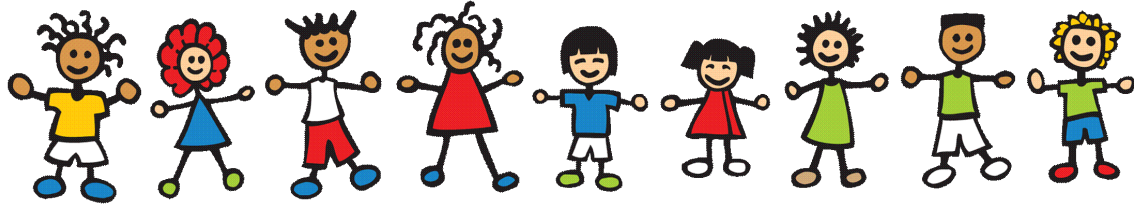


FALCON'S NEST



**St. Felicitas Catholic School
EXTENDED CARE PROGRAM
1650 Manor Blvd.
San Leandro, CA 94579
(510) 895-6356**

Dear Parents,

Falcon's Nest would like to welcome all of our new families as well as our returning families, to our school. We are the Extended Care Program that offers your children supervised, quality, before and after school care with the convenience of being located right on the school grounds.

We welcome parents to drop by with your children and see what our program has to offer. We are very proud of what we provide for you as a family, and would like to share it with you.

The following material is presented as an ongoing handbook for the "Falcon's Nest" (Extended Care Program). We have tried to include all information considered important to your child's safety and for the basic operation of the program. We realize some things may have to be modified or changed. As the year progresses, you may have some ideas which should be included. We welcome your suggestions as we all work together to make this a safe and worthwhile experience for students at St. Felicitas Catholic School.

Sincerely,

Cindy Roarty
Program Director - Falcon's Nest

Meghan Jorgensen
Principal

PHILOSOPHY

The Falcon's Nest Extended Care Program was created to support St. Felicitas Catholic School families by providing quality before and after school care for students, in a secure, nurturing Christian environment. It serves families whose children are enrolled in St. Felicitas School from kindergarten through eighth grade. The staff's primary concern is the emotional and physical well being of each child. The program is designed to offer a positive after-school experience with recreation and enrichment activities available to meet the needs of every student. Within the larger extended family environment, the program strives to provide individual attention to enhance self-esteem, which can result in cooperative play and positive attitudes toward sharing and caring in a group setting. Though primarily designed to serve the needs of working parents, Falcon's Nest is also available to parents on an occasional basis, depending on their needs.

ORGANIZATION STRUCTURE

Falcon's Nest is an extension of the overall school program at St. Felicitas and is under the supervision of the school principal. The school principal, who also has final approval in the hiring of all extended care personnel, selects the director of the program.

PROGRAM

Students have a wide choice of activities including:

Arts and Crafts
Indoor Games

Outdoor Recreation
Storytelling

Homework Assistance
Computers

LOCATION

Falcon's Nest is located in a classroom in the main school building. The school library is used for homework, and the area between the church and school is used as a play area.

PLEASE NOTE: Parents are to park cars in designated parking areas on the main school drive, and walk in to the school building. There is an after hours doorbell on the wall to the LEFT of the main door. Push the button and wait for the staff to allow you entrance.

DESIGNATED PLAY AREAS

Children will be expected to remain in the designated areas as activities dictate. Children will be supervised at all times.

HOURS

Falcons Nest is open from 7:00 AM TO 8:00 AM and from school dismissal to 6:00 PM each school day including all minimum days, with the exception of the last minimum day before Thanksgiving, Christmas and Easter vacation and the last day of school. The facility is not in use during the Thanksgiving, Christmas and Easter holidays or during school vacation.

REGISTRATION (* Please check with program director for current prices)

All children using Falcon's Nest must be registered. Each family will pay a non-refundable annual registration fee of \$ *. This fee is used to purchase supplies used throughout the year (pencils, markers, crayons, paper, etc.)

In addition to the registration fee, each child will be charged a Snack Fee *.

Falcon's Nest statements will be sent home at the beginning of each month. Payment is due by the 10th of the month. A late fee of \$ * will be assessed after the 10th. Checks should be made to the St. Felicitas School.

PAYMENTS MUST REMAIN CURRENT TO ALLOW PARTICIPATION IN THE PROGRAM.

Flat monthly fees are available to parents who need day care on a full-time basis. These rates are *very reasonable and your best value* if you are a regular user of the program. Please see director for rates.

(* Please check with program director for current prices)

For REGULAR/FREQUENT USE (*more* than 4 hrs. weekly per *registered* child)

\$ * per hr. per child for the first hour or any portion thereof. After the first hour, charges will be billed on the 1/2-hour or any portion thereof.

For OCCASIONAL USE (*less* than 4 hrs. weekly per registered child)

\$ * per hr. per child for the first hour or any portion thereof. After the first hour, charges will be billed on the 1/2-hour or any portion thereof.

OCCASIONAL DROP-IN (* Please check with program director for current prices)

Though primarily designed to serve the needs of working parents, the program offers a drop-in service for those *unregistered families* who need extended care occasionally.

\$ * per hour per child is charged for the first hour or any portion thereof. After the first hour, charges will be billed on the 1/2-hour rate or any portion thereof.

SCHEDULES

At the time of registration, parents will be asked to fill out a schedule for each child. The schedule will remain in effect until the parent requests a schedule change. Our staff would appreciate as much advance notice as possible.

CHECK-IN

Before school, students must be escorted into the program and be signed in by the parent/guardian. After school, all students must report to Falcon's Nest immediately after dismissal at 3:00 PM and check into the program with designated staff.

CHECKOUT PROCEDURE

Parent/guardian or other pre-authorized adult must come in to Falcon's Nest and sign the student out of the program. Written notice is required if a person other than those currently per-authorized is to pick the student up from Falcon's Nest.

Proper check-in/check-out endorsement includes the legal signature of the person signing the child in/out, and the time.

WITHDRAWAL

Any family choosing to withdraw from the program should give written notification to the director. Our staff would appreciate as much advance notice as possible.

ILLNESS OR ACCIDENT

- A. In cases, which appear to be of minor nature, First Aid, as diocesan policy, will be administered on the premises.
- B. In cases which appear to be serious, the director will make every effort to carry out the instructions as given on the emergency form.
- C. Parents with special instructions for treating their child should indicate such on the emergency form, and should give directions to be followed in the space marked "Special Instructions."
- D. No child shall be given prescribed medications during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the student. The parent or guardian must sign all such requests. Falcon's Nest will follow Diocesan procedure regarding administration of medicine.(see form in handbook appendix)
- E. Parents will be expected to make provisions for taking sick children home. Our staff cannot be responsible for the transportation of children.
- F. If emergency instructions are not provided, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child.
- G. Fire drills and earthquake procedures will be coordinated as per school policy.

SNACKS

Children will be given a light nutritious snack each afternoon. Children may bring their own snack if they wish. Any food allergies should be noted at the time of registration and on the emergency form.

MINIMUM DAYS

Students should report immediately to the Falcon's Nest at time of dismissal. Please remember to pack a substantial lunch for them. A light snack will be provided in the afternoon.

If your child is involved in an afternoon, school-related activity (sports, etc.) he or she must FIRST report to Falcon's Nest.

A written permission slip must be on file allowing your child to leave Falcon's Nest to attend practice. A staff member or team coach will escort your child to the gym.

UNIFORMS AND CLOTHING

Everything must be labeled, not only the uniforms, but also jackets, sweatshirts and sweaters that go over uniforms. Lost and found items will be placed in the school's lost and found box located in the nurse's room.

TELEPHONE USE

Falcon's Nest phone number is 895-6356. Please instruct your child that the facility phone is for BUSINESS USE ONLY.

PARENTAL RESPONSIBILITIES

A. With the children's safety and well being in mind, it is most important that the parent fill out the emergency form and then adhere to the instructions given.

B. Parents or guardians must not take children from the schoolyard or other areas without notifying the program staff and signing the child out.

C. Personnel will not permit children to leave the facility unless accompanied by a parent, guardian or a person whose signature is on the emergency form.

D. Parents are responsible for prompt fee payment and prompt pickup of their children. The latest pickup time is 6:00 P.M Staff members are employed only until 6:00 PM.

After that, parents will be charged a late fee of \$1.00 per minute. The late pick-up charge is payable at the time of pick-up. If parents are repeatedly late in picking up their child/ren they will be asked to remove students from the program.

BEHAVIORAL EXPECTATIONS

As members of a Christian and caring community, the children are expected to show respect for, and to follow the directions of, the Falcon's Nest staff at all times.

Students are expected to be courteous and respectful to one another. Students are expected to show respect for property and their environment.

They must never leave the building or grounds without explicit permission from the staff of the Falcon's Nest. Such permission will only be granted by the written order of the parent or guardian.

Inappropriate behavior such as fighting, obscene language or gestures, harassment, inappropriate touching of a child by another child, continued willful disobedience, or defacing of property, may result in the dismissal of a student from the program.

Any disciplinary action deemed necessary at the time of an incident will be discussed at pick up time. Recurring incidents will be brought to the attention of parents/guardians and the principal. Conference time is available upon request. The discipline policy in the School Handbook is applicable to the Falcons Nest Program.

ON A PERSONAL NOTE:

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. Please communicate any special needs your child might have and inform us of any events that might influence your child's behavior such as lack of sleep, an illness or death in the family or change in family routine. We will respect any confidence shared with us for the welfare of your child. We want your child to think of Falcon's Nest as an extended home away from home. We want the children to be happy, active and interested.