

SAINT FRANCIS OF ASSISI FALCON'S NEST

Extended Care Program
Parent & Student Handbook
2021-2022



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Falcon's Nest Phone #: 925-951-0061

Welcome to Falcon's Nest

The Saint Francis of Assisi Extended Care Program is provided by the school to serve the needs of parents by providing quality before and after school care. The Falcon's Nest works hard to provide students a positive, safe and nurturing environment where they can receive before and after school child care depending on their family's daily needs. The Falcon's Nest provides students with the opportunity to develop socially, intellectually, emotionally and physically as their individuality demands. It is a place where friendships develop and guidance is offered.

The following is an overview of our program. Please refer to the Saint Francis of Assisi School Parent & Student Handbook for further details regarding policies and procedures.

Hours of Operation

Falcon's Nest is open to all Saint Francis of Assisi students on days when school is in session. We are closed on teacher workdays, scheduled holidays and other days when the school is not in session. The Extended Care Program hours of operation includes the following:

Transitional Kindergarten & Kindergarten:

Morning Care: 6:45-7:45am

Afternoon Care: 2:45-6:00pm

Minimum Days: 12:15-6:00pm

Wednesday Early dismissal Days: 1:45-6:00

1st-8th Grade:

Morning Care: 6:45-7:45am

Afternoon Care: 3:00-6:00pm

Minimum Days: 12:30-6:00pm

Wednesday Early dismissal Days: 2:00-6:00

Morning Schedule

6:45am: Falcon's Nest Opens

While waiting for morning drop-off, students have the opportunity to engage in calm indoor activities such as board games, card games, Legos or blocks. Falcon's Nest does not provide a morning snack, however students are welcome to bring their own food.

7:35am: Clean and Pack-Up

Students will be asked to clean and pack up for drop-off at 7:45am. Once all materials have been put away, the children will collect their belongings and wait until it is time for morning drop-off.

7:45am: Falcon's Nest Closes

At this time a Staff member from Falcon's Nest will escort the students to the main school yard. Please note that all Transitional Kindergarten and Kindergarten students will be escorted to their classroom by a Staff member. Once the students have been dropped off, a Staff member will sign the students out of morning care.

Afternoon Schedule

*3:00pm School Dismissal:

2:45pm: Falcon's Nest Opens (TK&K):

A Staff member from Falcon's Nest will pick up TK and K students from their classroom and escort them to Falcon's Nest. Students will be asked to sign in by fingerprint and drop their belongings off in the TK area.

****Please note**** Any student that is not picked up from school by 2:55pm will be escorted to the Falcon's Nest by a Teacher and signed in until their parents arrive.

3:00pm: Falcon's Nest Opens (1st-8th):

Students will be escorted to Falcon's Nest by a teacher. Students will line up in the courtyard and be escorted by a teacher to Falcon's. Student's will be signed in by an employee and drop off their belongings in a designated area.

3:20pm: Snack Time

Once all students have been signed in, a snack will be served. Some examples include Goldfish, Graham Crackers and Applesauce, Pizza Rolls, Popcorn, Quesadillas, Chicken Nuggets, Nacho Please see the "Falcon's Wish List" for information on how families can earn service hours by donating snacks to Falcon's Nest.

While we do serve an afternoon snack every day, many children begin to request extra food between 4:30-6:00pm. If you feel your child may need extra food to get them through the day, please pack extra snacks to keep them happy throughout their afternoon at Falcon's Nest.

There is a snack cart available which is brought out once per day. Students may purchase extra "fun" snacks for \$1.00 each.

4:00pm: Transition Time

Students in grades TK-8th will be asked to go to their class' designated area for Homework Time. If older students do not have work to do, they will be asked to help younger students who have questions.

While we understand that all students may not have homework, we do ask that they find a calm activity so as to not disrupt their peers. We encourage these students to read a book, play a board game/card game, color, or study for upcoming tests.

4:30pm: Homework Time Ends

All students are allowed to resume free play.

6:00pm: Falcon's Nest Closes

While our program closes at 6:00pm, we will remain open until the last student is picked up. Please note that a \$1.00 late fee will be added to the family's account for each minute after 6:00pm. (Late pick up rate)

*12:30pm School Dismissal:

12:15pm: Falcon's Nest opens (TK&K)

12:30pm: Falcon's Nest opens (1st-8th)

12:30-1:15pm: Lunch

****Please note:** On minimum days, students attending Falcon's Nest are required to bring lunch. Choicelunch is not available for purchase these days. Snack time is just a snack, not a replacement for lunch.**

2:30pm: Snack Time

3:00pm: Transition Time

3:15pm: Homework Time begins

3:45pm: Homework Time ends

5:00pm: Outside Play closes

6:00pm: Falcon's Nest closes

*2:00pm School Dismissal:

1:45pm: Falcons Nest opens (TK&K)

2:00pm: Falcon's Nest opens (1st-8th)

2:30pm: Snack Time

3:00pm: Transition Time

3:15pm: Homework Time begins

3:45pm: Homework Time ends

5:00pm: Outside Play closes

6:00pm: Falcon's Nest closes

Check-In Procedure

All students attending Falcon's Nest must be checked in by an employee. If your child(ren) is being dropped off by a sibling between the ages of 16-17, please provide a letter of authorization to be kept on file.

****Please note**** Your child(ren) will only be allowed to be checked out by their legal guardians or by individuals authorized on their emergency form.

Morning Check in:

When dropping off your child(ren) in the morning, please pull up in front of the gym and park in an available parking space, then walk your child(ren) through the gym doors. The students will be signed in by an employee using the Curacubby App. Parents must sign up for this program once they have submitted their \$50.00 Registration fee.

Afternoon Check in:

TK&K: If you are planning to have your child(ren) attend Falcon's Nest in the afternoon, please inform their teacher(s). Any child not picked up by a parent/guardian by 2:55 will be walked over to Falcon's Nest by their Teacher.

1st-8th: If you are planning to have your child(ren) attend Falcon's Nest, please let them know. In the afternoon, a teacher will escort these students to Falcon's Nest.

****In case of an emergency, you may contact the school's office to inform your child(ren) of any last minute changes in pickup.****

After School Activities:

Throughout the school year, Saint Francis of Assisi School offers a variety of enrichment programs after school. These programs include, CYO basketball, CYO volleyball, Choir, Drama, and Music lessons. If you are planning to have your child(ren) attend one of these enrichment programs during their time at Falcon's Nest, and you would like to give permission to their coach or our Falcon's Nest staff to sign them out and escort them to this activity, please send a written note to Falcon's Nest. Please include the day, time and location of the activity, and the person who will be picking your child(ren) up. Additionally, please be sure to let the adult in charge know that your child will need to be escorted back to Falcon's Nest once the after school program has ended.

****Please note**** Your child(ren) will only be allowed to leave with their legal guardians or with individuals authorized on their emergency form until this written notification is provided.

Check-Out Procedure

All students attending Falcon's Nest must be checked out by an employee. If your child(ren) is being picked up by a sibling between the ages of 16-17, please send in written permission so we will have a letter of authorization on file.

****Please note**** Your child(ren) will only be allowed to be checked out by their legal guardians or by individuals authorized on their emergency form, unless further notified in writing.

For pick up, please enter through the gym doors and head to the sign-in/sign-out window. A staff member will sign your child out and then you will be asked to pick up your child and exit through the gym front doors.

Student Requests:

We are not able to honor a student's request to go home with another student without prior, written authorization from his/her parents. In an attempt to keep the phone free for emergency purposes, we can not allow a student to call a parent for this authorization. Such arrangements must be made in advance. Please advise your child(ren) regarding this policy.

Billing Policy and Procedure

Whether your child(ren) is scheduled to come to Falcon's Nest, or is dropping in, all SFA students are welcome at the Falcon's Nest, however your child(ren) must be registered in the Extended Care Program. A \$50.00 per family, non-refundable registration fee is due at the time of enrollment. Checks should be made payable to St. Francis of Assisi School. Once a child/ren has been registered, parents will be given a link to connect to Curacubby for checking in/out, and billing purposes.

Rates:

Registered Rate: \$6.00/hr

Drop-In Rate: \$7.00/hr

Sibling Rate:** \$5.00/hr

****Please note** that siblings must also be attending Falcon's Nest to receive the discounted rate.

Please note that your child(ren)'s daily attendance is rounded to the quarter hour.

Billing & Statements

All accounts are billed on the last day of each month for your child(ren)'s attendance for that month. Statements will be emailed to families on the first of the month. All payments are electronic and paperless. Payment is due by the 15th of each month.

****Please Note: A 5 day grace period is given for payment due. A \$15.00 late fee will be assessed for late payment.**

Delinquent Accounts

While all students are welcome at Falcon's Nest, we do ask families to assist us in keeping their account current. Accounts with a balance exceeding one month will be suspended, meaning your child(ren) will not be allowed to attend Falcon's Nest until the balance has been cleared, or payment options have been discussed. In this event, your child(ren) will be taken to the school office where you will be notified to come pick them up.

Injury/Illness

In the event of a minor injury, basic first aid will be administered on the premises (ice, band aid, water) and parents will be notified upon pick up. In cases that appear serious, a staff member will immediately notify the parents/guardians listed on the child(ren)'s emergency card. If needed, parents/guardians are expected to make provisions for taking sick children home as we do not give facilities to care for, or transport sick children.

Please note that any child that has experienced any of the following symptoms in a 24 hour period will not be permitted at Falcon's Nest (vomiting, diarrhea or a fever) and will be taken to the school office to wait for Parent/Guardian pickup. Thank you for your understanding and cooperation in this matter. Your help in taking care of our little ones is greatly appreciated!

Medications

As stated in the Oakland Diocese Administrative Handbook, parents must submit a form completed by their child(ren)'s Physician along with the medication. Medications should be in their original packaging and placed in a bag with their name clearly written on the bag. All medications will stay locked at Falcon's Nest. Should your child need to use their medication, they are to ask a Falcon's Nest staff member who will then assist them. This will be recorded for our records.

If your child may need the use of an EpiPen one must be provided for Falcon's Nest. This is in addition to the ones left in the school office and classroom.

Please see the St. Francis of Assisi Parent & Student Handbook for more information.

Behavior Expectations

While attending Falcon's Nest, all children should display appropriate school behavior as stated in the St. Francis of Assisi School Parent & Student Handbook and the Falcon's Nest Parent & Student Handbook.

Automatic detentions will be given to children who display vulgar language or behavior towards peers or staff; students who display violent behavior toward peers or staff; children using cell phones or other smart devices while at Falcon's Nest; children who vandalize school property; and/or children who have been warned about their behavior several times and have ignored staff members warnings.

For smaller infractions, three warnings can be given in an attempt to correct a child's behavior. If the child continues to display this behavior, a staff member will send the child inside to speak with the head staff member in charge. This staff member will give a final warning. If this child continues to display this problematic behavior, a disciplinary statement will be given to the child. The child will then be asked to write a statement explaining what they did and how they will avoid similar situations. After receiving a parent's signature, the child will return the statement to Falcon's Nest to be kept on file.

If several disciplinary statements have been given and the child continues to display problematic behavior, a detention will be given and the staff will determine if a meeting with the child's parent/guardian, the child and Mrs. VanderKlugt is necessary in order to correct the situation.

Personal Electronic Devices

The use of personal electronic devices is not permitted while at Falcon's Nest. If necessary, students may ask a staff member for permission to use their phone in the Falcon's Nest office, with supervision by the staff member.

Uniforms and Clothing

At Falcon's Nest, students must follow the St. Francis of Assisi School Uniform Policy and Dress Code. Students are however, allowed to change clothes for after school activities if needed. These clothes must also follow the school dress code.

Lost and Found

Falcon's Nest lost and found is located at the main entrance during hours of operation. Please note, Falcon's Nest is not responsible for any lost or damaged items. In an effort to minimize our lost and found inventory, please label your child(ren)'s belongings with their first and last name and check regularly for any missing items. Any unclaimed items will be added to the schools lost and found on the first of the month.

Falcon Snack Program

Each student that attends Falcon's Nest is provided a snack during Snack Time. Our Falcon Snack Program allows parents the opportunity to donate to Falcon's Nest and earn parent volunteer service hours. Families who are interested are invited to select a snack from our preferred snack list. For every \$25.00 donated, a family will receive one service hour.

To receive a credit for volunteer hours, simply drop off your purchased snacks at Falcon's Nest along with your receipt and family name.

Lastly, we would like to thank all of our Saint Francis of Assisi families for their support in helping Falcon's Nest run smoothly. The success of our program depends on the safety of all our students and the prompt payment of tuition/fees in order to take care of day-to-day expenses. We appreciate and thank you for your cooperation.

Please note that the policies and procedures above are subject to revision and deemed necessary by St. Francis of Assisi School.