



**Our Lady of Hope Catholic School**  
**Extended Day Care Program**  
**46633 Algonkian Parkway Potomac Falls, VA 20165**

**2022-2023 Academic Year**

## **General Information**

- The Our Lady of Hope Catholic School Extended Day Care Program is licensed in the Commonwealth of Virginia and approved by the Office of Education in the Catholic Diocese of Arlington
- The program is available for OLOH students in kindergarten through 8th grade and is offered on days when the school is in session for students currently enrolled in OLOH School
- Each student is treated as a child of God, and Christ is the center of the program
- All school policies, as outlined in the OLOH Parent-Student Handbook, apply to the Extended Day Care Program as well as it is an extension of the school
- The students participate in a variety of activities including outdoor and indoor play, arts & crafts, scheduled time for homework and snack, service projects, and holiday celebrations
- The student to staff ratio does not exceed 18:1
- Regular hours of the program (excluding early dismissals, holidays, and inclement weather) are:
  - Morning Care from 7:00 AM until 7:45 AM
  - After Care from 3:15 PM until 6:00 PM
- Planned early dismissal hours of the program are:
  - Morning Care from 7:00 AM until 7:45 AM
  - After Care from 12:00 PM (noon) to 3:00 PM
- In the event of school delays due to inclement weather or other unforeseen circumstance:
  - Morning Care will open 1 hour before the school's delayed opening
    - Example 1: If there is a 1-hour delay for snow, the school will open at 9:00 AM instead of 8:00 AM and Morning Care will open at 8:00 AM instead of 7:00 AM
    - Example 2: If there is a 2-hour delay for snow, the school will open at 10:00 AM instead of 8:00 AM and Morning Care will open at 9:00 AM instead of 7:00 AM
  - After Care will not be affected
    - The school will still have dismissal at 3:00 PM if there is a delay in the morning
    - After Care will run as planned from 3:15 PM until 6:00 PM
- In the event of early school closure due to inclement weather or other unforeseen circumstance:
  - Morning Care will not be affected
    - The school will open at 8:00 AM as early closing notifications are sent out once school is already in session
    - Morning Care will run as planned from 7:00 AM until 7:45 AM
  - After Care will be cancelled
    - When the school is dismissed early for reasons related to safety, the assumption is that it would be unsafe for students to remain at school therefore all students must be picked up and After Care will not operate
- The program does not run on holidays or days when school is not in session such as Teacher Work Days
- For up to date information on whether the Extended Day Program is running in regards to weather, please see the Loudoun County Public Schools (LCPS) Website or the Our Lady of Hope Catholic School (OLOH) Website
  - Please note the OLOH website uses information from the LCPS website and so may not be always immediately updated

## Types of Users, Their Payment Schedules, and Fee Information

### Contract Users

- **There is an annual \$50.00 registration fee per family** (Payments will be deducted through FACTS on August 21<sup>st</sup>, 2022)
- Spaces are on a “first come, first served” basis and a waitlist is available as well
- Families who have fully registered in the Extended Day Program and use it on a regular basis (one day or more per week) are considered **contract users**
- In order to be fully registered, families must have completed their registration forms and paid their registration fee
  - The registration forms and registration fee are to be submitted simultaneously
- Monthly payment will be determined by the Extended Day Director and will be based on the criteria below:
  - The number of days used per month
  - The number of children attending
  - For the specific breakdown, please note **Table 1: Payment Structure for Contract Users**
  - Invoices are sent home the first Friday of the month
- If your child is absent from the Extended Day Program for sickness or vacation, a regular payment for the month is still due as this contract is not an hourly rated contract
- A written notice must be given to the Extended Day Director, at least two weeks in advance, in order to change the contract described in any manner
- All payments will be deducted through FACTS
  - If a family is not participating in the FACTS program, payment is due on the 15<sup>th</sup> of every month
- A late fee of \$10.00 will be applied to any payment received after the due date specified on their invoice

**Table 1: Payment Structure for Contract Users**

5 Days Per Week (Monthly Cost)			
Number of Children	Before Care	After Care	Before and After Care
1	\$158.00	\$368.00	\$525.00
2	\$236.00	\$630.00	\$814.00
3 or more	\$289.00	\$788.00	\$1050.00

## Non-Contract Users

- Parents/Guardians who have an emergency and/or the occasional need for childcare before or after school may use the Extended Day Program as a non-contract user (Drop-ins) if the program has availability
  - The Extended Day Program operates at capacity with contract users
  - Drop-ins of non-contract users to the Extended Day Program are only accepted when a spot is available from the absence of a regular contract user
    - Example: If Sally’s parents register her for Extended Day, but on Tuesday she is absent because she had a tummy ache, there will be one spot available on Tuesday for one drop-in non-contract user
- Those who need childcare on a regular basis **must** contract with the program
- **The \$50.00 Registration Fee and Drop-in Rates will be applied upon the first program use by a non-contract user**
  - Please note **Table 2: Payment Structure for Non-Contract Users** for rates
- **Due to staffing requirements (22 VAC 15-30-440) drop-in placement cannot be guaranteed and will be offered on a “first come, first served” basis**
  - Please notify the Extended Day Director, Mrs. Anya Harmon (aharmon@ourladyofhope.net), or the School Office (703-433-6760) at least 24 hours prior to your drop in if you need to use the program
  - Drop-ins are determined on availability and capacity of the program and are not guaranteed
    - Example: If Sally’s parents register her for Extended Day, but on Tuesday she is absent because she had a tummy ache, there will be one spot available on Tuesday for one drop-in non-contract user. If two non-contract students are not picked up at dismissal that day, one of them will be allowed to go to Extended Day as a non-contract user. The other student will stay in the School Office (Please see the **Late Pick Up from the School Office** section on page 4 for more information on rates)

**Table 2: Payment Structure for Non-Contract (Drop-in) Users**

Number of Children	Before Care (Drop-in before 7:45 AM)	After Care (Drop-in after 3:30 PM)
<b>1</b>	\$11.00	\$16.00 per hour
<b>2</b>	\$16.00	\$21.00 per hour
<b>3 or more</b>	\$21.00	\$26.00 per hour

- **An additional late fee of \$5.00 per minute, per child** will be charged for every minute after the closing time of After Care
  - Please refer to the General Information section on the first page for specific closing times
- Rates effective as of 08/18/2022 and are subject to change

## Policy Information and Procedures

### Insurance

The Extended Day Program is covered by Public Liability Insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy.

### Tax Information

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is submitted, provided Part II is already completed by the parent.

### Sponsorship

Our Lady of Hope Catholic School, in cooperation with Our Lady of Hope Catholic Parish, sponsors the Extended Day Program. The Office of Catholic Schools and Our Lady of Hope Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Extended Day Director in consultation with the Our Lady of Hope School Principal. The Director, with the approval of the School Principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Parish Pastor.

### Registration

All students in the program must have a completed the following attached forms in order to participate in the Extended Day Program:

- Child Registration Form
- Emergency Care Form
- Extended Day Program Use Form
- Parent Acknowledgement Form

### Days and Hours of Operation

The Before Care portion of the Extended Day Program begins the first day of school. The After Care portion of the Extended Day Program begins the second day of school. Once it has begun, the Extended Day Program will operate on all scheduled school days. The After Care Portion of Extended Day will **NOT** operate on the following days:

- The first day of school
- The Friday before Labor Day
- The Tuesday before Thanksgiving Break
- The day of the Staff Christmas Party
- The last day of school before Christmas Vacation
- Friday of Catholic Schools Week
- Holy Thursday
- The Friday before Memorial Day
- The last day of school.

On regular school days, Morning Care runs from 7:00 AM until 7:45 AM and After Care runs from 3:15 PM until 6:00 PM. **On early dismissal days, Morning Care is unaffected and After Care will run from 12:00 PM noon until 3:00 PM.**

### **Staffing**

Morning Care is staffed by the Extended Day Program Director. After Care is staffed by the Extended Day Program director and a childcare assistant. The student to staff ratio shall not exceed 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. According to VCEA (Virginia Catholic Education Association) and the Department of Social Services Commonwealth of Virginia all staff members are required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

### **Dress Code**

All children are encouraged to wear play clothes to avoid getting school uniforms dirty. They are also encouraged to bring sneakers to play in the gym on days when outdoor play is not possible. The children may bring an extra pair of sneakers and/or a change of clothes to school on a daily basis. All clothing must be marked with the family's last name.

### **Extended Day Program Food Policies**

Children may bring in their breakfast to eat during Morning Care. During After Care, a nutritious snack accompanied by milk or juice will be provided to the children. This adheres to USDA guidelines. Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack.

If parents prefer, children may bring a snack from home as long as the guidelines below are met:

- Any food from home should not require refrigeration or any special care
- All food should be properly wrapped and labeled (**Name and Date**)

On early dismissal days:

- **Children must bring their own lunches from home**
- There will be no snack, there will be time for lunch which is to be brought from home
- Milk will be provided

## **Pick Up and Drop Off Procedures**

### **Signing In and Out**

When children arrive to Morning Care, they must be accompanied by a parent to the door. Children attending After Care must be signed-in by a staff member upon arrival and out by their parent or legal guardian upon pick up. If the parent/legal guardian would like someone else to pick up their child from After Care, they must notify the Extended Day Program Director in advance and in writing; this may be done with a signed note sent in with your child to school that day or by email. All children must be picked up from After Care no later than 6:00 PM.

### **Late Arrivals**

Children arriving to the Extended Day Program from any other program/after-school activity must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, **not** the Extended Day Program staff, to arrange for children to be brought to the program.

## **Late Pick Up**

If a child has not been picked up from After Care by 6:00 PM and the school has not been notified as to why the child remains in the program, the following procedures will apply:

- Parents will be called at home and/or work
- Emergency contacts will be called
- If no one can be contacted and the child remains in Extended Day Program until 6:30 PM, Loudoun County Child Protective Services will be called.
- Parents are requested to be prompt when picking up their children. **A late fee of \$5.00 per minute, per child** will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

**Three late pick-ups within one school year will result in dismissal from the Extended Day Program.**

If someone other than the parent is to pick up the child, the Extended Day Program Director must be informed via a written note sent with the child or email. The designated person must show a photo ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in in the morning, or after they are signed out.

## **Fees and Charges**

All payments must be made via FACTS with the exception of the initial registration fee; however, each family will receive an invoice with their monthly charges via Friday Folder or in person.

## **Health and Safety Requirements**

The Extended Day facilities are inspected on a regular basis by the Loudoun County Fire Department and Virginia Department of Social Services for health and safety issues. The children participate in monthly fire drills and a shelter in place, tornado, earthquake, and intruder drill twice a year. All employees are required to have a current record showing a negative Tuberculosis Test. Staff members also participate in classes and in-services on childcare subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

## **Child Abuse**

In order to protect all children from harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

## **Illness, Contagious Disease, and Biting**

Any child who has the following: a temperature of over 100.4 degrees, diarrhea, vomiting, or has bitten anyone will be sent home within one hour. A child must be fever free for 24 consecutive hours without the use of fever-reducing medication **before** returning to school or to the Extended Day Program.

## **Parental Notification of Injury**

Any time there is a serious accident or injury at the Extended Day Program, the parents of all involved parties will be notified immediately. If the injury is minor, the parent/guardian will be notified at the end of the day when they pick up their child. An accident report will be completed and signed by both the parent/guardian and the Extended Day Program Director.

## Inclement Weather

In the event of inclement weather, it is the parents' responsibility to subscribe to Loudoun Alerts and to listen to the radio or TV stations for **Loudoun County Public Schools** announcements concerning full day closings, late/delayed openings, and early closings. In order to keep all children, parents/legal guardians, and staff members safe during inclement weather, please note the following inclement weather policies:

- **Full day closings due to inclement weather**
  - If school is closed for the day, the Extended Day Program **WILL NOT OPERATE**
- **Delays due to inclement weather**
  - If the school opens **one** or **two** hours late due to inclement weather, the Extended Day Program will operate as follows:
    - **Morning Care:**
      - **One hour delays** – Morning Care will open one hour later than the usual time at 8:00 AM
      - **Two hour delays** – Morning Care will open two hour later than the usual time at 9:00 AM
    - **After Care:**
      - **After Care is not affected by morning delays**
      - The school will still be dismissed at 3:00 PM and After Care will operate from 3:15 PM until 6:00 PM as usual
- **Early Closing due to inclement weather**
  - If school closes early due to inclement weather, the Extended Day Program will operate as follows:
    - **Morning Care:**
      - **Morning Care is not affected by early closings due to inclement weather**
    - **After Care:**
      - **If the school closes early due to inclement weather, there is no After Care**
      - All students must be picked up within **30 minutes** of the new/early dismissal time

## Student Conduct

- The Extended Day Program, in conjunction with Our Lady of Hope School does not tolerate bullying. Parents will be notified of any such incidents. If there is a continued pattern, your child may be dismissed from the Extended Day Program.
- Children are expected to follow the same rules as participants in the Extended Day Program as they do as students of Our Lady of Hope Catholic School. They should treat all with respect. Parents will be notified when a child is not following the rules. If a student continuously does not follow the rules, they will be referred to Our Lady of Hope School Principal for disciplinary action which may include being asked to leave Extended Day Program.
- Toys and other personal belongings may be brought in for play during Before Care and After Care; however, please note that they may not be traded or shared overnight with other students. If you bring it in, you take it home. These toys may also be used at recess, but not during school hours.
- All personal items must be clearly labeled. Neither the Extended Day Program nor the school is responsible for items that may be lost, stolen or damaged.
- All policies and procedures listed in the Parent/ Student Handbook also apply to the Extended Day Program.