



# **Xavier Catholic School Extended Care Parent Handbook**

**Reviewed by: Shannon Holcomb  
4/13/18**

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Dear Parents/Guardians,

Welcome to Xavier Catholic School Extended Care (XCS EC). We are honored that you have chosen us to help you with your families child care needs. XCS EC was established to provide a place where students who are enrolled in Xavier Catholic School or Xavier Catholic Preschool can develop physically, emotionally, spiritually, socially and cognitively, and to provide families with the peace of mind that comes with knowing their child is cared for in a faith infused, quality early childhood program.

Our staff goes through a hiring process to ensure their dedication and passion and their ability to meet the developmental and emotional needs of your child. We confirm all professional references and conduct a Kansas Bureau of Investigation background check. Each member of our staff meets or exceeds the qualification requirements set by the Kansas Department of Health and Environment (KDHE). All staff members also complete full orientation and attend regular staff meetings.

Every year, we set aside time for developing and elevating our employee's professional skills. We strongly believe training allows our teachers to better assist you and your child. This continued commitment to our own education lets us provide outstanding care. Additionally, the time we spend on our professional development lets us meet the state's child care licensing regulations for ongoing training. Therefore, we are closed for training on scheduled days. (Please refer to the XCS EC Year-at-a-Glance Calendar.)

We strive to make our service and communication exceptional. We follow the school calendar and post important dates and information on the parent boards to keep parents informed on what their child is doing in the classroom. We also use E-mail, flyers, school newsletter, etc. to keep parents informed on different events and activities.

We are always happy to meet and talk with you about your child's time at the center. Preschool and K – 8 parent/teacher conferences with your child's teacher are scheduled by the school and occur in October and February. If you would like the Xavier Catholic School Extended Care Assistant Director or Director to attend your child's parent/teacher conference or if you would like a separate conference concerning extended care issues, please inform the Assistant Director or Director to schedule. These meetings with you and your child's teacher (and when requested, Extended Care representative) are designed to update you on your child's development in the regular classroom and to strengthen the bond between you and the teacher. Your child's early education is truly a team effort and we could not positively impact your child's healthy development without your help!

We hope this handbook will provide you with basic information about our program. If you ever have any questions, please give us a call at (913) 682-1943 or E-mail us at [Shannon.holcomb@leavenworthcatholicschools.org](mailto:Shannon.holcomb@leavenworthcatholicschools.org) OR [shelly.sommerfield@leavenworthcatholicschools.org](mailto:shelly.sommerfield@leavenworthcatholicschools.org). We look forward to working with you and your child(ren).

Shannon Holcomb

Xavier Catholic School Preschool and Extended Care Director

**The Archdiocese of Kansas City in Kansas Catholic Schools Mission:**

To grow as disciples of Jesus-  
To make disciples for Jesus, who is the reason for our Schools, the unseen but ever present teacher in our classes, the Model of our faculty, the Inspiration of our students.

**Xavier Catholic School Mission:**

To Keep Christ as the Center of Our Daily Lives and to Care for One Another in a Loving and Safe Learning Environment.

**Xavier Catholic School Extended Care**

**Regulatory Agency**

We are licensed by the Kansas Department of Health and Environment (KDHE) a Division of Public Health Bureau of Family Child Care Licensing Program. We are inspected every year by the State Fire Marshal and Kansas Department of Health and Environment (KDHE).

**Xavier Catholic School Extended Care Enrollment**

**Registration and Enrollment**

To enroll in Xavier Catholic School Extended Care (XCS EC) you must be enrolled in Xavier Catholic School or Xavier Catholic Preschool and fill out completely and sign all forms. All forms and required documentation must be turned into the XCS EC office, Director or Assistant Director for approval **prior to starting care.**

**State Forms (required):**

CCL 010 Authorization for Emergency Medical Care

CCL 026 Short-Term Medication Authorization (as needed)

CCL 027 Long-Term Medication Authorization (as needed)

CCL 029 Child Medical Record

CCL 034 Parental Permission, Off-Premise Trips (K – 8 ONLY for riding bus to and from main campus)

**Forms turned in for Xavier Catholic School/Preschool Enrollment (XCS EC will make copies):**

Copy of current Physical Form

Copy of current Immunization record

Copy of current “medical condition (i.e. allergy/asthma etc..)” Action Plan (as needed) AND the required Medication Authorization form for any medications required by the Action Plan

Copy of Student Form (EduConnect)

Copy of Family Form (EduConnect)

## **Supply Lists**

### **PRESCHOOL Extended Care Students**

- 1 Ream of white copy paper
- 1 Box of Kleenex
- 1 Container of Clorox Wipes
- 1 Roll of (name brand) paper towels
- 1 Can of Lysol spray
- Complete change of clothes to be kept at Center (Stored in gallon zip bag labeled w/child's name)

### **PRESCHOOL STUDENTS WHO ATTEND AFTER 1:00 PM (additionally need)**

- 1 Nap Mat (Labeled with child's name -- if the mat becomes torn or compromised, parents will be asked to replace it. Per state regulation rest mats will be free from tears and not repaired with tape.)
- 1 small nap blanket (labeled with child's name – must fit inside a shoebox sized plastic rubbermaid style container with lid closed and left at the center.)

### **SCHOOL AGE (K-8) BEFORE/AFTER CARE**

- 1 Box of Kleenex
- 1 Roll of paper towels
- 1 Box of 4 or 5 ounce wax coated paper cups

## **Center Hours**

We are open Monday-Friday 6:30 a.m. – 5:30 p.m. Please refer to the school calendar and the XCS Extended Care year-at-a-glance for center closure dates.

## **Arrival and Departure**

We want to make sure your child begins and ends his or her day with us on a happy, positive note. Our center is equipped with a doorbell entry and requires secured admittance. If you do not know the person that may be coming up to the door at the same time you are, please do not let them in. Everyone should ring the bell and wait for a staff member to let them into the center.

Every morning and afternoon, we require that you sign your child in and out. We also require you to make direct contact with one of our staff members at the start and end of the day by personally escorting your child to or from the classroom. The Preschool Plus children who end their day at 1 p.m. will be brought to the dismissal line at the south end of the building where parent may sign them out with the staff member.

## **Xavier Catholic School Tuition & Fees**

Tuition is based on the cost of providing quality care services for the number of school days according to the school calendar. Xavier Catholic School Extended Care Center is a component of Leavenworth Regional Catholic School System (LRCSS) and is solely supported by tuition and fees.

### **Enrollment Fee**

Currently, Xavier Catholic School Extended Care does not have a separate enrollment fee from Xavier Catholic School or Xavier Catholic Preschool.

### **Supply Fees**

The Xavier Catholic Preschool Extended Care supply fee is \$25 per student and goes toward arts and crafts supplies, science experiences, and other special projects. Every year there is an additional supply list available at Final Registration appointments and on our school website of items needed by the center.

The Xavier Catholic School Extended Care K-8 supply fee is \$25 per student and goes toward arts and crafts supplies, science experiences, and other special projects. Every year there is an additional supply list available at final registration appointments and on the school website of items needed by the center.

### **Tuition**

Xavier Catholic School Extended Care Preschool tuition is outlined on the preschool tuition and fees chart available on the school's website at

<http://leavenworthcatholicschools.org/admissions/enrollment/tuition-planning>

Xavier Catholic School Extended care School Age K-8 Tuition\* is as follows:

\_\_\_\_\_ Before School Care Only (\$80 a month)

\_\_\_\_\_ After School Care Only (\$155 a month)

\_\_\_\_\_ Before and After School Care (\$225 a month)

\_\_\_\_\_ Hourly care: \$6.00 per hour (charged in 1 hour increments for pre-8)

\* Extended care tuition is included in your SMART tuition monthly payment **except** in the case of hourly care and when the XCS EC center is open on certain special openings (i.e. professional development days listed on the school calendar with deadline for sign up to attend). These hourly care hours and special openings will be billed separately and are the responsibility of the parent to pay on time. If payment is not rendered and the account becomes delinquent, extended care privileges will be suspended until the account is brought up to date.

\*\* SMART tuition accounts that are not paid on time are subject to a late fee. Please refer to you SMART tuition agreement or contact Lisa Hancock, Director of Business, at [lisa.hancock@leavenworthcatholicschools.org](mailto:lisa.hancock@leavenworthcatholicschools.org).

### **Special Opening Fees**

Occasionally, the XCS EC will be open on a non-school day. These special opening days will be listed in the school calendar and the XCS EC year-at-a-glance. **When the center is open for one of these days, it will be posted and a deadline for signing up will be assigned, posted and listed in the school calendar. You must sign up by the deadline to be able to bring your enrolled student(s) to the center for care on that date.** Once you have signed your child up by the deadline, there will be a \$25.00 charge for care (billed separately) whether your child attends the special opening day or not. **There must be a minimum of 10 students signed up by the deadline for the center to be open on a special opening day. If 10 students have not signed up by the deadline, parents of students who have signed up will be notified in order for them to find alternative care.** We budget for everyday costs related to our dedicated staff and our educational and facility resources. **Cancellations will not be accepted after the sign-up deadline has passed.** (Please see the Special Opening Policy appendix)

### **Returned Check Fee**

A \$30 fee will be added to the account if a check is presented with insufficient funds to cover it. If two checks are presented within the same year with insufficient funds families will be asked to pay by cash, money order or certified bank funds.

### **Late Pick-Up Fee**

For any student remaining past their scheduled pick-up time (according to their contract or hourly care reservation) the charge will be **\$1 for every minute per child. All measurements of time are to be according to the Xavier Catholic School Extended Care clock located at the sign in/out station. Payment is due before the child can come to Xavier Catholic School Extended Care the following day.**

A child's Extended Care services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or emergency contact/transport person) is available to pick up the child on time.

If a child is left at the center after 5:30 p.m. the following procedure will be followed:

1. the parents/guardians will be called, if the parents cannot be reached then
2. the people listed as emergency contacts will be called, if they can't be reached then
3. If we still have not reached anyone nor received any return phone calls by 6:00 p.m., the police will be contacted to handle the situation.

### **Scheduling**

All scheduling is done through the Xavier Catholic School Extended Care by emailing the Assistant Director, Shelly Sommerfield at [shelly.sommerfield@leavenworthcatholicschools.org](mailto:shelly.sommerfield@leavenworthcatholicschools.org) or by calling the center and speaking to center staff (913) 682-1943. Scheduling or canceling Extended Care services may **NOT be done by classroom teachers or school secretaries.**

### **Hourly Care Reservations**

Hourly care reservations must be made 48 hours in advance of care to be given. No student will be accepted into extended care without having been properly enrolled in Xavier Catholic School Extended Care and having all required paperwork complete and on file.

If the enrolled student comes to Extended Care without a reservation, you will be charged a \$5.00 flat fee PLUS \$1.00 per minute per student according to the school clock. You will be contacted at the time of your student(s) arrival and asked to pick up your student(s) within 30 minutes of receiving our call. If your student(s) cause the center to become out of ratio compliance, your student(s) will be escorted to the Director's office to remain until picked up. The center will remain in ratio compliance as per the KDHE Regulations.

### **Hourly Care Cancellations**

**Hourly care cancellations must be made 48 hours in advance of care to be given.** If cancellation is not made and your student(s) do not come for their reserved time, parents will be charged the full amount of reserved time. Staffing decisions are made on the basis of ratio of students to adults.

## **Confidentiality**

### **Confidentiality and Children's Records**

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with child care licensing, protective services, or other government agencies will not have access to the records without your written authorization or court order.

As a parent or guardian, you can request access to your child's records. We are happy to provide access at reasonable times to records kept at the center, including the enrollment forms, incident/accident reports, or family communication sheets. As a primary parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records.

If you withdraw your child from the center, we will maintain your child's records for the minimum of three years. If you want a copy of your child's records at the center, an administrative fee of \$1.00 per page will be charged to offset copying and delivery charges.

### **Mandated Reporting Requirements**

It is our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. The law requires everyone who works directly with children to report suspicions of evidence of child neglect or abuse to individual state child care licensing agencies or law enforcement agencies.

### **Custody and Visitation**



Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child. If custody orders relating to your child exist, a copy must be provided at the time of enrollment. This information is confidential and solely for the safety and wellbeing of your child. Families must update the office when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for noncustodial parents is not permitted while a child is at Xavier Catholic School Extended Care Center. Please discuss questions about custody arrangements ahead of time with the Director or Assistant Director.

### **Parents Right To Immediate Access**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Xavier Catholic School Extended Care, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) XCS EC Center must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation on the order.

In the absence of a court order on file with the XCS EC Center, both parents shall be afforded equal access to their child as stipulated by law. Xavier Catholic School Extended Care cannot, without a court order, limit the access of one parent at the request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Xavier Catholic School Extended Care suggest that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. XCS EC will contact the local police should a conflict arise.

Xavier Catholic School Extended Care will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy as well as state and federal regulations, Xavier Catholic School Extended Care can not have a child at the center when the child's parent is prohibited access. XCS EC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

### **Dismissal**

#### **Termination of Services**

Xavier Catholic School Extended Care reserves the right to dismiss any child at any time, with or without notice.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due amount will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be sent to collections.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. XCS EC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

### **Withdrawal**

30 days written notice is required when withdrawing a child for any reason. Tuition is due for those 30 days whether the child is present or not. A withdrawal form may be obtained in the office.

### **Arrival Procedures**

**Please do not park or drive through the south parking lot adjacent to the playground.** Parents should park on the east side of the building or street-side parking and walk up to the building. Upon arrival at XCS EC Center, the parents or the adult dropping the child off must: **1)** supervise child while storing/hanging up belongings; **2)** supervise child while they wash hands; and **3)** sign the child into care in the sign in/out book located by the classroom door. Children are required to be escorted by their parent or parent designee, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility.

XCS EC Center discourages parents from "sneaking out" of the center. Some children exhibit separation anxiety when it is time for their parent to leave. XCS EC believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The teachers of XCS EC Center are available at a separate time to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

### **Medication**

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. The required medication form must be filled out before the medication is left at the center.

Parents are required to notify the center staff of any special instructions or needs for the child's day. The parent must present the special instructions in the written form and verbally discuss them with center staff. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the staff should be made aware of to best meet the needs of our child throughout the day.

Parents are required to inform the center if a child will not be at the center. Please call the office at (913) 682-1943. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center not only of the absence, but also of the nature of the illness. This enables our facility to keep track of any illnesses which may occur at our center. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. XCS EC will take all measures necessary to protect your child’s confidentiality.

Parents who know in advance that a child will be late are required to notify the center so as to maintain the appropriate numbers of teachers to ensure ratios are met when the child arrives at the center.

### **Pick Up Procedure**

**Please do not park or drive through the south parking lot adjacent to the playground.** Parents should park on the east side of the building or street-side parking and walk up to the building. Parents or other authorized adult are required to sign their child out of care in the sign in/out book. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Children should at no time be running through the center.

Parents are strongly encouraged to check their child’s school and parent boards and their child’s school bag each day to see what their child has done that day. This will help the parents and child be prepared for events that happen at the school & center.

For concerns regarding your child, the classroom staff will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher or staff member is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

### **Late Pick-Up Fee**

For any student remaining past their scheduled pick-up time (according to their contract or hourly care reservation) the charge will be **\$1 for every minute per child. All measurements of time are to be according to the Xavier Catholic School Extended Care clock located at the sign in/out station. Payment is due before the child can come to Xavier Catholic School Extended Care the following day.**

A child’s extended care services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent’s responsibility to ensure that someone (either a parent or emergency contact/transport person) is available to pick up the child on time.

If a child is left at the center after 5:30 p.m. the following procedure will be followed:

1. The parents/guardians will be called.
2. If the parents can't be reached then the people listed as emergency contacts will be called.
3. If we still have not reached anyone nor received any return phone calls by 6:00 p.m., the police will be contacted to handle the situation.

### **Person appearing to be impaired by drugs/alcohol at pick-up**

The staff at Xavier Catholic School Extended Care Center will contact local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, XCS EC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of XCS EC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parent and local police and Child Protective Services as necessary to notify them of the situation.

### **Emergency/Alternate Pick-Up Information**

During the enrollment / registration process, parents were asked to provide emergency contact persons and the contact information. Parents are encouraged to include any and all persons who, in the course of events, may at one time be asked to pick-up their child from XCS EC Center. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed by the parents until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements may result in dismissal from the program.

The persons listed as an emergency contact/alternate pick-up persons will be required to provide their driver's license or other photo ID when picking up your child. We will not release any child to someone we do not have authorization to release to. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed by the parent/guardian. Only custodial parents/guardians have the right to make changes or additions to this list.

Xavier Catholic School Extended Care reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to, violations of the policies/procedures contained herein. It is the responsibility of the enrolling parents to inform each person on the emergency/alternate list of the policies/procedures contained herein.

## **Transportation**

At this time, the only transporting that Xavier Catholic School Extended Care does is with the K-8 students. XCS EC transports K-8 students from the 1409 2<sup>nd</sup> Ave. Extended Care Center location to

the 541 Muncie Road Xavier Catholic Elementary School location and from the Elementary School to the XCS EC Center. The Xavier Catholic School bus is used for transportation.

**Students must be dropped off by 7:30 a.m. in order to be transported to Xavier Catholic School.** Children who attend after school care will go directly to the school library or other designated school room at XCS dismissal for supervision and transport prep. The bus will leave from XCS at 3:45 p.m. and be transported to XCS Preschool building for Extended Care. Parents will pick their student(s) up from the XCS EC and never in route. The bus will not stop for a parent or other who attempts to “flag it down.”

## **Emergency Closing and Inclement Weather Information**

### **Closing Due to Inclement Weather**

Xavier Catholic School, Xavier Catholic Preschool, and Xavier Extended Care will close when the Leavenworth Public Schools (LVPS) close. If LVPS have a late start, Xavier Catholic School, Xavier Catholic Preschool, and Xavier Extended Care will NOT be open. Parents will be notified via email and Facebook in the event of a school closure.

Should XCS EC Center need to close in the middle of the day, the staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

### **Extended Care Emergency Closure Policy**

The Extended Care Emergency Closure Policy would be in acted due to unforeseen circumstances including, but not limited to: unexpected Staff shortage, Staff illness, or an unexpected facility issue. In these rare cases, a partial or complete closure of Extended Care services may be necessary. Every effort would be made to provide service and/or give notice of limited or no service to parents.

The decision to close/partially close will be made by the Xavier Preschool and Extended Care Director and the Xavier Catholic School Principal.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures.

### **Absences, Sick Days, and Vacations**

To maintain our high quality of care, we budget for everyday costs related to our dedicated staff and our educational and facility resources. We do not give credit if your child is absent for any reason.

## **Daily Schedule**

Each classroom has a daily schedule posted in the room. The following is a basic/general schedule of the day.

### **Preschool**

|              |                                   |
|--------------|-----------------------------------|
| 6:30-7:30 am | Arrival and Centers               |
| 7:30 am      | BUS DEPARTS for Elementary School |

|                |  |
|----------------|--|
| 8:30 am        | Morning Snack                                  |
| 9:00-11:00 am  | Teacher Directed Activities/Outside time       |
| 10:30-11:30 am | Lunch I and Lunch II                           |
| 11:00-12:15 pm | 5 Day Nap/Rest                                 |
| 12:30-2:30 pm  | Center Nap/Rest                                |
| 1:00 pm        | Preschool Plus Dismissal                       |
| 2:30 pm        | Afternoon Snack                                |
| 3:00-5:00 pm   | Centers/Small Group Activities/Outside Time    |
| 5:15-5:30 pm   | Closing of room for cleaning and sterilization |

### **K-8**

|              |  |
|--------------|--|
| 6:30-7:30 am | Arrival and Quiet Activities                   |
| 7:30 am      | BUS DEPARTS for Elementary School              |
| 3:50 pm      | Arrival from school and Snack                  |
| 4:00-5:00 pm | Outside Time/Homework/Games                    |
| 5:15-5:30 pm | Closing of room for cleaning and sterilization |

### **Staff to Child Ratios**

Preschool – 1 adult to 12 children

K-8 – 1 adult to 14 children (if they have kindergarteners in their group)

1 adult to 16 children

### **Sleep Time Policy**

It is essential for children of all ages to have time to rest or enjoy quiet activities during the day. At Xavier Catholic School Extended Care Center, your child will rest in the afternoon after lunch for one to two hours depending on his or her program and needs. Parents supply a nap mat and small blanket (“nap buddy” is optional). Sleep is especially important for children as it directly impacts mental and physical development.

#### **Preschool Students who attend after 1:00 pm Parents will provide:**

**1 Nap Mat** (Labeled with child’s name. If the mat becomes torn or compromised, parents will be asked to replace it – per state regulation rest mats will be free from tears/and not simply repaired with tape.) The Center will provide a mat sheet.

**1 Small Nap Blanket** (Labeled with child’s name. – MUST fit inside a shoebox sized plastic Rubbermaid style container W/ LID CLOSED & be left at the center.)

**Optional – Nap Buddy** (A small stuffed animal to be used at rest time only and MUST fit inside the same box with the blanket.)

**\*\*NOTE:** Big, oversized animals, pillows and blankets will not be allowed and will be sent home with the parent. Nap blankets and optional “nap buddies” MUST fit inside the described shoebox sized container.

Center staff will launder the rest mat sheets weekly or immediately should an accident occur as per state regulation.

**Parents are required to launder rest blankets monthly.**

Children who do not sleep are encouraged to rest or play quietly on their cot/mat. Most school age children have outgrown the need to nap and are encouraged to participate in quiet activities after lunch to recharge and rejuvenate. School-age children are not required to nap.

### **Curriculum Information**

Xavier Catholic School Extended Care Center uses Creative Curriculum which balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests.

The classrooms are defined by learning centers, which include: blocks, dramatic play, manipulative toys, art, sensory, science & critical thinking, fine motor, library, listening, outdoors and more! When children play in the learning centers they are learning the following:

**Block Center:** When children play block building, it allows them to think and solve problems. Children learn about sizes and shapes, solve problems, and help grasp and develop basic math concepts as well as use their imagination.

**Dramatic Play Center / Kitchen Area:** Children have the opportunity to incorporate what they are learning about the world around them and how they feel about themselves in the world. They live in a world of pretending in which they are trying new roles and working through social / family situations. Children develop better understanding of themselves and others, and it assists the child in working out ideas of self-identity, family relationships, identity with various adult roles, and the child's view of the world. It gives children an opportunity to experience success and problem solving in numerous social scenarios.

**Art Center:** The art area is designed to encourage children to explore colors, textures, and materials. In doing so, they develop their visual, motor and social skills. The freedom to create, explore, and experiment with their own work gives them a positive self-image and a feeling of pride about what they have accomplished. Children have an opportunity to use art on a daily basis.

**Sensory Center:** The sensory table is a very calming activity to children and it is an irresistible fascination for them. Sensory play helps develop the senses, contributes to relaxation and conversation, builds social skills, cooperative play, problem solving skills and the development of fundamental skills in quantities, measuring, etc. Children develop their senses through increased sensitivity of how things feel and smell. Concepts that are reinforced through this activity are floating, sinking, texture, weight, volume, size evaporation and measuring.

**Language Center:** Through the use of the language center children learn an appreciation of books; increase their vocabulary, learn specific concepts through literature, as well as, practice letter identification and beginning sounds. The language center consists of:

Language Shelf: puppets, matching games, file folder games, flannel board stories etc.

Library: comfortable area to enjoy books representing the theme of the week

Listening Station: quietly listen to a recorded book

Writing Center: experiment with writing, tracing, stickers, stamping while strengthening fine motor skills, eye-hand coordination and proper pencil grip.

**Math Center:** This center has jobs related to pre-math skills including seriation, special relation, shape, number identification, counting, sequencing, counting sets, equality, patterning and fractions.

**Manipulative Center:** The manipulative center promotes and supports children in expanding their curiosity. Children learn about, classification, sequencing, size, shape, functionality, similarity/differences. These games improve small muscle coordination, eye-hand coordination, problem-solving skills and visual discrimination. This area encourages children's cooperative play and social-emotional development.

### **K-8**

The program provides a secure and safe environment with a stimulating atmosphere in which children can grow socially, emotionally, intellectually, physically and spiritually through developmentally age-appropriate practices. The K-8 Program provides: homework support, daily physical time either inside or outside (weather dependent), and daily communication between staff and families.

## **Discipline**

### **Positive Guidance**

Before outlining Xavier Catholic School Extended Care's discipline policy, it is important to understand the difference between discipline and punishment. Discipline teaches desirable behavior and does not reinforce behavior deemed inappropriate. Punishment forces a change in behavior by employing punitive measures that might humiliate, frighten, or prove physically harmful to a child.

The goal of Xavier Catholic School Extended Care Center is to assist your child in managing his/her own behavior internally rather than relying on external agents. We ask simply that children enrolled in the XCS EC respect their friends, the teachers, and the facility. When it becomes necessary to correct a child's behavior, the following steps are taken:

1. Remind the child of the rule. For example, blocks are for building.
2. Redirect the child to another activity. Essentially, this technique switches the child's attention towards a more positive behavior.
3. A "cool down" from the group activity may be in order if the child cannot be successfully re-directed.
4. A written discipline letter will be sent home when a child's behavior persists or escalates.
5. If the behavior persists, or if the child escalates or becomes a danger to himself or others, either the child will be escorted to the office or the Director will come to the classroom with the class removing to another space so that a conference between the child and Director may occur. A parent will be notified if a conference is necessary.
6. A conference may be called between the parents, staff member, and/or Director if the issues continue.

**At Xavier Catholic School, we say, "Raiders have HEART"! (SWPBS)**

**H**ave a Christ-like attitude

**E**xpect success

**A**ccept responsibility

**R**espect others and myself

**T**ake time to PRAY!



Xavier Catholic School Extended Care follows the Xavier Catholic School “School Wide Positive Behavior System (SWPBS), the Xavier Catholic School Handbook Section 7 – Behavior, and the Xavier Catholic Preschool Positive Guidance and Discipline Policy. Students K-8 may be given a discipline form or detention according to this policy and the classroom teacher and/or Principal, and the parent will be notified should this occur.

A child can be suspended or dismissed from Extended Care privileges if their behavior consistently puts themselves, the other children, or the staff in danger. The Xavier Catholic School Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just case at his/her discretion.

### **Toys from Home**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home. Parents are responsible for enforcing this policy with their child.

The only exception to this policy is the “nap buddy” which can be brought and left in the shoe box sized storage container with the nap blanket and the lid closed.

### **Dress Code**

The dress code at the center is the same as it is for the Xavier Catholic School and Preschool. K-8 Students will wear their uniforms and tennis shoes (athletic shoes) and Preschoolers will wear their suitable play clothes (or optional uniform) and tennis shoes (athletic shoes). Pants must cover the child’s bottom at ALL TIMES. Fashion pants/jeans are sometimes cut too low and cause exposure and the child will have to change their clothes either using extra clothes stored at the center or parents will be called to provide appropriate change of clothing.

Children ages 3 to 5 years are required to have a FULL change (top, bottom, socks & underwear) of seasonal, size appropriate clothes at the center at all times. Please put your child’s set of clothes in a gallon zip bag labeled with his/her name. You will be called and asked to provide a new pair of shoes if the situation calls for it. It is the parent’s responsibility to ensure seasonal and size differences are accommodated.

ALL clothing, including outerwear, should be clearly labeled with the child’s first and last name. XCS EC is not responsible for lost or damaged items. In addition, ALL lunch bags, school bags, nap mats or other student essential items should be clearly labeled with the child’s first and last name.

## **Health and Safety**

### **Pre-Enrollment Requirements**

All children are required to have a complete up-to-date immunization record on file at the Xavier Catholic School Extended Care Center. This is per licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend XCS EC. These forms must be on file prior to your child starting care.

## **Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the appropriate medical action plan form, detailing any allergies or intolerances, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy or intolerance is discovered. These forms can be found on Xavier Catholic School's website at

<http://leavenworthcatholicschools.org/admissions/medical-information>. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every year, or more frequently, as needed. In addition, if your child requires medication as a result of his/her food allergy or intolerance, the required medication form and procedures must be filled out and followed. If your child has allergies or intolerances, please inform the office and please list the allergies or intolerances on your enrollment paperwork so we can take the right precautions to protect your child's health. As a first line safety measure, all students with food allergies or intolerances must provide their own food according to the Xavier Catholic School Food Policy (Attached). We are currently a cold lunch ONLY facility and all students bring their own packed lunch from home. According to the Kansas State Child Care Regulation, lunch must include:

1. A Protein Component – meat, poultry, fish, egg, cheese, cooked – dried peas or beans, or peanut butter;
2. A Fruit/Vegetable Component – two vegetables; OR two fruits; OR one vegetable and one fruit;
3. A Bread Component – bread, bread product or cereal; AND
4. MILK – the center will collect a milk payment from each family and serve milk to each student at every lunch. Students who are allergic or intolerant of milk/milk products are required to provide a milk substitute for each meal/lunch.

**\*\* NOTE:** Students who do not have the required components in their packed lunch will be served the appropriate missing components at a premium charge to the parents. If this happens on a consistent basis, action, up to and including, suspension of Extended Care privileges, will occur.

## **Illnesses**

Please do not bring your child to Xavier Catholic School Extended Care if he/she is ill. It is the parent's responsibility to find alternate care. You will be called to pick up your child promptly from the center if he/she becomes sick or is unable to participate in normal program activities. We ask that you arrive to pick up your child within 30 minutes from receiving our phone call or arrange for an authorized person to do so within the time frame. Please advise the school/center office of any change of address or phone numbers, including cell numbers.

## **Temporary Exclusion**

Xavier Catholic School Extended Care follows all health policies of the Xavier Catholic School and Preschool located in the Xavier Catholic School Handbook and Preschool Policy Letter, "A Big Step by a Little Foot".

If your child will be absent due to illness, we request that you notify the office (913) 682-1943. This enables the center to keep track of any illnesses, which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center office so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's

confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from the center. It only helps in preserving overall health.

### **Medication**

Xavier Catholic School Extended Care follows all Xavier Catholic School Policies and KHDE Regulations regarding the storage and administering of medication. The appropriate forms for having medications administered at Xavier Catholic School Extended Care are available in the center or the center/Preschool office. These forms are specifically Kansas State KHDE forms and are the only forms accepted at the Xavier Catholic School Extended Care.

### **Parent/Guardian Responsibilities**

- We recommend that you administer medications prior to arriving or after leaving our center. To help with medications scheduling, you may consider asking your physician or healthcare provider for prescriptions with 12 hour dosages as appropriate. If a prescription read twice a day, we will not give it during child care hours.
- Our staff can not administer prescription medications of any kind without prior authorization from you and your doctor. Medical authorization forms (available in the center and center office) must be signed for both prescription and non-prescription medications, including sunscreen, before they can be given to your child.
- Prescription medications need to be in their **original pharmacy container** labeled with the following:
  1. Your child's name
  2. Name of medication
  3. Dosage
  4. Dosage intervals
  5. Name of the physician
  6. Date the prescription was filled
- Over-the-counter medications need to be in the original container and labeled with the child's name. The container must also list the child's current age and correct dosage of medication to be dispensed
- We do not mix medication with food, milk or juice, nor will we dispense any medication in a bottle or cup.
- **Do not store medication in school bags, backpacks, or any other personal belongings brought to the center. Make sure to give it to a staff member.**

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

### **Emergency Situations and Evacuation Plans**

To maintain a safe environment, we make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations (fire, tornado and intruder drills) as required by KDHE. In addition, an emergency plan and list of procedures are posted in each classroom. Please be aware of the procedures and evacuation location in the event of an emergency evacuation.

If an actual emergency requires evacuation, we will notify you as soon as the children have been relocated to a safe area.

**Hand Washing**

Teaching your child the importance of handwashing at an early age helps maintain his or her health; it also assists your child’s ability to take an active role in staying healthy. With that in mind, your child will be required to wash his/her hands before and after eating, after bathroom visits, when returning from outside, and at any other appropriate times. You may also consider having your child toilet and/or wash his/her hands upon arrival at our center.

**Xavier Catholic School Extended Care Staff Employment by Clients Policy**

The staff members of Xavier Catholic School Extended Care are strongly discouraged from being employed by any current XCS family. Parents who choose to employ a staff member, accept that the staff member is not acting as an agent of the Xavier Catholic School, Xavier Catholic Preschool or Xavier Catholic School Extended Care and further accept sole responsibility for the terms, conditions and results of the employment of the staff member who is acting on behalf of themselves as a separate individual. Xavier Catholic School, Xavier Catholic Preschool, nor Xavier Catholic School Extended Care accepts any responsibility for terms, conditions, or results of such employment agreements.

**Xavier Catholic School Extended Care Center Contact Information:**

Xavier Catholic School Extended Care  
1409 2<sup>nd</sup> Avenue., Leavenworth, KS 66048  
(913) 682-1943

**Administration**

Director: Shannon Holcomb  
[Shannon.holcomb@leavenworthcatholicschools.org](mailto:Shannon.holcomb@leavenworthcatholicschools.org)

Assistant Director/Lead Teacher: Shelly Sommerfield  
[Shelly.sommerfield@leavenworthcatholicschools.org](mailto:Shelly.sommerfield@leavenworthcatholicschools.org)

**Line of Authority**

Board of Trustees

XCS Principal, Evie Porter

Director – Shannon Holcomb

Assistant Director – Shelly Sommerfield

Administrative Assistant – Tracy Heim

Lead Classroom Teachers

Assistant Classroom Teachers



## Xavier Catholic School Food Policy

The LRCSS will require parents of students with food allergies or intolerances to adhere to the following food policies:

- Provide the classroom teacher with a labeled container of **prepackaged** safe snacks for the school year for students with food allergies or intolerances (i.e. lactose, gluten free etc.). Your child will only be given the snacks that you provide.
- Provide a separate labeled container of safe snacks, if your child attends Xavier Catholic School Extended Care and has a food allergy or intolerance. Your child will only be given the snacks that you provide.

During Halloween and Valentine parties, we invite our parents to join their students and personally choose the snacks you want your child to partake in. If a parent can't attend the parties, not to worry, we will have the prepackaged safe snacks that were provided by you to pass out to your child. Permission slips will be sent home should we have educational opportunities for our students that include food.

Students who have food allergies will be required to have a Food Allergy Action Plan signed by a medical doctor on file by the first day of school. If you have an appointment that falls after the first day of school, please speak with the principal about getting an extension. If your child requires an EPI Pen or other medication, it must be available in the school office, Extended Care, etc., by the first day of school.

Created By: Evelyn Porter  
7/27/16



## Xavier Catholic School Extended Care Policies and Rules Statement

I/We \_\_\_\_\_ , the parent(s)/legal  
Guardian(s) of \_\_\_\_\_ , acknowledge that

I/We have received/reviewed the Xavier Catholic School Extended Care Parent Handbook and have been given the opportunity to read, ask questions about and understand the handbook's policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the handbook.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Xavier Catholic School Extended Care and the parents. Xavier Catholic School Extended Care reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent handbook is the property of Xavier Catholic School, and must not be shared with anyone who is not enrolled in the program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_