



Child Care Center
St. John School Extended Daycare
<https://extended.st-johnschool.org/>

Family Handbook
2020-2021

Open 8:00 am to 6:00 pm
Monday-Friday

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PHILOSOPHY

St. John Extended Day Care is a ministry of St. John School and provides before and after school care to the children enrolled in St. John School, as well as those in neighboring schools. Extended Day care seeks to see children achieve balanced physical, emotional, and intellectual growth by creating an environment of love and trust. Here, a child can learn by group participation, self-expression, and by one-on-one interaction with a teacher in his/her own way. It is our desire to be an extension of the home by reinforcing the values and character development begun there. We encourage a good relationship between the home and Extended Day Care, and parents are welcome to visit or volunteer any time.

STATEMENT OF NON-DISCRIMINATION AND THE ADA ACT

St. John Extended Day Care is operated on a non-discrimination basis, with equal treatment and access to services without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, or national origin. We follow the requirements under the ADA that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

OUR MISSION

St. John Extended Day Care provides a safe, Christ-Centered environment filled with love and trust. The Extended Care program is committed to providing developmentally appropriate enrichments that promote balanced growth in a child's physical, cognitive, and emotional well-being.

PURPOSE/PROGRAM

St. John Extended Day Care (XDC) is a Washington State Licensed Program that offers before and after school care during the school year, as well as a summer program for children ages 3 through 12. The Extended Day Care Program offers a flexible program that includes a time of; free play, games, creative arts and crafts, science and nature observation, music, sharing experiences, story time, homework time, and wholesome snacks.

RELIGIOUS STATEMENT

We want the children surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Although we do not teach religion, St. John XDC celebrates the Catholic traditions and religion by doing activities and crafts that go along with Catholic beliefs. We also do activities and crafts surrounding other religions and holidays.

HOURS OF OPERATION:

St. John Extended Day Care is available from Monday through Friday 7:00AM- 6:30PM year-round with the following exceptions:

New Year's Day	Fourth of July	Christmas Eve
Martin Luther King, Jr. Day	Labor Day	Christmas Day
Staff Retreat	Veterans' Day	Day after Christmas
Presidents' Day	Thanksgiving Day	New Year's Eve
Memorial Day	The day after Thanksgiving	

XDC will be closed, in addition to the days listed, two weeks and three days prior to the first day of the new school year. General cleaning and well-deserved breaks for the staff will occur during this time.

NUT-FREE ENVIRONMENT

St John Extended Daycare is a nut-free environment. Please check all labels to be sure that you are not sending items with any kind of nut product, this includes all tree nuts in lunches or snacks. All nut products will be sent back home with your child.

PESTICIDE POLICY

St. John Daycare is dedicated to using the least amount of chemical pest control in our program in order to provide the healthiest environment possible for our children. St. John Daycare does not regularly apply any pesticides to our facility/ building. In the event that any pesticides are ever used, all families will be notified. A copy of our pesticide policy is located on a shelf in the Co- Director's office.

DISASTER POLICY

Procedures for emergency situations are posted in each classroom, as well as in the director's office. A Co-Director reviews the policies with each staff member regularly. A Co-Director is responsible for orienting classroom volunteers, new staff, and substitutes to these plans. Emergency situations are as follows:

Fire, gas leaks, earthquakes, flooding, building/ site evacuation, power outage, bomb threat, external or internal hazardous materials, shelter in place procedure, lockdown/intruder, crisis response, suspicious mail or package.

Procedures for fire and earthquake drills are conducted and documented each month. Lockdown procedure entails building closure, 911 called and children released to parents when an "all clear" has been signaled. Other emergency procedures will consist of building assessment. If evacuation is necessary, there will be parent contact or notification of this occurrence. Our out of state contact number is: St. Paul Christian Daycare 1-360-695-2884. KIRO 710 or KOMO 1000AM are the radio stations we listen to for weather, snow or emergency information reports. St. John school will also send a text message to all school parents who have opted to receive message notification. Other safety precautions that the center uses include securing the outside entrance and having one point of entry to ensure building security, and securing shelves and bookcases and make sure they are not overfilled or have items stacked too high. Food and water will be supplied for 72 hours for each child and staff member. Disaster and earth quake preparation, prevention, or training will be documented.

DISCIPLINE POLICY

The discipline policy is designed to aid children in developing inner control. Discipline is viewed as a process of the child learning appropriate behaviors. Positive reinforcement for "good" behavior in our warm, supportive environment promotes for the child's self-confidence and leads to increased desirable behaviors. The child is also encouraged to use his/her own words in dealing with their peers and teachers.

When discipline is necessary, it will be handled by the XDC administration in a just and consistent manner appropriate to the situation. When the child's behavior is unacceptable, the staff will first reasons with the child, and then separate the child from their group and consult with a Co- Director. The Co-Director and or School Administration will determine if consultation with the parent is necessary. If the child will not cooperate and is a threat to the staff, self and other children, his/her parents will be called and they will be asked to come and get their child.

Corporal punishment, humiliation or withdrawal of emotional support or withdrawal of food (snack) is never administered.

PARENT VOLUNTEER OPPORTUNITIES AND POLICY FOR SUPERVISION

The St. John Extended Daycare has an open door policy. We encourage parents to participate and volunteer. Whether on site or at home, teachers need extra help with projects, cleaning or attending field trips. Staff supervises all access to children in Extended Daycare program. Unsupervised access to children is only allowed between you and your own child. Parents may give written authorization for an individual to have unsupervised visit with children (i.e. tutor, parent) All other visits or meetings must be made by appointment, outside of hours where staff are directly supervising children.

ADMISSION REQUIREMENTS

You must have on file with Extended Daycare office: a registration packet, Immunization record transferred to a CIS form and signed, and a health plan for allergies and medication. Paper work must be completely filled out before a child will be admitted into the Extended Daycare program.

Any child between the ages of 3 and 12 years old may be enrolled in St. John Extended Day Care. Our facility is not equipped or staffed to provide children with toilet training. We will make accommodations for children having special needs in this area. Please talk to a Co-Director about your child's individual needs. Students of St. John School and St. John Preschool will have priority for space in the program. Priority will also be given to students by number of days they attend starting with five-day, four-day, three-day. Submitting an online request does not guarantee placement for your child in the Extended Daycare Center.

CLASS SIZE

St. John Extended Day Care is governed by Washington State laws regarding student-teacher ratio. The ratio for preschool-aged children is one teacher for every ten students, with no more than 20 students. The ratio for school-aged children is one teacher for every 15 students, with no more than 30 per group.

EMERGENCY RECORDS

All emergency records must be accurate and up-to-date. Changes made in the school office for students of St. John do not automatically transfer to Extended Day Care. For this reason, it is imperative that you please report to the director immediately any changes in your HOME and WORK phone numbers contained in our files. In the event of a serious illness or injury we want to make contact with the parent as soon as possible for the best interest of your child.

IMMUNIZATION RECORDS

State law requires Extended Daycare to have Immunization record forms up-to-date, signed, dated, and on file in our office before a child can attend the program. Immunization forms do not transfer from the school office.

ILL/INJURED CHILDREN

St. John Extended Day Care complies with all Diocesan and State guidelines regarding students and staff with communicable diseases. Students with fevers of 100 degrees F or more, vomiting, diarrhea, pinkeye, draining or oozing rash/sore or head lice will not be admitted to Extended Daycare. A child becoming ill during scheduled time in XDC will be made as comfortable as possible, away from the other children. Parents or other emergency contacts will be called and asked to pick the child up right away. A staff member will call the child's parents/guardian to report to them if they receive a mouth or head injury. For more details, see the Health Care Policies binder, located in the Co-Director's office.

EMERGENCIES

In the event that a child becomes seriously injured or ill while at Extended Day Care, the following actions will be taken:

1. The staff will call 911 if necessary.
2. Child will be given appropriate First-Aid.

3. Staff will notify parent of the seriousness of the condition and which medical facility the child will be taken to if necessary.
4. A staff member will stay with the child until the child's parent(s)/ guardian arrives.

FIRST AID

There is a first aid kit located in the Director's office of XDC. Each lead teacher will have a to-go-bag for their group, these will contain traveling first aid kits. If a child has a simple scratch, a staff member will wash it with soap and running water, dry and cover it with a bandaid. An "ouch gram" will be written to the parent and the injury will be recorded in our injury book. A staff member will call the child's parent if they receive a mouth/head injury.

MEDICATION

Only designated XDC staff will administer medications to children. The Instruction/Authorization form for all medications must be filled out completely by the parent/guardian before administration of any medication. Prescription medications must come to the Co-Director's office in the original container listing the child's first and last name, clear instructions of use, name of medication, dose, frequency and length of time. Non-prescription medications must be in their original containers. The dose, frequency, duration and method of administration specified on the manufacturer's label for age and weight of the child must be listed and sent in a zip-lock bag with the child's name on it. All medicine will be sent home. Children are not allowed to keep medication of any kind with them (this includes aspirin, Tylenol and cough drops, sunscreen). In cases where it is in the best interest of the child, such as a child with asthma, to keep medication with them in order to be immediately available, a special authorization is required. Please see a Co-Director for all the forms mentioned above.

SIGN IN / SIGN OUT

The only people allowed to pick-up a child are the child's parents/guardians, and those listed as authorized on the child's application forms. A photo ID (e.g. drivers license) must be presented before we will release a child to someone that is not familiar to the Extended Daycare Staff. Every child MUST be signed in and out by an adult or parent designee using a full legal signature (not including XDC staff). You may not drop off your child outside without coming in to sign the child in. The sign in/out sheet is located on the counter of the check in window in the main entrance of the Extended Daycare Center.

COMMUNICATION

St. John School office sends an Email to families every Thursday. Extra information from XDC will be placed on your child's cubby through out the year. There is a blue book on the sign in/out counter of the check in window for you to leave notes regarding your child (i.e. play dates, sick or not coming.) Please have play dates prearranged; children will not be released without a form of parent notification. Please email a Director by 2:45 of any change in pick up plans, or you must call the centers main number after 2:46. Located in the preschool room, are three file boxes. File boxes are used by Montessori to send paper work home to you. Please check these boxes daily so you don't miss important information.

CHILD ABUSE

Suspected abuse will be reported to CPS at 1-800-609-8764. Signs of child abuse will be recorded in the incident book and immediately reported to the Director. If a child is not picked up from Extended Daycare by 7:00 pm and you have not contacted the Extended Day Care staff (782-9915 ext 331) and we have been unable to reach your emergency contacts; we will seek direction from the proper authorities.

CUSTODY ISSUES

The focus and advocacy of the staff of XDC will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide pertinent documentation.

CARE OF SCHOOL PROPERTY

St. John Extended Day Care utilizes school facilities. All children will regard, with care, whatever property is allowed for their use anywhere on the school campus. Fines equal to repair or replacement costs are imposed for loss or damage to property resulting from carelessness, negligence, or disregard for regulations. Accidental damage to property of value must be reimbursed as part of the child's social responsibility.

DRESS CODE

St. John Extended Daycare supports values which include personal respect and dignity, care for others and pursuit of excellence. Student dress should be consistent with these values. Any attire or appearance seen as disruptive, contrary to basic values or presenting a safety hazard is not appropriate. Students should appear neat, clean and modest in dress appropriate for the weather. The Co-Director will be the final authority where there is a question. After school, children in XDC must remain in their school uniforms. If a child has a sport activity he/she may change just prior to leaving. Children may not wear sport shoes in Extended Daycare. All shirts and dresses must have sleeves so as to prevent sunburn to the shoulders, even though we apply sunscreen frequently during the summer. Please send your child to summer XDC in play clothes, as we have many activities that could cause staining, and ruin their good clothes. Please send your child to XDC with tennis or other rubber-soled type shoes so as to prevent slipping when playing, especially outside. Dress shoes and flip-flops can be dangerous at play and may not be worn. Please remember to put your child's name on all their clothes, especially sweaters and coats. The staff will be able to identify them and return them to your child if they get lost.

DRUGS, ALCOHOL, AND RELATED SUBSTANCES

The possession or use by students of tobacco products, drugs, alcohol, or other illegal substance and related paraphernalia or devices used to administer them is prohibited. The policy in place for St. John School will apply to students in violation of this policy. Please refer to the St. John School Family Handbook for details.

FIELD TRIPS

Throughout the school year, we will take walks in the general area of the school. Permission forms **MUST** be signed and on file before any child can go on an outing with Extended Day Care. Each field trip off campus will require a special permission slip filled out, signed and returned prior to departure. The policy is: "If your child does not have the payment and a permission slip in the day before the field trip he/she will **NOT** be able to go." We use the public transportation system and also walk we do not provide transportation. Emergency numbers and a travel first aid kit will be taken on all field trips. Fees for field trips-including transportation fees-will be set by the Directors and collected by XDC staff. Please send cash only with the exact change and have the money turned in by the day it is asked for so we do not have to take extra time to recalculate fees just before we leave, as it may cause we to miss the bus we need. If your child is not here by departure time, your child will not attend the field trip.

TOYS / PERSONAL BELONGINGS

TOYS FROM HOME ARE NOT ALLOWED. Please help us by encouraging your child to leave their toys at home. We are not responsible for lost or broken items. The exception to this on "No School Days" and during "Summer Camp" Children may bring a toy, game, doll or electronic device to use.

Electronic times are limited to 15 minutes a day only. Please mark everything with your child's name.

Children are assigned a "cubby" in which to store their coats, hats, and lunch boxes.

HOMEWORK

School-aged children will be given a period of 30 to 45 minutes daily to work on their homework. XDC staff will assist students where they can but they will not force a student to work on or complete assigned schoolwork. Please send a note to your child's XDC teacher if you do not want your child to do homework during this time. Students may choose to do other quiet activities during this period. St. John teachers of primary students prefer that school homework be done with parent supervision; although the Extended Daycare staff will provide a homework time for all students in XDC.

INCLEMENT WEATHER

St. John XDC follows the same policy regarding closure as St. John School. XDC will be closed whenever school closes and notification will be announced via morning broadcasts on all major radio stations (KING, KIRO, KJR) and TV stations (KOMO, KIRO, KING) and a text message. St. John School and Extended Daycare normally follow the Seattle Public Schools schedule, however, because public schools bus children distances and we do not, we will not always close when they do. We will make every effort not to close daycare, but you should always be sure to have at least one alternate option of day care for your child in the event that XDC does have to close for any reason. Closure of the facility in these circumstances is done for the safety of the children and the staff who care for them.

NAPS (Rest Time)

Supervised rest periods are provided for all children attending the AM Preschool session and for children who are in daycare 6 hours or more, or in need of a rest period per WAC laws. Rest periods vary in length according to each child's needs. Extended Daycare provides cots and sheets. Sheets are laundered each week and are kept exclusive to individual children during the weekly period. A special blanket and soft toy can be brought from home to be used at rest-time. It is best if these can stay at XDC in each child's special box. Please provide a spare pair of underpants, socks, shirts and pants for those occasional "accidents". If we have to put our extra clothing on your child please wash & return them as soon as possible. We may need it for another child.

MEALS AND SNACKS

We follow the USDA standards for meals and snacks for lunches provided to children. Lunches should include a variety of fruits, vegetables, a type of protein and milk or water to drink and a very limited amount of sugary drinks and treats. If meal does not meet requirements Extended Daycare will provide you child with items to meet standards A morning snack is served to students arriving prior to 7:30 am. Our snack schedule is as follows:

SCHOOL YEAR

7:30 -8:00	AM Breakfast- (according to State guidelines, 3 components)
11:00-11:45	AM Lunch
1:45-2:00	PM Snack (Preschool)
3:15-4:00	PM Snack (K-5 alternate times)
5:00Pm	Late PM Preschool Snack
5:30pm	PM Grades K-5 Snack

SUMMERTIME

8:00	AM Breakfast (according to State guidelines-3 components)
11:00	AM Lunch
2:00	PM Snack
5:00	PM Snack

* Please note that these times may vary

You may bring in treats for your child's birthday or special occasions, but they must be store-bought and nut-free. Be sure to read the labels.

During the school year, you may purchase hot lunch or milk through school lunch program. If your child has any special diet restrictions, be sure to indicate that on your application. There are special forms to be filled out by your child's physician if he/she has allergies. These will be given to you by the Director, please fill out and return immediately. If your child forgets his/her lunch we will provide one the first time, after that you will be charged \$5.00 (price subject to change due to school lunch cost)which will appear on your monthly bill.

PHOTOGRAPH RELEASE

At times, photographs of students in different activities are used for school publicity or promotional activities. There are times when local or national media representatives will cover our school and therefore photographs or videos are taken to augment a story. If at all possible we will give you advance notification of such requests. However, we reserve the right to approve the proposal as the situation may warrant. XDC also takes snap shots of students to display in photo albums, art projects and around the rooms. Children like to see themselves in pictures but if you have any objections to this please let a Co- Director know. There is a form to sign if you do/ not wish for your child to have his/her photo taken.

SCHOOL RULES

In general, St. John's rules apply to students attending St. John Extended Daycare. Please see the St. John School Family Handbook for complete rules.

USE OF VIDEO FILMS/MUSIC TAPES/CD'S

At times videos are shown. Up to 30 minutes of educational programming per weeks if at all. We will only show "G" rated movies occasionally we will watch a PG rated movie and will send a permission note to families. Every effort is made to preview them as to their suitability. The same policy is for music tapes & CD's. Children wishing to bring movies from home must first get permission from their parents, and XDC Directors before the movie can be viewed. We keep movies for special occasions and when the children have been inside all day because of rain and extreme heat. We discourage television but occasionally there are educational programs that we may watch.

DAILY SCHEDULES

7:00 AM	Begin arrival of children
7:00- 8:00	Free choice/Snack
8:00- 8:10	Free choice/Clean up
8:10- 8:15	Dismissal to their classrooms
8:10	Escort AM Preschool to class
8:15- 12:15PM	AM Daycare for PM Preschoolers
9:00- 9:30	Outside play (weather permitting)
9:30- 11:00	Free choice/teacher directed activities-music, art, cooking
11:00- 11:10	Clean up time/ Large group time/Lunch for PM Preschool
11:15-	Arrival of Montessori AM Preschool
11:15- 12:10	Lunch for AM & PM preschool/Circle time
12:15 PM	Escort PM Preschool to class
12:10- 2:15	Clean up /Circle/Bathroom/Rest time/quiet activities/ Preschool Snack
2:15- 2:45	Outside play (weather permitting)
3:00- 3:15	K-5th grade check in time/ PM Pre-school arrives
3:15- 3:45	K-5 Snack time (staggered classes)/ Preschool activities
3:30- 4:00	K- 5 Outside play (staggered groups)/ Preschool area free choice
4:00- 5:00	Homework time for 2 nd grade and up; Planned activities k-1 st grade; Preschool outside
5:00- 6:30	Kindergarten through 3 rd grade gathers in the Big Room
5:30- 6:30	Snack- Preschool gathers in Big Room/out side weather permitting

* Please note the above is a very general outline that is subject to change. Daily schedules are posted for each grade in the XDC classroom.

REGISTRATION FEE

St. John Extended Day Care charges a non-refundable registration fee of \$45.00 per family. This fee covers student enrollment for one year starting September 1st to August 31st. The fee is to cover administrative cost involved in maintaining new student records and does not apply to the usage. This does not guarantee your child's spot. Each year a new registration form for each child in Extended Daycare must be filled out completely.

WAIT POOL

Frequently there are more applicants than openings available in certain grades. Applications for students who are unable to be placed are held in a "wait pool." As openings become available, all students in the wait pool are considered for admission.

DROP-INS

Due to licensing regulations for teacher/student ratio we will only accept DROP - INS with advance notice and space available. The fee for this is \$ 12.27 for AM (7:00- 8:20), \$24.56 preschool(11:15- 2:50/ 8:15- 12:15) and \$24.56 for 3- 6:30 PM.

NON-REGISTERED STUDENTS

Students remaining on school premises 15 minutes after dismissal will be checked into XDC. The fee for this service is \$37.42 per hour with a ½ hour minimum and will appear on the next monthly statement.

CHILDREN UNACCOUNTED FOR

Please give us notice by phone, email, or a written note if your child will not be in XDC when scheduled. Our staff is responsible for the safety of your child and will spend as much time as necessary to locate him/her. Police will be contacted only in cases that a Co- Director determines all efforts to locate a child has been exhausted in a reasonable time and if safety of the child is in serious question. Play dates must have a written note to authorize someone to pick up your child from XDC. We will not make phone calls after 3:00 for play date arrangements, these will need to be pre arranged. If there is no note, call or email your child will not be released from extended day care.

INSTRUCTIONS FOR PAYMENT

Daycare uses a contracted system. Our payment plan works this way:

- Contracts are billed August-May
- Calendar order form for extra hours (one per child) are to be completely filled out on or before the 15th of the preceding month
- On the bottom of calendar order form, add extra plans needed for the month (i.e. no school days, noon dismissal, vacation)
- On the bottom of calendar order form Please date and sign form lines.
- Please do not include payments, all billing will be done through Smart Tuition.

NON CONTRACTED DAYS

Rachelle Overby will need an e-mail confirmation to add an extra day, even if you have called to inquire about adding an extra day we need it in writing along with a filled out calendar order form. We will bill that added day whether you use it or not. Days are not to be made up, adding a day to replace a missed day (i.e.no school day, holiday, sport practice) you will be billed in addition to your contracted amount.

UNUSED CONTRATED DAYS

No Refunds or credits will be given for days missed for any reason.

EXTENDED DAYCARE PAYMENT PLAN

Contracts are billed August through May via Smart Tuition. When your child's class is not in session, these times are not a part of your contract, these additional hours will need to be ordered. The calendar order form is emailed and will be located on the sign in/out counter. You may add Noon dismissal day, no school day, and or pre-approved additional block to your contracted days even if it is not your normal contracted day. Please DO NOT send your child to daycare on a non-contracted day without first checking with a Co-Director. This does affect our teacher/student ratio.

- **CALENDAR ORDER FORM** is due on the 15th of the proceeding month of service. Please fill out one calendar order form each month for the days needed.

Plan A is \$ 9.20 Plan B/C \$ 23.48 Plan D \$17.73 School days are added then times by these amounts to make contracts for the school year. There will be a \$ 49.12 charge for a full day and \$24.56 part day, \$12.27 for am if arrangements have been made for your child to attend on an unscheduled day whether that day is used or not. If going on vacation, play dates or sports events you must still pay for the contracted days you signed up for. Adjustments will not be available, Non-contracted days will be billed. Days do not carry over or exchanged to the next month or exchange between students.

- **SCHEDULE CHANGE** With 30 days written notice. Withdrawal "for cause" tuition will be prorated through the 30 days after notice. Withdrawal for cause only includes change of a workday, job relocation, family emergencies. Extracurricular activity schedules do not apply to contract changes. If thirty days notice is not given you are obligated to pay for the up coming month and will be billed the monthly contracted amount.
- **NOON DISMISSAL, NO SCHOOL DAYS, HOLIDAY BREAKS** These days are not included in the contract. These are additional days you can add to your monthly contracted amount.
 - "Noon Dismissal Days" will be \$24.56 per day per child.
 - "NO SCHOOL Days/ Holiday Breaks" will be \$49.12 per day per child.
 - Those days will be indicated on the calendar.

LATE FEES

Late fees are assessed at \$1.00 per minute after the closing time of 6:00 pm and will appear on the next monthly statement.

PRESCHOOL PARENTS

If you have your child in XDC preschool from 11:15 to 3:00 pm, they MUST be picked up by 3:00 or you will be assessed a late fee of \$1.00 for every minute after 3:00 they are here. This is one of the critical times of day. We have PM preschoolers coming from Montessori program that stay later and we still have all the a.m. preschoolers that also stay later. It is challenging to stay within licensing compliance when children are not picked up by the expected time. ***If you have older children PLEASE help us out by picking up your preschooler from XDC first.***

St. John Extended Day Care is a quality program providing care to close to 150 children. The intent of the program is to provide service to families as close to the cost of operation as possible. Our program is a nonprofit making venture.

St. John School Extended Day Care Payment Plan For the 2020-2021 School Year

Plan	Time	5 Days Per Week	4 Days Per Week	3 Days Per Week
Plan A	7-8:15am	\$1,657.19 (\$165.72/mo)	\$1,331.34 (\$133.13/mo.)	\$975.70 (\$97.57/mo)
Plan B Or Plan C	8:15-12:15 (B) or 11:15-3:00 (C)	\$4,226.40 (\$422.64/mo)	\$3,513.81 (\$351.81/mo)	\$2,574.23 (\$257.42/mo)
Plan D	3:00-6:30 PK, K-5	\$3,192.56 (\$319.26/mo.)	\$2,478.47 (\$247.85/mo)	1972.94 (\$197.29/mo)
Plan E	7:00am-6:30pm	\$49.12 per day		
Plan F	7:00am-1:00pm or 12:00pm-6:30pm	\$24.56 per day		

Plan E (full day, \$49.12) and **Plan F** (half day, \$24.56) are optional days not included in the annual contract, and may be ordered for days school is not in session and must be reserved by submitting a monthly ordering calendar, by the 15th of the month preceding the month of service. Plan E is available on days school is not in session; Plan F is available only on days school is dismissed at noon.

Billing/Payment – Annual contracts are billed monthly, August 2020 through May 2021. XDC fees (annual contracts and additional optional days) are billed through Smart Tuition Management Services.

Refunds – No refunds or credit will be given for days missed for any reason.

Enrollment Fee – An enrollment fee of \$45.00 per family is required. This fee is non-refundable unless we are unable to accommodate your student.



St. John Extended Daycare grades K-2
Starting October 5th
Hours 2:00-4:30 pm

St. John Extended Daycare preschool
Starting September 8th
Hours 8:00- 6:00

Safety remains our first priority for your children and COVID-19 presents unique challenges to our program. Our traditional XDC program has been modified to keep children and staff healthy. The XDC will be following the guidelines set out by [Washington Department of Health](#). In order to reduce the risk of virus transmission between children and staff. This guidance focuses on practices for children in childcare settings and seeks to lower the risk for spread of COVID-19. We respectfully request you to consider the following as your child returns to XDC:

- The more people interact with others from outside their own household, the closer that interaction, and the longer that interaction, the higher the risk of COVID-19 spread
- Families who are able to safely keep their children at home should continue to do so if possible
- These guidelines set forth by XDC are subject to change at any time based on government or local health department recommendations

COVID-19 Guidelines and Procedures

Safety Measures:

- Students will remain in classroom cohorts for the duration of XDC
- Staff will be wearing cloth masks at all times. Students ages 5+ are also required to wear cloth face coverings. Any students or staff with a physical limitation that makes mask removal difficult are not required to wear face coverings.
- There will be no last-minute, day-of, drop-ins. Parents must pre-register and adhere to contracted days.
- Children will be screened daily before entry, at mid-day, and at pick-up. Students showing signs of illness or answering “yes” to any screening questions will not be admitted to Extended Daycare
- A parent must call to inform staff of absence of any nature for documentation: 206-782-9915

Pick-up/drop-off Procedure:

The parent picking up a student should, if possible be the same each day. Parents will not be granted entry to the XDC, or school buildings. A staff member will meet you with your child at the designated drop-off area on 80th St.

- Parent should call XDC staff (206-782-9915) to arrange for pick-up in designated area
- At drop-off and pick-up times with the child’s family, keep at least a 6- foot distance.
- Children will be screened daily before entry, and at pick-up. Students showing signs of illness or answering “yes” to any screening questions will not be admitted to Extended Daycare
- A parent must call to inform staff of absence of any nature for documentation: 206-782-9915

Physical Distancing and Health Practices:

- Student cohorts will remain the same each week
- There will be no last-minute, day-of, drop-ins, or switching of days
- Children remain 6 feet from others
- Staff will remain 6 feet from others
- Staff and students will wash hands
 - upon arrival in classroom
 - before and after visiting the restroom
 - before and after eating
 - after touching face, sneezing, or coughing
- Staff and children with a fever of 100.4, and showing new signs of a cough, sneezing, shortness of breath or other Covid-19 symptoms:
 - Staff will be sent home
 - Students will be separated from their group, placed in isolation room, and parents will be called for prompt pick-up of student

Outside Play:

- Students will observe social distancing
- Groups will have scheduled and rotated times outside so only one group is out at a time in the same area
- Play pit will be open climbing structure will remain closed
- Three step wash, rinse, sanitize will be used after all equipment is used, each time

Cleaning:

- Toys will be washed and sanitized after each use
- Frequently touched surfaces will be washed and sanitized more frequently during the day

Child may bring:

- Child's Water bottle
- Marked small toy or activity that fits in backpack from home/please no stuffed toys
- Clothes and shoes for outside- rain coat, boots and extra pair of clothes to change if child gets wet



Child Care Center

St. John School Extended Daycare

<https://extended.st-johnschool.org/>

St. John School Extended Daycare Policy/Handbook

Receipt and Acknowledgment Form

Student(s) Name
(Please print)

Parent Name
(please print)

My signature below confirms I have received a copy of the Extended Daycare Policy/Handbook, and I will discuss any questions with the director's. I understand that I should become familiar with the material in this handbook.

I understand that detailed copies of all policies are available for my review in the Extended Daycare at the following site: [Director's office and Extended Daycare web page, located on the school web site.](#)

I understand WAC110-300-0085 Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs; this will be meet by informal conversations.

I understand that the policies are reviewed and updated annually. I will be notified of any policy changes.

Signed

Date signed

Cc: Student file