



# RICHMOND CHRISTIAN SCHOOL

Extended Care Handbook

2012 - 2013

Richmond Christian School  
6511 Belmont Road  
Chesterfield, VA 23832

Phone # 276-3193 ext. 3050  
Fax # 276-9106

Richmond Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic activities, and other school administrative programs.

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Welcome to Richmond Christian School's Extended Care Program. The Extended Care program is a ministry of RCS and offers both before and after school care. Our program is available for any student who attends RCS.

### Sign In/Out:

A secure, safe environment is at the core of RCS. To protect your child, all students need to be signed in by a parent, legal guardian, or person responsible for bringing the child to school that day. Students must remain in extended care until 7:45 a.m. At that time the students in grades K-6 are escorted to their classroom and 7-12 are released to go to their classroom.

Students in the extended care program must remain in the extended care classroom until they are picked up and signed out by a parent/guardian or someone authorized by a parent to pick up their child. Anyone picking up your child must be authorized on the data sheet and must show proper identification, such as a driver's license, before we can release your child. Anyone who does not sign their child/children out and note the time of pick up may be charged for the full day's child care.

When the parent arrives, signs the child out, and takes the child from the extended care staff, the child is therefore the parents' responsibility.

The Extended Care staff will deny any person their child or children if the parent/guardian is intoxicated or impaired in any way that will endanger that child.

### Data Sheet:

To ensure children's safety, RCS Extended Care Program requires a data sheet with names and phone numbers of people who are authorized to pick up each child in case of an emergency. There must be a minimum of two emergency contact people listed with valid phone numbers. Please notify the program staff in writing of any changes, as children cannot be released without authorization.

The Extended Care will follow the court order regarding custody of a child and visitation procedures. It is the responsibility of the custodial parent to provide to the extended care a copy of the court order which states applicable procedures, restrictions, custodial arrangements and signatures. In the absence of a legal court order, either parent has the right to see the child or have the child released to him/her.

If any changes occur in a student or parent's name, address, or telephone numbers (home, work, cell or pager), please notify the extended care staff immediately.

If your child has any allergies, please make sure that it is written on the data sheet.

For any student coming to the extended care that has not turned in a child data sheet, the staff will make 3 attempts to get one from the parents. After the 3<sup>rd</sup> attempt, the student will not be allowed into the extended care program.

### State Regulations:

Richmond Christian School is classified as a nonprofit 501 ©3 institution and therefore its extended care program is exempt from state licensure.

The extended care staff has a minimum of one staff member certified in first aid, aed and cpr. All staff members have been certified by a physician to be free from any condition that would prevent him/her from caring for the children under his/her supervision. Each employee has at least a high school diploma or equivalent. One year of experience with school age children is a requirement.

The extended care program is provided by Richmond Christian School and resides in three classrooms located in the main building. There is a restroom and water fountain at the end of the hall for students to use.

The extended care program is available to any student currently enrolled at Richmond Christian School. Extended Care follows the same guidelines outlined in the RCS Student/Parent handbook in determining student to staff ratio. The children are separated based on age/grade level into classrooms with age-appropriate materials and equipment.

The extended care program follows the same illness policies and procedures as described in the Richmond Christian School Parent/Student Handbook. These same policies apply to staff members as well.

Richmond Christian School and its programs maintain commercial general liability insurance which includes personal injury coverage.

### Rates/Fees:

Parents are only billed for the amount of service used. The cost of Extended Care is \$6.00 per hour, based on every ½ hour with a minimum weekly rate of \$6.00.

### Late Pickup:

If you do not pick up your child by 6:00 p.m., a late fee of \$10.00 will be charged per child for the first 15 minutes and then \$1.00 per minute thereafter.

If your child is not picked up by 6:00 pm, the parents will be called. If they cannot be reached, the emergency contact numbers on the student's data sheet will be called. If the child is still at school at 6:30 pm and no one can be reached, the school administration will be called to assume responsibility for your child. If an emergency comes up and you will be late, please call and make arrangements for someone to pick up your child.

Parents who are consistently late in picking up their child could result in the dismissal of their child from the extended care program.

### Payments:

Invoices are sent via email to families on a weekly basis. Parents are responsible to notify staff of an email change. Payment for these charges is due according to the due date which reflects on the statement. Richmond Christian reserves the right to restrict the extended care option if a balance goes unpaid at any time.

In some instances, certain child-care expenses may be eligible for beneficial treatment for tax purposes. Upon request, RCS will provide child-care specific statements; however, you can also keep your invoices and cancelled checks as your receipt and proof of payment.

### Half Days:

When the school closes early for half days, the extended care program will remain open until 4:00 p.m. except the last day of school. All students must sign up at least one week in advance so that we can be adequately staffed. A list is provided for you to sign up during extended care hours or feel free to send in a note or email me at [lhall@richmondchristian.com](mailto:lhall@richmondchristian.com).

### No School Days:

The extended care program will not be open when school is not in session.

### Weather:

At any time the school delays opening or closes early, extended care is cancelled. Please check our website @ [www.richmondchristian.com](http://www.richmondchristian.com) or local news channels for information regarding delayed opening or closing.

### Permission Notes:

A student must have written permission from their parent/guardian to leave extended care for any reason without them. If a change in plan occurs during the school day, an email may be sent by the parent/guardian to [lhall@richmondchristian.com](mailto:lhall@richmondchristian.com) given the student permission to leave with another parent or attend a RCS athletic event.

### Discipline:

Behavior concerns will be discussed with the student and parents. Consistent or severe problems could result in dismissal from the extended care program.

### Illness/Injuries:

In the event of a minor injury during the extended care, first aid will be administered and the parents will be notified at the time of pickup. If a student becomes ill or endures a major injury, a parent/guardian will be attempted by phone immediately. If we are unable to reach a parent/guardian we will proceed to call emergency contacts listed on the child data sheet.

### Schedule:

Before Care            6:45 - 7:45 am

Your child will be able to bring something to eat. However, all breakfast items must be disposable.

After Care            2:45 - 6:00 pm

Any student not picked up by 3:15 will be sent to after care, signed in and applicable fees will apply.

### Outside Time:

When weather permits, we do have time to play outside. If your child needs to stay inside for any reason, please send a note.

### Snack Time:

We will provide snack and juice; however, if your child prefers to bring his/her own snack, that will be permitted. (Please do not send in candy). If your child has any allergies to food or drink, please send in a snack and/or juice with your child. Please notify the staff in writing of any allergies.

### Toys:

Due to the possibilities of toys breaking or being lost, no toys from home will be allowed in extended care.

### Homework Time:

Homework time is for students in the 2<sup>nd</sup> grade and up. (Kindergarten and 1<sup>st</sup> graders need one on one help by a parent). Homework time will be for 30 minutes and will not begin until after 4:00pm. There will be a staff member in the room to answer questions. Due to the number of students in the extended care, it will not be possible for the staff member to call out spelling words or to review for tests or quizzes. Also, we will not be checking your child's assignment book. It is the parent's responsibility to ensure that all homework is completed. There will be no homework time on Fridays.

### Cell Phones:

Students will not be allowed to use cell phones during extended care. If a student needs to call his/her parent's they need to ask permission from an extended care staff member and use the appropriate phone at RCS.

### Contact Number:

The extended care program has its own extension at the school. The number is 276-3193 extension 3050. This phone will be on during the extended care hours only (6:45-7:30am & 2:30-6:00pm). Please only call this number during these hours if there is an emergency, such as, "I broke down and cannot get there in time so I'm sending someone else (who is authorized on the data sheet) to pick up my child." If you have any questions, comments, or concerns, please call the same number during another time and leave a message on the voice mail and we will return your call as soon as possible. If you need immediate assistance outside these hours feel free to contact the main office at 804-276-3193 and press 0. You may also email me @ the email address below. Please remember that during the extended care hours, our main focus is the care of your children.

We are glad that you are here at RCS and we look forward to working with you this year.

Mrs. L. Hall  
Extended Care Director  
[lhall@richmondchristian.com](mailto:lhall@richmondchristian.com)

