

SERENDIPITY CLUB HANDBOOK

Holy Rosary School
Extended Care Program

2017 - 2018



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PROGRAM STRUCTURE, POLICIES AND PROCEDURES

WHAT IS AN EXTENDED CARE PROGRAM?

The extended care program, Serendipity Club, offers before and after school care for children regularly enrolled in Pre-Kindergarten through Eighth Grades. It is staffed by school personnel and legally can operate only on days when school is in session, including minimum days. Serendipity Club provides care and supervised, recreational, enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment. Within a large family environment, the program strives to provide individual attention, security, consistency, and fair treatment for children who attend.

FACILITIES

The Serendipity Club is located in the convent building. The Serendipity Club has after school access to a kitchen, two bathrooms, classrooms, a large front room, and supervised play area.

HOURS AND LOCATION

Monday through Friday

6:30 - 7:45 AM	All Grades
11:30 AM - 3 PM *	Pre-Kindergarten Students
3 - 6 PM	All Grades

Wednesday

1:30-3:00 PM**	Kindergarten Shortened Day
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Minimum Day

6:30 - 7:45 AM	All Grades
11:30 AM - 12 PM *	Pre-Kindergarten Students
12 - 6 PM	All Grades

* Pre-kindergarten students are required to provide a Nap Mat, which must be taken home at the end of each week to be laundered.

** Serendipity is available and included in tuition for Kindergarten students only for 1:30-3:00PM

SNACK

Children are provided an afternoon snack daily - 4 PM. Students may also purchase a snack from the Serendipity “vending machine” in addition to the daily snack provided. Cost is 50 cents to \$2.00. Children should not be carrying a large amount of cash. Serendipity Club is not responsible for lost money. We recommend that your child come each day with a refillable water bottle, cups are not provided.

LUNCH

Unless alternate plans are made and published in the school newsletter, children will need to bring a lunch from home if they are staying at the Serendipity Club during the lunch hour. If the Serendipity Club staff needs to provide a lunch for your child, a \$5.00 lunch fee will be charged to your extended care account.

STUDY HALL

Monday through Thursday a study period is scheduled from 3:45 - 5 PM with one staff member available for help. It is the child's responsibility to acknowledge an assignment and to use these available resources.

LOST AND FOUND

Serendipity's lost and found is located by the Serendipity office at the back entrance. Please check regularly if your child is missing items. Each jacket, lunch box, and water bottle should be labeled with your child's name on it. Once a month all items are returned to each student if a name is on the item. Unclaimed items will be donated to St. Vincent de Paul.

ENRICHMENT ACTIVITIES

The Serendipity Club provides a variety of daily, planned activities, as well as a few unexpected ones, including:

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| *Study Hall | *Movies |
| *Arts and Crafts | *Contest Days |
| *Outdoor Games and Activities | *Peer Tutoring |

DRESS CODE

The school Uniform Policy and Dress Code applies at Serendipity Club. Children attending after school sports activities will be allowed to change into their uniforms five (5) minutes prior to their departure from the Serendipity Club. Children are responsible for their own uniforms

BEHAVIOR

Children are expected to follow the Parent and Student Handbook policy and procedures as well as those behavior procedures established in the classrooms. Parents/guardians will be notified of unacceptable behaviors with a written note, a telephone call or a conference meeting. Continuous disregard for the policy and procedures established by Holy Rosary School and Serendipity Club will be cause for dismissal from the program.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are not permitted in after school care. Serendipity staff are not responsible for devices that go missing or broken. Children may use Serendipity phones if necessary.

STUDENT PROFILE FORMS

With the children's safety and well-being in mind, it is **VITAL** all students in the school have a Student Profile form on file, and that parents/guardians keep the staff up to date as to any changes that may take place. Changes must be authorized by the parents/guardians in writing.

INJURY, ILLNESS, AND MEDICATION

In the event of a minor injury, first aid will be administered on the premises according to the Administrative Health Manual. In cases which appear serious, the program Director or staff member will notify the parents/guardians and, if necessary, emergency personnel. Head injuries are always a call to the child's guardian.

Parents/Guardians are expected to make provisions for taking sick children home. The Serendipity Club does not have facilities to care for or to transport sick children.

Medication will only be administered according to the policy in the Oakland Diocese Administrative Handbook. (See Holy Rosary School Parent/Student Handbook.)

PARENT/GUARDIAN RESPONSIBILITIES

Before School Sign-In

Your child's safety is one of our most important concerns. Please escort your child into the Serendipity Club facility and sign-in with the program staff when utilizing our services before school.

Morning Sweep

In accordance with the Holy Rosary School policy and for the protection of your child, any student on campus without an adult before 7:45 AM yard supervision begins will be signed in at the Serendipity Club. The parents/guardians will be charged at the appropriate rate.

After School Sign-Out

One of the most important regulations concerns a child's leaving the premises of the Serendipity Club. A child should never be taken from the yard or any other area without notifying the program staff and signing out the child. Only parents/guardians and those persons authorized on the child's Student Profile form will be permitted to sign out a child. If a person's name is not listed on the child's Student Profile form, the release will not be granted. In emergency situations, faxed authorization from the parent/guardian will be accepted.

In the instance of legal issues concerning a non-custodial parent, or persons permitted/not permitted to pick up a child, legal documentation must be provided to the program Director for the files.

Invoices without a parent/guardian signature or authorized personnel on the sign out line will be charged up to the closing time of 6 PM.

Serendipity Staff may NOT sign your children out of Serendipity Club, unless they are going to another school function on school grounds.

Extracurricular Activities Sign-Out

Many children who attend the Serendipity Club are also involved in extracurricular activities on the school/parish grounds or off site (i.e. C.Y.O. Sports). Parents/Guardians will need to make arrangements to authorize an adult to sign-out and escort/transport their children to these activities. This release information must be authorized by the parents/guardians in writing. Children will not be escorted/transported to extra-curricular activities by the Serendipity Club staff.

FINANCIAL ARRANGEMENTS

REGISTRATION

Registration is a start-up fee for the program. It permits the program Director to purchase supplies and materials necessary to administer the program. The registration fee is **\$85.00** per family per year. This must be prior to the start of the new school year. The drop in rate will be charged until the registration fees are paid. We are unable to make the changes retroactive. The registration must be paid *each* year.

RATES

Families will be charged for extended care services according to the rates that follow. These rates also apply on minimum days. Fees are calculated by quarter hours only. *Fees will be determined according to the nearest quarter hour* (i.e. 7:55 AM = 8 AM, 5:08 PM = 5:15 PM).

Pre-paid

Families who **PAY THE REGISTRATION FEE PRIOR** to using extended care services and **PAY IN ADVANCE** (payment received before use of services) will be charged at a rate of **\$5.00** per hour/per child.

Drop-in

Families who **PAY THE REGISTRATION FEE PRIOR** to using extended care services and **DO NOT PAY IN ADVANCE** (payment not received before use of services) will be charged at a rate of **\$6.00** per hour/per child.

Non-Registered

Families who **DO NOT PAY THE REGISTRATION FEE PRIOR** to using extended care services will be charged at a rate of **\$7.20** per hour/per child.

Family

To alleviate the burden and economic hardship pertaining to childcare costs experienced by families with two (2) or more children, the Serendipity Club has set up a tiered rate schedule of charges. Families, who wish to benefit from this rate discount, **must PAY THE REGISTRATION FEE PRIOR** to using extended care services **and PAY IN ADVANCE**. Families who do not meet this requirement will be charged at the Drop-In or Non-Registered rate as applicable.

The sibling with the most hours used per week will be charged at a rate of **\$5.00** per hour and additional siblings will be charged at a rate of **\$4.80** per hour/per child.

Example

Sibling #1	11:30 - 4:30	5.00 hours @ \$5.00 per hour
Sibling #2	3 - 4:30	1.50 hours @ \$4.80 per hour

For equal amounts of hours, one sibling will be charged at a rate of **\$5.00** per hour and additional siblings will be charged at a rate of **\$4.80** per hour/per child.

Example

Sibling #1	3 - 4	1.00 hour @ \$5.00 per hour
Sibling #2	3 - 4	1.00 hour @ \$4.80 per hour
Sibling #3	3 - 4	1.00 hour @ \$4.80 per hour

Rates after 6 PM

The Serendipity Club closes at 6 PM. Parents/Guardians are expected to arrive no later than 6 PM. ***There is no grace period.*** After 6 PM, families will be charged at a rate of \$1.00 per minute/per child for the first ten (10) minutes, and \$20.00 per hour/per child, or fraction thereof, thereafter. These "Late Pick-Up Fees" are due and payable at the time of pick-up. ***If you continue to come later than 6 PM, you jeopardize your being able to utilize the services of Serendipity Club. Serendipity Club is an extra service provided by the school to our families.***

PAYMENT OF FEES

The Serendipity Club is not a billed service. Fees are due in advance or upon pick-up of your children. Cash flow is vital to the Serendipity Club. We have no subsidy from the school or parish to help meet our expenses. We rely on the families using this service to know their responsibilities, to know what fees they are contracted for, and to make their payments in a timely manner. Invoices will be sent out at the end of each month and are due upon receipt. If you are not receiving invoices please check in with the Serendipity Director.

Extended care accounts with a balance forward more than 30 days past due will be assessed a 1.5% monthly finance charge. Past due accounts may be transferred over to a family's tuition account. Consequences regarding delinquent tuition as stated in the Tuition Policy Contract will result. (See Tuition Policy Contract).

RETURNED CHECKS

A \$25.00 fee will be assessed for all returned checks. Payment of the returned item and the \$30.00 fee must be paid in the form of cash, money order, or cashiers check.

FINANCIAL RECORDS

Accounts are kept on a balance forward method and all payments are applied to the oldest outstanding charges. Families must report a suspected error to the school bookkeeper in writing within 30 days of the statement date on which the error or problem appeared. ***Families are responsible for saving all statements and invoices for child care credit income tax purposes(the tax ID number is located on all invoices). No year-end statement will be provided.***

TAX ID

Families should submit IRS Form W-10 with their written request to the program Director for completion. ***This form only verifies family's use of the Serendipity Club services, not family's expenses.***

QUESTIONS? If you have questions, please contact the program director and/or the school office.



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