

# St. Simon Extended Care Program

1840 Grant Road  
Los Altos, CA 94024  
650.967.3293 650.967.3294  
St. Simon Parish School: 650.968.9952

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Staff:

School Principal: Mr. Steve Clossick  
Extended Care Director: Ms. Rema Batmani  
Extended Care Assistant: Mrs. Maria Navarro  
Extended Care Assistant: Mrs. Eda Barreto  
Extended Care Assistant: Ms. Alexandria Ketell  
Extended Care Assistant: Ms. Nguyet Tran

Telephone: 650.967.3293  
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## **Mission Statement**

St. Simon Extended Care provides appropriate and safe care for St. Simon Parish School students prior to and after the normal school day. It is designed to supplement, but not substitute for the parent's responsibility for the protection, development, and supervision of their children.

## **Program**

St. Simon Extended Care is designed to meet the needs of the parents. We provide a safe, nurturing, and social place for your child to go before and after school hours. Our program will positively support, challenge, and encourage children by offering appropriate settings conducive to their wholesome social, intellectual, emotional, and physical development. A variety of productive and formal activities are available, ranging from art and crafts to organized play. Time is provided for studying and homework.

## **St. Simon Extended Care Facility**

The Extended Care Facility will be located in the Library and the Learning Resource Center. Grades 1 – 3 will be located in the Learning Resource Center and grades 4 – 8 will be located in the Library. Grades 1 – 3 will be eating snack at the Elise Higgins center Monday – Friday from 3:00pm – 4:00pm.

## **Days and Hours of Operation**

The center is open on all school days from 7:00a.m. to 6:00p.m. This includes student conference week and all school minimum days. It is not open on national holidays or weekends, and we are closed for the summer. There are a few school holidays that we may open if there are a sufficient number of students who need care. Notification will be posted at the center

## **Registration**

All children who are registered at St. Simon Parish School are eligible to register at Extended Care. The registration fee for our program is \$50 per child or \$100 per family. Registration takes place starting in the month of May. The fee is non-refundable.

## **Fees**

The drop-in rate for children is \$10 an hour with a 30 minute minimum from our check-in time. Your child is considered checked in when they gather in the Extended Care line or meet in the school breezeway.

If a child attends Extended Care 5 hours a month or more, you are eligible for our discounted rate of \$7.00 an hour per child.

Payments are due on the 10<sup>th</sup> of each month. There is a late charge of \$20 if the payment is not received by the 10<sup>th</sup> of each month. You may purchase monthly hours if necessary. See Mr. Clossick for more details.

## **After Hours Fee**

Extended Care closes promptly at 6:00p.m. There will be a late charge of \$15.00 per quarter hour per child starting after 6:00p.m. The quarter hour charge will take effect at 6:01p.m.

6:01-6:15 \$15.00

6:16-6:30 \$30.00

6:31-6:45 \$45.00

6:46-7:00 \$60.00

## **Food**

Extended Care cannot cook food for your children. Please advise Extended Care of any food allergies.

## **Handbook**

All students who attend Extended Care and their parents are required to read through the Extended Care handbook, and to abide by the rules and regulations.

### **Drop-Off and Pick-Up Procedures**

When dropping off your child in the morning, please accompany her/him inside the building. When a child leaves the facility, except for school functions, the person responsible for picking up the child must come in and sign her/him out at the desk. If your child attends Extended Care “Homework Time” you may sign them out in the designated room.

The person picking up your child must be 16 years or older.

No child will be released to any person not listed on the authorized release form unless a note is sent with the child.

We ask that you leave the facility as soon as you have signed out your child. For the safety of the children, no siblings are allowed to play outside or on the structure without the parent present.

If your child is going to drop-in, please notify us by phone or note that morning. Anyone who uses Extended Care must fill out registration forms and pay the registration fee. (Those in Extended Day Kindergarten must fill out the registration form, but do not have to pay the registration fee if they are only using the Extended Day Kindergarten time.)

If your child attends Extended Care regularly and participates in after school programs, please notify us if your child will be late.

It is the parent’s responsibility to provide means of transportation to and from sports/activities outside of Extended Care. We do not offer additional staff to walk your child to and from such activities.

Students may not leave the school campus and then return to Extended Care unless he/she is participating in a school function or for doctor appointments.

### **2:55/ 3:00 Dismissal Time**

Children in grades 1-3 go directly from school to the breezeway, where they will get signed in by an extended care staff member. After all children get signed in they will bring their backpacks to the Learning Resource center. From 3:15 – 4:00 the children will walk to the Preschool facility and eat snack /play outside. The children who have homework have “quiet time” from 4:00 – 4:30 in the Learning resource center.

All other children may play inside or outside with supervision. We can offer some homework assistance, but we are not responsible for checking or correcting homework.

Students in grades 4-8 go directly to the breezeway, where the children will get signed in by an extended care staff member. After children are signed in, they will go directly to the school library to do their homework. Homework time will start at 3:00 and will end at 4:20. During this time the students are to work quietly and independently. We cannot offer answers during this time, but we can offer assistance. Students are also allowed to quietly ask questions among themselves. All students at 4:20 will walk together to the Learning Resource center, and snack will be served. These students will remain in the Learning Resource center until 6:00.

It is a school policy not to allow children to return to classrooms for forgotten items. This policy is strictly enforced.

### **Minimum Days 12:25/12:30 Dismissal**

Grades 1 – 3 go directly to the breezeway where the extended care aides will sign in the students. These children will place their backpacks in the Learning Resource Center. At 12:45 the children will eat their lunch and play until 2:45 (Some days the children will play on the turf, gym, or black top.) The same rules stated in the school handbook apply to our extended care students during the gym or turf time. It is a privilege to use the gym and turf. At 2:45 the children will eat their snack and play at the Preschool facility, until 3:30. Homework time will take place from 3:30 – 4:00.

Grades 4 -8 will eat lunch from 12:45 till 1:05. After lunch these students will go to the gym or turf for play time. Homework time will take place in the library from 2:15-4:20. All students at 4:20 will walk together to the Learning Resource center, and snack will be served. These students will remain in the Learning Resource center until 6:00.

### **Minimum Days 2:15 Dismissal**

Grades 1 – 3 go directly to the breezeway where the extended care aides will sign in the students. From 2:30 – 3:30 children will eat snack and play at the Preschool facility. From 3:30 – 5:00 children in grades 1-3 go directly to homework time / indoor play / outdoor play in the Learning Resource center.

Students in grades 4-8 go directly to the breezeway where the extended care aides will sign the students in. These students will go to the Library to complete their homework. Homework time will be from 2:15 – 4:20. All students at 4:20 will walk together to the Learning Resource center, and snack will be served. These students will remain in the Learning Resource center until 6:00.

## **Kindergarten Dismissal**

Kindergarten students attending Extended Care will be taken to and from extended care by St. Simon staff. Those Kindergarten students not attending Extended Care will be picked up by parents or those permitted to pick up between the church and parish center.

## **Behavior Expectations**

Safety and security for the children are the most important elements for our Extended Care. The following expectations are in place to ensure their safety and security.

Students are expected to exhibit school appropriate behavior. All rules and regulations that apply to the school are strictly enforced at Extended Care. (Please read behavior expectations in the St. Simon Parent – Student Handbook.)

## **Discipline Policies**

We want every child to feel safe at our facility. If your child's behavior becomes a problem, or if he/she becomes a threat to others, a parent/principal conference will be set up to correct the problem together. Further actions could mean suspension or your child will be asked to leave the Extended Care program.

It is a privilege to attend this Extended Care program, and the privilege may be revoked.

## **Other Policies**

In compliance with school policy, cell phones may not be used during extended care time. If you have any further questions regarding this policy please contact Mr. Steve Clossick.

Personal CD players, Ipods or handheld games may be brought to Extended Care to use only during Extended Care hours. They are not allowed during regular school hours. Students and parents must sign a contract before they can be used at Extended Care. They are used at their own risk. We are not responsible for lost or broken items.

Please remember to label all clothing worn to Extended Care. Articles of clothing left at the facility will be taken to the school lost and found weekly.

Extended Care is not responsible for any lost, stolen or broken toys or equipment brought from home. (It is recommended that home items stay at home and not come to Extended Care.)

Children may change into play clothes after school. Children must be able to change independently.

## **Computer Rules**

The computer is on a timer for 15 minutes a day per child. No exceptions.

The computer is not used during snack or art time.

Only one child at a time is allowed on the computer.

If you do not want your child to use the computer, please send a note.

Only school appropriate games will be used. No games from home are allowed.

If the computer is used improperly, we have the right to remove the child from it.

## **Media Rules**

Before any media is brought to daycare, a parent/student must sign a release contract.

It will be on file for future reference.

Media may only be used in line with the rules on the contract.

We may revoke any media privileges at anytime if their contract is abused.

No sharing of media of any kind is allowed.

## **Daily Schedule (Grades 1 – 8)**

7:00	Open to children who need care before school hours
7:50	Staff member walks children to school
11:30	Start of Extended Care for Kindergarten on Minimum Days
12:25	Start of Extended Care for (1-8) 3 <sup>rd</sup> Wednesday/Minimum Days of each month
2:00	Start of Extended Care for Kindergarten on Regular Dismissal Days
2:15	Start of Extended Care for (1-8) 1,2,4,5 Wednesday of each month
2:55	Gr. 1-3 walk to Learning Resource Center
3:00	Gr. 4-8 walk to school library
3:15	Gr. 1-3 Snack time / Play Time at Preschool Facility
3:00	Gr. 4 -8 Homework time in School Library
4:00	Gr. 1 -3 Indoor and Outdoor Activities / Homework Time in LRC.
4:20	Gr. 4 – 8 In learning Resource center Snack will be served at 4:20
4:20	Gr. 1 -8 Outside Play / Quiet Activities in Learning Resource Center
6:00	Extended Care Facility closes

## **Daily Schedule (Grades Preschool & Kindergarten)**

7:00	Open to children who need care before school hours
7:50	Staff member walks kindergarten children to school
11:30	Start of Extended Care for Kindergarten on Minimum Days
11:15	Extended Care will begin for Little Saints Preschoolers / Pre – K
11: 15	Little Saints play outside
11:30	Eat Lunch (Wednesdays with Kindergarteners)

- 12:00 Play Inside
- 12:30 Rest time for Preschool / Pre – K ( No rest time on Wed.)
- 1:30 Put rest items away (Kindergartners arriving)
- 2:00 Story Time (Preschool, Pre – K, & Kindergartners)
- 2:30 Preschool, Pre – K & Kindergartners Play Outside
- 3:00 Snack Time ( All Children will eat snack inside)
- 3:30 All Children are playing inside
- 4:00 Outside Play
- 5:00 All children inside for quiet activities / Extended Care closes at 6pm.