



**Sandusky Central Catholic School**  
**Extended Day Program**  
**410 West Jefferson Street**  
**Sandusky, Ohio 44870**  
***(Revised September 1, 2017)***

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### **Parent Handbook**

We would like to welcome you and your child (ren) to our Extended Day program. We believe that each child is a special person created by God. The program offers a safe and loving environment for children. Extended Day is a program of planned activities and supervision. We strongly believe in positive socialization and growth.

### **Registration**

A \$35.00 a year/non-refundable family registration/supply fee is due upon registration. In addition, parents must also select a regular schedule of attendance. This allows for adequate materials, snacks, and supervising personnel.

### **Sessions and Fees**

The Extended Day Program is open from 2:30pm to 6:00pm Monday through Friday. The program follows the Sandusky Central Catholic School calendar. The extended Day Program operates on a pre-paid punch card or cards. The cost is \$4.00 per hour per child. Checks are made payable to Sandusky Central Catholic School. Please put your money/check in an envelope to Attention: Extended Day.

### **Staff/Child Ratio**

Extended Day has a staff/child ratio of 1:18 for the age group 5 years but less than 11 years, 1:12 ratio for preschool age children.

### **Non-Discrimination Policy**

Extended Day recruits and admits children of any race, color, or ethnic origin to all the rights made available to students. In addition, the program will not discriminate on the basis of race, color or ethnic origin in administration of its educational policies, educational programs, and extra-curricular activities.

### **Field Trips**

A first aid kit will be available on all trips. Parental permission slips will be required. A person trained in first aid will be available on any trip. They will meet the necessary requirements. Each child's medical records and emergency procedures file will be transported with the child.

### **Weather Closings**

In case of inclement weather, please listen to the radio stations WLEC-AM 1450 or WCPZ-FM MIX 102.7 for the listing of closed schools. The Extended Day closes when Sandusky Central Catholic School closes.

### **School Calendar**

Extended Day follows the Sandusky Central Catholic School calendar. This calendar is provided for each family at the beginning of the year.

### **Snacks**

Snacks are provided for the children. Snacks may include: Crackers, cheese, fruit, popcorn, pretzels, vegetables, etc.

### **Activities**

The children participate in many creative and constructive activities. Quiet time is provided for homework.

### **Safety**

Your child (ren) will only be released to those who are designated on your registration form. No child will be left unsupervised.

### **Emergency Drills**

1. Fire Drills are conducted regularly to ensure the safety of the students. These drills ensure fast evacuation of the building in case of an emergency.
2. Rapid dismissals are used in other than fire evacuation and in place of fire drills during the winter months.
3. Tornado drills are conducted to ensure safe movement within the building to shelter areas.

### **Withdrawal from Program**

If your child (ren) is (are) to be withdrawn from the program, please notify the staff as soon as possible.

### **Telephone**

There is a telephone located in the Extended Day Room. A staff member is available from 2:30pm-6:00pm to answer any calls. The Extended Day phone number is 419.626.1892 ext. 446.

## **DISCIPLINE**

The purpose of discipline is to help a child retain control of his/her emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience, and understanding. The only worthwhile discipline is prompted by motives from within and is based on the gospel values of Jesus Christ. Respect for God, self, and others will be stressed. Developmentally-appropriate expectations help children to choose suitable behavior. Staff members are trained to provide positive discipline methods, which encourage self-control, self-direction, cooperation and self-discipline. Such methods include redirection, diversion from negative behavior, encourage alternative activity, removal from the situation and communication. Repeated unacceptable or dangerous behavior can result in the child's removal from the program for the safety and well-being of all children.

Corporal punishment is never considered an acceptable method of discipline.

We ask parents to assist in guiding our children in the acceptance of responsibility and in teaching them early to accept the consequences of their actions. If parents feel that they cannot support and accept the responsibility for helping enforce our rules and policies, the parents may be requested to withdraw their child from our program.

Discipline will be handled primarily by the teacher. In the event this is insufficient, the director will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer with the teacher first, then contact the director.

The program's actual methods of discipline shall apply to all persons on the premise and shall be restricted as follows (In accordance with ODE regulations):

1. There shall be no cruel, harsh, corporal punishment, or any unusual punishment such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by means other than holding a child for a short period of time, such as in a protective hug, so the child may remain in control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child
8. Discipline shall not include withholding food, rest, or toilet use
9. Separation when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a school-age child care member in a safe, lighted, and well-ventilated space.

10. The Center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Extended Day program.
11. The parent of the child enrolled in a center shall receive the center's written discipline policy.
12. All Extended Day staff members shall receive a copy of the center's discipline policy for review upon employment.

The Sandusky Central Catholic School Extended Day Program licensing records include compliance report forms and evaluation forms from the Health, Building, and Fire Department are available upon request from the school office. The Department of Education phone number is 614.466.0224, for any person to report a suspected violation by SCCS Extended Day Program.

*Please detach here and return to Extended Day*

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I have read and will comply with the policy and procedures outlined in the Extended Day Handbook.]

Child(ren)'s Name(s): \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_