

Mary Our Queen Extended Care
Policies and Procedures
2021-2022

Mary Our Queen School Extended Care



Mary Our Queen Extended Care

Our mission is to provide a safe and developmentally appropriate before and after school program for the students at Mary Our Queen Catholic School in accordance with relevant policies, procedures, and teachings of the Catholic Church while in accordance with the Department of Health and Human Services (DHHS).

Mary Our Queen Extended Care is available for students who are attending Mary Our Queen School, and who are between the ages of 3-13.

HOURS OF OPERATION

6:15 AM - 7:45 AM: Before school care will be held in the school in the cafeteria. There may be times when we will move to the Kenny Center or Early Childhood Youth and Education Center. (ECYEC)

3:15 PM - 6:00 PM: After school in the cafeteria. There may be times when we will move to the Kenny Center or the ECYEC.

12:00 PM - 6:00 PM: Early dismissal in the cafeteria. There may be times when we will move to the Kenny Center or the ECYEC.

*Snacks and milk or water are provided during all care times.

*Anytime there is a location change, parents will be alerted via email.

Break Care and Summer Care:

Morning Care: Monday-Friday 6:15 AM - 7:45 AM

Morning Care includes a drink (milk, water, juice) and a small snack. Extended Care does not provide a full breakfast in the morning. Morning Care students may work on homework, play games, play with toys, or watch a movie.

Afternoon Care: Monday-Friday: 3:15 PM - 6:00 PM

Afternoon Care includes a drink (milk or water) and a small snack. Afternoon Care students in 5th grade and above may work on homework. Please see attached schedule for a full list of activities at Afternoon Care.

Early Release Days: 12:00 PM - 6:00 PM (Cafeteria)

Early Release Days include a drink (milk or water) and a small snack. Please be sure to send your child(ren) with a sack lunch on early release days

Daily Schedule:

3:15 PM - 4:00 PM: Wash hands, put belongings in baskets and/or cubbies, sign in, take seats, updates and announcements are made, snacks are distributed.

4:00 PM - 4:30/5:00 PM: Children with homework will go to a homework area. Children without homework will go outside to the playground (weather permitting).

4:30 PM - 5:30 PM: Around 5:00 PM children will come in from being outside. Mats, Legos, books, board games, and other toys will be available for children to play with. Sometimes we will have craft time led by a staff member.

5:30 PM - 6:00 PM: Toys and baskets will be put away and children will be getting ready to go home.

CENTER POLICIES

Normal fees/contact information for parents:

All parents are required to fill out an emergency contact sheet (registration form). There is a \$50.00 registration fee per family per school year for students registering for Extended Care. There is a \$50.00 registration fee for Summer Care. There is a \$25 registration fee for Break Care. If you register for all 3 the fee is \$100. If you need a registration form, they are available at the school office or at the Extended Care desk, or on the Mary Our Queen School website under the Extended Care tab. Monthly payments will be due on the 1st of each month. Mary Our Queen will charge a \$25.00 fee for returned checks. Fees for the upcoming 2021-2022 school year are as follows:

		Rates For Extended Care			
Morning:	Preschool	\$6.00	Early Release:	Preschool	\$22.00
Morning:	K-8 1st child	\$4.50	Early Release:	K-8 1st child	\$18.00
Morning:	K-8 2nd child	\$3.75	Early Release:	K-8 2nd child	\$14.00
Morning:	K-8 3rd child	\$3.00	Early Release:	K-8 3rd child	\$12.00
Afternoon:	Preschool	\$13.00	Morning and Early Release:	Preschool	\$26.50
Afternoon:	K-8 1st child	\$10.50	Morning and Early Release:	K-8 1st child	\$22.00
Afternoon:	K-8 2nd child	\$9.00	Morning and Early Release:	K-8 2nd child	\$17.00
Afternoon:	K-8 3rd child	\$7.00	Morning and Early Release:	K-8 3rd child	\$14.00
Morning and Afternoon:	Preschool	\$17.50	Non-Registered Drop-In	Preschool/per child	\$30.00
Morning and Afternoon:	K-8 1st child	\$14.00	Non-Registered Drop-In	K-8/per child	\$25.00
Morning and Afternoon:	K-8 2nd child	\$12.50	Registered Drop-In	Preschool/per child	\$15.00
Morning and Afternoon:	K-8 3rd child	\$9.75	Registered Drop-In	K-8/per child	\$12.50/\$11/\$9

Each family is required to fill out a Google Form Calendar. **If we do not receive a calendar for your child or if we did receive a calendar, but they were not signed up and show up, there will be a \$2.00 convenience fee charged per day per child. If you sign up your child(ren) for school year Extended Care, and they do not show up, you will be charged a NO SHOW fee of \$3.00 per child. However, if you email Extended Care by 2:30 PM on or before the day your child(ren) need care or will be absent from a scheduled day, you will not be charged the convenience/no show fee.** There are no credits/refunds given for Break Care or Summer Care.

Please submit your Google Form and payment (check or [WeShare](#)) payable to **MOQ Extended Care** to the school office or to Extended Care by the 1st of the month. If your child is not going to be at Extended Care please contact us so we will not be looking for them. Our direct phone number in the CAFETERIA is **402-905-0018**. Our email address is extendedcare@moqschool.org.

*There are no refunds/credits for break care or summer care. Once a day is reserved for break/summer care, your account will be charged if it is not canceled by the cut off date noted on each care schedule.

Overdue bills/termination:

If, after 60 days, you have not paid your monthly dues, you will be instructed to pay or make arrangements to set up a payment plan. A charge of \$15.00 will be added to your account on the 60th day and another \$15 late fee will be applied on the 1st of each subsequent month if the account is not current and/or no payment plan has been made, up to \$45. Once 3 late monthly charges have been assessed, your account will be given to the MOQ Business Manager in the Parish Office. You will also receive notice that Extended Care services may be terminated if a payment has not been made. If a parent needs more time to pay or consideration for financial hardship, they must contact the Extended Care Director as soon as possible after fees are due to arrange scheduled payments and make an immediate payment towards their outstanding account within two (2) business days. Payment plans will be subject to subsequent approval by the Parish Business Manager. Failure to set up a payment plan or meet the conditions of your payment plan will result in termination of services.

Picking up your child:

Please pick up your children at the East door (#9) of the school cafeteria. You will need to use the buzzer and identify yourself to be let inside. The children will only be released to authorized adults as instructed on the registration form or other written communication authorizing release of your child to someone other than who is listed on the registration form. It is against the law for us to release your child to someone that has not been verified by the main contact on the registration form. Verification will be checked. Please be sure to bring your ID when you are picking up your child/children. Extended Care employees have the right to verify identity at any time. If someone who is not on the registration form comes to pick up your child, we will notify the main contact to authorize the release of your child.

Late child pickup procedure:

Mary Our Queen Extended Care closes at 6:00 PM. Parents are asked to plan sufficient time to collect their child's backpack, artwork, speak to a staff member (if necessary), and leave the center by 6:00 PM. If the parent/guardian is aware that they are going to be late, they should call Extended Care at **402-905-0018** to advise staff of this and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. If a child is not picked up by 6:00 PM, one staff member will remain at Extended Care until the situation is resolved.

Staff procedures when a parent/guardian is late:

1. Contact the parent/guardian at the number(s) on the child's registration form
2. If contact with parent/guardian is not established, call the emergency contact(s) on the child's registration form and make arrangements for the child to be picked up
3. Contact the Extended Care Director
4. In the event that the parents/guardians/emergency contact(s) are not available and it is 7:00 PM, contact the appropriate Children's Protective Services and follow their instructions. **Under no circumstances is the staff to remove the children from the Center.**
5. If the parent/guardian is repetitively late, staff will notify the Supervisor/designate who will meet with the parents/guardians regarding the situation.

Late Pick-up Fees:

The late fee schedule is as follows:

- From 6:00 PM to 7:00 PM the fee for the **first** late pickup is \$1.00 per minute until 7 PM (maximum charge: \$60)
- The fee for the second time late is \$3.00 per minute until 7:00 PM (maximum charge: \$180) and any time late after that in a 30 calendar day period, the rate will be \$3.00 per minute
- If late six times in any seven week period the family faces removal from Extended Care
- The Extended Care clock is the time used to determine the late payment. Late fees will be added to your statement. (See Overdue Fees/Termination)
- At 7 PM if we have not heard from you or we have not been able to reach you or your emergency contacts, we will call the appropriate Children's Protective Services

Exclusion of ill children:

Children who are sick need to stay home. Your child must be without fever (100.4 degrees or higher) and/or symptom free for 24 hours before they will be allowed to return to Extended Care. If your child gets ill during Extended Care hours, we will call the parent/guardian/emergency contact and have the child sit in the sick room/area under staff supervision. If a child feels ill, we will take their temperature and if there is a fever of 100.4 degrees or higher, we will call their parent/guardian/emergency contact to pick them up. If they do not have a fever we will have them rest, if after 10 minutes and the child still feels ill, we will call the parents/guardians.

Smoking policies:

Smoking policies are the same for Extended Care as they are for the school building, church, and outside areas of the church and school.

Hand washing policy:

All children will be required to wash their hands/use hand sanitizer before signing in and eating snacks and after using the bathroom. Hand sanitizer is available at the front desk. Additionally, students will be required to wash their hands/use hand sanitizer when they return from being outside, after crafts, etc.

Bathroom policy:

One child is allowed in the bathroom at a time. In the event where more than one student needs to use the restroom, an Extended Care staff member will monitor the bathroom to ensure students stay on task. If a student has an accident, two staff members will be present to assist the student and ensure the safety of both the student and staff. If your student is susceptible to accidents, please have extra clothes in the backpack, plastic bags will be used for soiled clothing.

*Children need to be potty trained to be able to attend any and all of the MOQ Extended Care programs. If a child is having multiple accidents, we will have to meet with parents/guardians to come up with a plan. Termination of services will be a last resort.

Items/toys from home:

Please do not send your child to Extended Care with toys, binkies, sippy cups, or blankets. These items must stay in your car, at home, or in your child's backpack. The exception to this rule is on Fridays when we watch a movie and children are allowed to bring one stuffed animal.

Medications:

We do not give medication at Extended Care with the exception of administering an EpiPen as needed. EpiPens and inhalers will be kept in a locked cabinet. Please notify us of any allergies your child has. There will always be at least one Extended Care staff member working who is CPR and First Aid certified. We keep lotion on the desk for students with dry hands and Chapstick in the cabinet for chapped lips. Chapstick will be administered using a new Q-Tip to avoid cross contamination. Sunscreen will be used when children go outside as needed. If your child has his/her own sunscreen, they may use it. If your child is allergic to sunscreen, please notify a staff member.

Disaster plan:

Evacuation diagrams are posted on the cafeteria bulletin board for fire, tornado, and other disaster plans. In the event of a fire we will go to the playground. From this area parents will be able to pick up their children. Parents will be notified of any evacuations. If a disaster evacuation is necessary we will evacuate to the German American Society across the street from the school. In the event of a tornado we will go to our storm shelter (music room) until the threat has passed. Fire and tornado drills are practiced on a monthly basis and evacuation drills are done quarterly. We have a wagon to transport disabled or injured children.

Maintenance of Extended Care toys and games:

All toys that are broken will be thrown out. Toys and games will be replaced as needed. Our cleaning schedule for toys and outdoor equipment is posted. Outside playground equipment is maintained by the Parish.

Crossing the street procedures:

When crossing the street from the ECEYC building to the School, we utilize Step 2 Kids Alert Crossing Signals. We place one signal on either side of the crosswalk. Once placed, the students are led across the street by the teacher. The signals are then stored until needed to cross back to the ECEYC building.

When crossing the street from the ECEYC building to the Playground, we utilize Step 2 Kids Alert Crossing Signals. We place one signal on either side of the crosswalk. Once placed, the students are led across the street by the teacher. The signals are then brought to the second crossing to be used again in the same fashion. Once we cross, the signals are stored until we walk back to the ECEYC building.

In the event that we walk to any other location where crossing the street is necessary, the staff will wear orange safety vests and stop signs. The students are led across the street by a teacher with another teacher following behind.

Parent grievances:

All parent grievances will be addressed by the Extended Care directors, Mary Culjat and Ashley Rosenthal. If needed, Extended Care can use the assistance of Mrs. Hoy (school Principal) or Father Marc Lim (MOQ Pastor).

Student discipline policies:

If a student is misbehaving, he/she will be taken aside by a staff member to determine what happened. If necessary, documentation will be taken of what happened and the action taken if needed. If the student needs time to settle down a staff member will have them sit at the front desk until they are able to settle down and return to their activity. If the behavior continues, or if someone is physical, parent(s)/guardian(s) will be notified in person or via email/phone call.

Termination policy:

Mary Our Queen Extended Care reserves the right to terminate a child from the program if that child is consistently unable to gain control of their actions and persists in aggressive behaviors that pose a threat to their peers and/or the staff.

Staff will document incidents of aggression on an incident report. When there are children for whom aggression is an ongoing issue, a parent conference will be scheduled and a written plan will be developed.

The written plan shall include, but not be limited to:

1. Addressing issues that may be contributing to disruptive behavior.
2. Responsibilities of the parent, child, and staff regarding the disruptive behavior.

Procedures for avoiding suspension or termination include:

1. Meeting with parents to discuss options other than suspension or termination.
2. Developing a plan for behavior intervention in the program.
3. A copy of the plan will be given to parents, the Pastor and School Principal

Procedures for reporting child neglect or abuse:

Upon receiving a complaint alleging child abuse/neglect, or when suspecting child abuse/neglect in the home, the licensing agent must:

1. Inform the complainant of his/her responsibility to report the situation to the proper law enforcement agency and to the Department of Health and Human Services.
2. Immediately report the alleged abuse/neglect to the proper law enforcement agency and to the Department of Health and Human Services.

Adult and Child Abuse/Neglect Hotline

1-800-652-1999

State law requires any person who suspects that a child has been physically or sexually abused or neglected is required to report it immediately to the Nebraska Department of Health and Human Services.

Safe environment policies:

In accordance with Article 12 of the USCCB “Charter for the Protection of Children and Young People,” the Archdiocese of Omaha will establish a “safe environment” program, cooperating with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, educators, and others regarding the nature of child abuse and how adults can help prevent harm to children.

- Provide a safe and secure environment for the children to feel comfortable in
- Only staff allowed at front desk after the students have arrived

- One child care worker for every 15 students inside
- One child care worker for each of the areas outside (field, playground, climbing bars, etc.)
- Be familiar with emergency procedures
- Implement positive discipline when required
- Inform the Director of any action taken against the student in case parents need to be notified
- Clearly and effectively communicate in a manner that children understand
- Modest dress is to be worn when working at Mary Our Queen Extended Care

Information about Extended Care staff:

- New staff members are required to shadow a staff member for a week
- We have a staff meeting with the Director every week to go over any questions or concerns.
- The Archdiocese requires Safe Environment Training for all new employees.
- Support staff must be at least 16 years of age and be of good moral character.
- An Extended Care teacher will always be in the room with support staff.
- All staff members must attend a minimum 6 hours of DHHS approved training every year.
- All sick employees need to stay home and be without fever or symptoms for 24 hours before returning to work.
- All staff discipline will be addressed by the Directors (depending on the infraction the employee will be subject to a verbal warning, a written warning, suspension, or termination).

Non-certified teacher qualifications:

- Hold a Bachelor's Degree from an accredited college/university in early childhood education, education, or child/youth development OR
- Hold an Associate's Degree from an accredited college/university in early childhood education, education, or child/youth development OR
- Have a child development Associate credential OR
- Have a high school diploma or GED
 - a. 1,500 verified clock hours of experience in organized group activities for school age children as indicated by a positive reference from a former employer or supervisor OR
 - b. Submit a written plan for Department approval to acquire at least 3 credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development in a period not to exceed 6 months. The licensee must maintain a copy of the written plan and Department approval for Department review.

No immunizations are required to work at Mary Our Queen Extended Care.

BREAK AND SUMMER CARE INFORMATION

In addition to the handbook policies above, the following policies will be in place for break and summer care.

BREAK CARE RATES

Break care is PK \$40 K-8 \$35 per child.

SUMMER CARE RATES

Summer Care rates and field trip prices will be determined closer to the summer of 2022.

FIELD TRIPS

We will take weekly field trips to various locations that are in walking distance from MOQ. We will maintain ratios during these walks and field trips to maintain the safety of the children and the staff. Crossing the street procedures are listed on page 6. Parents will be informed of the scheduled field trips the Friday before. This will be posted on our FB page as well as emailed to parents. In the event that a field trip is canceled, parents will be notified via email and it will be posted on our FB page. Field trips are an additional cost. Field trips will be charged to your Sycamore account and will need to be paid by the end of the month. You will only be charged for field trips that your child(ren) attends.

POOL PROCEDURES

We will go to the pool weekly. Your child/ren will have the opportunity to go to Prairie Lane pool at least once a week, weather permitting. A swim test will be conducted the first week of break care.

All students will be swim tested and issued a wristband. All students must wear this wristband at all times. There will be no retesting throughout the summer and the students level is not up for discussion. If a student is not at the first week of care, they will have the opportunity to take a swim test. Same rules apply after the test.

Supervision & Wristband Policy: Mary Our Queen Summer staff will be in the water with them at ALL times.

Green Level Swimmers

Must swim one length of the lap pool without flotation, tread water for 30 seconds, and swim back to where they started completely unassisted. The swimmer must complete this to the satisfaction of the lifeguard giving the test. Approved green level swimmers are allowed to swim to the deep end.

Yellow Level Swimmers

Must be able to swim half the length of the lap pool. They must complete the swim unassisted, with minimal or no touching of the bottom or grabbing onto the wall or lane line. Approved yellow level swimmers are allowed to swim as far as the 4 foot section of the pool and will not be able to go off the diving board.

Red Level Swimmers

Red level swimmers are sometimes uncomfortable in water over his/her head and struggle with stroke movements. Approved red level swimmers are allowed to swim in the roped off shallow end of the pool.

If rules are not followed at the pool, MOQ staff will have the student sit out for an appropriate amount of time. If the rules continue to be violated, the student will be taken back to Mary Our Queen and will forfeit the rest of their time at the pool that day. If the behaviors continue next week, the child/ren will lose their pool privileges for the rest of the summer. Students will be expected to bring their own towel,

water bottle, and sunscreen. Students can bring their own money for treats at the pool, but that will **not** be monitored by MOQ staff. The cost of the pool is \$4 per child per day. If you are a member of Prairie Lane Pool, your child/ren will use your membership to enter the pool. The student to teacher ratio is 6:1 at the pool. At least one staff member supervising the pool trips will be a certified lifeguard.

Students will apply sunscreen before leaving Mary Our Queen. Sunscreen will be applied again during the first rest break, if applicable. They will bring their own sunscreen and towel from home. We will not provide towels for pool days. Once at care, they will put their sunscreen, towel, water bottle, and goggles (if needed) in their sling bag and that will be brought with them to the pool. Once sunscreen is applied, we will allow two students at a time to change in the bathrooms at Mary Our Queen. They will put their swimsuits on and then their clothes over their suits. Any inflatables, flotation devices, or pool toys are not permitted at Prairie Lane Pool.

Pool Bathroom Policy: All students will use the restroom before leaving Mary Our Queen. Once we are at the pool, students will be instructed to let the Mary Our Queen Summer Care staff know if they need to use the restroom. They will be expected to use the restroom by themselves. Staff will be in contact with the student before they are allowed back in the water. Before heading back to Mary Our Queen we will take one more restroom break.

Once we return to Mary Our Queen, we will have the students enter the restroom two at a time and change back into their dry clothes. They will put their wet towels and swimsuits into a plastic grocery bag. This bag will then be put into their designated basket.