

# **CATHEDRAL OF THE RISEN CHRIST HOLY FAMILY EXTENDED CARE PARENT HANDBOOK 2020-21**

3245 South 37<sup>th</sup> Street  
Lincoln, NE 68506  
402-488-3364  
Director: Laura E. Brouillette

## **WELCOME TO HOLY FAMILY EXTENDED CARE**

Here at Holy Family Extended Care we are committed to working with the families of our children. We will strive to meet the highest expectations of you, the parents, and the Cathedral community. To accomplish this, we like to create a relationship with the parents, along with the children, to ensure the best care for everyone involved. We offer this parent handbook to help create the path for a strong relationship.

### **NAME OF ORGANIZATION**

Holy Family Extended Care

### **SPONSORSHIP**

This organization is sponsored by and is a division of Cathedral of the Risen Christ Parish, Inc. Lincoln, Nebraska.

### **HOURS OF OPERATION**

Monday – Friday  
7:00am – 8:00am  
3:20pm – 5:30pm  
Scheduled All-School Early Dismissals

### **CONTACT**

If you have any grievances, questions, or concerns you may call Holy Family Extended Care: 402-488-3364. You may also contact: Laura Brouillette: [laura-brouillette@cdolinc.net](mailto:laura-brouillette@cdolinc.net) or Fr. Wylie: 402-488-0948

### **MISSION STATEMENT**

At Holy Family Extended Care, it is our mission to provide a high quality experience for our Cathedral Family. We do this from a Catholic perspective focusing on each child's physical, emotional, social, intellectual, and spiritual development.

## **ENROLLMENT**

All forms provided to you upon enrollment must be completed before your child may attend the program. All requested personal information is kept confidential. Please be sure to update all emergency data as needed, including address, home, work and cellular phone numbers and individuals authorized to pick up your child. The required non-refundable registration fee will need to be submitted at the time of enrollment as well as EFT Payment processing form. Holy Family Extended Care does not discriminate on the basis of a person's religion, race, age, national origin, or disability regarding considerations such as enrollment for care or hiring of staff.

## **DAILY ACTIVITIES**

Our before and after school program includes a mixed-age grouping of children from 5-12 years of age. A light breakfast is offered every morning. After school, the children are offered a snack and a variety of activity stations such as: games, puzzles, homework, drawing/coloring, outside/active play, etc.

A note on outdoor play: Children can participate in a variety of large motor activities, and these activities are changed/rotated on a regular basis. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time. We will utilize the school gym when it is available as well. It will be at the discretion of the Director as to whether or not coats will be worn. This decision will be based on the weather conditions. Our rules do not follow the school rules. There will be no exceptions.

## **HOLIDAY/SCHOOL CLOSINGS**

The program will be closed in recognition of various holidays throughout the year. A list of all holiday closings will be provided. From time to time the center will be closed as a result of inclement weather, emergencies or health events. Holy Family Extended Care is closed any time Cathedral School is closed for snow days, other school-related emergencies or health events. There is no reduction in tuition as a result of such closings.

Holy Family Extended Care will only be open when Cathedral School is open. There will be no Extended Care available on holidays, holy days, etc. Extended Care will be open on early dismissal days and ALL children in need of care MUST be signed up on the sign-up sheet posted in the Extended Care room. Sign-up sheets will be posted the first of each month until the 15<sup>th</sup> of the month for the next month's non-school days and early out days.

## **PAYMENT POLICY**

Our Extended Care fee schedule has been established to provide your child with the best possible care at the most reasonable cost to you. All childcare fees will be electronically debited from an authorized bank account. A detailed bill will be available for pick-up at the Center by the 25<sup>th</sup> of each month for the next month's childcare. Childcare fees will be debited from your account on the 5<sup>th</sup> day (or the next banking day) of each month. There are no exceptions to this payment method unless special arrangements have been made with Fr. Wylie.

To summarize, your childcare fee will be debited from your account on the 5<sup>th</sup> day of each month (or the next banking day) for that month's care. A detailed bill will be available for pick-up at the Center by the 25<sup>th</sup> of each month.

Childcare fees are based on the schedule you sign up for the next months' care and not attendance. Therefore, regular fees are charged regardless of absence. Each family is required to be current on all childcare fees in order to register for the next session of childcare.

For all early dismissal days, a sign-up sheet will be posted on the 1<sup>st</sup> day of the month for the following month. (i.e. September 1, the sign-up sheet will be posted for the early dismissals in October). Parents will have until the 15<sup>th</sup> of

the month to sign up their child/ren for care. The signup sheet will be taken down on the 15<sup>th</sup> day of the month at the end of the day. You will receive an invoice by the 25<sup>th</sup> of the month describing the days you have chosen for your child to be at Extended Care and the dollar amount you will owe. **On early dismissal days a minimum of 5 students must be signed up for the center to be open. If fewer than 5 students are signed up, parents who have signed their children up for care, will be notified on the 16<sup>th</sup> of the month that Extended Care will be closed (date) due to low participation. Additionally, a sign will be posted stating the center will be closed on (date) due to low participation.** Please look this over very carefully, if changes need to be made it is easier to do this before monies are taken from your account.

## **2019-20 EXTENDED CARE RATES**

**BEFORE SCHOOL CARE (Kindergarten – 12 years): \$10.00/Day**

**AFTER SCHOOL CARE (Kindergarten – 12 years): \$15.00/Day**

**BEFORE/AFTER SCHOOL CARE (Kindergarten – 12 years): \$25.00/Day**

**ALL-SCHOOL EARLY DISMISSAL DAYS (Kindergarten – 12 years)**

**11:20 a.m. Dismissal: \$25.00/Day**

**1:20 p.m. Dismissal: \$20.00/Day**

A detailed bill will be available for pickup at the facility by the 25<sup>th</sup> day of each month for the next month's care. Tuition fees will be debited from your account on the 5<sup>th</sup> day (or the next banking day) of each month.

**Please look over your bill very carefully. If changes are to be made, it is easier to do this BEFORE the money is taken out of your account on the 5<sup>th</sup> day (or the next banking day) of each month.**

If your child has not been signed up, it would be expected that your child is not attending; however, if an emergency arises please feel free to call the Director. We will put your child's name in the day's count if space is available. Payment will be required added to the following month's bill.

Please note: The September bill will include August and September child care due to August being a short month of school days. You will be notified about the non-school days & early dismissals for August and September in early August via e-mail. All December payments must be made before Christmas Break.

### **LATE PICK-UP (After 5:30 p.m.)**

Please notify the center **IMMEDIATELY** if you are running late and will need to pick up your child past your scheduled pick-up time so a staff member is available to supervise your child.

**A late fee will apply for any child picked up past your scheduled pick-up time. A \$1.00 per minute per child late fee will be added to the next month's bill.**

## **STATE LICENSING**

We understand the importance of maintaining strict compliance with the state licensing regulations to ensure a quality environment for children. The center is in compliance with the applicable state licensing regulations and policies.

## STAFF QUALIFICATIONS

The quality of our staff is an important component to the quality of our program. We strive to maintain high quality staff by providing a variety of in-services and other professional opportunities. At a minimum, the following qualifications are met:

- All state background check requirements
- Physical health form on file for each staff member
- State licensing requirements for education / experience.
- State CPR and first aid requirements

## DISMISSAL FROM THE PROGRAM

The director reserves the right to dismiss any child from the program that is disruptive to the program or causes danger to other children or teachers. This includes but is not limited to: violence, disrespect, and profanity.

## ARRIVAL AND DEPARTURE

All children must be signed in and out **EACH DAY**. The program is not responsible for children that have not been signed into the center by a parent or guardian. This is to be done by an **ADULT** only. At departure, staff is available to share about your child's day if you have any questions. If you have any questions that the staff cannot help you with, please speak to the Director. At dismissal, all children are expected to be checked in with extended care staff at 3:25pm and proceed to the extended care facility for snack. If your child participates in after school club/activity, please inform the Extended Care director of the days and times of these clubs. When the child is finished with the activity they need to report to the Extended Care, they will receive their snack.

## CHILD PICK-UP PROCEDURE

Teachers and staff will release a child only to the person(s) authorized on the enrollment form. Under no circumstances will your child be permitted to leave with anyone other than those people designated in writing or if parental verbal consent is given. Anyone picking up a child may be asked for a photo ID (this can include parents if there is new staff).

## HEALTH AND SAFETY

Your child's health is of great importance to us. Holy Family Extended Care uses the guidelines given by the Nebraska Department of Health. Please do not bring your child if he/she cannot participate fully in the indoor and outdoor program. To reduce the spread of illness, please keep your child home if he/she has any of the following.

- **Vomiting and/or diarrhea:** Children may return to the center **24** hours after all symptoms are gone.
- **Runny nose with green or yellow discharge associated with fever or cough:** Children may return after all symptoms are gone.
- **Fever of 100°F or above:** Children may return after being free of fever for **24** hours WITHOUT medication.
- **Conjunctivitis or pink eye:** Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return after 24 hours of successful antibiotic therapy.
- **Rashes or skin conditions such as impetigo, hives, etc.:** A doctor should examine any unusual rashes. Children may return after all symptoms are gone or child's doctor has provided written clearance.
- **Chicken Pox:** Children with chicken pox may exhibit the symptoms of low fever, rash, blisters, scabs and malaise. Children may return after all sores are crusted over and dried.

- **Lice/Hair infestations:** Children may return after receiving a specified shampoo treatment and all signs of eggs are gone.
- **Strep Throat:** Children may return after 24 hours of antibiotic treatment AND after being free of fever for 24 hours.
- **Symptoms related to CoVid19 in your child OR individuals that live in your home.**
- **Other symptoms:** Children will be excluded if the director determines it is inappropriate for the child to be at the program.

You will be notified immediately if your child becomes ill or injured while at the center. If you cannot be reached, we will call an emergency contact listed on your enrollment form. For the health and safety of all children, it is important that you pick up your child immediately after you are notified. We request notification as soon as possible if your child has a contagious disease (e.g., conjunctivitis, chicken pox) so we can alert other families in your child's class.

HFEC will follow the procedures recommended by the CDC, DHHS and the Cathedral Task Force in relation to CoVid19. Procedures and policies may be amended as needed and will be communicated with parents via messenger and email at that time.

### **ACCIDENT REPORTS**

Although many precautions are taken to ensure a safe environment, occasional incidents do occur. If an incident or injury occurs, first aid is administered and an accident report is filled out. This report is given to the parent to sign and return and then placed in the child's file. The report will describe the nature of the incident and the specific care that was provided.

### **MANDATED INFORMATION REPORTING**

Teachers and childcare administrators are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulation can be held accountable under the law. No one including school management and/or a child's parents can interfere with this reporting requirement.

### **EMERGENCY DRILLS/EVACUATION**

Emergency drills are held periodically to acquaint your child with evacuation and other emergency procedures. Fire drills are practiced once a month. Tornado drills must be practiced once a month between March and September. In addition, we are in accordance with State Licensing Requirements for emergency drill.

In the event of an emergency, all children will be accommodated to ensure they exit the building safely. Please know that the Director will make every attempt to notify you so it is vital you keep your emergency contact information up-to-date.

If the emergency is confined to the immediate area and the children cannot remain at the Extended Care premises, the children will be taken to the church basement. The children will remain at this location while you or your emergency contact is notified. In the event that contact cannot be made via phone, please meet at this location to reunite with your child following an emergency.

If the emergency is more wide spread and encompasses a larger area, such as the neighborhood, due to an environmental threat, and the children cannot remain in the immediate area, they will be transported to Saint John XXIII Center (3700 Sheridan Blvd.)

Every effort will be made to contact you as soon as the children are safe. If we cannot reach you, we will contact your alternate emergency contact listed on your child's information sheet. Children will only be released to you or your

alternate emergency contact during the times of emergencies. If we cannot reach you by phone, please plan to pick your child up at the agreed upon designated locations (church basement or Saint John XXIII) or follow local directives for shelters in the event of an emergency. The Director or an Extended Care aide will remain with and care for your child at all times during an emergency to ensure your child's safety.

## **CHILD GUIDANCE AND DISCIPLINE**

We use the following disciplinary skills: modeling, positive reinforcement, redirection, and implementation of "time away".

- **Modeling:** Adults model the skills or desirable behavior for a child to follow.
- **Positive Reinforcement:** Praise and attention from the adult for "jobs well done" reinforces good behavior.
- **Redirecting:** When a staff member sees a child making negative choices, he/she can help the child find a different area and/or friend to play with. When the child is encouraged to get involved in a different activity, the child often has better success monitoring his/her behavior and developing self-control.
- **Time Away:** When a child's behavior is escalating, he/she can often benefit from a short "time away" period in order to calm down and regain self-control. This time away is supervised by an adult, and the duration is determined by the child's age (one minute per year of age). At the conclusion of the time away, the adult talks to the child about what happened and what he/she could do differently in the future. The adult then helps the child rejoin the group in a positive manner.

## **NUTRITION**

A light breakfast and afternoon snack will be offered by Holy Family Extended Care and will follow State Licensing guidelines. Breakfast and afternoon snack are included in the regular tuition fees. Breakfast is provided from 7:00am – 7:50am. During 11:20 early dismissal days children will need to bring a sack lunch and drink because the Cathedral School kitchen is closed.

## **BIRTHDAY TREATS/SPECIAL OCCASSIONS**

If you would like to bring outside treats to share to celebrate a child's birthday or special day, they need to be prepackaged from the store. Please inform the Director ahead of time and she can give you information about number of children as well as any allergies and other special dietary needs the children may have. As a general rule, we ask that your child not bring candy or chewing gum to the center.

## **DRESS CODE**

Children are allowed to change into clothes from home if they would like. Shirts must be school appropriate (no foul language, innuendo, or anything in opposition to CRC's mission) and may not be tank tops or cropped. Apparel on the bottom may not have writing on the backside, may also not qualify as undergarments like spandex, leggings). Shorts must reach (or be longer than) the person's fingertips when arms are fully extended to sides.

## **TECHNOLOGY USE**

Students are not to bring personal mobile devices to Extended Care. Personal mobile devices include, but are not limited to phones, iTouch, tablets, iPods and Smart Watches.

# Cathedral of the Risen Christ Holy Family Extended Care

3245 S. 37<sup>th</sup> Street, Lincoln NE 68506

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Dear Parent/Guardian,

In the event of an emergency situation **Holy Family Extended Care** has outlined the below response plan. Please know that **Holy Family Extended Care** will make every attempt to notify you, so it is vital that you keep your emergency contact information up-to-date. Please keep this letter with you so that you will know how to contact us in the event of an emergency.

## **Evacuation/Relocation:**

1. If the emergency is confined to the immediate area and the children cannot stay on the childcare premises, the children will be taken to **Crowley Hall located in the Cathedral of the Risen Christ Church Basement**. The children will remain at this location while parents/emergency contacts are notified. In the event that contact cannot be made via phone, parents/emergency contacts will pick children up at this location.

2. If the emergency is more widespread and encompasses a larger area and the children cannot remain in the immediate area, they will be taken to **the Saint John XXIII building (3700 Sheridan Blvd.)**. The children will remain at this location while parents/emergency contacts are notified. In the event that contact cannot be made via phone, parents/emergency contacts will pick children up at this location.

## **Notification:**

Every effort will be made to contact you as soon as the children are safe. If we cannot reach you, we will contact your alternate emergency contact listed on your child's information sheet. Children will only be released to you or your alternate emergency contact during times of emergencies. If we cannot reach you by phone, please plan to pick your child up at the agreed upon designated locations listed above or follow local directives for shelters in the event of emergency.

Please rest assured that **Holy Family Extended Care** will remain with and care for your child at all times during an emergency to ensure your child's safety. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Laura E. Brouillette  
Director