



St. Theresa School Extended-Care Program



S.T.E.P HANDBOOK

2009-2010 school year

S.T.E.P HANDBOOK

PHILOSOPHY

St. Theresa Extended-Care Program compliments the high quality and personal care that parents have come to associate with this Christian community. The safety and well being of each child are the prime concerns of the extended care staff. This includes physical and emotional well-being. Families consolidating school and after school care can be reassured knowing that both formal, Catholic classroom education and professional after-school care are provided.

Young children, kindergarten, first and second graders, need a nurturing environment, especially in an extended care situation. The later hours in a school day can be tiring for the younger mind and body. For this reason, awareness of their needs, flexibility of scheduling of activities and creativity are essential.

Like the younger child, older students must feel secure and happy in their environment. The S.T.E.P. staff makes the after-school experience a positive one with various activities available for each child. The enrichment portion of the program is only limited by the imagination of the staff and students. Physical exercise in the form of supervised outdoor play is an important part of the curriculum. Though S.T.E.P. is on the school site, our focus is socialization and fun.

Students have a wide choice of enrichment activities including, but not limited to:

KNITTING
POTTERY
SUPERVISED INDOOR/OUTDOOR PLAY
SCIENCE
MARTIAL ARTS
FRENCH
CHILDREN'S THEATRE
ART

Some activities require extra fees, which are usually paid directly to the individual instructor. From time to time, other activities may be added or discontinued depending on the interest and number of students signing up.

It is our hope that the enrichment portion of S.T.E.P. will enhance the children's self esteem resulting in a cooperative learning experience. This will also contribute to a positive expression of personal feelings.

The decision to begin and/or complete homework assignments during S.T.E.P. hours is the responsibility of the student and parent. S.T.E.P. will gladly provide the place and guidance to complete these tasks.

S.T.E.P. HOURS and SCHEDULE

S.T.E.P. is open daily from 6:45AM-6:15 PM. When school is closed for a holiday or vacation, there is no S.T.E.P. Within S.T.E.P., there is an individual program designed for Kindergarten students. An aide or S.T.E.P. staff member escorts these students to and from their classroom. Older students begin their time at S.T.E.P by being signed in and receiving their 3:15 PM snack. Students also receive a 5 PM snack. Snack times are adjusted on minimum days and 2:15 pm dismissal Wednesdays.

REGISTRATION AND TUITION

All students using the Program **must be registered and have a current medical form on file at S.T.E.P.** A non-refundable registration fee of \$50.00 is due with the completed registration form. We encourage families to keep S.T.E.P. in mind if they know of sources for paper, art supplies, games, food etc. Receiving donations will help the Program stay as affordable as possible while still offering a well-rounded curriculum.

DROP-IN SERVICE

Drop-In service is available for families using S.T.E.P less than five weekly hours. This occasional use is billed at \$6.50 hourly and requires a yearly registration fee, which is assessed the first time the service is used. Once again, **an updated medical form must be on file.**

TUITION STATEMENTS

Beginning in October, a monthly S.T.E.P. statement is sent to you via the Family Envelope. This document will reflect payments received, any adjustments to your schedule and fees incurred from the previous month. Also noted will be the payment due date. Balances carried forward may incur a late fee penalty.

SIGN IN/SIGN OUT

All students (except kindergartners) must gather immediately after school in the Church Hall. Upon arrival, students retrieve a card, which aids with roll taking and is their “ticket” to an afternoon snack. Loss or destruction of the card necessitates a \$5.00 replacement cost.

The parent or authorized person picking up the child/children **MUST** sign the sign-out sheet with a full signature—no initials, please. Do not sign out another student without authorization from that parent **and** the knowledge of S.T.E.P. staff. **A RESPONSIBLE ADULT MUST SIGN IN ALL STUDENTS.**

A late pick up fee of \$1.00 per minute per child will be reflected on your monthly statement. S.T.E.P closes at 6:15 P.M.

ORGANIZATIONAL STRUCTURE

S.T.E.P. is a vital part of St. Theresa School and is therefore under the supervision of the Principal, Judy Koneff Klatt. Although the Director keeps records, does billing, and collects fees, all finances for the program are cleared through the schoolbooks. S.T.E.P. receives no subsidies from school, therefore, is completely dependent on S.T.E.P tuition and fundraisers.

S.T.E.P. care is provided by Karen Raven, Maria Rodriguez, Damiana Volpe, and Mary Ann Wade and directed by Barbara Ulbrich. Together we combine many years of experience and professionalism that will benefit you and your children.

FACILITY

S.T.E.P is held in the Church Hall and surrounding outdoor areas. Enrichment programs such as Science, French, and scrap booking may be held in classrooms or the Parish Center. Students are reminded that their usage of these areas is a privilege and their conduct must be appropriate.

EXPECTATIONS OF STUDENT BEHAVIOR

As members of a Christian and caring community, the students are expected to respect the staff, each other and the materials and environment provided. They must never leave campus without explicit permission of the S.T.E.P. staff in conjunction with written parental authorization. Any disciplinary action taken at the time of an incident will be discussed with the parent at pick-up time. Reoccurring incidents or serious violations of the school moral and ethical code will be brought to the attention of parents and the Principal. Conference time with the Director is always available upon request.

PLAY EQUIPMENT AND PLAY AREAS

For the safety of the children, designated play areas are as follows:

- ⇒ Schoolyard—excluding all bushes behind the garages; Church steps.
- ⇒ School Field (grass area)
- ⇒ Play structures.
- ⇒ Back Stop area behind parking lot—check with S.T.E.P. staff.
- ⇒ Students are responsible for outdoor play equipment as well as indoor equipment—board games, puzzles, air hockey etc. Deliberate abuse of these items will involve major consequences and/or replacement of items.

EMERGENCIES, ILLNESS or ACCIDENT

With the safety and well being of the children in mind, it is **MOST IMPORTANT** that medical information, phone numbers and insurance be current and updated when necessary. The Standard Emergency Procedures used at school are also followed during S.T.E.P hours.

- ⇒ First Aid (band-aids, ice packs etc.) is administered on the premises in cases that appear to be of minor nature.
- ⇒ In more serious cases, the Director and staff will make every effort to follow the instructions given on the Emergency form.
- ⇒ Children with special medical needs should have this indicated in the space "Special Instructions".
- ⇒ Medication is administered in accordance with School Policy. Please follow same procedure.
- ⇒ Parents are expected to pick up ill children as soon as possible.

The staff will act according to their best judgment - if inadequate or incomplete medical instructions are given. Be assured that all S.T.E.P. personnel are current and certified in CPR and First Aide.

Please do not send persons whose names are not on the Emergency Form to ask for the release of your child. The parent(s) must give verbal and / or written permission before child will be released to such person.

Fire Drills and earthquake evacuation are coordinated with the school.

**FOR THE SAFETY OF ALL THE CHILDREN, ALL THE TIME,
PLEASE ENTER AND EXIT CAUTIOUSLY FROM MANDALAY AND
CLAREWOOD DRIVE.**

Leaving the school campus and returning to the program is permitted with an authorized adult and provided it is a school related activity e.g. sports, field trip, etc. The Village Market or a friend's house is not a school-related activity. Play dates, study groups, etc. arrangements should be made the night before.

TELEPHONE USE

Electronic devices and student cell phones are not permitted to be used at S.T.E.P. The availability of the S.T.E.P. phone is limited to adult use and on occasion, student use. Parents wishing to contact the Program may call:

- 510 547-6835 (answering machine)
- 510 547-6971 (fax machine)
- 510 547-3146 (school)

LOST and FOUND:

Items accumulate very quickly at S.T.E.P. We encourage you to label everything you value—lunch boxes, sweatshirts, hats, etc. Unclaimed and unlabeled articles will be donated to Goodwill.

A Personal Note from the S.T.E.P. Staff

Please do not allow your child to bring personal belongings (toys, trading cards etc.) to S.T.E.P. Items get lost, damaged or sometimes totally forgotten.

If you wish to have your child begin or do his / her homework at S.T.E.P. please talk this over with him/her. S.T.E.P. does not have a designated time or area for homework but we will work with you and your child to fulfill his/her agreement with you. Your student should come prepared with paper and pencil, their assignment and any other tools they may need.

S.T.E.P. encourages communication between teachers and parents. We are in partnership with you and your child’s teacher to provide the very best care and environment possible in an extended care setting. Please take a moment to discuss this handbook with your child. Communication is vital to a program of this nature and size.

