

HOLY CROSS ACADEMY

AVIAT CARE PROGRAM

PARENT HANDBOOK

2011 ~ 2012



Principal - Sr. Susan Louise, OSFS
Director - Sr. Miriam Elizabeth, OSFS
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Our Holy Cross Academy Extended Care Program is named Aviat Care after the foundress of our Oblate Sisters, St. Leonie Aviat. St. Leonie was dedicated to the education and care of young people. Following her example, Aviat Care provides a warm and loving environment for students before and after our regular school hours. All Holy Cross Academy students are welcome to attend our program, although they must be registered to do so.

The program is held in Bishop Keating Hall and selected classrooms. The staff-student ratio is 1:18

Our program is licensed by the State of Virginia and our director and all staff are screened and approved by the Virginia Department of Social Services.

Program Hours

Morning Program 7:00 – 7:45 AM

Afternoon Program 3:00 – 6:00 PM

Early dismissal days 11:30 AM – 6:00 PM

PROGRAMS AND SERVICES

BEFORE SCHOOL PROGRAM

Children will go into Bishop Keating Hall to be signed in. Parents are required to accompany children into the school to sign them in.

Children will be given the opportunity to play games, read, talk with friends and prepare themselves for the school day.

AFTER SCHOOL PROGRAM

There will be a nutritional snack provided for all students. The snack schedule will be posted in Bishop Keating Hall.

A supervised homework/quiet time will be given each day for all students. Students may do their homework, read books, or rest quietly. Although we will provide help, parents should always check their children's homework. We will not be responsible for homework that has not been finished.

All activities will be age appropriate and students will choose from a variety of options such as: free play, outdoor play, arts and crafts, and organized games.

Special events will be planned throughout the year.

PERSONAL BELONGINGS

The staff is not responsible for any personal items brought by a student.

Valuable items should not be brought to Aviat Care.

DISCIPLINE PLAN

Students attending the Aviat Care Program will be expected to respect all Holy Cross Academy rules as set forth in the Parent/Student handbook presented to each family at the beginning of the year.

Students may not leave designated areas without the permission of the Aviat Care staff.

Students are not permitted to play roughly, to harm another student physically or to use disrespectful or hurtful language.

Discipline with Dignity will be practiced by all staff:

- Inappropriate behavior will be discussed with student.
- When needed, a supervised age-appropriate time out period will be assigned.
- Continued misconduct will be directed to the principal and a parent conference will be requested.
- Removal from program may result after second parent conference or for a serious offense.

Corporal punishment is not part of our discipline plan. Children will never be physically or verbally abused.

POLICIES AND PROCEDURES

HOURS

The Holy Cross Aviat Care Program will operate from 7:00 to 7:45 AM. and 3:00 to 6:00 PM. We expect parents to be prompt in picking up their children.

Parents who are late more than 3 times during the school year will be asked to make other arrangements for their child.

State regulations require that **all children** attending the morning program be

escorted into school by their parents. Please allow yourself enough time so that you can comply with this requirement. Parents who do not walk their children in, will not be allowed to use the Aviat Care Program.

On early dismissal days, the program will begin at 11:30 AM. and end at 6:00 PM. The program will be closed on days Holy Cross Academy is closed. We will be closed on the day of the Academic Fair and the last 2 half days of school. The program will close early on the half days before Christmas and Easter.

The Aviat Care Program does not transport children.

Staff will verify that only persons authorized by the parent are allowed to pick up their children by checking the drivers license or other identification of the person picking them up.

We welcome parent participation in our activities at any time.

When a child is not picked up in an emergency situation including, but not limited to, inclement weather or natural disasters, the director and another staff person shall remain with the child and notify the principal for further direction.

REGISTRATION

An Aviat Care Program registration form will be on file for each student attending the program. Any documentation regarding guardianship/custody must be presented at the time of registration. As required by Section 63.2-1813 of the Code of Virginia, the custodial parent has a right to be admitted to the Aviat Care Program at any time.

FEES

A nonrefundable registration fee of \$40.00 will be charged per family annually.

The Aviat Care afternoon hourly rates are:

\$7.00/one child, if registered; \$10.00 if not registered

\$9.00/two children, if registered; \$15.00 if not registered

\$11.00/three children, if registered; \$20.00 if not registered

The afternoon program is based upon use. The hourly rate is charged for any part of an hour used. Students not picked up by 6PM will be charged a late pick up fee of \$15 for every quarter hour.

The Department of Social Services, Division of Licensing, does not permit us to allow drop-in students. All students attending the Aviat Care Program must be

registered.

The morning Aviat Care Program will have a flat rate fee of \$3.00 per child if registered and \$5.00 per child if not registered.

A **late fee** will be charged to parents picking up their child after 6:00 PM. That fee is \$15.00 per 15 minutes after 6:00 PM. This will be added to your monthly bill. **Parents who are late more than 3 times in a year will be asked to make other arrangements for their child.**

BILLING AND PAYMENT

Invoices will be sent home every two weeks. They will be due upon receipt.

Make checks payable to HCA/Aviat Care Program. Please do not send cash.

Payment should be put in an envelope addressed to Aviat Care and placed in the payment box in the school office.

Invoices that are delinquent for 60 days or more will result in a \$10 late fee. After 90 days, a monthly \$25 late fee will be charged.

For special circumstances please see the Director.

Payments that fall behind will result in the termination of enrollment in Aviat Care.

We do not send out year end statements. Parents should retain the bills sent home each month for tax purposes.

SIGN-IN/SIGN-OUT PROCEDURE

The children are signed in by staff at 3:00 PM. (11:30 AM. on half days).

When a student is enrolled in another after school activity and will be arriving late to the extended care program parents must provide a letter of explanation to the Director. This letter should explain the days and times the child will be at the activity. The director of the activity must sign the student in.

The parent or adult picking up the child will sign the date, the departure time, and his/her name. Please remember to sign your child out before you leave. If the time is not noted, the staff will estimate the time.

PICK-UP

Every effort should be made to pick up students on time. If an emergency arises, the school should be notified as soon as possible. The Aviat Care Program telephone number is (540) 286-2773. A staff member will stay with the child until a parent arrives. The parents or emergency contact person will be called in the event we do not hear from a parent by 6:00 PM.

If a child has not been picked up by 7:00 PM, and no emergency contact can be reached, and we have not heard from a parent, the police will be called.

Please be aware there will be a late charge for anyone that does not pick up a child by 6:00 PM. **The charge is \$15.00 for every 15 minutes past 6:00 PM. This will be added to your monthly bill. Parents who are late in picking up their child more than three times in a year will be asked to make other child care arrangements.**

A student must be picked up by a parent or another adult that is on the authorization list. Parents may write a note to authorize an adult not on the list.

A child will never be allowed to sign himself or herself out of the Aviat Care Program.

For your child's safety anyone picking up a child will be asked to show photo identification.

REMOVAL FROM PROGRAM

Parents should notify the Director immediately when removing a student from the program.

INSURANCE

Please be aware that neither the school nor the diocese carries accident or health insurance for students while they are at school. It is the school's expectation that families of students use the health care plan they have obtained to take care of any medical treatment their child may need.

HEALTH INFORMATION

Any child with a temperature of 99.6 degrees or who is vomiting or exhibiting flu-like symptoms will be sent home. Parents will be called to pick up the child as soon as possible.

Health and registration forms must be kept current. For changes in telephone

numbers, new addresses, etc. please see the Director.

Parents will be notified by phone in case of illness or serious injury. Minor injuries will be reported to parents when the student is picked up.

Medical forms filled out for school use will be copied and used for this program.

MEDICATION POLICY

The Aviat Care staff will not give out any medication. If a student is required to have an afternoon dose of any medication he/she must receive it from the school nurse before 2PM.

We do not apply sunscreen or insect repellent.

LINES OF AUTHORITY FOR STAFF

Sr. Miriam Elizabeth is the Director of the Aviat Care Program

A designated staff member will be in charge in the director's absence.

EMERGENCY COMMUNICATION

In the event of an emergency, parents will be notified by phone. We will first try parents' work numbers then home and emergency contacts.

Parents may contact the Aviat Care Program by calling (540) 286-2773.

FOOD

A snack will be provided each day in the after school session under staff supervision.

This snack meets the requirements of the Child Care Program of the U.S. Department of Agriculture.

A menu listing all snacks is posted in Bishop Keating Hall.

On 11:30 dismissal days, parents must provide a lunch.

INCLEMENT WEATHER POLICY

When Holy Cross Academy dismisses early due to inclement weather, the Aviat Care Program will remain open one hour after school closes. **Parents must pick up their children within the hour or have an emergency contact who can.**

If the school opens late, the morning session will still open at 7:00 AM.

In the event school is canceled after you have dropped off your child, **parents must have someone that can be called to pick up the child within the hour.**

When Holy Cross Academy is closed, the Aviat Care Program will also be closed.

REPORTING CHILD ABUSE

It is the policy of this program to report any suspicions of child abuse/neglect.

The following procedure will be enacted:

Suspected abuse will be reported to the director.

The director will report it to the principal.

The principal will report it to the appropriate agency.

Our Holy Cross Academy Aviat Care Program exists to serve the needs of our school families and to provide safe, loving care for our students. Parents are strongly encouraged to speak with the director about any concerns or needs they may have. We are strongly committed to working with you for the good of each of our children.

"Let us work for the happiness of others." ~St. Leonie Aviat