

EXTENDED CARE GUIDE

Thank you for your interest in the St. Edward-Epiphany Extended Care Program! The entire St. Edward-Epiphany Extended Care Staff is committed to providing a safe and enjoyable Christian learning environment for each student. The Staff truly enjoys what they do and strives to do this special work to the best of their ability.

Q. How do I go about enrolling my child in St. Edward-Epiphany Extended Care?

A. Parents must fill out an Extended Care registration form, present a proof-of-identity (such as birth certificate) and fill out an "Emergency Form" for each student they wish to enroll. A \$25.00 registration fee per family is also required.

Q. Once my child is accepted to St. Edward-Epiphany, what is the earliest that I may enroll my child in St. Edward-Epiphany Extended Care? What is the latest that I may enroll my child in St. Edward-Epiphany Extended Care?

A. You can register for Extended Care as soon as you have enrolled your child in St. Edward-Epiphany. Registration is based on space restrictions more than anything else. So, as with everything, the sooner you register your child the better!

Q. What are our different Extended Care Options?

A. St. Edward-Epiphany provides professional care, supervision, recreation and enrichment activities for students in Preschool through Eighth grades.

Q. What are the weekly costs associated with the Extended Care Options?

A. Fee schedules may be found online at www.seeschool.com

Q. Is occasional care offered? What are the costs? What does taking advantage of "occasional care" entail? If I have an appointment and need a babysitter, can I just drop my child off? If not, why not?

A. Occasional care is offered as space permits at a slightly higher cost for those parents who need a more flexible work schedule. Parents must fill out all the required paperwork ahead of time and pay the registration fee. However, Extended Care can NOT provide babysitting or drop-in care services.

Q. Is there an additional fee involved for early dismissal or non-school days?

A. There is no additional cost for noon dismissals. However, for full days there is a \$15.00 extra fee for a single student and a \$25.00 extra fee for two or more students from one family.

Q. What happens if I am late picking up my child from Extended Care?

A. Additional fees will be charged to your account based on how late you are. At least two staff people have to stay to care for students.

Q. What is the adult to student ratio?

A. The Preschool and Kindergarten group has a 1:10 ratio, the First through Third grade group has a 1:15 ratio and the Fourth through Eighth grade group has a 1:20 ratio.

Q. Is the Extended Care licensed by the State of Virginia?

A. St. Edward-Epiphany Extended Care is licensed by the State of Virginia.

Q. Will I get a statement from Extended Care at the end of the year to file with my taxes?

A. In early January, parents will receive a year-end statement for tax purposes.

Q. If my child doesn't attend Extended Care one day, do I still pay for that day? If my child doesn't attend Extended Care for a week, do I still pay for the week?

A. Yes. Parents pay a weekly rate whether students are there or not. However, each family is granted five "vacation days" that they may use at their own discretion. These are five free days. Please let the Extended Care staff know when you plan to use your days.

Q. Do parents pay for holidays, i.e. Christmas break? Thanksgiving break? Spring break?

A. Parents do not pay for holidays, Christmas break, Thanksgiving break or Spring break.

Q. What do I do if I wish to take my child out of St. Edward-Epiphany Extended Care?

A. All you need to do is advise the Extended Care Administrator in writing that you will be withdrawing your child from the St. Edward-Epiphany Extended Care. No other notice is required.

Q. Does my child need anything from home, i.e. blanket, pillow, and extra set of clothes?

A. Preschoolers need to bring a blanket or towel for their cot.

Q. What phone number do I use to call Extended Care?

A. During school hours (8:00 am to 3:30 pm), the phone number for Extended Care is 804.272.2881 ext 303.

Q. How should payments for Extended Care be made? Weekly? Monthly? Should I pay in advance or will I be billed? Can late fees be incurred?

A. Payments may be made by check payable to St. Edward-Epiphany with Extended Care written on the "memo line" of the check. They may be given to any Extended Care staff, sent in student's Red/White Folders (in an envelope marked "Extended Care") or turned in to the school office.

Parents have the choice of paying once a week, every two weeks or once monthly. Payments are due in advance for the last two (2) weeks of school. Once you know your weekly rate, it is not necessary to wait for a statement before payment, as payments can be made in advance. Statements will be sent home approximately every four (4) weeks showing any balance due that will need to be paid upon receipt.

Q. Can my Preschool child order from the St. Edward-Epiphany lunch menu?

A. Yes, lunch menus come out once a month. Milk program comes out at the beginning of every School year.

Q. If the school is closed for the day, is the Extended Care still open? If so, do parents pay extra for using the services? How much?

A. Extended Care closes for all the St. Edward-Epiphany holidays, including Labor Day, Christmas, Thanksgiving, Spring Break and Memorial Day weekend. It does remain open on early closing days, minor holidays (such as Columbus Day or President's Day), school conferences, and teacher workdays and teach retreat days.

Parents need to sign students up if they intend to send them on the days when the school is closed so that the center can be properly staffed. Also, no lunch or milk is provided for noon dismissal days or non-school days, so students must provide their own lunch and drink. The Center will supply both a morning and afternoon snack. There has to be 25 students signed up for Extended Care to open. If Extended Care is open and your child does not come after signing up, the holiday fee will be charged.

Q. Is Extended Care closed if there is a snow day?

A. In the case of inclement weather, the Extended Care will be open only if the school is open.

Q. What security measures are taken for the student's safety? What if my child gets sick or is hurt?

A. Preventative measures are taken whenever possible. Students are kept in sight of Extended Care staff at all times, except when in the restroom. Play equipment is inspected for safety and rules are in place to encourage the students to play safely. Parents sign students in and out of Extended Care. Extended Care Staff must be notified in advance, in writing, if anyone other than the parent is picking up students.

Our Staff is trained in CPR and first aid and a First Aid Kit goes wherever the Staff goes. They have flashlights and a battery operated radio in the event that we lose power. The School runs fire drills and has secured the classrooms to be as safe as possible. Parents will be notified if their child is injured and the Extended Care staff is trained to triage injuries and/or dial 911, if necessary, always erring on the side of caution. The school nurse is also on hand until 3:00 pm each day. Finally, the only door open to the school after 3:30 pm is the back door.

Q. If my child is in Preschool, do I need to get a milk subscription for him/her to receive milk at Extended Care?

A. Yes, if your child is in Preschool you DO need to sign your child up for a lunchtime milk subscription for him/her to receive milk during Extended Care.

Q. What would a typical day in Extended Care look like for my child? Is my child participating in a “special activity”, i.e. learning a sport, enjoying crafts, etc., while at Extended Care? Are field trips offered for Extended Care attendees?

A. After the Preschool morning program, the Extended Care students are escorted to Extended Care for lunch followed by a rest period. After rest time, students play games, color, or look at books until regular dismissal time (2:50 pm). Some students leave school at this time while others join the after-school program for Preschool to Third grade students.

The regular late afternoon activities include snack (must meet Virginia Licensing Standards), outdoor play, story time, music, arts and crafts, and homework time for students in First through Third grades, and both self-chosen and organized play activities.

Extended Care staff also tries to add variety by providing guest speakers or entertainers, celebrating holidays with Extended Care parties, participating in cooking activities or by watching an occasional movie.

Q. Can students attending Extended Care participate in the Kaleidoscope program when it is being offered? Can students attending TLC participate in St. Edward-Epiphaney athletics?

A. Yes. Our students participate in Brownies, Girl and Boy Scouts, Cub Scouts, Kaleidoscope and athletics as long as the activity takes place on the school campus.

Q. How will my child get to Extended Care in the afternoon?

A. Preschoolers who stay for extended care are escorted to Extended Care by the Extended Care staff at noon.

Q. What do I do when someone else will be picking up my child?

A. When parents fill out the registration papers, they are asked to list other people that are authorized to pick up students; however, it is best to let the Extended Care staff know ahead of time, preferably in writing. If it is someone who is not on your list, then you must send in a written permission note.

