



A *love* for God.

A desire to *learn*.

A commitment to *serve*.

EXTENDED CARE HANDBOOK

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GOALS AND OBJECTIVES OF EXTENDED CARE

The extended care program at San Jose Christian School is an extension of the school. Therefore our extended care program follows our school's mission statement.

MISSION STATEMENT

San Jose Christian School is dedicated to training young people for Christian life and service by offering a balanced program that reflects Biblical standards. The entire curriculum recognizes that Christ is Lord of all creation.

The primary purpose of San Jose Christian School is to provide a Christ centered education for children of Christian parents.

An additional purpose of our school is to testify to students and parents that God's Word is Truth and all creation belongs to Him.

GOALS AND OBJECTIVES

San Jose Christian School is able to provide a structured and loving extended care program with devoted leaders and helpers. The goals of the San Jose Christian School Extended Care are as follows:

1. To provide a safe and positive atmosphere for children to be cared for before and after school while their parents are at work.
2. To provide opportunities for children to interact with peers and put into practice Christian principles such as respect, kindness, sharing, consideration, self-control, and love.
3. To teach and model respect for God's creation, others, personal property, and school property.
4. To provide the opportunity for homework completion in a setting that provides assistance and teaches responsibility.

EXTENDED CARE STAFF RESPONSIBILITIES

RESPONSIBILITIES OF DIRECTOR

The director is responsible for the over-all planning and supervision of the extended care program and the extended care staff. The extended program includes extended care during the school year and Daycamp during the summer. The director is responsible to the principal and is expected to consult with the principal regarding all staffing and program matters. The director may delegate specific responsibilities to other extended care staff.

Specific responsibilities include:

1. Oversee the entire extended care program.
2. Schedule the extended care staff for complete coverage for before school and after school care.
3. Be responsible for the orderliness of the extended care classroom.
4. Be responsible for the upkeep of attendance records (sign-in and sign out).
5. Develop a consistent extended care schedule with daily activities planned.
6. Be responsible for the way staff members supervise/discipline the children.
7. Expect and enforce appropriate behavior from each student and each staff member.
8. Arrange for ordering/purchasing supplies and snacks.
9. Provide in-put to the office regarding the annual budget.

RESPONSIBILITIES OF SUPPORT STAFF

In order to have a well run extended care program it is important for all staff members to collaborate as a team. A team effort makes a successful program. Each staff member needs to know his/her responsibilities.

1. Staff members will Conduct themselves in a professional manner at all times.
2. Staff members will Respect the director and students at all times.
3. Staff members must Assume duties/instructions as given by the director.
4. Staff members must Enforce rules and control student's behavior in a positive and loving way.
5. Staff members must Maintain careful supervision of children in the classroom and on the playground.
6. Staff members must enforce the playground rules. Playground rules are the same as the rules used during the school day.
7. Staff members need to supervise and assist during homework time.
8. Staff members must return all materials to appropriate locations before leaving for the day.
9. Enforce rules of what is allowed to be played with in the classroom.

DRESS CODE FOR STUDENTS AND STAFF

DRESS CODE FOR STUDENTS

While paying too much attention to outward appearances is unwise and tends toward a legalistic kind of Christianity, we must recognize that to some extent how a person dresses reflects his or her attitude toward self, toward school, and toward the work that takes place at the school. What is more, inappropriate clothing can become a distraction from learning. Consequently, we need some rules to follow. SJCS'S dress code is based on the following assumptions.

1. Parents are primarily responsible for how their children dress. Parents should help children choose clothes that are contemporary, but not faddish or bizarre.
2. Students must be sensitive to the feelings of fellow Christians. SJCS students come from a variety of churches and communities, and each student should try not to offend others by his or her clothing or grooming.
3. Students must be clean and neatly groomed when they come to school. Also, remember that excessive attention to appearance--such as brushing hair in class--is in poor taste and interferes with learning.

FOR BOYS AND GIRLS

1. Have neat, clean, not distracting-hair.
2. Wear shoes or sandals that are in good repair and are safe for playground use. Flip-Flops or beach wear are not acceptable.
3. Wear shirts or blouses that reflect a positive Christian witness. Do not wear tops with slogans, designs, or messages in questionable taste. Do not wear tops promoting music groups.
4. Wear suitable outerwear. Do not wear thermal underwear, cotton undershirts, or other underclothes as outerwear.
5. Wear shorts which are appropriate in length and fit to the weather and the setting. Tight form fitting shorts or extremely short-shorts are not acceptable.
6. Wear clothes with a moderately loose fit.

SPECIFIC FOR GIRLS

1. Blouses, shirts, skirts, slacks or jeans, and dresses should be neat, in good repair, and in good taste.
2. Skirts and dresses should be modest.
3. Halter tops, tank tops, or bare midriffs are not acceptable.

SPECIFICS FOR BOYS

1. Shirts and slacks or jeans should be neat, clean, in good repair, and in good taste.
2. Half-shirts or tank tops are not acceptable.

DRESS CODE FOR STAFF

A professional appearance is important at SJCS so that our representation of the child care profession is a positive reflection of our school. The following are guidelines for proper attire for the SJCS extended care staff.

1. Shirts/Blouses
 - no tank tops--spaghetti straps--low neckline tops--bare midriffs
 - do not wear tops with slogans, designs, or messages in questionable taste
2. Jeans/Skirts/Shorts
 - no sweat pants--form fitting pants--old jeans
 - length of shorts and skirts should be modest and of appropriate length
3. Shoes
 - no flip-flops or other beach wear shoes
4. All clothing should be neat, clean, in good repair and in good taste.

First Aid

Illness

-If a child appears sick or complains of being sick, take temperature, contact parents and take action that is necessary. Inform office staff if child needs to be left resting during office hours.

Medication

-All medication will be administered by the office via prior authorization.

Injuries

- For minor scraps, and bumps--wash, ice, use Neosporin, and bandage as needed.
- For severe lacerations, bumps and head injuries--Escort to the office for proper care.
- Fill out an Accident Report Form
- Notify parents as needed.

**SAN JOSE CHRISTIAN SCHOOL
ACCIDENT REPORT**

Child's Name _____

Date _____ Time _____

Accident Description _____

Medical Attention Given _____

Additional Comments _____

Teacher Signature _____

PLAYGROUND RULES FOR SCHOOL DAY AND EXTENDED CARE

The following rules are meant as general guidelines. It is not possible to list all the rules which may apply to a given situation. The following are the questions we ask in evaluating behavior:

Does this behavior:

1. demonstrate respect for others?
2. demonstrate respect for him/herself?
3. demonstrate respect for property?

BASIC RULES FOR ALL GRADE LEVELS

1. Communicate appropriately--the language, tone, intent, and gestures will be done respectfully by children and adults. (See Extended Care Discipline)
2. Children will play respectfully--they will respect others play space and will be expected not to tease or bully physically or verbally.
3. Children will use equipment and facilities properly. Children are expected to help clean up, not to be destructive, and assume responsibility for damage done.

Jr. K - KINDERGARTEN PLAYGROUND RULES

1. Basic Rules
 - all food is eaten on the benches
 - no pushing, shoving, karate, or tackle football
 - no throwing any objects at another person, this includes fibar from playground
2. Bikes
 - use on the black top only, not on patio
 - no jump ropes tied to bikes
 - no standing on bikes
 - no crashing
3. Furniture
 - no walking on or jumping off furniture
 - keep picnic furniture against the fence
4. Play Areas
 - try to keep separate and toys divided
 - basketball rims on black top close to gate
 - playhouse stuff by the Jr. K. patio
 - soccer and T-ball in grass area
 - jump rope area is on the blacktop or can be tied to the fence
5. Sand box
 - shoes must be worn
 - sand must stay in the sandbox
 - sand cannot be thrown
6. Playground Equipment
 - one person going down the slide at a time--feet first only--no walking up the slides
 - no kicking while on any of the monkey bars
 - no tag on playground equipment
 - no sports equipment on the playground structure

EXTENDED CARE PLAYGROUND RULES

1. All food is eaten on the bench or at picnic tables.
2. Play area for school and extended care is the blacktop and the grassy area up to the grass area between buildings is not a play area. You are not to go around the corners of the buildings where supervisors can not see you.
3. Pushing, shoving, karate, tackle football are not allowed.
4. Use only balls, bats, etc. labeled Daycare.
5. No toys may be brought from home.
This includes Gameboys, card games or other similar games except on designated days (Extended Care only-at the discretion of the Extended Care Director)
6. Running inside and using playground equipment inside is not allowed.
7. Ask permission to use the bathroom and you may not play in the bathroom.
8. Ask permission before going to school office.
9. No walking on or jumping off picnic tables.
10. No throwing rocks or any other objects at another person, this includes fibar
11. No throwing or flinging jump ropes at other students.
12. Balls are used for playground approved games only, NO hitting others with a ball.
13. No wooden bats for children fourth grade and younger.
14. Jr. K – 5th Grade Playground Equipment
 - one person going down the slide at a time, feet first only, no walking up the slides
 - no kicking while on any of the monkey bars; no climbing on top of the monkey bars
 - no tag on the playground equipment
 - no sports equipment on the playground structure

EXTENDED CARE DISCIPLINE

Follow the Golden Rule--Do unto others as you would have them do unto you.

Matthew 7:12

1. RESPECT THE CHILD

- a. When disciplining, take the child aside and deal with it in private.
- b. **Don't yell** across a room or playground except in an emergency
 - 1) Go toward the child and address them clearly and privately when necessary.
 - 2) Speak in a caring (no yelling), firm and clear manner not in a condescending tone of voice.
 - 3) If you lose your temper, YOU lose!
- c. Use **positive language** when speaking to a child such as: "Please use walking feet" not "Don't run".
- d. It is important to communicate appropriately with children--use "I" messages: "I like it when. . ." "I need you to . . ."
- e. Treat all children **equally**. No Favoritism. Rules apply to **ALL** students.
- f. Consequences must be **appropriate** and not detrimental to a child's self-esteem. For example, a child with handwriting difficulties should never be forced to write sentences. Staff person must confer with the director on the appropriateness of the consequence.

2. LISTEN

- a. When helping to resolve conflicts among children, let each child share their feelings. Listen to both sides before making any decisions. Sometimes you may need to restate when understanding is difficult. Never choose sides.

3. DISCIPLINE PROCESS

- a. When a problem occurs:
 - 1) Speak to child/children concerned.
 - 2) Give each child the opportunity to state his/her viewpoint.
 - 3) Respond accordingly.
 - a) 1st offense: Give warning.
 - b) 2nd offense: Appropriate consequence and alert parent.
 - c) 3rd offense: Child is sent to the office and office visit form is filled out and sent home.

***For serious disruptions and behaviors go directly to step b) or c) depending on situation.

**SAN JOSE CHRISTIAN SCHOOL
OFFICE VISIT REPORT**

Date: _____

Name: _____

Dear Mr. and Mrs. _____,

_____ **was in the office today because**

Possible Consequences Discussed: _____

Child Signature: _____

Administrative Signature: _____

Teacher Signature: _____

CHECK-IN/CHECK-OUT PROCEDURES FOR EXTENDED CARE

CHECK-IN PROCEDURES

1. Morning check-in for **all** students
 - a. Any students arriving prior to 8:00 am must check into Extended Care.
 - b. 7:00 am-8:00 am--all students sign in the auditorium.
 - c. All students must check-in with the Extended Care staff each morning before going out to play. Parent/Guardian does not need to be present to check child/children in.
 - 1) Sign students into Extended Care on laptop in Auditorium.
 - a. Type in last name into Search field.
 - b. Click on SignIn Child bar next to student name.
 - c. Click Save
 - 2) Daycare staff member signs all students out at 8:00 and students are dismissed to their respective playgrounds.
2. Afternoon check-in Jr. K - 8th grade
 - a. Jr. K-5th grade at 3:00 pm (11:45 am on early dismissal days)
 - b. Students check into Extended Care at benches on playground unless it's raining. Check in on rainy days is in the Auditorium.
 - c. Middle School students who must remain on campus after 3:30 PM will have a supervised free time and study period in conjunction with Extended Care between 3:30-5:00.

CHECK-OUT PROCEDURES

1. Afternoon check-out grades Jr. K - 8th grade
 - a. From the laptop in the Auditorium on the check-in/check-out counter, type last name into Search bar.
 - b. Click on Child SignOut bar next to student name.
 - c. Click Save.
 - d. If someone besides the parent/guardian or those listed on a pick up sheet are to pick up a child, a permission note must be sent to the school.
2. Late Pick-up
 - a. After school extended care is 3:00 pm-6:00 pm.
 - b. There will be a late charge of \$5.00 for the first five minutes and \$2.00 for each minute thereafter.

EXTENDED CARE SCHEDULE

MORNING SCHEDULE

7:00 - 7:50 am	Extended Care provided for all students Activities inside auditorium playdoh, blocks, games, reading, puzzles, drawing, homework etc.
7:50 - 8:00 am	Clean up
8:00 - 8:30 am	All students are dismissed to their respective playgrounds.

AFTERNOON SCHEDULE—Jr. Kindergarten - 8TH GRADE

3:00 - 3:15 pm	Extended Care check in time (see Check-in Procedures) Students must check in with the extended care staff before they can play.
3:15 – 4:00 pm	Snack/Recess Snack provided daily. Students must eat snack on the benches before they are allowed to play.
4:00 – 5:00 pm	Homework K - 8th grade K – 8th go in for homework Jr.K stays on playground Everyone stays for homework until 4:30 pm, unless the child is picked up by a parent. Students who finish homework early will read or be read to until 4:30.
4:30 - 5:45 pm	Free Play Activities include: puzzles, coloring, playdoh, blocks, arts & crafts, reading, games, outdoor play.
5:45-6:00 pm	Clean up

HOMWORK TIME

This is a very important learning time for the children. It is important to make this a positive and a structured learning environment. For many students this is the only time they have to do their homework.

1. Staff members need to roam/monitor during homework time.
2. Provide a **quiet** atmosphere!!
3. Keep a limit of 6 kids per table. Separate those who cannot handle sitting near each other.
4. Encourage students to discover their mistakes on their own. **Do not give the students answers.**
5. Empower the children. Teach them how to get ready and how to clean up.
 - a. Have supplies (pencils, crayons, scissors, markers, etc.) setting out.
 - b. Show them where the supplies will be each day for homework time.
 - c. Teach them that they must put their supplies away and clean up their area before they may go out to play.
6. **Praise those children working well.** Let the other kids hear you praise those who are working quietly and diligently. Very soon the room will quiet down because they want to be the ones getting praised. This helps with many other activities.
7. All students (accept for Jr. K) go to homework time. If they do not have homework or finish early, they must bring an ARP book along to read until homework time is completed.

PARENT COMMUNICATION

Extended care is essential for most parents in today's society. For some parents extended care is the reason they chose our school. Extended care needs to be a positive experience for both children and parents. We need to realize that parents are coming from a long day at work also. We have the opportunity to make their lives easier and build a rapport with the parents. Listed below are areas that need to be covered daily.

1. Always greet parents. Get to know them on first name basis. It lets them know you care about who they are.
2. Have the area where the children's "things" are **neat** and ready to go. Often parents are in a hurry and do not want to search for their child's belongings.
3. If you visit or have a conference with a parent, position yourself so you can view the entire area you are supervising.
4. Try to give a positive comment to parents about what their child did or said today. Maybe it is just that Johnny waited patiently in line for snack. This will give the parent and child something positive to deal with for the ride home. Let parents know you see good in their child.

EXTENDED CARE GENERAL INFORMATION

Extended Care is provided by San Jose Christian School as a service for working parents of our students. Extended Care will be available every school day from 7:00 A.M. until 8:00 A.M. and in the afternoons from 3:00 until 6:00 (from 11:45 until 6:00 on early dismissal days). Please do not bring your children before 7:00 A.M.

Extended Care: Sign-in & Sign-out

Jr. Kindergarten - 8th Grade ARRIVING BEFORE 8AM **MUST** be signed in to Extended Care in the Auditorium..

Morning:

7:00 - 8:00 All Students sign-in in the Auditorium.

8:00 - 8:30 Jr. Kindergarten – 5 Grade students go to their designated playgrounds for supervised play. Middle School students go to Wing 4.

After School Care

At 3:00 P.M. Elementary students will be signed in at the entrance to the elementary playground. Time will be given for homework as well as for supervised play and other activities.

At 3:30 P.M. Middle School students who have not been picked up will go to the Elementary playground to be signed into Extended Care.

PROCEDURE FOR PICK-UP FROM EXTENDED CARE

ALL CHILDREN who are left in the care of San Jose Christian School for Extended Care must be signed out by a responsible adult. The sign out laptop is located in the auditorium on the check-in/check-out counter.

A list of adults who may pick up a child will be kept on file for each child in Extended Care for whom we have a contract.

Any adult who is not known by sight to the Extended Care staff will be expected to offer proof of identification to the staff.

Any adult who is not listed as an authorized pick-up person needs to have been authorized by a note. In an emergency, this authorization can be arranged by phone before the pick-up takes place.

If someone who is not authorized comes to pick up a child, the child's parent will be contacted for confirmation that this is permissible before the child is released. In the event that parents cannot be contacted, other appropriate means will be followed to verify that the child may be released.

When you come to pick up your child, please go to the auditorium to sign him/her out. If someone other than the persons listed on the enclosed contract is to pick up your child, we will need your written permission to release your child. Please be prompt in picking up your child at or before 6:00 P.M. **There will be a late charge of \$5.00 for first five minutes after 6:00 P.M. & \$2.00 for each minute thereafter.**

Extended care billing will be from the 1st through the 30th/31st. Invoices are due on or before the 15th of the following month. A late fee of 5% of the late balance or \$5.00, whichever is greater, will be applied to all delinquent accounts. Daycare bills may be paid with tuition; please specify if your tuition payment includes payment for day care.

If you have any questions or comments about Extended Care, please call Mrs. Synamon Reeves at 408-371-7741 x 301.



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EXTENDED CARE CONTRACT

I, _____, plan to use the SJCS' extended care program.
(Parent name)

Name of child(ren) attending extended care:

_____	Grade _____	<input type="checkbox"/>	7:00-8:00AM	<input type="checkbox"/>	3:00-6:00PM
_____	Grade _____	<input type="checkbox"/>	7:00-8:00AM	<input type="checkbox"/>	3:00-6:00PM
_____	Grade _____	<input type="checkbox"/>	7:00-8:00AM	<input type="checkbox"/>	3:00-6:00PM
_____	Grade _____	<input type="checkbox"/>	7:00-8:00AM	<input type="checkbox"/>	3:00-6:00PM

Circle days attending: M T W TH F

The school will be responsible for the supervision and discipline of my child(ren) during this time and notify me of any change in policy. The school will bill me at the rate of \$4.50 per hour per child. **I understand that I will be charged \$5.00 for the first five minutes after 6:00 P.M. & \$2.00 each minute thereafter until my child(ren) are picked up.**

Billing periods for day care will be from the 1st through the 30th/31st of the month. Day care bills are due on the 15th of the following month and may be paid with tuition. A late fee of 5% of the late balance or \$5.00, whichever is greater, will be applied to all delinquent accounts. Day care bills may be paid with tuition; please specify if your tuition payment includes payment for day care.

I have read and agree to abide by the terms of this contract and the extended care procedures as outlined in the Extended Care Handbook.

(Signature)

(Date)

Persons authorized to pick up my children:

(Name)

(Phone)

(Name)

(Phone)

(Name)

(Phone)

(Name)

(Phone)

If you have any questions, please contact Mrs. Synamon Reeves at 408-371-7741 x301.