



EXTENDED CARE HANDBOOK

2018-2019

Immaculate Conception Catholic School
2301 N. Bonnie Brae, Denton, TX 76207
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www.catholicschooldenton.org

Dear Parents and Students,

"Let the little children come to me because the kingdom of heaven belongs to people like these."

Matthew 19:14

Welcome to ICCS Extended Care Program! In choosing ICCS for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with the ICCS Extended Care Program.

The Extended Care Handbook reflects the policies of the ICCS Extended Care Program for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of the ICCS Care Program during the 2018-2019 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Elaine Schad
Principal

NOTE: The Administrative Team reserves the right to amend the handbook at any time. Revisions may be issued throughout the school year and will be effective as soon as the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school. **Extended Day personnel have daily practices and procedures that may not be covered by this handbook. In all cases, the interpretation of the handbook remains with the administration.**

Immaculate Conception Catholic School

Immaculate Conception Catholic School opened in August 1995 with grades Kindergarten through second and now offers a preK through eighth grade program. ICCS is part of the 19-school Catholic Diocese of Fort Worth system. It is an inter-parochial ministry of Immaculate Conception and St. Mark parishes in Denton.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady's School we strive to "teach as Jesus taught."

The Diocesan curriculum guidelines, consistent with the State of Texas guidelines are "Catholic-infused" for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Mission Statement of ICCS

Immaculate Conception Catholic School exists to provide a Christ-centered environment designed to promote the total development of the child by serving the mission of the Roman Catholic Church through the educational process. This is accomplished by joining in community as a ministry of Immaculate Conception and St. Mark parishes to educate in the formation of Faith and Family; to provide a quality academic foundation; to unite in a loving and nurturing Catholic community through worship, through academic formation, through the promotion of Peace and Justice, through adaptation to change and diversity, through Service, and through recognition of the value and dignity of each individual.

Philosophy

ICCS endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Fort Worth.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Philosophy of the Extended Care Program

The ICCS Extended Care Program provides a safe welcoming environment for the students of ICCS to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

Financial Obligations

2018-2019 Fee Schedule

Registration.....\$50.00 per child

\$4.00/hr. per student. (Partial hour will be considered a full hour).

PLEASE NOTE: THE FEE FOR PICKING UP LATE (AFTER 6:00 P.M.) IS \$5 PER 5 MINUTES, PER STUDENT. PICKING UP BETWEEN 6:01 AND 6:05 P.M. COUNTS AS THE FIRST 5 MINUTES. PLEASE BE PREPARED TO PAY FOR LATE CHARGES AT THE TIME OF PICK UP.

There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.

The cost per day does not include a snack or drink. Students must bring their own snack and drink (water preferably – no soda!).

Payments:

- Invoices will be sent/given to parents in the monthly brown envelope.
- There will be a \$25 returned check fee for all checks made payable to ICCS that do not clear the bank.
- All Application Fees are **NON-REFUNDABLE**.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.
- Payment options - Cash or Check (payable to ICCS)

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the Extended Care Program.

Allergy Policy

The ICCS Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All Extended Care staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually and as needed.

The ICCS Extended Care Program follows the school handbook guidelines for medication storage. Students may not carry medication on their person. All medication must be stored in the school nurse's station. A medication permit form is required for all medication, prescription and OTC.

Cell Phones, I-Pads and other Electronic Devices

Students participating in the ICCS Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Gum

Students should not chew gum at school at any time that they are at school this includes during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

Harassment

Harassment of any type is not tolerated. The Director of the Extended Care Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Hours of Operation

The Extended Care Program is open from 7:00 – 7:45 a.m.; and 3:20 PM – 6:00 PM any day that the school is open with the exclusion of dates noted on the school calendar. The Extended Care Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays and other days when the school is not in open. Please refer to the weekly email for any exceptions to this schedule.

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Schedule

The Extended Care Program schedule includes the following:

3:20 PM – 3:50 PM – Restroom break, snack time

3:50 PM – 4:30 PM – Homework/Study Hall: Students are divided by grade. All students will be involved in study, reading, or review*

***Students in Grades 5-8 may utilize a longer period of time for study if needed.

4:30 PM – 6:00 PM - Free Play Outside (Inside if inclement weather)

Lost and/or Left Items

Any items found in the Extended Care Room or on the school grounds will be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Parent Signature Page

I have read the 2018/2019 ICCS Extended Care Handbook and agree to follow the policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

DEADLINE TO SUBMIT SIGNED FORM: _____