

EXTENDED STUDENT CARE (ESC)

Policies and Procedures -- Page 1 of 2

The PWCCS Extended Student Care (ESC) program is offered to all currently-enrolled PWCCS students in Grades K-8. The program offers a safe, Christian environment for students before (6:45am-8:05am) and after (3:15pm-6:00pm) regular school hours. ESC will not be offered on holidays or on days that school is cancelled due to weather.

After 6:00pm, a \$1.00 per minute late fee will be charged. If we are not able to contact parents or legal guardians by 7:00pm, child protective authorities may be called.

Students must have a current and complete **ESC Family Registration Form** and **Family Emergency Medical Form** on file. Monthly fees are to be paid by the fifteenth (15th) of the month following service. The yearly registration fee of \$50.00 is due at registration. The hourly fee for program services is \$5.00 for the first child and \$4.00 for each child after. There is a one-hour minimum charge, after which we will bill in fifteen-minute increments.

Children will be supervised by qualified staff at all times while in the ESC program. Parents or authorized adults are required to sign children in upon arrival and out when leaving ESC. Students will be released only to those adults authorized on the **Family Emergency Medical Form**. The attendance log will be used by staff to identify the location and number of children every 30 minutes during program hours. All areas used by ESC and the attendance log will be checked at the end of program hours to ensure that all students are accounted for. In the event of a lost or missing child, the parent/guardian and local authorities will be notified immediately.

Students may bring a snack for after school. Healthy snacks will be available for \$1.00 during ESC. Snack charges will be included in your monthly bill.

The PWCCS ESC program will follow all policies and procedures as stated in the PWCCS Family Handbook. Special needs for enrolled children will be addressed on an individual basis.

An Accident/Incident Report will be filled out for any accident or incident that occurs during ESC hours under ESC supervision. Parents/guardians will be notified immediately of any head injury or injury requiring medical attention. Persons designated for emergency contact on the **Family Emergency Medical Form** will be notified in the event parents/guardians cannot be reached. All Accident/Incident Reports will be signed by parents and included in child's file. Medications will be administered by staff trained in medication administration and as designated by child's physician. All medications will be stored in an ESC cabinet, accessible to ESC staff only.

Student's belongings will be kept in the Source Room. Please mark all of your child's belongings. PWCS does not recommend your child bring personal games, toys or things of value. Electronic toys, such as Gameboys, may be brought to ESC on half-days only. Items left in ESC will be put in Lost and Found at the close of each day.

Pictures, in which your child appears, may be taken during ESC. Photos may be used for purposes of public relations including: PWCCS Yearbook, bulletin boards and school projects.

Occasionally, we may watch a video. All movies will be G-rated and previewed by staff.

In the event of excessively cold or hot weather, ESC will offer an indoor activity in the gym, library or Source Room. Children have access to water in the building at all times and should bring a water bottle for outdoor periods.

In the event of a threat outside of our building, children will be kept in the Source Room until signed out by an authorized adult.

“During a tornado emergency, all children and adults will take cover in the lower level hallway.

If it is necessary to evacuate children from our building due to a fire threat or any unsafe situation, all children and adults will walk to St. Michael’s Catholic Church, two blocks east of our school. Parents will be called once we have ensured that all children and adults are safe.

PWCCS staff will not use any form of corporal punishment, even if requested by the parent. Staff will not use embarrassment, teasing or humiliation as punishment.

The PWCCS ESC staff will use positive discipline techniques such as:

- Direct or indirect praise
- Private one-on-one talks
- Re-direction
- Adult example or role model
- Logical consequences

Weapons are not permitted on the school grounds at any time. “Weapons” include any object, material or substance which by intent could be used to threaten bodily harm. The possession or use of any weapon will mandate immediate referral to the Principal.

In the event that a child’s behavior compromises the quality or safety of the ESC program, he/she will be sent to the Principal. Student expulsion/suspension will follow PWCCS guidelines as stated in the Family Handbook. Notification of withdrawal from the program must be approved and communicated to the parents/guardians by the school Principal and may be effective immediately.

The ESC program will be supervised by school staff at all times. At no time will volunteers be used. All staff is reviewed by the Central Registry and the Colorado Bureau of Investigations. All visitors to the program must sign in and be approved by the program Director.

By signing the **ESC Family Registration Form** (separate document), you agree to abide by all policies and procedures stated above.