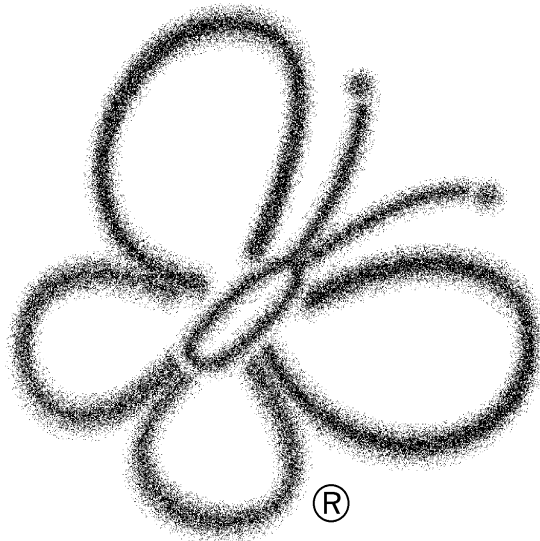


Creative Minds
Child Development Center
St. Theresa Catholic School Extended Day

St. Theresa Catholic School, Sugar Land, TX 77478
(281) 494-1157



*“No Limits
to Learning”*

Extended Day Program Handbook

2017 - 2018

The Extended Day Handbook is provided to inform parents and students of the procedures and policies of the Creative Minds Extended Day Program. Parents are asked to carefully read all sections of the handbook and review them with their student(s).

Creative Minds guarantees all students the right, privileges, programs, and activities made available to the general student body. Creative Minds does not discriminate on the basis of race, color, age, or national origin.

Creative Minds also adheres to the guidelines established by DFPS (Texas Department of Family and Protective Services) and maintains full licensing status.

Creative Minds and the Principal retain the right to amend the Extended Day Program Handbook as needed. By no means is this handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

The enrollment of a student(s) in the Creative Minds Extended Day Program is considered to be an agreement on the part of the student and parents or guardians and that they will comply with all school procedures, and policies in this handbook. Please review this handbook with your student(s) and sign the acknowledgement form (see Appendix B). This form must be returned to an Extended Day staff member (one form per family).

PURPOSE

Creative Minds Extended Day Program provides professional care, supervision, recreation, and enrichment activities. It serves parents who require before and after school activities for their children in a Christian environment. The Extended Day Program is an extension of the school day, and is governed by all procedures and guidelines in this document as well as the Parent/Student Handbook of St. Theresa Catholic School. Arrangements for care must be made by the parents with the Extended Day Director or Teacher. The monthly tuition must be paid to Creative Minds before utilizing the Extended Day Program.

The Extended Day Program at St. Theresa Catholic School is NOT to be confused with a drop-in service. (DFPS regulations state that only students enrolled in the school and registered in the Extended Day program are permitted). **DROP-INS ARE NOT PERMITTED** in accordance with Creative Minds policy unless it is an

emergency. *The daily rate (\$30 per student) must be paid immediately upon pick up by any parent who drops off his/her student on an unscheduled day (Extended Day Program Calendar).* A drop-off would be an unscheduled use of the Extended Day Program.

PERSONNEL

The Extended Day Program is directly supervised by the Extended Day Director (or Site Director). Additional staff will be employed to meet the needs of the program.

ENROLLMENT

The Extended Day Program is open only to students enrolled in St. Theresa Catholic School whose parents desire before and after school care. **All families must be registered in the program 3 weeks before the school year begins.** Please contact the School Office for more information. A student may attend on a full-time or part-time basis and will be charged accordingly.

PROGRAM FEES

Fees are the sole support of the Extended Day Program. The Extended Day Program is not subsidized by the school or the parish. The following fee schedule will be used:

Extended Day Program - \$45—Registration Fee for one child
\$73—Registration Fee for two or more children
(This fee is non-refundable)

5 days AM & PM - \$93 weekly
5 days AM only - \$43 weekly
3 days AM & PM - \$73 weekly
3 days AM only - \$27 weekly
3 days PM only - \$57 weekly

Extended Day is only available for use for students registered in the Extended Day program. Projected attendance for the next month must be submitted one week before the end of the current month. Tuition must be "paid in advance" on a monthly basis through our ProCare system (electronic transfer) only. Payment will be automatically deducted every first of the month. Non-school

days (holidays, spring break, teacher in service training, etc.) will automatically be discounted.

ADDITIONAL FEES

Late Pick up of students \$3 per minute starting at 6:30 p.m. must be paid by **CASH ONLY** upon picking up a student.

Emergency use of \$30 per day for **AM** and **PM** only.

 Extended Day program \$20 per day for **PM** only.

CASH PAYMENT ONLY PLEASE

Emergency use of the Extended Day Program will be permitted up to 3 times. After this, the student must be registered to use the Extended Day Program.

PROGRAM SCHEDULE

The program operates along the St. Theresa school calendar year, and follows exactly the school calendar year. This includes early dismissal days. The program will be closed on school holidays, staff development days, and school conference days. The Texas Catholic Conference guidelines prohibit the operation of the program on days other than school days.

CREATIVE MINDS

Extended Day Program Daily Schedule

6:30AM	7:45AM	Students arrive Free play Breakfast (brought from home) Clean-up
7:45AM	8:00AM	Transition to classroom
3:15PM	3:25PM	Transition time - all Extended Day Program after school students arrive Unpack Roll Call (snack is being prepared)
3:25PM	3:40PM	Afternoon snack Clean-up Restroom break
3:40PM	4:40PM	Gym/Free play Outdoor play Gym/or Extended Day Programs
4:40PM	5:40PM	Homework & Enhancement Time
5:40PM	6:00PM	Snack (brought from home)
	6:10PM	Clean-up, restroom break
	6:15PM	Games/Table activities
6:30PM		Close

BREAKFAST AND SNACK INFORMATION

1. Students arriving before school hours are encouraged to have breakfast at home. **We do not serve breakfast.**
2. However, students arriving between 6:30-7:30AM may bring a nutritious breakfast from home.

3. It is very important for parents to supply children with a good breakfast to prepare them for the long school day ahead. Breakfast must be completed by 7:30AM.
4. We ask students to bring no more than one sweet to school each day. No carbonated drinks should be brought to school. Carbonated drinks are not only high in sugar and caffeine, but also cause problems when shaken before opening. The Extended Day staff will not allow students to consume carbonated drinks or extra sweets. A snack will be served once in the after school session. Students can also arrange to bring their own snack. Parents should also provide students with a second snack if the student stays later than 5:40PM.

DRESS CODE

Since the Extended Day Program is an extension of the school day, students are required to follow the St. Theresa Catholic School uniform regulations. No other dress other than that which is St. Theresa Teacher Parent Association approved will be allowed during the Extended Day Program.

DROP-OFF AND PICK-UP

Pre-K through 2nd grade students are required to be escorted to the Extended Day room by an adult who must sign them in. The Extended Day Director or Teacher will greet the students. Students will not be released to persons not listed on the Extended Day Registration Form (see Appendix A) unless prior authorization is given in writing to the Extended Day Director. It is important that parents notify the Extended Day Director in writing should a student's daily schedule change with regard to carpool, pick up, or an off campus appointment. Extended Day students are expected to leave their classroom with all necessary homework material and personal belongings.

Once a student has been signed out of Extended Day, he/she is no longer the responsibility of the Extended Day staff and is not expected to return to the program that day. Only students attending a school related class or function would be permitted to return to Extended Day after they have been signed out. Students are expected to be signed out by their parents/guardian upon their arrival in the Extended Day room.

Students should be picked up no later than 6:30PM daily. In the event that an Extended Day student is not picked up by 6:30PM and there has been no

notification from the parents/guardian that they will be late, the following steps will be taken:

- A. The situation will be considered an "emergency" and will be referred to as such in any subsequent telephone conversations or recorded messages.
- B. Telephone calls will be placed to parents/guardians at work and at home.
- C. If the Extended Day staff is unable to reach any of the parents/guardians, the emergency contacts listed will be contacted under the same "emergency" status.
- D. Failure to make arrangements to have the student picked up at this juncture will necessitate a telephone call to the Principal advising them of the situation.
- E. The Extended Day Director and the Principal will determine further actions.
- F. Families will be charged a late fee of \$3.00 per minute for all late pick-ups. For all late pick-ups parents/guardians must immediately pay the late fee upon pick-up. No exceptions will be made without the consent of the Extended Day Director.

APPROPRIATE BEHAVIOR

Rules for appropriate behavior are the same as for the St. Theresa Catholic School. Students are expected to respect staff, each other, materials, and the environment provided. Failure to do so jeopardizes the safety and well-being of others in the program. Failure of a student to maintain appropriate behavior may result in termination of services. Appropriate behavior is required at all times.

PROCEDURE FOR RELEASE OF STUDENTS

Students will only be released to an authorized person. An authorized person is someone designated by the parents on the enrollment forms. The authorized person must provide proof of identification prior to releasing the student. In emergency situations where a parent cannot pick up their student, the parent can authorize someone not previously identified if the parent provides a written request. This can be done by faxing or emailing the signed permission to the Extended Day Program. The authorized person must be an adult (age 18 or above).

In the absence of a court order to the contrary, the Extended Day Program will release a student to his/her non-custodial parent. If there is a court order stipulating visitation rights/custody, it is the responsibility of the custodial parent to provide the Extended Day Program Director with an official copy of the court order and/or copy of the custody section of the divorce decree.

FINANCIAL STATEMENTS

Financial statements for tax purposes will be furnished upon request. Please contact Creative Minds Child Development Center for more details at 281-313-6463.

TERMINATION

The services of the Extended Day Program for any individual student may be terminated by the Director after consultation with the Principal for reasons listed below. One week written notice of cancellation will be issued.

1. The abuse of the Extended Day Program's hours resulting in continual late pick-up or abuse of the drop-in policy.
2. Non-payment of fees for the program or late fees.
3. Failure of the student to maintain appropriate behavior, thus jeopardizing the physical and emotional safety and well-being of other individuals in the program.

HEALTH & ACCIDENTS

An emergency information sheet on each student must be on file with the Extended Day Director. Please keep your student's emergency information current. If a minor injury occurs, the Extended Day staff will administer first aid measures pertaining to the injury. If the injury is major, first aid treatment will be administered and parents/guardians will be notified. If parents/guardians cannot be reached, contacts listed on the emergency information sheet will be notified. If no contact can be located, the staff, after consultation with the Extended Day Director or Principal, will seek the necessary medical treatment for the student until parents/guardians can be reached. Parents/guardians will inform the Principal if their child has a serious or possibly life-threatening chronic illness or condition before entry into school.

Archdiocesan regulations are followed as to the administration of any medications to the student during the school day. Refer to the St. Theresa Catholic School Parent/Student Handbook for procedures. For the protection of all students, the following guidelines have been set up and will be followed at all times.

A student having one or more of the following symptoms will be sent home:

1. Fever of 100°F degrees or higher
2. Vomiting
3. Diarrhea
4. Suspected contagious disease (e.g., pink eye, chicken pox, flu, etc.)
5. General malaise - feeling too ill to remain in school

If the student has any of the above symptoms in the morning before coming to school, please keep them at home. A student may not return to school until free of symptoms (e.g., elevated temperature, vomiting, and/or diarrhea) **for at least 24 hours.**

ANIMAL (PET) POLICY

Animals are not allowed outside a car at school. This includes student arrival time to school and student dismissal time from school or extracurricular activities.

APPENDIX A

Creative Minds Child Development Center Extended Day Program Monthly Attendance Form 2017 - 2018

Please assist us in our planning for the month by completing the following information section:

NAME OF CHILD(REN): _____

STREET ADDRESS: _____

CITY: _____ ZIP: _____

NAME OF FATHER: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL: _____

SIGNATURE: _____

NAME OF MOTHER: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL: _____

SIGNATURE: _____

EMERGENCY CONTACT: _____

WORK PHONE: _____ CELL PHONE: _____

Please indicate below the number of children and the days for which Extended Day Program you are signing up for:

- _____ 5 days AM & PM - \$93 weekly
- _____ 5 days AM only - \$43 weekly
- _____ 3 days AM & PM - \$73 weekly
- _____ 3 days AM only - \$27 weekly
- _____ 3 days PM only - \$57 weekly

APPENDIX B - ACKNOWLEDGEMENT FORM

Creative Minds Child Development Center
Extended Day Program

ACKNOWLEDGEMENT FORM 2017 - 2018

I (We) have read and understand the policies of the Extended Day Program. We agree to abide by the policies set forth for the safe and successful operation of the program.

PARENT(S)/GUARDIAN(S) NAME(S) - PLEASE PRINT

CHILD(REN)'S NAME(S)

GRADE LEVEL(S)

SIGNATURE OF PARENT/GUARDIAN

DATE

PLEASE RETURN THIS FORM WITH YOUR SIGNATURE TO ANY EXTENDED DAY STAFF MEMBER.