

I. EXTENDED DAY PROGRAM

Our Holy Cross Academy Extended Care Program is named Aviat Care after the 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 after our regular school hours. All Holy Cross Academy students are welcome to attend our program, although they must be registered to do so.

LICENSING

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

The Aviat Care license is posted in the cafeteria. The director and staff will work toward maintaining compliance with all state standards.

The director will alert the staff to any serious allergies or medical conditions.

Fire drill and emergency routes are posted in each room. These should be reviewed with the students at the beginning of the school year and from time-to-time throughout the year.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools and are religiously exempt from licensure and are classified as a “religiously exempt child day center.” If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

GENERAL PROGRAM PROCEDURES

Daily Schedule

3:00 – Aviat Care staff prepares group centers and snack, as scheduled for the day

3:30 – Registered Aviat Care students are escorted to the cafeteria by faculty or staff. Aviat Care begins for students remaining at dismissal when all re-enter the building

6:00 – Aviat Care ends; late fees begin

Extracurricular Activities

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 into Aviat after the activity concludes.

Early Dismissal

On early dismissal days, Aviat will begin at 11:30 am and end at 6:00 pm. The program will be closed on holidays and any days Holy Cross Academy is closed. We will also be closed on the last 2 half days of school. The program will close early on the half day before Easter.

FEES

A nonrefundable registration fee of \$45.00 will be charged per family annually.

The Aviat Care afternoon hourly rates are \$10/child, if registered; \$12 if not registered. Registered families with 2 or more children signed in at the same time will receive a 25% discount.

Families that aren't registered receive no discount. Unregistered families will be charged a \$3.00 walk-in fee and after 15 minutes are charged the unregistered hourly rate. 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.

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 bi-weekly 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

Our billing is paperless. You will receive all invoices via your official school email that we have on file in the office. Invoices will be emailed the first of each month. They will be due by the 15th.

Payments can be made online through Procare. If a payment cannot be made online, a check can be dropped off 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. Payments that fall behind may 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.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly. All staff members will acquaint themselves with the Emergency Information.

PERSONNEL REQUIREMENTS

All staff members are to sign in upon arrival and departure. Staff work hours will be determined in consultation with the director.

Regular attendance by all staff members is essential to the smooth operation of the program. In case of sickness or other emergencies, staff members are asked to give the director as much notice as possible so that the program will be adequately staffed at all times.

A criminal record check, as required by Criminal Record Checks for Child Welfare Agencies, is to be processed and maintained on file for each staff member.

A signed sworn disclosure statement, as required by regulation for Child Welfare Agencies, is to be completed and maintained on file for each staff member.

Child Protective Services requires a central registry search to determine if an individual has had any prior reported/founded complaints on file. All staff members of the program are required to have the appropriate documentation on file.

PROGRAM MANAGEMENT

ORGANIZATION OF STUDENTS

Students will be grouped by grade level. All students will be given the opportunity to go outside when the weather permits. The director will decide upon the grouping of the students, depending upon the number of students in the program. The director will keep records of planned activities and snacks. Staff members are encouraged to suggest suitable activities and events.

PROGRAM ACTIVITIES

A variety of daily activities for all age groups should be age and stage appropriate. These daily activities should also provide opportunities for staff directed, self-directed, and self-chosen tasks and activities, a balance of active and quiet activities, and individual and group activities. Staff in need of special supplies will request them of the director.

SUPERVISION OF STUDENTS

Staff shall not leave unsupervised either a class, or an individual student, under his/her charge. It is the responsibility of the staff to know where their assigned children are at all times. Two staff members must be present at all times. Staff ratio must be maintained at:

1:18 for 5 to 8 year old children
1:20 for 9 – 12 year old children

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.

PROGRAM ENVIRONMENT

Rooms used for Aviat Care should always be kept clean and neat. Aviat Care staff are expected to leave each workspace clean and neat after using it. Students should be assigned to help clean up after each activity. Equipment used for Aviat Care will be stored in the designated closet.

Lost and Found items are stored on the shelves in Immaculate Conception Hall. Staff members are asked to help students to locate missing items. The staff is not responsible for any personal items brought by a student. Valuable items should not be brought to Aviat Care.

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.

ARRIVAL/DISMISSAL PROCEDURES FOR CHILDREN

PROCEDURES

Students will be called to Aviat Care before the end of dismissal. Students who are not picked up in their carpools will be signed in to Aviat Care. Students will be signed in after the last cars have been filled in the final dismissal line.

AUTHORIZED PICKUP

Students may only be dismissed to an approved adult listed on their information form. Parents who must ask someone not on their list to pick up their child must speak directly to a member of the school office staff or the Aviat Care director to give this permission.

Although a noncustodial parent is authorized to pick up his/her children as stipulated in the custody agreement, this parent may not designate a third party without the authorization of the custodial parent.

LATE PICKUP PROCEDURES

Every effort should be made to pick up students on time. Parents will be charged a late fee if they do not pick up their children by the closing of Aviat at 6:00 pm. Two staff members must remain until the last child is picked up. If a child is still at the school at 7:00 and no parent can be reached, the police will be called and their help will be requested. At this time, the principal and director must be called. Students will only be dismissed in the company of an approved adult.

EMERGENCY CLOSING OF PROGRAM

In most cases, emergency closing of the Aviat Care Program will be decided and announced by the end of the regular school day. The principal and the director will make this decision. When school closes early, the program will not open. Aviat Care personnel are not required to report for work even if students are still in the school building.

If inclement weather starts during the Aviat Care program, parents will be called and encouraged to pick up their children. In this case, the director will decide if there is to be an early closing.

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) 216-4294.

HEALTH AND SECURITY

INJURY PREVENTION

The director will review accident reports and the accident log every three months. The review will focus on the type of injury, where the injury occurred, and the appropriate action taken. If a pattern is discerned, appropriate measures should be taken to alleviate or correct the cause of the injury.

To help prevent accidents/injuries from occurring, the following procedures will be followed:

- a. Staff members will supervise children at all times.
- b. Children will be allowed to climb only on designated climbing equipment.

HEALTH INFORMATION

Any child with a temperature of 99.6 degrees or who is vomiting or exhibiting flulike 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.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

Locating Lost Student

Staff members must be familiar with procedures to follow in the event a child is suspected to be missing from their care.

If a child is suspected to be missing, the director and principal must be informed immediately. Available staff members will aid in locating the child. If necessary, the parents and police will be called.

ADDITIONAL STAFF RESPONSIBILITIES

IN-SERVICE EXPECTATIONS

In addition to first aid training and required orientation training, staff will annually attend 16 hours of staff development activities that shall be related to child safety and development and the function of the program.

Staff members will complete the required hours in a timely fashion each year. At the end of the school year, all staff members will be asked to assist the director in inventorying all materials.

SPIRITUAL AND RELIGIOUS INFORMATION

All staff members are asked to consider their ongoing spiritual and religious formation as essential to their position in Aviat Care.

OTHER INFORMATION/PROCEDURES

The director will maintain a mailbox for all Aviat Care information. This will be distributed to staff members as needed.

Staff members should not bring valuables to the program. Purses, etc should be locked in the designated cabinet.

Supplies should be requested of the Office Staff well in advance. Any repairs that need to be made should be reported immediately to the director who will notify the Facilities Manager.

