



Extension Program Handbook

TK- 8th Grade

St John Vianney Catholic School

10499 Coloma Road

Rancho Cordova, CA 95670

(916) 363-6140 Ex 117

HOURS OF OPERATION

7:00-7:45am	Before school care
3:00-6:00pm	After school care (M,T,W,F)
2:00-6:00pm	After school care (Thursdays)
12:00-6:00pm	Minimum days

“Remember God is with us always”

St John Vianney, Pray for us!

Dear Families,

Welcome to St John Vianney School's Extension, also, known as our Extended Day Program! We are so excited that you have chosen to be with us and we look forward to be able to serve you and your family's before and after school needs.

We adhere to the same mission, philosophies, and rules stated in the school's parent handbook. There are also some "Extension specific" rules, policies and procedures that are outlined in this handbook.

As SJV's after school care, we are dedicated to making sure that we are able to take care of all of your child's physical, emotional and social needs as they participate in the day to day routine of the Extension program. The program structure includes time for homework and quiet reading, but it is also more flexible than the typical school routine and makes time for outside play, arts and crafts and other activities. (See our "Daily Schedule" located in this handbook.)

The adult supervisors and myself, understand that it is our role is to provide that bridge between the home and the school environment, and we are dedicated to making sure that we are able to do that in a fun and relaxing atmosphere.

We are here to not only serve and care for your child, but also your family as a whole. It is our hope that you will have the peace of mind to leave your child in our care while you are away and/or working. Our goal is to continue to help your child grow in virtue within a Catholic atmosphere so that they will then take what they have learned and bring this to your home environment and greater community, where they will continue to make an impact.

We are here to serve you and your needs! Please do not hesitate to contact me with any questions or concerns that you may have.

I look forward to being able to know you and your child more.

God bless!

Warmly,

Ms. Sheila Murray

(916) 363-6140

smurray@sjvschool.org

About St John Vianney Extension Program:

The SJV Extension program hours of operation are:

7:00- 7:45 a.m.

Before school care

3:00-6:00 p.m.

After school care (Monday, Wednesday

and Friday)

2:00-6:00 p.m.

Thursday)

12:00- 6:00 p.m.

After school care(Early dismissal

Minimum days

(Holiday times/ days camp and professional development days will vary and will be announced prior)

As previously noted, SJV Extension provides quality care, supervision, recreation and enrichment activities. We serve our working families who desire both a Catholic school education and supplementary daycare in a Christian environment for the children enrolled in our school. SJV Extension is available to children ranging from Transitional Kindergarten through Eighth grade.

The Extension program is staffed by qualified and caring personnel, who are here to provide group leadership for different activities throughout the week as well as supervised study time. The goal of the staff here in Extension is to not only be here to assist in your child learning, but also give you're child an environment where they can relax and have fun.

Most of our students attend Extension either in the morning before school, or after school. We do have emergency/ drop in care available.

Occasionally, a student who is not registered in Extension will end in our care due to a late pick-up or unforeseen parent emergency. If this situation happens more than once, the family will be asked to fill out the Extension registration form on the school website. Completing the registration form does not obligate the family to attend Extension, but rather helps us to remain administratively prepared and able to serve your family if needed.

As stated earlier, the program has a scheduled time every day for homework and quiet reading. After this set time, there is a different activity planned every day that the students are invited to take part in. This includes a day for arts and crafts put together by the staff, a day to have technology time or watch a movie together, as well as a day to participate in a group game either indoor or outdoor. Our Extension room is also full of other games, puzzles, toys and art supplies so that our students have plenty have things to do until it is time for them to go home.

Rules of the Extension Program:

1. Students are not permitted to enter the Extension classroom, before or after school, without supervision.

2. Students are to stay within the boundaries and in visible sight of Extension staff members.
3. Students are to treat other students with respect. Hitting, fighting, and yelling at peers will not be tolerated. Different students will receive consequences pertaining to their ages if non desirable behavior persists.(eg. If a student in TK shows undesirable behavior, they will be asked to sit away from the group or activity for a certain number of minutes. If an 8th grade student shows undesirable behavior they may be given a working lunch/ detention.) If behavior becomes a daily occurrence, parents will be notified.
4. Students are to show respect to the Extension staff at all times.
5. Cell phone and other electronics are NOT allowed in the Extension Program. If cell phones and/or other electronics are brought to extension, they are to be checked in by the student(s) and can be checked out upon pick-up. If staff see any student with cell phone out, staff will give student a warning and be told to put the cell phone away. If the staff sees the cell phone out again, the phone will be confiscated and given to the Extension director. The Extension director will have a follow up conversation with the student and if needed the parents. If cell phones are continued to be seen in Extension, a conversation with the principle may be had.
6. All students are required to put their backpacks and personal things in the cubbies. Anything left over at the end of the day will be placed in the “Lost & Found” bin. Anything left over at the end of the year, will be donated to the SJV Thrift store.
7. All students are responsible for helping to keep our Extension classroom clean. All students will be asked to clean up after themselves whether they were playing with toys, games, puzzles or making their own art masterpiece.

Safety, Emergencies, and Sign out/ Release of Students

Please know that your child and their safety is our highest priority! That is why we require all parents to complete an emergency card on the day of registration(or after the first “drop in care” visit to Extension) so that staff may perform emergency care according to those instructions.

There are a few things that we like to make our parents aware of:

- SJV school and Extension program each maintain an emergency card on file.
- All students **MUST** be signed in and out by an adult when they are dropped off and picked up. Parents or guardians may not take the children from the schoolyard or other areas without first notifying the Extension staff(This includes Ms. Murray, Mr. Viray, Mr. Jackson, or Ms. Kelly) as well as signing for the students release.
- Other adults are permitted to pick up students when the parents/guardians are unable. Parents/Guardians are then required to specify the name and relationship the adult has to the student on the emergency card. Please notify whoever is picking up your child, that they will be asked to show their I.D. when they come to pick up the student.
- If in the case of an emergency, the parents and the individuals specified on the emergency card are not available to pick up the student, please contact the Extension Director via phone call or by emailing smurray@sjvschool.org For the student's safety, the release will not be granted to those not on the emergency card, if the Extension Director is not first notified.

Extension Program Registration info and fees

As stated earlier, we are here to be able to best serve you and your family's needs. The table below provides information concerning registration and drop-in fees as well as monthly fees based upon what best suits your family.

The registration form can be found on our school website, if you need more information or help filling out the form please contact Ms. Murray by emailing smurray@sjvschool.org

Registration fee: \$50 per student

Drop-in care: \$12 per hour for every student

Number of students:	Type of care:	Monthly fee:
1 student	<i>Mornings only</i> (7:00-7:45 am)	\$85
2 students	<i>Mornings only</i> (7-7:45am)	\$150
1 student	<i>After school</i> pick up by 4:00pm(includes PD days)	\$110
1 student	<i>After school</i> pick up by 5:00pm(includes morning care and PD days)	\$210
1 student	<i>After school</i> pick up by 6:00pm(includes morning care and PD days)	\$275
2 students	<i>After school</i> pick up by 4:00pm(includes PD days)	\$200
2 students	<i>After school</i> pick up by 5:00pm(includes morning care and PD days)	\$395
2 students	<i>After school</i> pick up by 6:00 pm(includes morning care and PD days)	\$495



Snacks & Meals



Each day, a substantial and nutritious nut free snack is served at 3:00 p.m. to all Extension students. Students may bring their own snack if desired. On minimum days and on no school days when Extension is open, all students will need to bring their own lunch.

Homework



Monday through Thursday includes a supervised homework period that is mandatory for grades 1-8. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. Extension staff will assist the child with their homework if it is needed, but the staff has no way of knowing what work has been assigned or what assignments have not been completed in class. Ultimately, it is the parents' responsibility to check in with their student to ensure all homework is completed.

Illness or Accident



- Parents will be expected to make arrangements for taking sick children home "A.S.A.P"
- Depending on the severity of the case, first aid will be administered on the premises. Medication will not be administered by mouth unless Extension staff receives a **written statement from a physician detailing the method, amount, and time schedule** as well as, **a written statement from parents or guardians** of the student indicating the desire that the school and Extension program assist the pupil in the matters set forth in the physician's statement. All of the above is required for prescription and non-prescription medication. Students may not keep medication with them at any time, with the exception of inhalers and epi-pens.
- Parents who wish to have their student treated in a particular manner should indicate their desires on the Emergency card under "**Special Instructions**".
- In the absence of clear and concise parental instructions, the Extension staff will perform its duties using prudent judgment in the best interest and welfare of the child.
- However minor or severe the situation, the Extension director will make every effort to carry out the instructions listed on the Emergency Card.

Extension Program Daily Schedule

Monday, Tuesday, Wednesday, Friday

3:00

Check-in

3:05 *Snack time*

3:20 *Homework/ Reading time for 1st-8th grade;
TK-K Reading time/circle time*

4:15 *Activity of the day*/Outside play/ Free play*

6:00 *Extension closes*

**Activities will vary depending on the day of the week*

Thursday Early Dismissal

2:00 *Check in*

2:05 *Snack time*

2:20 *Homework/ Reading time for 1st-8th grade;
TK-K Reading time/circle time*

3:30 *Technology time*

4:15 *Outside play*

6:00 *Extension closes*