



**St. Vincent De Paul Catholic  
School Extended Care  
Program Information  
2022-2023**



## **Saint Vincent De Paul Catholic School Extended Care**

### **Statement of Purpose and Vision**

Extended Care is offered as an extension of St. Vincent De Paul Catholic School, and upholds all school policies and goals. The program strives to provide professional childcare and enrichment that emphasizes and is governed by the inherent personal dignity of each child as they have been created by God, in His image and likeness.

Each child has been made to know, love and serve God, to be with Him in Heaven. In order to develop personally and grow in virtue, we believe that children must be given the opportunity to develop, practice and perfect the ability to control their own behavior and act rightly. We strive to assist the children in our program to develop charitable behaviors, independence and responsibility. We give them the encouragement and opportunities they need to practice self-discipline and virtue.

We believe that each child is eager to act, engage, and do things for themselves and others. When provided with a safe, structured and comfortable environment, and appropriate adult direction and assistance, children will choose developmentally appropriate materials and activities. These activities should reflect and strengthen a child's ever expanding wonder and appreciation for reality and creation, thus forming an early love for them and thirst for learning - invaluable components of personal formation and growth in later years.

### **St. Vincent De Paul Catholic School Mission Statement**

St. Vincent De Paul Catholic School is rooted in the Truth and  
Love of Christ and His Church and is committed to Educating  
the Whole Child for the Future

## Policies and Procedures

### Registration

- Registration form and fee must be submitted for *each student* before they can attend Extended Care
- Registration fee of \$75.00/1 child, \$150.00/2 or more children is required upon registration.
- Materials fee of \$75/1 child, \$150/2 or more children is due upon registration.  
Registration forms are available on the SVdP school Parent Portal. Completed forms may be emailed to Jessica Berry [jberry@svdpk8.com](mailto:jberry@svdpk8.com) or given to the Front Office staff.
- Registrations are accepted according to space availability.
- The fee for Extended Care is \$10 per hour per child. You will be billed monthly at the beginning of the month, with payment due by the 15<sup>th</sup> of the month, through FACTS.
- The first hour of care is always charged in full regardless of the child's time in care.
- Minimum of 3 days attendance in Extended Care per week is required at this time due to staffing. We are hoping to be able to offer drop-in care once staffing is complete.
- School age children in grades Kindergarten (minimum age 5) through 8<sup>th</sup> Grade may be registered for Extended Care.

### Hours of Operation

- Extended Care after school care is offered Monday through Friday every day that school is in session for a full day. Hours of operation are **3:00- 5:00pm**.
- A penalty fee of \$5.00 per minute per child will be charged if your child(ren) is picked up after 5:00pm.

### Noon Dismissal Days/Drop In's

- When/if Drop In care is provided , it will be on a very limited basis if available. Please contact us by email or phone prior to attendance to confirm availability. Extended Care registration form and fees are required.
- Extended Care will be available for noon dismissal days from 12:00pm to 5:00pm.
- After school care will not be available on the first day of school, **August 22**, the last day of school, **June 1 and 2**, and the day before Christmas break **December 21**.  
You must sign up if care is needed for the noon dismissal days. If you are not registered for care your child may not attend. The rate will be the same as regular Extended Care which is \$10 per hour. The first hour will always be \$10 regardless of time in attendance. After that you will be billed for time in attendance. Please be sure that your child brings a lunch that day. An afternoon snack will be provided at 3:00pm. For further information please contact the Extended Care Director at 303-777-3812 or [jberry@svdpk8.com](mailto:jberry@svdpk8.com) **Space is limited**.

### Arrival and Departure Procedures

- Extended Care is located in room 101.
- The Extended Care entrance is located on the lower playground near the parking lot. Please ring the doorbell for entrance.
- ALL children will be dismissed on a staggered basis from their school classrooms to go to room 101, Extended Care.
- An authorized person must sign out ALL children. Only those authorized on your registration form will be allowed to pick up your children from Extended Care.
- If, for any reason, an unauthorized person must pick up children from Extended Care, a written and signed permission letter from the parent/guardian must be obtained and a photo ID presented before children will be released. If possible, please call Extended Care or the school office in advance to inform us of the change. In the case of an emergency, verbal permission from the authorized person may be given over the phone.

- Extended Care ends at **5:00pm**. If you are late please call staff immediately to let them know an approximate time of arrival. (please see late fee policy)
- When children have not been picked up 30 minutes after the program has ended, and staff has been unable to reach parents/guardians or contacts, staff is required by state licensing to call Denver Police and the Department of Human Services.
- Please also refer to the **Safety Procedures** section.
- **The Extended Care phone number is (303)-777-3812, Ex.108**

### **Field Trips and Excursions**

Extended Care does not typically attend Field trips. If there is a Field trip scheduled, information including an itinerary will be posted on the door of Extended Care, room 101. If children arrive late after the group has left, it is your responsibility to transport your child to the location. If you choose not to participate in the excursion/field trip, no care will be available. Parents must complete a permission slip to attend any excursion/field trip. All information pertaining to the field trip will be sent home with children in the program.

### **Safety Procedures**

- If an accident occurs, we will follow the procedures listed on the Extended Care Information cards included in your registration packet. Please update as needed.
- In case of an accident, we will make every effort to contact the parents immediately. If we are unable to contact the parents or the emergency contact, we will contact your physician or 911 and treatment will be given as necessary. In the event of an emergency, 911 will be called immediately and parents will be contacted as soon as the Extended Care staff is able to do so. All staff members have current First Aid and CPR training. Parents will be informed of minor injuries when they arrive to pick up their child. Children will be cared for according to the best possible method available at the time.
- We are required to have two (2) emergency contacts for your child including their address and phone number. We are also required to have the name, address and phone number of your child's doctor, dentist and preferred hospital.
- Upon arrival, children check in with staff and put their NAME magnet on the board marked IN. Upon departure children will move their magnet to OUT. Children will also move magnets to PLAYGROUND as needed. Staff conducts a count of children and magnets on the board and updates throughout the day.
- If a child does not arrive as expected, staff will check with their teacher and the office to see if other arrangements were made for the child. An all school search will be conducted if necessary. If the child is not located, parents/guardians will be contacted. If circumstances dictate, staff will call 911.

### **Crisis Management**

- St. Vincent de Paul Catholic School has a Crisis Management Plan that corresponds to the Plan for all Denver Public Schools. This safety/emergency management plan maintains a plan for dealing with emergencies that may arise. Safety drills are held periodically to ensure knowledge of procedures and to help students and faculty to be prepared for the following: fire, tornado, blizzard, earthquake, shelter-in-place, danger in the neighborhood or city, protection from chemical/biological dangers, hostage situation, death, any other school or district emergency.
- LOCKDOWN "Lockdown" is for danger in the neighborhood or city, or chemical/biological danger outside of a 10-mile radius of the school. Procedure: 1. School personnel will secure the building. 2. Administrators will contact media (as necessary), and use "Parent Alert" to notify parents/guardians.

- **EVACUATION** The Denver Police Department has named the John Paul II Center (Bonfils Building) as the place to move to if evacuation of the building becomes necessary. Procedure: Administrators will contact the Archdiocese media (as necessary), and will use a text message system as needed to inform parents. Parents/Guardian or designee are asked to do the following: a. Report to the John Paul II Center (Bonfils Bldg.), 1300 South Steele Street, as soon as possible b. Sign logs near the main information area c. Go to the designated area to wait for children d. Students will be released directly to parent or designee and Police may be involved at this point to assist.
- **SHELTER-IN-PLACE** "Shelter-in-Place" will be used in the event of a chemical or biological danger within a 10- mile radius of the school. Procedures: 1. Students/Staff members who are outside will come inside the building 2. All students and staff members will remain inside the building 3. Administrators will contact Archdiocese media (as necessary), and use "Parent Alert". Parents/Guardian or designee are asked to do the following: a. No one will be permitted to enter or leave the building until a public announcement "all Saint Vincent de Paul Catholic School clear" has been delivered. b. After "all clear" is given, children may be signed-out in the usual way from Extended Care.
- Students with disabilities and those with access and functional needs will be identified by staff. An assigned staff member will accompany the identified student to the closest safety evacuation area. • Staff will carry an emergency bag with roster to take attendance immediately following any evacuation or emergency situation.

### **Medication Procedures**

- Before any type of medication is administered to your child during the program, an Archdiocese of Denver Catholic Medication authorization request form must be completed, including doctor's signature. This includes, inhalers and Epi-Pens. If your child requires use of one of these, an anaphylaxis/asthma care plan must be completed and given to the Program Director. • Unused or expired medications must be picked up by the parent/guardian
- Only staff with Medication Administration certification may administer and log medication. • All medication must be in its original pharmacy container with label that contains child's name, name of medication, dosage, number of doses per day, the date medication is to be stopped and expiration of medication date.
- All medication must be checked in by certified staff and stored in a safe place out of children's reach.

### **Personal Belongings**

Children's belongings should be labeled with his/her name. Bins will be provided to store their belongings. We discourage children from bringing toys, electronics and money from home without permission from the program. Extended Care is not responsible for lost, stolen or damaged items or money.

### **Visitors**

- Visitors are required to check in and sign the visitor's log and state the reason for the visit. • Visitors are limited to 30 minutes per week.
- Visitors unknown to staff will be asked to show ID to staff and reason for the visit.

### **Human Services and Child Abuse Reporting**

- If you have a complaint concerning licensing violations at this or any child care facility, you should report your concerns by calling the Colorado Office of Early Childhood Care at 303-866-5948 • Colorado Children's Code requires all caregivers to report any suspected cases of abuse or neglect.

You should report your suspicions to the Department of Human Services by calling their hotline at 1-844-CO-4-KIDS.

### **Withdrawal from Extended Care**

- If you wish to withdraw your child from the program please complete a Withdrawal Form available from Extended Care staff.
- If you wish to re-enroll during the same school year, we cannot guarantee that space is available.

### **Program Closure**

In the event that Extended Care will no longer be available and will need to close the program, parents will be given a 1 month notification. **(If closure is due to a public health mandate, a grace period may not be available)**

### **Discipline Procedures**

When a child's behavior is not appropriate, we first talk to the student about their behavior and our expectations. Age-appropriate limitations and positive methods of discipline are used to reinforce self control. If the behavior becomes a problem, we will inform the parents and work together towards a solution to the problem. If the student's behavior remains uncontrolled or is detrimental either to the student, other students or to the program's best interest, we reserve the right to terminate enrollment.

### **Other Important Information**

- Extended Care will provide a small snack at the beginning of the program. Please notify the Extended Care staff if your child has any food allergies or other concerns. Please mark any food allergies on the registration form under **Allergies**.
- As part of the after school Extended Care program, each child will be given the opportunity to spend half an hour (or more if necessary) on their homework.
- No electronics of any kind will be allowed. (Cell phones included)
- On certain occasions (i.e. inclement weather) it may be necessary to present a movie to the students. ALL movies shown will have a "G" rating.
- Please read carefully the St. Vincent de Paul Catholic School Student/Parent Handbook. Extended Care will follow all discipline procedures set forth therein. Our governing principle will always be the personal dignity of each child.
- Please keep us informed of anything in your child's life that may affect their needs while in Extended Care... This may include, but is not limited to academic struggles, illness, medication, and emotional upset, loss of sleep or change in schedule.
- Extended Care can be reached at 303-777-3812, Ex.108. You may also send an e-mail to [jberry@svdpk8.com](mailto:jberry@svdpk8.com).

### **Non-Discriminatory Policy**

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, and at the direction of the Superintendent of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities

generally accorded or made available to the students at the schools. Furthermore, as per compliance with the Americans with Disabilities Act. Archdiocesan schools admit handicapped students in accordance with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, and at the direction the Superintendent of Catholic Schools, attest that none of the Catholic Schools discriminate on the basis of sex in its admission policies, treatment of students or its employment practices.

The Pastor, on behalf of the Ordinary, assumes responsibility for both the administrative and spiritual leadership of the parish Catholic school. The Principal is responsible for the ordinary operation of the school and for the following Archdiocesan policies and directives.

### 2022-2023 Extended Care Information Card

*Child Information Please fill in every field.*

First Name:	Middle Name:	Last Name:
Date of Birth:	Gender:	Age:
<b>Grade for 2022-2023 school year:</b>	Homeroom Teacher:	Start date:

**\*\* Parent/Guardian Information**

<b>Mother</b> First Name:	Last Name:
Address:	City/State/Zip:
Home Phone:	Cell:
Employer Name:	Employer address:
Work phone:	City/State/Zip:

<b>Father</b> First Name:	Last Name:
Address:	City/State/Zip:
Home Phone:	Cell:
Employer Name:	Employer address:
Work phone:	City/State/Zip:

**\*\*Alternate Emergency Contact (All emergency contacts must be 18 and older)**

<b>Name #1</b>	Relationship to child:
Address:	City/State/Zip

Home phone:	Cell:
<b>Name #2</b>	Relationship to child:
Address:	City/State/Zip
Home phone:	Cell:
<b>Name #3</b>	Relationship to child:
Address:	City/State/Zip
Home phone:	Cell:

**\*\* Required information- complete contact information must include names, addresses, & phone numbers wherever indicated**

**Authorization to pick up your child from Crusader Club/Extended Care** (only the following people are authorized to pick up my child without written permission and photo ID)

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Anyone specifically NOT authorized to pick up your child- Name:		

The above persons are authorized to pick up my child and/or may be contacted by Extended Care staff in the event of an emergency if parents or guardians cannot be reached.

Parent/Guardian's Signature:	Date:

**\*\* 2022-2023 Medical/Doctor/Dentist/Hospital/ Information**

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

<b>Doctor's Name:</b>	Phone:
Address:	City: State: Zip
<b>Dentist Name:</b>	Phone:
Address:	City: State: Zip
<b>Preferred Hospital:</b>	
Address:	City: State: Zip

**\*\*Required information- complete contact information must include, name, address & phone numbers for doctor, dentist and preferred hospital**

**Allergy/Health Information**

Does your child have any allergies?	No ____ Yes ____ (please explain)
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Does your child require any medications during the program?	No ___ Yes ___ (please explain) * A current copy of the Administration of Medication form MUST be provided with each medication. (Can be found on school website)
Does your child require emergency medications? (Epipen, inhaler, etc.)	No ___ Yes ___ (please explain) * A current copy of the Administration of Medication form MUST be provided with each medication. (Can be found on school website)
Medical conditions that require child's dietary supplements or restrictions	No ___ Yes ___ (please explain)
Any restrictions of normal physical activities?	No ___ Yes ___ (please explain)
Anything else we should know in caring for your child?	No ___ Yes ___ (please explain)
Child's immunization records up to date and on file in the school office?	No ___ Yes ___

**Sign IN/Out Authorization** (Before school, and special circumstances only for After School)\*\*

I give my permission for my child (who is 8 or older) to sign him/herself OUT of After School** Yes ___ No ___ Parent/Guardian Initials _____
I give my permission for my child (who is 8 or older) to sign him/herself IN Before School Yes ___ No ___ Parent/Guardian Initials _____
** Special circumstances include, children going to after school sports and children who are picked up by a parent/guardian authorized person who is under the age of 18 years old.

**Sunscreen Authorization**

I give my permission for St. Vincent de Paul Crusader Club staff to assist in applying sunscreen to my child's exposed skin, including face, neck, ears, shoulders, arms, legs and feet, prior to participation in outdoor activities. I acknowledge and understand that sunscreen will not be applied to any broken skin or if a skin reaction is observed. I understand that it is my responsibility to provide a sunscreen with a minimum SPF of 15 or higher. I understand that sunscreen is not provided by St. Vincent de Paul School. Parent/ Guardian signature: _____
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**Video viewing Authorization**

I give permission for my child to view G Movies. I understand this will be on special occasions only (inclement weather, special party, etc.) Parent/Guardian signature: _____
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## Payment Agreement 2022-2023 for St. Vincent De Paul Extended Care

Parent/ Guardian Responsible for payment:	Phone:
Address:	Email #1: Email #2:

Child's Name	Age	DOB

<b>Please Mark:</b>
Registration Fee One child: ___ \$ 75..00 Two or more children: ___ \$150.00 Materials Fee One child: ___ \$75.00 Two or more children: ___ \$150.00

<b>Please designate your schedule below</b>
After School: M ___ T ___ W ___ TH ___ F ___

<b>Extended Care program fees:</b>
\$10 per hour per child Additional fees of \$5.00 per minute late fee will be accessed for any child remaining past 5:00 p. m.

**Agreement Terms and Conditions for St. Vincent De Paul Extended Care**

The Extended Care program begins on the first FULL day of the school year, and provides before and after school care each full day when school is in session. After school hours are 3:00 p.m. to 5:00 p.m. Noon day dismissal care available for select dates. Drop-in care may be added and will be accepted based on space availability. You must notify Extended Care staff by 2:00pm of the day needing care to confirm availability. Drop in children must be registered prior to attending.

**Fees payment:**

- IParents/guardians will be billed monthly in FACTS.
  - Records of payments will be kept by the Program Director and a copy for tax purposes can be obtained by request. •
- Registration for the following school year is contingent upon all tuition and fees including Extended Care being current. Registration for the following school year Extended Care program will not be accepted if there is an unpaid balance due.**

As the signer of this document, I understand that I am fully responsible for payment of all Extended Care fees in accordance with all terms of the payment agreement. When deemed necessary, delinquent accounts may be referred to a collection agency and all costs relative thereto will be the responsibility of the Parent/ Guardian whose signature appears below.

Parent/ Guardian Signature Date:

**St. Vincent De Paul Catholic School Extended Care Acknowledgement of Policies and Procedures**

- I have received and carefully read the policies and procedures in the St. Vincent De Paul Extended Care Parent Handbook. By signing this document I agree to follow and accept the conditions of, and give authorization and approval for the activities described in the Parent Handbook. I am aware that I have the opportunity to ask questions in regards to these policies and procedures.
- I understand and acknowledge that I am fully responsible for any medical expenses that may arise as the result of any sickness or injury of my child while in Extended Care, and that these are not covered by any insurance program maintained by St. Vincent de Paul School or Parish, or the Archdiocese of Denver.
- In the case of an emergency, I give my authorization to Extended Care Staff to administer or authorize any lifesaving medical care my child needs, and understand that I will be contacted as soon as possible.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_