Right to Amend: Sacred Heart Schools reserves the right to amend this handbook as required and at any time. All attempts to have the most current information and data were made prior to publishing and a current version will be maintained on the school website.

This Student/Parent Handbook provides information concerning the various guidelines and services for all families participating in the P-8 program at Sacred Heart Schools, Atherton. This handbook is also a reference for the school’s expectations of students in conduct, attendance, and discipline.

By choosing Sacred Heart Schools, Atherton, families indicate a commitment to the Goals and Criteria of Sacred Heart schools as well as a willingness to support the School’s regulations regarding behavior, academic readiness, and participation in school activities and events.
Sacred Heart Schools, Atherton
Extended Care Program 2019-2020

Description

The Extended Care program is offered to Sacred Heart students enrolled in full-day preschool through eighth grade. The program is divided to serve two student groups: preschool through 1st grade, and 2nd through 8th grade. The goal of the program is to provide care in an environment that will support student’s needs by offering a balance of activities including homework supervision, outdoor play, age-appropriate games and activities, and healthy snacks.

Enrollment

Sacred Heart School’s Extended Care program is an integral part of the P-8 experience and helps to meet the needs of many of our families.

To enroll in ASC please complete and submit the enrollment form on-line or print and return to:

P-8 Extended Care Program, Sacred Heart Schools, Atherton
Attn: Mrs. Kat Kavanaugh,
150 Valparaiso Ave. Atherton, CA 94027.

Extended Care Rates

Starting the 2019-20 school year, there will no longer be an Extended Care fee schedule option.

After School Rate: $12.00

All students will be charged the hourly drop-in rate of $12.00 per hour/or fraction thereof.

Before School Care Rate: $8.75 per day.

Extended Care fees are billed monthly with payments due the first Friday of the following month.

For billing questions concerning Extended Care, please contact Malinda Pjesky at mpjesky@shschools.org or (650) 473-4009.
**Hours of Operation**

Extended care sessions:

1. Before School Care: 7:30 am with a light breakfast provided.
2. After School Care: From school dismissal until 6:00pm.

**Calendar**

Extended Care opens:

- August 19, 2019: *Grades 6 – 8*
- August 20, 2019: *Grades 2 - 5*
- August 21, 2019: *Grades 1*
- August 26, 2019: *Preschool and Kindergarten*

Subsequent to the beginning dates extended care is available every day that *school is in session* with the following exceptions:

- December 20, 2019
- May 29, 2020

**Attendance Procedure**

**Reservations for Extended Care**

Extended Care is available to SHS students on a *first come first serve basis* and is limited to the first 60 students. Please fill out the form online or print and return it to the Extended Care Director, Kat Kavanaugh prior to your child attending the Extended Care program.

Requirements to attend Extended Care:

- Completed Extended Care form on file with Extended Care Director prior to attendance
- Minimum 24 hour Reservations notice required for next day participation in program
- Minimum 24 hour Cancellation policy to a confirmed reservation
- Additionally, please inform the appropriate school office, and your child’s homeroom teacher of your student’s after school plans
- $15.00 “drop-in” fee will be assessed to all not contacting the Director of Extended Care one hour prior to the end of the school day.
- $15.00 fee will be assessed for all “no shows” - without communicating nonattendance one hour prior to the start of the Extended Care program.

*Additional fees for “Drop-in” will go into effect on October 21, 2019 to allow families to determine usage and/or need of Extended Care.*
**Dismissal Procedures**

The Extended Care Program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. To sign-out your student - provide your initials by the student’s name on the “sign-out” sheet, noting the time of departure. Adherence to the sign out format will help us keep track of students in case of emergency.

Children will not be allowed to leave the Extended Care Program unattended. Under no circumstances will a student be released to anyone other than their parent/legal guardian without specific authorization from their parents/legal guardian prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Please note that if your student is not signed-out properly, a charge of $25.00 will be assessed to any family not adhering to the students release sign-out procedure.

**Late Pick-Up Policy**

The Extended Care program ends promptly at 6:00 pm. Parents are asked to please pick up their student by that time. A late fee of $10.00 will be assessed for every 15 minutes or fraction thereof until the student is picked up. All late fees will be added to the next billing statement.

**Attire/Uniforms**

Students must wear their school uniform while attending Extended Care. If a student needs to change for extracurricular activities, the student may do so 15 minutes prior to the activity/class or departing from Extend Care. Please refer to the uniform guidelines in the 2019-2020 PSK and/or LMS SHS Parent-Student Handbook.

**Overall Behavior Expectations and Discipline for the Extended Care Program**

The Extended Care staff is responsible for maintaining a safe environment for each student enrolled in the program. Therefore, it is important that rules and policies are established that serve all students. All students are expected to follow Code of the Heart behavior expectations that teaches students to be Ready, Responsible, Respectful, and Caring. Please refer to the PSK and LMS Parent-Student Handbook 2019-2020. The Extended Care staff uses Code of the Heart to actively teach and reinforce positive behavior to guide students as they learn how to conduct themselves appropriately within our SHS community. There may be times, however, when a student’s behavior warrants disciplinary intervention in that case parents will be notified, of behavior and consequences. The school reserves the right to terminate a student’s participation in the Program.
Additional Policies in Extended Care

The following guidelines are in place to ensure better supervision and protection of children during the Extended Care program. Please help us be “our best” for your children by following these rules:

● Students must come directly from their last class or an afterschool activity to Extended Care. Upon arrival, the Extended Care staff will sign-in children

● Snacks are provided for consumption only in the Extended Care area - No “take away” snacks

● Please reinforce Code of the Heart behavior, by ensuring your child cleans up after their activities, before departure

● Once the designated adult picking up the student from Extended Care arrives, they must check-out their student promptly and depart – no parental/guardian visits with children

● Once a child is signed-out - no reentry

● Non-enrolled children visiting the Extended Care program, must stay with their parent/guardian at all times

● Avoid long conversations with the Extended Care staff during pickup – to create less distraction and lack of supervision of the students in attendance

● For information regarding your child’s day in Extended Care, please email afterschoolcare@shschools.org and/or schedule a time to meet with the Extended Care Director.
Health Policy

Children who attend the Extended Care Program, should be well enough to follow the normal routine of the program.
Children who have a contagious condition should not be sent to school/Extended Care.
If your child has any of the following observable symptoms the school will contact the parent/guardian to pick up their child.

Observable Symptoms include but not limited to:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch(es)
- Headache or stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of the scalp
- Temperature over 100 degrees

If a child becomes ill while attending Extended Care, a parent/guardian or emergency contact will be notified. A child who is not feeling well, should be picked up within one hour of notification. The Program will provide a quiet area while the child waits. A child must be fully recovered before returning to school/Extended Care Program.

The Extended Care staff will NOT dispense any prescription or non-prescription medication.

In addition, if your child is not exhibiting any of the symptoms noted but appear to be overly tired or just not feeling completely well, please allow him/her to stay home for a day. Families with children in Preschool – 1st grade, are asked to provide an extra set of clothes for the child, in case an accident occurs.

If your child has any dietary restrictions or allergies, please notify Director of Extended Care so we can plan accordingly. If the restrictions or allergies are severe, we may suggest that you provide your child with their own snacks.

We thank you and appreciate your cooperation with us regarding your child’s health. Your child’s health and wellbeing are our top priorities.
**Enrichment Program 2019-2020**

In addition to the formal after-school sports teams and arts programs, a variety of Enrichment classes are offered each semester for students in grades K-8. Unique course selections are offered three times per academic year (fall, winter and spring) and require enrollment at each trimester. Each course meets 1-2 times per week, running approximately 30-60 minutes per session. These courses are intended to provide students with an opportunity to experience and explore interests in a fun and less structured environment, courses are not graded or counted for academic credit.

**Enrichment Class Registration**

Registration for all enrichment classes can be done online via the school’s website using your parent portal log-in credentials. Details and information regarding classes offered can be found on the P-8 Enrichment Program tile.

**Payment**

Payments can be made on-line or submitted to the Director of the Enrichment Program. If a payment is not received by the second week of class, the student will be removed from the roster.

**Cancellations & Refunds**

Registration in a course indicates a commitment to the class. If for some reason, there is a need to cancel or drop after the second class – a refund will be given, with a deduction of a $45 administrative fee plus 20% of the class cost. No refunds will be given after the second week of instruction.
Important Extended Care Dates (2019-2020)

August
19th – Extended care begins for Grades 6-8
21st – Extended care begins for Grades 1-5
26th – Extended care begins for PSK (All grades)

September
2nd – No School (Labor Day)

October
18th – No School (Fall Break)
31st – PSK Halloween (Regular ASC until 6pm)

November
1st – P-8 Late Start at 9:20am (Before Care available at 7:30am)
7th – PSK & LS Parent Teacher Conference (Regular ASC until 6pm)
8th – PSK & LS Parent Teacher Conference (No ASC)
25th – 29nd – No School (Thanksgiving Break)

December
20th – Dismissal for Christmas Break (No ASC)

Enrichment Dates:

Fall 2019
Registration opens on August 20th, 2019 and closes on September 3rd, 2019
Enrichment classes start on Monday, September 9th, 2019
Classes will end on the week of Monday, December 2nd, 2019.

Winter 2020
Registration opens in December 2019 – Stay tuned!
Important Extended Care Dates (2019-2020)

January

7th – Classes Resume (Regular ASC)
20th – No School (Martin Luther King Jr. Holiday)

February

TBD – PSK & LS Parent/Teacher Conferences (No ASC)

14th – P-8th Grandparents Day

17th – 21st – No School (Winter Break begins)

April

6th – 13th – No School (Easter Break begins)

14th – Classes Resume (Regular ASC)

TBD – PSK & LS Parent/Teacher Conferences (No ASC)

May

25th – No School (Memorial Day)

28th – PSK Dismissal for Summer Break (No PSK ASC)

29th – LMS Dismissal for Summer Break (No LMS ASC)

Enrichment Dates:

Spring 2020

Registration and Classes dates are to be announced… Stay tuned!
SHS P-8 Extended Care Enrollment Form

Please fill out the entire form. Any questions or concerns, please contact Kat Kavanaugh at kkavanaugh@shschools.org

1. Child’s name: ___________________________________________ Grade: _____

2. Child’s name: ___________________________________________ Grade: _____

Family’s Information

Name of Parent/Guardian and Relationship: __________________________________________
Home Phone Number: ________________________  Cell Phone Number: ________________
Email Address: _________________________________________________________________

Name of Parent/Guardian and Relationship: __________________________________________
Home Phone Number: ________________________  Cell Phone Number: ________________
Email Address: _________________________________________________________________

Child’s Information

Does your child have any known allergies? please mark one.  Yes _____  No _____
If yes, please explain: ___________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please give any information concerning which your child will be helpful in his/her experience in group settings such as playing, eating, and sleeping habits, special fears, special likes or dislikes:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Emergency Contacts

Please list each contact relationship to the students

1. Name and Relationship: ________________________________________________
   Home Phone Number: _________________  Cell Phone Number: ________________
2. Name and Relationship: ____________________________________________________
   Home Phone Number: _________________     Cell Phone Number: _________________

If you cannot pick up your child, please give the names of persons to whom the child can be released below:

1. Name and Relationship: ____________________________________________________
2. Name and Relationship: ____________________________________________________
3. Name and Relationship: ____________________________________________________

**Emergency Care Information**

Name of Child’s Doctor: _________________________________________________________
Address: ______________________________________________________________________
Office Phone: __________________________________________________________________
Hospital Preference: _____________________________________________________________

**I understand that my child must always check in with Extended Care staff before going to another on-campus activity.**

Print Parent’s Name: ____________________________________________________________
Parent’s Signature: _____________________________________________________________