

St. Theresa Catholic School Extended Day Care (EDC) Program Information Packet

Families may register anytime during the school year **if space is available** through an online form that is linked here. Your child will not attend EDC until the online form has been completed and submitted, and you are notified by an EDC director.

OUR PROGRAM

PHILOSOPHY / GENERAL INFORMATION

- St. Theresa Catholic School's Extended Day Care program is an after-school care program licensed in the Commonwealth of Virginia and approved by the Office of Education in the Catholic Diocese of Arlington. It provides high-quality childcare in a loving, safe, and Christian environment and is available for students in kindergarten through 8th Grade.
- EDC is offered on days when the school is in session for students currently enrolled in STCS. This program is an extension of the school. Each student is treated as a Child of God, and Christ is the center of the program.
- All school policies as outlined in the STCS Parent-Student Handbook apply to Extended Day Care.
- The student/staff ratio shall be no larger than 20:1.
- Regular EDC hours: **3:00pm - 5:30pm** | Half-Day EDC hours: **11:30am - 5:30pm**.
- The students participate in a variety of activities including outdoor and indoor play, arts & crafts, scheduled time for homework and snack, service projects, and holiday celebrations.
- Students wear their uniforms to EDC. They may change into play clothes or a sports uniform if heading to a practice or game after leaving EDC. (Remaining in school uniform is acceptable as well.) Please note, that volleyball shorts or any tight/short shorts **are not allowed**. Mesh shorts similar to STCS P.E. shorts are acceptable. If a student needs to change into volleyball shorts to prepare for a game or practice, they must be worn **under** something else.
- Please email edc@stsashburn.com with questions. The direct number is (703) 840-0900 but this is for messages only as it is not monitored regularly.

SPONSORSHIP / MANAGEMENT / INSURANCE

- St. Theresa Catholic School, in cooperation with St. Theresa Catholic Parish, sponsors the Extended Day Care Program. The Office of Catholic Schools and St. Theresa Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia.
- Co-Directors, in consultation with the School Principal, manage the day-to-day EDC operations and make organizational decisions. The program is also supported by dedicated, devoted staff members. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Parish Pastor.
- The Extended Day Program is covered by public liability insurance through the Diocese of

Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy.

SNACK / LUNCH

- Adhering to USDA guidelines, a nutritious snack and milk or water will be provided.
- Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack.
- Lunch will be provided on half days when there is EDC.

PICK-UP AND DROP-OFF PROCEDURES

- Children attending the program must be signed in by a staff member.
- Your child **MUST** check in to the Extended Day Program first before going to any on-site after school activity. It is the responsibility of the parents and/or after-school activity director, not the Extended Day Program staff, to arrange for children to be brought to and from the program. Email the EDC co-directors at edc@stsashburn.com if your child will participate in on-campus after school activities.
- At pick-up, a parent or authorized person must come to the back cafeteria door to get the child. All children must be picked up no later than 5:30 p.m.
- If someone other than the parent is to pick up the child, one of the co-directors must be informed via email or a written note.
- If a student is absent on a day, they may not attend EDC that day.
- EDC is not responsible for children before they are signed in or after they are signed out. Children are not allowed to sign in or re-sign into Extended Day once they have left the St. Theresa campus.
- If a child has not been picked up from the Extended Day Program by 5:30 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply, and late charges will apply:
 - ◆ Parents will be called at home and/or work.
 - ◆ Emergency contacts will be called.
 - ◆ If no one can be contacted and the child remains in the Extended Day Program until 6:30 p.m., Loudoun County Child Protective Services will be called.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for Loudoun County announcements concerning closings, late openings, and early closings. An email will be sent from EDC as soon as possible to let you know of any changes so you may make arrangements for the pick-up of your child(ren). To keep all children, parents, and staff members safe during inclement weather, please note the following inclement weather policies:

- ◆ If school is **CLOSED** for the day, there will be **NO** Extended Day Care.

- ◆ If school closes **EARLY** due to inclement weather, there will be **NO** Extended Day Care. All students must be picked up within 30 minutes of the early dismissal time. Any child who is not picked up within 30 minutes of the early dismissal time will be charged \$1.00 per minute/per child until the child is picked up.

- ◆ If Loudoun County Schools are open all day but **CANCEL ALL AFTER-SCHOOL ACTIVITIES** due to inclement weather, EDC will close at 4:00pm. Children not picked up by 4:00pm will incur late fees.

HEALTH AND SAFETY REQUIREMENTS

- Any child who has the following: a temperature of over 100.4 degrees, diarrhea, vomiting, or has bitten anyone will be sent home within one hour. A child must be fever- and vomit-free for 24 hours before returning to EDC.
- There will be a 14-day waiting period for any child that has been exposed to or tested positive for the coronavirus before he/she is able to return, along with a physician's note clearing the child.
- Any time there is a serious accident or injury at EDC, the parents will be notified immediately. If the injury is minor, the parents will be notified at pick-up. An accident report will be completed and signed by a staff member.
- To protect children from harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline. All Extended Day staff are compliant with VIRTUS.
- The Extended Day Care facilities are inspected on a regular basis by the Loudoun County Health Department and Fire Department for health and safety issues.
- The children participate in monthly fire drills and a shelter in place drill once a year (tornado, earthquake, and intruder drills).
- All EDC employees are required to have a current record of a negative Tuberculosis test and a Criminal Record check. Staff members also participate in classes and in-services on childcare subjects concerning safety and health issues.

STUDENT CONDUCT

- The Extended Day program, in conjunction with St. Theresa Catholic School, does not tolerate bullying. Parents will be notified of any such incidents. If there is a continued pattern, your student may be dismissed from the Extended Day Care program.
- Students are expected to follow the same rules in EDC that they do during school hours. They should treat all with respect. Parents will be notified when a child is not following the rules. If a student continuously does not follow the rules, they will be referred to Mrs. O'Malley or Mr. Costa for discipline and may be asked to leave Extended Day Care.
- Toys and other personal belongings may be brought to EDC. However, please note that toys

and personal belongings may not be traded or shared overnight with other students. If you bring it in, you take it home.

- All personal items brought to EDC must be clearly labeled. Extended Day Care staff and St. Theresa Catholic School are not responsible for items that may be lost, stolen or damaged, so please use caution.

FEES AND TAX INFORMATION

MONTHLY FEES:

1 child: \$425 per month

2 children: \$810 per month

3 children: \$1155 per month

All Extended Day payments are automated through FACTS on the 10th of each month. *Payments will begin in September and end with the May payment.* Delinquent payments could result in additional late fees and/or dismissal from the Extended Day Program.

The monthly fee is the same for all students whether they attend five days per week, or just a few days per week.

LATE FEES: Parents are requested to be prompt when picking up their children. A late fee of \$1.00 per minute, per child will be charged for every minute after closing time for the first 3 times. After being late 3 times, the late fee is \$10 for the first minute per child, and \$1.00 a minute per child thereafter. These charges will be deducted through your FACTS account.