

SAINT ANTHONY SCHOOL

Tiger Time

Extended Day Care Handbook

2421 South "C" Street, Oxnard, CA 93033



Principal: Deacon Henry Barajas

School: 805.487.5317

Tiger Time: Please press 4.

www.sasoxnard.org

SAINT ANTHONY SCHOOL

Home of the Tigers

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EXTENDED DAY CARE PROGRAM

Students currently enrolled in grades Transitional Kindergarten through Eight at St. Anthony School are eligible to participate in the School's Extended Day Care Program, called *Tiger Time*. The St. Anthony School EDC Program provides a quality, safe, low-cost program for working parents who need and want a safe place after school for their children. The program embodies the philosophy of St. Anthony School in accord with the guidelines set by the Archdiocese of Los Angeles Department of Catholic Schools. Since this program is an extension of the school day, it does not require California State licensing.

STAFF AND FACILITIES:

The EDC Program is staffed by St. Anthony School employees, under the supervision of the principal. All SAS Staff must undergo fingerprint clearance and participate in VIRTUS Training, sponsored by the archdiocese. Adequate adult supervision is provided, and no child will be left unsupervised at any time. The school has provided a safe, clean, secure place for the EDC Program. The headquarters is in the Multi-Purpose Room. The playgrounds, lunch tables and school restrooms are also used by the EDC program.

EXTENDED DAY CARE COMPONENTS FOR Grades TK – 8:

- homework period
- indoor recreation, directed and independent
- outdoor recreation, directed and independent
- arts and crafts
- afterschool snack

SCHEDULE:

Regular days: 3:00 – 5:30 PM
Minimum days: 12:15 – 5:30 PM

ACTIVITIES:

3:00 Arrival, sign-in
3:15 Snack
3:30 Homework
4:15 Arts/crafts/projects/playtime
4:45 Clean-up/inside activities
5:30 Program ends

No Tiger Time on the ½ day beginning Christmas and Easter vacations & the last day of school.

INSURANCE:

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

FINANCES:

The financial operation of the EDC program is the responsibility of the principal. The fee schedule is determined by the school, approved by the pastor, and reviewed annually. The EDC program is part of the overall school budget.

DROP-IN RATE AND FEES:

Fees are accrued at the daily drop-in rate of \$25 (\$35 on noon dismissal days) per student. The daily rate remains the same, regardless of pickup time. Families using the program on a regular basis will enjoy the benefit of a monthly rate of \$107.39 for one child and \$139.20 for two children. The monthly rate remains the same for all months of the school year. The fee has been pro-rated to allow for Easter break and June. No refunds will be given for days the child is not in school.

NO HOURLY RATES ARE AVAILABLE.

Late fees will be assessed for late pickup past the 5:30 PM closing time. The program closes daily at 5:30 PM – NO LATER. Late fees will be added for every minute after the program closes (\$1.00 per minute that you are late, with a \$5 minimum).

For your convenience, your Tiger Time tuition will be added to SMART. For drop-ins, payment is due the next business day. Any late fees will be added to the bill and applied at SMART.

STUDENTS NOT REGULARLY ATTENDING EDC:

Beyond EDC, the school does not provide supervision for students after 3:00 PM and after 12:15 PM on noon dismissal days. All students on campus after 3:00 PM (full day) or 12:15 PM (half day) WILL BE SIGNED INTO EXTENDED DAY CARE with the exception of those students involved in school-sponsored after school activities and directly supervised by an adult. Parents will be billed at the drop-in rate of \$25 per day (\$35 on noon dismissal days).

PICKING UP YOUR CHILDREN:

Parents (or those properly designated by a parent) may sign out and pick up students from the EDC program. EDC headquarters will be in the Multi-Purpose Room. The EDC staff may be reached at 805.487.5317, ext. 4.

As a security measure, your child will only be allowed to leave the school with persons whom you name on the EDC registration form. If someone other than the designated person is to pick up your children, the children will be released only if written notice is given by parent. In the event of emergency telephoning this information is acceptable.

SNACKS:

Snacks will usually consist of nutritious foods and a drink. If your child requires more to eat, please supply him/her with an after school snack. On noon dismissal days, children MUST bring a lunch and something to drink. Any food allergies should be noted on the registration form.

DISCIPLINE:

The St. Anthony School approach to behavior and discipline applies to the EDC program. All school rules and regulations are also applicable to the EDC program. The EDC staff is to be afforded the same respect that students give to teachers. Acceptable and unacceptable behavior will be clearly communicated to the students. Parents will be notified at the time of pick up of any issues of disrespect or inappropriate behavior. In the case of an ongoing disciplinary problem, appropriate steps will be taken by the EDC Director and the Principal. In extreme cases, a student may be asked to withdraw from the Extended Day Care Program. For more explanation of behavior and discipline, please refer to the SAS Family Handbook.

PARENT RESPONSIBILITIES:

1. Pick up children on time
2. Sign children out at pick up.
3. Pay fees promptly.
4. Impress on children the need to be respectful and follow school rules for behavior.
5. Provide lunch on noon dismissal days.
6. Provide extra snack, if needed.
7. Notify the director of any change.
8. Support staff regarding disciplinary issues.

RECORDS:

All Extended Day Care records are the property of the school and will be maintained as school records. The EDC staff will keep all registration and emergency forms in their headquarters room at all times. Records are to be shared only with those who have a legal right to the information.

EMERGENCY PROCEDURES:

An emergency form that is complete and current is kept on file for every child enrolled in the EDC program. All EDC staff has access to this information, including accurate phone numbers of parents and TWO emergency contacts. Parents are expected to inform the EDC personnel of any changes in home/work address, home/ cell phone or emergency numbers.

EDC personnel will have access to a telephone at all times. Emergency contact information (including numbers for the school office, rectory, principal and pastor) is available to adult staff. In the EDC room Multi-Purpose evacuation map and emergency procedures are posted.

All accidents and injuries will be recorded and reported to the Principal as soon as possible, and in accordance with school and archdiocesan procedures. Should a serious accident occur, parents/guardians or their designate will be contacted. If these prove unavailable, the child's physician, or, if necessary, the paramedics will be called. Until the arrival of the parent/guardian or medical professionals, the Extended Day Care Director and the Principal will assume responsibility regarding the care of the injured child.

HEALTH AND SAFETY:

In the event of an illness, the parent/guardian will be called to pick up the child as the EDC staff members are not allowed to administer any medication (California law). The St. Anthony School policy regarding sick and contagious children also applies to the EDC program.

First aid supplies are provided for the use of the Extended Day Care program.



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Tiger Time: Extended Day Care Program

Students will receive a healthy snack, have time to work on their homework as well as time to play and fun. The program will run from 3:00 pm-5:30 pm. On early dismissal days, the program will run from 12:15-5:30 pm. Payment is deducted every month with your regular school tuition.

Description: After school care Monday-Friday on school days.

For: St. Anthony School students in grades TK-8

Fees: \$107.39 per month (special offer: \$139.20 for 2 children)

NOTE: *This fee applies no matter how many days in the month or how many days your child attends!*

Features:

- Safe, secure environment with dedicated staff
- Adult supervision
- Healthy snack provided every day
- Homework time
- Special arts and crafts
- Play time

Child's Name	Grade Level



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Tiger Time: Extended Day Care Program **RULES AND POLICIES**

Here are the rules and policies of the St. Anthony School Tiger Time Program, for after school care. Please read and discuss them with your child(ren) and return the tear-off bottom portion when your child enrolls.

PICK UP:

All students must be picked up **BY** 5:30 PM each day! If we cannot get in touch with you, the proper authorities will be contacted. There is a \$1 per minute late charge with at minimum of a \$5 charge; i.e. 2 minutes late is a \$5 charge, 10 minutes late is a \$10 charge

SIGN OUT:

A designated adult must sign out students. If you have made arrangements to have some other than yourself pick-up the student, you must let us know in writing.

SCHOOL RULES:

All school rules are in effect during the after school care program. The Tiger Time Program is a privilege, and students who do not comply with the rules may be dis-enrolled in the program effective immediately.

Possible Reasons for Dis-enrollment:

1. Failure to comply with school rules
2. Failure to pay fees: repeated late payments
3. Failure to pick up student **BY** 5:30 PM

FEE PAYMENT:

\$107.39 per month for 1 child • \$139.20 per month for 2 children

NOTE: THIS FEE APPLIES NO MATTER HOW MANY DAYS IN THE MONTH OR HOW MANY DAYS YOUR CHILD ATTENDS! IT IS PRO-RATED FOR VACATIONS. All fees for the program are added to your SMART account. Late payments may result in your child being dis-enrolled.

Dear St. Anthony School,

My child(ren) and I have read, reviewed, and understood the rules for the Tiger Time Program. We agree to follow all rules and policies, and we understand the consequences if the rules and policies are not followed.

Name of Student: _____ Grade: _____

Signature of Parent: _____ Date: _____



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**Tiger Time: Extended Day Care Program
EMERGENCY INFORMATION AND RELEASE FORM**

Name of Student:	Grade Level	Date of Birth

Mother's Name	Father's Name
Street Address	Zip Code
Work Phone: Mother	Work Phone: Father
Cell Phone: Mother	Cell Phone: Father
Home Phone: Mother	Home Phone: Father
Email: Mother	Email: Father

EMERGENCY CONTACTS (In case parents cannot be reached or located)

Name of Contact #1	Relationship to Child

Work Phone	Cell Phone	Home Phone
Name of Contact #2	Relationship to Child	

Work Phone	Cell Phone	Home Phone

IMPORTANT:

- In case of serious illness or injury, your child will be taken to the nearest medical facility.
- If we are unable to locate the child's parents or the emergency contacts, the police will be called.

Does your child need an inhaler that is kept in the Health Office? Yes _____ No _____

Does your child have any serious allergies? Yes _____ No _____ if yes, please specify

Signature of Parent(s) _____ Date _____