

OUR LADY OF THE HOLY SOULS
EXTENDED CARE PROGRAM

2018 - 2019
HANDBOOK

1001 North Tyler
Little Rock, AR 72205

Ex Care Office: 663-7438

Ex Care Cell Phone: 516-2002

School Office 663-4513



HOLY SOULS EXTENDED CARE HANDBOOK

Pastor - Fr. John Marconi 663-8632 - Business Office
Principal – Nancy Handloser 663-4513 - School Office
Director –Melissa Koehler 663-7438 - Extended Care Office
516-2002 - Extended Care Cell

HOURS OF OPERATION:

After school care— time of dismissal until 5:30 p.m.

Summers and Holidays—7:30 a.m. to 5:30 p.m.

PURPOSE:

To provide a safe and enjoyable atmosphere to benefit the development of the whole child. We offer a variety of activities for all children to enjoy.

ADMISSION POLICY:

Summer: Enrollment is open to all children who will be entering Kindergarten in the following school year through those entering 6th grade.

After school: Enrollment is open to any child attending Holy Souls School PreK – 8th grade.

ATTENDANCE:

Summer: All students must be signed in and out by a responsible party each day on a sign in/out sheet. **Please do not drop-off children in front circle or parking lot.**

After school: All students will be signed in by a HSEC staff member and must be signed out by a responsible party.

Holy Souls Extended Care will be closed for the following holidays:

**Labor Day
Thanksgiving (Mon. through Fri.)
Christmas Eve
Christmas Day
New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day (Fourth of July)**

***HSEC reserves the right to close for any other scheduled or unscheduled school holiday and/or vacation.**

DAILY RELEASE:

Children will only be released to those persons listed on the EC application. In the event someone not listed on the EC application needs to pick up your child, the EC director on duty must have written or direct verbal notification of such.

AFTER SCHOOL ENROLLMENT REQUIREMENTS:

- *Complete registration form online.
- * \$25.00 non-refundable registration fee per child..

SUMMER ENROLLMENT REQUIREMENTS:

- *Complete registration form online
- * \$25.00 non-refundable registration fee per child
- * \$150.00 activity fee per child.

TUITION POLICIES:

Summer: Tuition is collected through the FACTS program administered through the school office. If you do not have a FACTS account, tuition is due weekly in advance.

School: Tuition will be based on your attendance. Charges are \$10 per day. Tuition is collected through the FACTS program administered through the school office.

Tuition Rates:

After School (per child)

Daily Rate	\$ 10.00
Holiday	\$35.00 daily (PT conferences, Christmas break, etc.)

Summer (per child)

Daily Rate	\$ 35.00	Holy Souls students
Weekly Rate	\$ 135.00	Holy Souls students
Daily Rate	\$ 45.00	non-Holy Souls
Weekly Rate	\$ 145.00	non-Holy Souls

The summer activity fee of \$150.00 is required to be paid with registration. This fee is required by each student in the program regardless of the number of days attending the summer program.

LATE PICK-UP CHARGES:

Please be prompt in picking up your child. Anyone arriving after 5:30 p.m. will be charged **\$1.00 per minute**, which will be charged to FACTS. If you are running late, please be courteous and call the Extended Care office to let them know when you will be arriving.

SNACKS:

Summer/Holiday: Students will be provided a morning and afternoon snack which is included in tuition.

After-school care: Students will be provided an afternoon snack which is included in tuition.

FIELD TRIPS:

Children are encouraged to participate in all scheduled activities to the best of their abilities, but are not forced to do anything they do not wish to do. Transportation for field trips will be provided by Arrow Bus Line.

REST TIME DURING SUMMER PROGRAM:

Any child that is six years of age or younger (DHS regulations) is required to have one to one and one-half hours of rest per day. Cots are available for use at rest time. Each child will need to bring pillow, sheet, and blanket.

MEDICATION:

Medication cannot be administered without a current medication form on file. HSEC needs to have a medical plan on file for any student with food allergies, asthma, or other medical condition. Make sure the medication is given to the adult in charge. All medications will be locked away and accessible by staff members only. Please make sure it is clearly labeled with the child's full name. All prescriptions or over the counter medicine should be in the original container. We do not keep acetaminophen, antacids, or cough drops for students use.

INCLEMENT WEATHER:

Please stay tuned to local television and radio station's news coverage for information on program closings.

EMPLOYEES:

Holy Souls will strive to have the best quality care for all of the children involved. The program has a director and assistant director in charge of daily operations. The adult/child ratio shall be determined by the age of the student group and be in compliance with state law.

DISCRIMINATION RIGHTS:

Holy Souls does not discriminate against any race, color, ethnic or religious origin.

DISCIPLINE:

Children should conduct themselves in an orderly manner at all times. They are to abide by all program's rules. They are to treat supervisors, friends, and the property of others with respect. If a child fails to follow the rules, they will be placed in time-out. If time-out proves unsuccessful in promoting appropriate behavior the responsible party will be contacted for a conference with the director/principal. If inappropriate behaviors continue the final option will be removal of the child from the program. No physical punishment is used.

DISCHARGE from the program:

Discipline policies are set forth by regulation standards; any child who fails to meet the requirements for discipline shall be discharged from the Extended Care Program after a conference with the Director and/or school principal. The discipline of the HSEC is based on the same discipline policy found in the Holy Souls School Student Handbook. HSEC is an extension of Holy Souls School. All policies and procedures found in the Holy Souls School handbook are to be followed by students attending HSEC.

PLAYGROUND RULES:

Children may not:

1. Leave the playground without permission from the adult in charge.
2. Go after balls that have been kicked or thrown over the fence.
3. Climb or hang on the walls and fences separating the playground levels.
4. Climb or stand on the slides or benches.
5. Jump from any playground equipment.
6. Take balls, jump ropes, or hula hoops on the equipment area.
7. Take food, gum, or candy on the playground.
8. Take colors, pencils, or markers onto the playground.

CAFETERIA RULES:

Children should:

1. Practice good table manners.
2. Be courteous.
3. Be seated and remain seated at the table until dismissed by the staff member in charge.
4. Talk quietly.
5. Leave the table and chairs clean.
6. Place trash in receptacles.

Child Care Rules and Regulations:

1. Each child is unique and valuable, so every child will be treated with respect, love, and concern.
2. Children are expected to be respectful to supervisors at all times.
3. Each child is expected to participate to the best of his/her ability in any and all activities.
4. No child is to leave any area without permission of the staff member in charge.
5. No profanity or foul language will be tolerated.
6. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
7. Each child will be expected to help clean the area they have been playing in before they leave for another area.

8. Any toys or items brought from home will be the responsibility of the child who brought them. The adult in charge has the right to limit play or put these items away. **Please label all items brought from home.**
9. Trading or selling of items is prohibited.
10. Children will be divided into age appropriate groups while playing indoors and out, whenever possible.
11. Games and toys are to stay in the area they belong (they may not be taken from that area) unless instructed otherwise. Games and toys should always be treated with respect. If a child is mistreating a game or toy, he or she may be subject to the following: (1) not being allowed to play with that particular item, or (2) not being allowed in that particular area the rest of the day (or possibly the week.)
12. All children will be included in group activities.
13. Any scheduled activity, such as field trips, should be attended by everyone. Any **misconduct** can result in exclusion of future activities.
14. No balls are allowed to be used in the Cafeteria.
No balls should be kicked so high in the Gym as to damage the ceiling tiles or light fixtures.
15. Electronic games and/or CD players are not allowed at Extended Care except for **Friday's during summer.**
16. No trading cards – NO EXCEPTIONS!
17. During the school year children will be given an opportunity to work on homework after 4:00 pm. It is the responsibility of the **student** to participate in the homework session. There will be an adult present to supervise the children.

PROCEDURE FOR REPORTING ABUSE AND/OR NEGLECT:

It is the responsibility of any childcare worker in the State to report any suspected abuse/neglect of a child to the appropriate child Protective Services Agency. The statewide Child Abuse Hot Line is:

1-800-482-5964

Holy Souls Extended Care is licensed through the Department of Human Services. DHS has the authority to interview students in the licensed program without prior consent from the parent. In the event that DHS were to need to interview any of our children, a representative from Holy Souls would be present for the interview.