



**ST. JOHN**  
**THE BAPTIST**  
CATHOLIC SCHOOL

**BEFORE AND AFTER SCHOOL CARE**

**PROGRAM HANDBOOK**  
**2018-2019**

Welcome to SJB's Before and After School Care Program! We are excited to serve you and your family. Our goal is to provide a safe, affordable, convenient, and quality program to meet your family's needs. This handbook is intended to serve as a guide for our program to answer many of the questions you may have concerning our child care services. If you have any questions about our program, please contact the Director at [beforeafterschool@johnthebaptist.org](mailto:beforeafterschool@johnthebaptist.org).

The policies and procedures outlined in the St. John the Baptist Catholic School Parent/Student handbook may supersede all procedures and policies in this handbook.

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## **MISSION**

The mission of SJB Before and After School Care Program is to provide safe and affordable child care to the families of SJB school before and after school in a Catholic environment.

## **SERVICES**

### **Ages of Children**

The SJB Before and After School Care Program is designed to provide care to students of St. John the Baptist Catholic School currently enrolled in Kindergarten through eighth grade. Our license is for ages 5 and up (K-8).

### **Admission Family Requirements**

Families enrolled in the SJB Before and After School Program must be active members of the St. John the Baptist Catholic School community. All children enrolled in the Before and After School Program must be currently enrolled at St. John the Baptist Catholic School.

SJB Before and After School Care will do its best to accommodate all students, but may not be able to accommodate the needs of students requiring special education or special needs services.

### **End of Day Procedures**

Before we end our day, we walk through our areas, wipe down all desks and countertops, vacuum the room, check both the boys and girls restrooms, and shut off all lights.

## **HOURS OF OPERATION**

Morning Hours → 7:00 A.M. to 7:45 A.M.

Afternoon Hours → 3:15 P.M. to 5:30 P.M.

## **REGISTRATION**

The registration packet must be completed and submitted with the registration fee paid in full before your child(ren) may attend Before and After School Care. The cost of registration is \$50.00 per child, \$75.00 per family. This is a one-time per school year fee and is non-refundable.

## **FINANCIAL INFORMATION**

### **Payments**

The SJB Before and After School Care Program weekly fees are due each Monday. Drop-in fees are due at drop off for before school or at pick-up for after school. Please make checks payable to St. John the Baptist. Payment invoices will be sent home bi-weekly.

A late fee of \$25.00 per child will be assessed if tuition is not received by Wednesday of each week. If the weekly tuition payment and the late fee are not paid in full by Friday, the student may not continue to attend the program until the account is paid in full. If you need assistance, or wish to discuss a payment plan option, please speak with a member of the Before and After School program staff.

Any payment that is delinquent may result in your child's dismissal from the program until your account is paid in full including all late payment fees. Please email [beforeafterschool@johnthebaptist.org](mailto:beforeafterschool@johnthebaptist.org) or provide a written note if your child is dropping from the program. This will alleviate unnecessary billing.

Payments can be made in the following ways:

- In person to the Site Director
- To the school office

(By cash or check)

Please write the child's first and last name on any check or money order. Any disputes with billing must be in writing and sent to the Program Director.

There will be a \$25.00 service charge on all returned checks. After two returned checks, only cash or money orders will be accepted.

### **Rate Structure**

Weekly Rates →     \$30.00 Before School (\$20.00 for second child)  
                              \$70.00 After School (\$40.00) for second child)  
                              \$90.00 Before and After School (\$60 for second child)

Drop-In Rates→     \$10.00 Before School  
                              \$20.00 After School  
                              \$30.00 Before and After School

If your child attends any part of the Before or After School programs, you will be charged for the drop-in rate for that day unless you have paid a weekly rate payment.

### **Withdrawal Policy**

It is SJB Before and After School Care policy that written notice must be given two weeks in advance of your child's withdrawal from the program. Any outstanding balance must be paid in full at the time of withdrawal.

The SJB Before and After School Care Program reserves the right to dismiss a child from the program upon notifying the parent.

### **Late Pick-Up Charge**

Late pick-up is stressful for children. Please call our direct line (303-776-\*\*\*\*) if you anticipate being late to pick-up your child. A fine of \$1.00 per minute, per child, may be assessed at the discretion of the director. Repeated violation of this policy or refusal of paying of late fees may result in the child's dismissal from the program.

If the parent fails to pick up by 5:31 p.m. with no communication from the parent(s), the SJB Before and After School Care Program staff will try to contact persons who are authorized to pick up the child and the child's emergency contact. In the event that no one can be reached by 6:30 p.m., Social Services will be contacted, and the child will be taken to the police.

### **Receipts and Tax Information**

Receipts are available after making a payment and should be kept for family records. SJB Before and After School Care payments may be a taxable deduction. Statements are available upon request. The Tax ID is \*\*\_\*\*\*\*\*.

## **HEALTH POLICY**

The State of Colorado Health Division and the Archdiocese of Denver set health room policies. Due to legal issues, no exceptions will be made concerning medications. Please familiarize yourself with all policies. These policies are in place to protect both our children and the staff who provide service for our school. Although we are a separate program from St. John the Baptist Catholic School, the SJB Before and After School Care Program follows all policies regarding health that St. John the Baptist Catholic School follows as outlined in Appendix A (pg. 12-16). If you have any questions regarding these policies, please contact the SJB Before and After School Care Program at [beforeafterschool@johnthebaptist.org](mailto:beforeafterschool@johnthebaptist.org).

The SJB Before and After School Care Program is in compliance with ADA Regulations.

### **Illness**

If a child is too ill to attend school, he/she may not attend SJB Before and After School Care for that same day that the child is absent from school. If a child at SJB Before and After School Care is ill, parents/guardians listed as emergency contact will be contacted immediately and requested to pick up the child as soon as possible as will still be responsible for payment for that day of care at the Program Director's discretion. While waiting for pick-up, the ill child will remain under direct supervision of a SJB Before and After Care Program staff member. Illness classifications are the same as found in the SJB School Handbook in regards to fever, infection, injury, etc.

### **Medication**

Medication administration is in alignment of the rules for the Archdiocese of Denver and the State of Colorado Health Division. Parents and appropriate health professionals **must** complete all paperwork regarding



medication to be administered to each child as well as provide the proper medication labeled appropriately before SJB Before and After School Care Program staff will administer medication to a child under any circumstance. These rules apply to all medication including but not limited to over the counter medication, prescriptions, asthma medications and inhalers, and any allergy medication pills or epi-pens. All medication will be stored in a secure location in the Before and After School Care room. Refrigerated medication will be stored in a compartment of the refrigerator separated from any other food or drink items.

### **Sunscreen**

Children are to have applied sunscreen or have some other acceptable form of sun protection on before any outdoor activity. Sunscreen may be applied before the child arrives as long as the parent sends a note stating at what time the sunscreen was applied. SJB Before and After School Care will supply Rocky Mountain Sunscreen to be applied on all children who have no current sun protection or prior sunscreen application. Parents may send a bottle of sunscreen with their child labeled with the first and last name of the child. Children may apply sunscreen to themselves under the direct supervision of a staff member. A health care provider's note is not needed for sunscreen applications being used in a preventive manner.

### **ACCIDENTS AND EMERGENCIES**

The SJB Before and After School Care Program is First Aid and CPR certified. We will contact you or your emergency contact person to notify you of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes in your phone numbers. We will do any or all of the following in event of an emergency:

1. Call emergency contact on registration form
2. Call the child's physician\*
3. Call another physician\*
4. Call the paramedics\*
5. Have the child taken to a hospital emergency room in the company of a staff member\*

\*If these measures are necessary, the payment will be the responsibility of the parent.

### **Lost Child**

Every effort is made to keep all children safe. In the event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in the search. Parents, please assist us in educating your child of the importance of staying with the SJB Before and After School Care Program staff.

### **Reporting Child Abuse and/or Neglect - Archdiocese of Denver # 2200**

Colorado State Law (CRS Section 19-10-102 to 115) requires educators to report cases of physical abuse, sexual abuse, and neglect of children to the proper authorities. Any school personnel who knows or has reason to believe that a child is being neglected or abused must report this information to the principal. The local agencies will pursue this investigation. St. John the Baptist Catholic School will follow the law to report all suspected cases. If SJB Before and After School Care has concerns, a staff member will call the Colorado Child

Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437) or the Boulder County's Child Welfare screening line (303-441-1309) to report concerns about a child's safety and well-being.

### **Child Abuse Laws**

St. John the Baptist School abides by the Child Abuse laws of the State of Colorado. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education and physical, emotional, and social development will be nurtured in a well-planned and well-run program. Remember to observe the SJB Before and After School Care Program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. If you have concerns about any of these categories, you may file a complaint with the Colorado Department of Human Services, Division Of Early Care And Learning online at <https://www.colorado.gov/pacific/cdhs/contact-us-5>, by phone at (303) 866-4511, by fax at (303) 866-5563, by email at [cdhs\\_communications@state.co.us](mailto:cdhs_communications@state.co.us), or by mail at 1575 Sherman St., 8th Floor, Denver, CO 80203-1714.

### **Liability Insurance Coverage**

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

Saint John the Baptist Catholic School reserves the right to amend policies at any time during the year, to better meet the needs of the school community. These policies are summaries from the Archdiocese of Denver Policy Manual. For complete policies refer to the Archdiocese of Denver Office of Catholic Schools Manual. When there are discrepancies, the Archdiocese of Denver Office of Catholic Schools Manual supersedes.

## **PROCEDURES FOR DROP-OFF / PICK-UP**

### **Drop-Off**

In the morning, please ring the bell and walk your child in through the North Gate to the Before and After School Care classroom. Each child must be signed in every morning and signed out every afternoon. Signing a child in and/or out of the program each day certifies that the appropriate payment amount for that day/time of service will be paid in full as billed.

In the afternoon, children attending SJB Before and After School Care should report to the staff member at the bike rack by the gym at the end of carline to be checked in to the program for that day.

### **Pick-Up**

The SJB Before and After School Care Program will release the child only to the adult(s) for whom written authorization has been given and is maintained in the child's record. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member

who releases the child does not know the adult, identification is required to assure that the adult is authorized to pick up the child. If you need to make changes to the list of people authorized to pick up your child, please do so in writing. With parent or guardian's written approval, a child may **sign in only** instead of the parent or guardian. **A student may not sign out another student under any circumstances.**

If a program staff member has a reasonable belief that the authorized individual is under the influence of drugs, marijuana, alcohol, or is otherwise incapable of providing responsible care to the child, the SJB Before and After School Care Program staff will not release the child to this individual and will contact another authorized individual or emergency contact for this child.

### **Policy - Discussions Concerning Minor Children**

Discussions concerning any child, parent, or guardian with any third party will only be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the registration form.

Discussions concerning any child, parent, or guardian with any third party not authorized on the registration form will only occur with a member of the SJB Before and After School Care Program present, and must be scheduled with the Program Director.

## **PROGRAM**

### **Attendance**

Attendance is updated as students enter or leave the care facility. If your child is in detention or helping a teacher, the SJB Before and After School Care Program will have a note on file detailing the whereabouts of your child and requests prior notice of such an occurrence. A SJB Before and After School Care Program staff member will at all times have record of the students in attendance. Students and staff members with attendance records will remain as an entire group throughout all activities. If a student removes him/herself from the group, one staff member will remain with the other children while a second staff member searches all possible areas for the missing child.

SJB Before and After School Care Program will remain on the grounds of St. John the Baptist Catholic School at all times unless practicing an emergency drill or responding to an emergency situation. Students enrolled in SJB Before and After School Care will not be transported in a car by a staff member except with written and signed consent from a legal parent/guardian. Such notice will be kept on file for the entirety of the program or the child's enrollment in the program.

## Typical Daily Schedule

Morning Program (7:00-7:45am)	
Time:	Activity:
7:00 - 7:15	Games
7:15 - 7:40	Homework/Crafts
7:40 - 7:45	Prayer

Afternoon Program (3:15-5:30pm)	
Time:	Activity:
3:15 - 3:30	Prayer, Snack, Freetime
3:30 - 4:00	Outside (Weather Permitting*) Gym if it's available
4:00 - 4:30	Homework, Reading, Online Instructional Games
4:30 - 5:15	Games, Craft, Clean
5:15 - 5:30	Prayer

\*Outdoor activities will occur daily unless the weather is below 32°F or above 98°F and no excess precipitation, wind, or other weather event is present. If inclement weather to the extent of closing the facility for the day occurs, emergency contacts will be contacted and requested to pick up students as soon as possible. Such weather includes but is not limited to excessive snow or other precipitation, flood, excessive heat, and tornado potential.

### Snacks

An afternoon snack will be provided daily around 3:20 p.m. Snacks are nutritious. Please make sure that the staff members are aware of any food allergies your child may have. No child will be forced to eat, nor is denial of food ever used as a form of punishment. If your child requires more food, please send along an additional healthy snack.

### Personal Belongings

Valuable and precious items should only be brought to Before and After School Care with parental permission. Skateboards, rollerblades, cell phones, iPods, pets, weapons of any kind and other such items are prohibited on school grounds. The SJB Before and After School Care Program is not responsible for loss or damage to valuable belongings.

### **Lost and Found**

Parents are encouraged to label their child's school belongings. There are Lost and Found area near the 2nd grade area in the elementary school. Anyone who finds an item that has been lost or misplaced should bring the item to the Lost and Found. Lost items should be sought and claimed as soon as possible. Parents are encouraged to examine the contents of the Lost and Found occasionally during the school year to reclaim items lost by their child. Items remaining in the Lost and Found at the end of each quarter will be donated to a charitable organization.

### **Weather**

All children need to be prepared to go outside on a daily basis. This gives children a chance to get fresh air, run, climb, and roll in a large natural setting. We go outside every afternoon as weather permits. We are aware of temperature and natural weather changes. Please send appropriate clothing for your child (e.g. jackets, hats, and sunscreen).

### **Movie Policy**

Movies offered to children as an option will have a "G" rating.

### **Discipline**

At all times, discipline is to be conducted according to gospel values and with the dignity of the student and the general welfare of the school community in mind. As a general rule, the staff member should manage discipline problems of the children under the staff member's supervision and enlist the help of the director only in cases involving serious or repeated misbehavior. Children in the SJB Before and After School Care Program are encouraged to model the following:

- Respect and Courtesy
- Excellence and Forgiveness
- Responsibility and Thankfulness
- Kindness and Friendship
- Respect and Cooperation
- Honor and Self-Discipline
- Honesty and Helpfulness
- Trust and Patience
- Peacefulness and Understanding
- Loyalty and Unity

### **Harassment**

Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Harassment of any kind is prohibited at St. John the Baptist Catholic School and the SJB Before and After School Care Program. Situations of harassment will be addressed in the following way:

- a. First offense → depending on severity of the offense, detention
- b. Second offense → in-school suspension

- c. Third offense → at-home suspension
- d. Fourth offense → expulsion

### **Redirecting Behavior**

At times, it may become necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, a behavior report is written and submitted to the parent(s). A copy will be kept in the child's file as well. In cases where a child receives three behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, the parent(s) will be asked to find alternative care immediately. No child will be dismissed without the benefit of a conference between parent(s), staff, and director and/or principal first. If requested by parent or guardian, the SJB Before and After School Care Program staff can recommend a mental health consultant or other specialist as needed.

## **COMMUNICATION**

### **Telephone**

If needed, a parent may contact the SJB Before and After School Care Program at 303-\*\*\*-\*\*\*\*. If we are currently outside, you may leave a message that will be checked as soon as we return. For non-emergencies, you may email [beforeafterschool@johnthebaptist.org](mailto:beforeafterschool@johnthebaptist.org).

### **Staff Qualifications**

All staff members are active teachers at St. John the Baptist Catholic School and have been trained in First Aid, CPR, medication administration, as well as outside training for working with children, knowledge of activities, and serve as role models for children. Background checks are conducted on all staff members.

### **Ratio**

The SJB Before and After School Care Program follows Social Services guidelines for the State of Colorado. Licensing requires a 1:15 ratio for school age child care. There will always be at minimum two staff members present while the SJB Before and After School Care Program is operating.

### **Babysitting**

The SJB Before and After School Care Program staff are not permitted to babysit or transport children at any time outside of the SJB Before and After School Care Program.

### **Communications with Staff**

If you have a message or complaint, the Program Director can be reached at [beforeafterschool@johnthebaptist.org](mailto:beforeafterschool@johnthebaptist.org). Special requests, doctor appointments, etc., should be in writing when given to the staff. Any significant changes in the SJB Before and After School Care Program service policies or procedures will be sent home to the parents in a letter requiring a signature.

### **Visitors**

Parents or guardians are always welcome, and visits do not need to be announced or arranged in advance. However, the observing parent or guardian must be listed on the child's registration packet in order to have

access to the program area. Any visitor to the SJB Before and After School Care Program is required to sign in and must remain with a staff member at all times. A visitor will sign the "Visitor Register," write their address, state the purpose of the visit, and show identification.

## **DRILLS**

Parents will be alerted when a drill or emergency occurs at the SJB Before and After School Program occurs as soon as reasonably possible using the contact information included in the registration packet.

### **Building Evacuation**

May be implemented in times of hazardous materials incident or threat of explosion.

Staff and students are signaled by a fire alarm or director authorized announcement on our public address system.

Fire drill procedure is used to exit the building.

Attendance is taken using the attendance list to verify all children and report unaccounted absences.

All are to await further instructions.

Staff will take student medications.

Speaking to any media is discouraged.

### **Building Site Evacuation**

May be used during an injury, illness, presence of body fluids, weapons, threats or violent behavior.

Staff and students are signaled by a fire alarm or principal authorized announcement on public address system.

Fire drill procedure is used to exit the building.

Attendance is taken using the attendance list to verify all students and report unaccounted absences.

All are to await further instructions.

Office staff will take student medications.

Speaking to any media is discouraged.

Stay with any person experiencing emergency until assistance from office arrives.

All students sent to adjacent classroom.

Staff member rejoins student group after assistance arrives.

### **Tornado**

When conditions threaten a tornado watch or warning may be possible, staff will continuously check local weather conditions and news sources.

If a tornado warning is issued, the staff and children will proceed to the gym basement and follow school tornado drill procedures.

Staff will take student medication to the location.

All are to wait until the local news sources declare that the tornado warning is no longer active.

Attendance is taken using the attendance list to verify all students and report unaccounted absences.

### **Lockout**

Emergencies that necessitate all students and staff remain indoors due to a threat outside of the school building. Staff and students are signaled by the word “lockout” announced on public address system. Staff and students remain in classrooms with doors locked. Follow-up message will be sent via the public address system, e-mail, or telephone system. Proper authorities will be contacted by the director, principal, assistant principal, office staff, or SJB Before and After School Care Program staff. Speaking to any media is discouraged.

### **Lockdown**

Emergencies that necessitate all students and staff remain in rooms. Staff and students are signaled by the word “lockdown” announced on public address system. Staff and students remain in classrooms with doors locked. Telephones are not to be used. Follow-up message will be sent via the public address system, e-mail, or telephone system. Proper authorities will be contacted by the principal, assistant principal or office staff. Speaking to any media is discouraged.



## **ADDENDUM A**

### **Transitions to and from Community Activities**

If a student is transitioning to or from another SJB school sanctioned activity, the moderator of that activity will either pick-up and sign out the student from SJB Before and After School Care and bring them to the activity or will bring the student to SJB Before and After School Care and check the student in with a SJB Before and After School Care Program staff member. The moderator must also have written authorization to bring the child to or take the child from SJB Before and After School Care. This authorization will be maintained in the child's record. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization.