

PHILOSOPHY AND GOALS
VIRGINIA CATHOLIC EDUCATION ASSOCIATION
DESIGN FOR EXCELLENCE VISION STATEMENT

The Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community. As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future. The Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

SCHOOL MISSION STATEMENT/PHILOSOPHY

With Mary, “the first disciple of Her Son (Redemptoris Mater, 20), Queen of Apostles Catholic School is rooted in faith, excellence, and joy. We flourish by embracing our call to holiness, advancing in virtue and academics, and cultivating the many talents God has given us. The atmosphere of Queen of Apostles School strongly encourages community service and active participation as global citizens, following the example and teachings of Jesus Christ. Our Catholic faith is an essential part of life at Queen of Apostles Catholic School. The call to worship, witness, and serve is manifested throughout the school day. The school community gathers for prayer and liturgical celebrations. The many service projects, including food and clothing drives, and fundraisers to aid the victims of natural disasters, instill in the students a sense of mission and concern for others. The staff, parents, and students work together to promote an atmosphere of respect and responsibility.

ADMISSION POLICIES & OPERATING INFORMATION

Extended Day is a program that offers professional group care during non-school hours for all children attending Queen of Apostles School in kindergarten through eighth grades, age 5-13. It is located in the **All Saints Hall**. Extended Day’s curriculum guidelines and activities support Virginia’s Standards of Learning (SOL’s) and the Diocesan curriculum guidelines through fun, hands-on, and experiential learning experiences. Extended Day staff strives to provide balance in the children’s day – a relaxing yet stimulating environment, time to play with friends and time to quietly curl up with a book. Extended Day is a place for

children to run, to think, to create, and to imagine. Extended Day is committed to nondiscrimination and inclusion in the program, services and activities.

HOURS OF OPERATION The Extended Day program is designed to serve children who need care five days a week. The program is also designed to accommodate “drop in” students.

Before School: Since reopening the Extended Day Care Center for the QOA 2021-2022 school year the need for before school care was not strong so before school care is presently not offered. We will be reassessing parents need periodically to determine when before care will be reinstated.

After School: operates from the end of the school day until 6:00 p.m.

Teacher Workdays: Extended Day provides full day service from 11:30 a.m. to 6:00 P.M. on most QOA teacher workdays. Children enrolled in the program may attend the full day. On Teacher Workdays, students must bring a packed lunch and drink that requires no refrigeration or heating

ORGANIZATIONAL STRUCTURE

The **Administrator** of the Extended Day Program is the school principal. The Administrator oversees the total operation of the program, ensures that policies are adhered to, directly supervises the director, and coordinates the programs of the school and Extended Day. The Administrator hires staff.

The **Director** of the Extended Day Program is in charge of the day-to-day operation of the program in close communication with the administrator. The Director maintains a personnel record on all staff members, supervises the staff, approves plans of activities, is responsible for overseeing and communicating with the book keeper concerning the collection of fees, and is responsible for communicating with the parents whose children are enrolled in the program.

The **Staff** members of the Extended Day Program are responsible to the Director and operate under his/her guidance. The Staff directly supervise the children enrolled in the program and perform other duties as assigned by the Director. There will be at least one staff member for every 18 children enrolled for the session at Extended Day.

HEALTH AND SAFETY

Medications: No medications will be administered in the Extended Day Program. Students may visit the School Clinic at the end of the school day to receive prescription medications. After the school office closes at 4:00p.m., no prescribed medications, over-the-counter or nonprescription medications will be administered, except those required for emergencies or by law.

Extreme Heat/Air Quality/Thunderstorms: We take careful and detailed steps in making decisions regarding outdoor activities during poor air quality, extreme high temperature, and thunderstorm possibility. Extended Day follows the Office of Catholic Schools' policy of eliminating strenuous activities outdoors for heat and air quality days. Children may, however, be outdoors for a limited time doing non-strenuous activities.

FEES: In order to ensure we are able to meet all safety and health guidelines due to COVID-19, families must be on an Extended Day Care contract. Students distancing and mask guidelines.

*Morning: 6:45 AM – 7:45 AM

Afternoon: 3:00 PM – 6:00 PM

Monthly Rates:

***AM Option:**

- First Child: \$160
- Two Children: \$230
- Three Children: \$265
- Four Children: \$350

PM Option:

- First Child: \$360
- Two Children: \$500
- Three Children: \$600
- Four Children: \$700

AM & PM Option:

- First Child: \$470
- Two Children \$600
- Three Children: \$710
- Four Children: \$825

***Morning care will only be offered if we meet the minimal enrollment of 10 students enrolled in full time morning care.**

Early Dismissal Rates: (11:30 AM-6:00 PM)

- First Child: \$60
- Two Children: \$104
- Three Children: \$133
- Four Children: \$147

Daily Drop-ins: Parents must email Mrs. Meredith at k.meredith@queenofapostlesschool.org by 1:00 PM to reserve drop-in spot. Daily drop-in rate is \$18 per child in the afternoons and \$8 per child in the morning.

Late Carpool: Late carpool pickup is **\$15** for every **5 minutes** per student **late after 3:30pm**. Habitually later pickups will be automatically enrolled in the PM extended day program and billed monthly to their FACTS account.

Late Pickup Fees: A late fee of **\$15** for every **5 minutes** per student late after **6:00pm**. After 6:15 P.M. the charge will be \$5.00 per minute

Billing Information: Fees are charged monthly for all the Extended Day Program payment options. Payment is due by the **first of each month**. Fees will be billed and **charged to families** FACTS account on the first of each month. A late fee of \$30 is charged after the 5th of the month.

Delinquency/Non-Payment: Services must be paid in full each month. Non-payment and delinquent accounts will result in the cancellation of all services. If you receive a Notice of Delinquency, please contact the school immediately.

*Please contact Flora Wack, Office Manager, in the business office if the fee will be paid through FACTS account.

GENERAL INFORMATION, POLICIES AND PROCEDURES

Virginia State Licensing: Extended Day is licensed by the state of Virginia and receives regular inspections to verify compliance with licensing regulations. A copy of the center's licensing permit is posted on the bulletin board in the Gym. If you have any questions regarding licensing, please consult the Extended Day Director.

Mandatory Information for Extended Day: In accordance with Virginia law, the following information must be provided in order for your child to attend Extended Day: •

- **Division of Licensing Programs Department of Social Services Child Registration Form:** Extended Day is required to have accurate and up-to-date emergency information on all children enrolled in the Extended Day program. Forms must be completed, signed, and reviewed with Extended Day staff before your child's start date. A separate form is required for each sibling. Current families must complete a new form at the start of each school year. •
- **Health Form & Immunization Record:** Licensing requires a copy of each child's school Entrance Health Form. A photocopy of the School Entrance Health Form may be requested from the school office or completed by your child's physician. •
- **Emergency Contacts:** Licensing requires a minimum of two contact persons who are available to pick up your child when you cannot be reached in the event of an emergency situation. Please advise your contacts that you have given their names and phone numbers to Extended Day. It is important that your emergency contacts be able to pick up your child if they receive a call. •

Persons Authorized to Pick-up Children: Children will be released only to the persons listed on their Extended Day Child Registration Form. Children will not be released to any person not on the Licensing form without written authorization from a parent.

Extended Day must have written notification with clearly detailed instructions, whenever your child is to go home with anyone other than those authorized on your Registration Form, or if your child is to attend any event other than Extended Day. Those persons picking up students may be required to show a photo ID.

Walking Policy: Children will not be released to walk home alone.

Pick-up Identification: All persons who arrive to pick-up students at Extended Day, but are unfamiliar to Extended Day staff, must show proof of identification. A photo ID is required. No child will be released without this proof.

Custody Issues: Extended Day staff must release children to parents unless a copy of appropriate legal paperwork is provided to the Extended Day staff.

Parental Involvement: In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia). **Change of Contact Information:** It is important that licensing information be kept current and up-to-date.

Please notify Extended Day staff immediately with any address, phone number, or other contact information changes.

Snacks: Children should be sent to school with a healthy snack to eat while at Extended Day. Because some children have food intolerances and food allergies children are not permitted to share snacks supplied through the home. Snack must be labeled and may not be shared. Water is available at all times.

Children will wash their hands prior to snack and must remain seated during the time they are eating.

Communicable Diseases: Parents must inform the Extended Day Director within 24 hours if your child or a member of their immediate household has developed a communicable disease as defined by the State Board of Health.

Life threatening diseases must be reported immediately.

All Extended Day parents will be notified within 24 hours if a communicable disease is reported at the center.

Staff:

- A criminal background check is completed on all Extended Day staff who work with children.
- TB assessment is done every two years.
- All Extended Day staff members who are certified in Basic First Aid and CPR. The staff also receives mandatory training throughout the year to

- ensure the highest quality of programming and service.

Child Protective Services: Virginia State law requires Extended Day staff to report suspected child abuse and neglect to Child Protective Services.

Emergency Preparedness and Shelter-in-Place: Extended Day has an Emergency Preparedness plan and a Shelter-in-Place plan that will be implemented in the case of chemical or biological threats, and in cases of extreme emergencies. Plans are available to view at the school.

Snow and Emergency School Closings, Delayed Openings, and Early Releases Full Day Closings: Extended Day will be closed whenever schools are closed for the full day due to snow, energy problems or other emergencies.

Delayed School Openings: On delayed opening days, the Extended Day Program will open one hour before the opening of school (e.g., if there is a one hour delay then the Extended Day will begin at 7:45 AM and if there is a two hour delayed opening it will open at 8:45 AM). Children who arrive at school before the appointed delayed opening time will be placed in the Extended Day Program and charged accordingly.

Early School Closings: On early closing days due to bad weather conditions, Extended Day children should be picked up as soon as possible, and no later than two hours after the early school closing. **Teacher Workdays:** Extended Day will be closed whenever schools are closed for full day teacher workdays. If it is announced by the media that Fairfax County Public School teachers do not report to work, Extended Day staff do not report to work and the center is closed.

Important Session Information and Reminders:

***Before School:**

- ***Morning care will only be offered if we meet the minimal enrollment of 10 students enrolled in full time morning care.**
- If Extended Day reopens this year the program will be available at 6:45 AM. Staff will be prepared to accept children at that time. •
- To ensure your child's safe arrival, parents must walk children into **All Saints Hall** each morning and sign their child in. Please be sure an Extended

- Day staff member is present and aware of your child's arrival before you leave.
- Children may not be left on school grounds without Extended Day supervision.

After School:

- Please remind your child to go to **All Saints Hall** immediately after school and check in with a staff member.
- Children should have all belongings and homework assignments when arriving at Extended Day. Children will not be permitted to return to the classroom after they enter Extended Day.
- Children's belongings should be clearly marked with their names.
- Please provide a healthy snack for your child to eat after school. Please pick-up your child by 6:00 PM every day.
- Extended Day is not structured to care for children after the center is scheduled to close. If you are running late, please call the center and let the staff know the approximate time you will arrive. If you have not contacted the center by 6:00 PM, staff will make every effort to reach you. In the event staff cannot reach you, an emergency contact person or someone on your authorized pick-up list will be called and requested to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with the authorization of a Supervisor.
- If you pick up your child after 6:00 PM, you will be asked to sign a Late Pick-up Form and late charges will be assessed. Habitual lateness may result in loss of service.
- When your child is picked up, please be sure a staff member knows your child is leaving. The pick-up person should sign the sign-out sheet. • Children will not be released to walk home alone and will only be released to authorized pick-up persons.
- Students who attend after-school activities will be admitted to Extended Day after the activity is over if they are not picked up immediately.

Extended Day Programming Staff:

The Extended Day staff has both academic backgrounds in child-related fields and experience working with children in small and large group settings. The staff brings different areas of interest and expertise to the program.

Extended Day staff:

- Ensure the safety of children •
- Welcome all children, including those with special needs •
- Encourage acceptance of differences •
- Provide experiential learning opportunities •
- Support independent thinking •
- Nurture creative expression •
- Encourage cooperation & community •
- Model patience, flexibility, enthusiasm, and a positive attitude •
- Support working parents

Frequently Asked Questions and Answers

What will my Child's afternoon in Extended Day be like?

Extended Day is a place for children to run, play, laugh, explore, think, create, or simply “chill”.

When your child walks into **All Saints Hall** after school, he/she is greeted by a staff and welcomed to an environment that reflects children's interests. Unlike a structured classroom, children are free to move in and out of activities of their choice.

After snack, some children will choose to finish their homework, others will head outdoors, and some may become involved in a group project.

Throughout the afternoon a number of activities and experiences are offered. Some children like to stick with the same project or stay in **All Saints Hall** for most of the afternoon. Others like to participate in two or three different activities, while some children just want to spend time with friends or quietly read a book. Each child chooses the direction his/her afternoon will take.

How do Extended Day staff deal with children's behavior?

Extended Day staff promotes positive behavior through fun and stimulating programming, building relationships with each child, creating an environment that is conducive to cooperative play, and encouraging an atmosphere of mutual respect. Staff also help children learn problem-solving skills and to develop a common understanding of acceptable vs. unacceptable behaviors.

Parents will be notified of any persistent behavior problems. The notification shall include any disciplinary steps taken in response. Aggressive behavior, bullying, or threatening another child will result in parent notification and possible suspension of use of Extended Day. Please refer to the **Queen of Apostles Catholic School Parent/Student Handbook** concerning the **Student Code of Conduct**.

What should I do if my child has a conflict with another child?

If you are concerned about a child's behavior or a conflict that arises between your child and another child, please discuss your concern with the staff as soon as possible.

What happens if my child becomes ill?

If your child becomes ill, you will be notified and asked to pick up your child as soon as possible, or to make arrangements to have your child picked up by an emergency contact. Your child will be made comfortable and offered a quiet place to rest until you arrive.

Health Department regulations governing periods of infection and exclusion will be enforced. Children may not attend Extended Day with any illness that threatens the health of other children. If your child or a member of your immediate household develops a communicable disease as defined by the State Board of Health, please inform your Extended Day staff within 24 hours.

A child shall not be allowed to attend Extended Day for the following:

- A temperature over 100 degrees F
- Recurring vomiting or diarrhea
- A communicable disease (including head lice).

What should I do when my child needs medication after school?

Extended Day staff will not administer any prescription or over-the-counter medication. Your child may report to the school clinic immediately after school to receive necessary medications. The school clinic closes at 4:00 PM.

What happens if my child is injured?

Extended Day staff is certified in Standard First-Aid Procedures and CPR. If the injury is minor, you will be notified and given information regarding the injury when you pick up your child. If your child's injury requires medical attention you will be notified immediately. If you cannot be reached, a staff member will accompany your child to the hospital. Please be sure that Extended Day Registration has current contact information at all times.

Phone number for Queen of Apostles Extended Day: 703-354-6702.

Queen of Apostles Extended Day Care Center
LATE PICK-UP FORM

DATE: _____

TIME: _____

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____

Queen of Apostles Extended Day Care Center
LATE PICK-UP FORM

DATE: _____

TIME: _____

CHILD'S NAME: _____

PARENT'S SIGNATURE: _____