 2nd Schedule

Time	Activity	Room
2:45	Arrival From Classrooms	Schuh Hall
2:45-3:00	Attendance, Announcements, Gathering Time, Rules, and Events	
3:00-3:30	Homework (1 st and 2 nd) ⁴ Quiet Play (5K)	
3:30-3:45	Snack ¹	
3:45-5:00	Gym or Outside ²	Gym or Playground
5:00-5:30	Table Top Activities	Schuh Hall
5:30	Last Child Leaves ³	

¹ **Snack:** We will provide children with a small to medium sized healthy snack.

² **Outside:** We typically do not go outside when boots and snow pants are required. This would require too many items in the large group area that could get lost.

³ **Late Charges:** The program begins at dismissal time and ends promptly at 5:30 P.M. Anyone picking up a child after 5:30 P.M. will be assessed a late fee of \$2.00 per every 5 minutes, NO EXCEPTIONS.

⁴ **Homework:** After school care teachers will provide assistance with homework but are not required to complete homework with the students. This homework time is not meant to replace the necessary and important parent/child interaction time that doing homework with your child provides.

Extended Care Policies

Change In After School Plans

If there is a change of plans for your child(ren) the office must be notified no later than 2:15 so your child(ren) may be informed of the change. If the office is notified after 2:15 it will be the parent/guardian responsibility to pick up the child/ren from the Extended Care area.

Pick-Up Door

You will pick up your child(ren) at the east entrance, Door #5. Please park in the parking lot behind the church and go up the stairs to the school to the east entrance (doors facing the parking lot). You (or your designated pick-up person) **must** sign out your child(ren) in the Sign-Out Binder.

Security Fob

The doors to the schools are locked for security reasons. You or your designated pick-up person must use a fob to enter. If your fob does not work, please call the Extended Care Teachers at 715-305-8575. This number is also posted on the east door for your convenience.

Days Extended Care is Open

The program will be provided on full days of school, as scheduled on the school calendar. There will not be Extended School Care on noon dismissal days. There will also not be Extended Care on days that school closes early due to weather emergencies.

Lost and Found

Parents are responsible for all belongings placed on, under, and above the child's coat hook. Unclaimed items will be placed in the school lost and found basket on Fridays. This basket is located outside the school office.

Electronic Devices

Electronic devices are not allowed at school.

Toys

Extended Care provides age-appropriate toys. Please do not send toys from home. If you wish to donate appropriate toys or games for the use of all children in the Extended Care Program, please feel free to do so.

Payments

Payments are to be submitted to the school office or through the use of your FACTS account. Please do not give payments to the Extended Care teachers.

Behavior or Health Concerns

A note will be sent home if there is a concern that warrants your attention. Signed acknowledgment of the note must be returned the following day. Extended Care teachers will do their best to speak with a parent, when present for pick up, should there be a concern with a student's health or behavior.

Termination of Extended Care Program

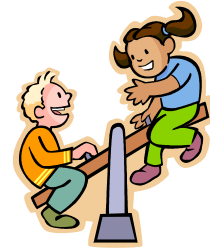
Your child/children will be removed from the program for lack of payment, discipline problems, or not following the policies in the CCS handbook. The Extended Care Program is considered an extension of the CCS day. Thus, school rules will be in place during the program.

Picking Up Your Child

Please acknowledge one of the extended care employees when you come to pick up your child. You should verbally tell a staff member that you are taking your child with you. Remember that you are required to sign your child out of extended care.



Playground Rules



You may only use jump ropes for jumping.

You may play tag on grassy area only.

You may only swing across the monkey bars.

You may not go on top of the monkey bars for safety reasons.

You may climb on appropriate areas of the playground equipment. Jumping off the equipment is not allowed.

You may slide feet-first down the slide on your back pockets.

You must stay in the fenced in area.

You may not climb on the fences

You must leave rubber chips on the ground.

You may log-roll down the grassy hill near the school on the north side of the building, proceeding down one a time.

When snow is present, you may slide down the north side hill on your back pockets when ice is not present and no grass is showing.

You must use the stairs to move from the courtyard to playground.

When you hear the teacher or whistle indicating that outside play is over you must stop playing, count to five, and then walk to the line-up areas.

Playground equipment can only be used by the number of children for which it is designed. For example, the teeter-totter is a two person toy. The whale is a one-person toy.

You must be respectful, courteous, and show good sportsmanship.

