



## **EXTENDED CARE HANDBOOK**

*2024-2025*

**St. Rose of Lima Academy  
52 Short Hills Avenue  
Short Hills, New Jersey 07078  
973-379-3973  
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**<http://www.srlacademy.org>**

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Dear Parents and Students,

*"Let the little children come to me because the kingdom of heaven belongs to people like these."*

*Matthew 19:14*

Welcome to Saint Rose of Lima Academy Extended Care Program! In choosing Saint Rose of Lima Academy for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with the Saint Rose of Lima Academy Extended Care Program.

The Extended Care Handbook reflects the policies of Saint Rose of Lima Academy Extended Care Program for the 2024-2025 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Rose of Lima Academy Extended Care Program during the 2024-2025 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Tina Underwood, Ed.S.  
Principal

## **Saint Rose of Lima Academy**

Saint Rose of Lima Academy is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Newark Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Rose of Lima Academy, we are attempting to "teach as Jesus did."

The Diocesan curriculum maps and guidelines, consistent with the State of N.J. guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **Mission Statement of Saint Rose of Lima Academy**

The mission of St. Rose of Lima Academy is to develop the whole person through a community experience of faith, academics, and life. Through this integrated experience each student will develop respect for and responsibility to oneself and others. Each student is challenged to use his or her special gifts in the service of all God's people.

We provide a safe, secure and challenging learning environment, to afford opportunities for all students to realize their individual potential and to become responsible and productive members of society.

### **Mission Statement of Saint Rose of Lima Academy Extended Care Program**

St. Rose of Lima Academy Care Program is a vital part of the mission of St. Rose of Lima Academy extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially.

### **Philosophy**

The purpose of the Academy is to provide an academic environment where moral values, service to others, and a positive self-image are developed, successfully preparing students to face the challenges they will confront throughout their lives. Students are educated spiritually and intellectually, integrating Catholic truths with personal values and morals. As educators, we recognize that each student is given a variety of unique gifts and abilities from God. Through an age-appropriate curriculum, the Academy strives to nurture these special gifts, and foster self-esteem, independence, and respect for others. We firmly believe that within a Catholic community setting each student will:

- be recognized with the dignity worthy of one created by God and for God, regardless of age, background or achievement
- be given the opportunity to develop, according to talents and needs, as a unique human person
- experience an integrated system of Catholic truths and personal values
- be challenged to use their special gifts in the service of others

In compliance with the threefold aim of Catholic education – teaching doctrine, building a faith community, and serving others - we will

- design our educational program to provide for the spiritual, psychological, intellectual, physical and social needs of students
- evaluate regularly the content, methods, and materials of our program in order to guarantee a quality Catholic education
- express, through a life of faith by faculty, administrators, students and parents, the peace and joy that come in witnessing the Gospel message
- engage students in service activities that are meaningful to their age level and that demonstrate the responsibilities involved in personal growth and development.

### **Philosophy of the Extended Care Program**

St. Rose of Lima Academy Extended Care Program provides a safe welcoming environment for the students of St. Rose of Lima Academy to

pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

### **Admission Information**

#### ***Nondiscriminatory Policy***

St. Rose of Lima Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Requirements include the following which are on file in the School Office:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Record of IEP

Extended Care Requirements:

- \*Completed Application
- \*Emergency Form
- \*Medical Release Form

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Rose of Lima Academy Extended Care Program. The recommendation and decision of the Director in collaboration with the principal is final.

#### **Payments:**

- Will be added to your monthly Smart Tuition fee.

## **Allergy Policy**

St. Rose of Lima Academy is a nut free school.

St. Rose of Lima Academy Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All Extended Care staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually and as needed.

### **1. Asthma/Allergy Medication**

Immediate access to reliever inhalers/Epipens® is vital. Children are encouraged to carry their reliever rescue medication pursuant to a medical action plan furnished by their health care provider. Parents are asked to ensure that the school is provided with a current labeled rescue medication.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Rose of Lima Academy, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy register which is available for all school and Extended Care staff. If medication changes in between times, parents are required to inform the school and the Extended Care Director.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Extended Care Program that are potential triggers for children with asthma/allergies. Be advised that no school or Extended Day Program can guarantee that a child will not come in contact with a substance that may trigger an attack.

### **Allergic Reaction/Emergency**

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. (An adjustment will be made to the daily rate charged.)

Tables will be washed with soap and water following any food related events held in the Extended Care Room.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Custodial Information**

It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Extended Care Program so that the student(s) is released to the custodial parent or guardian.

### **Bullying and Cyberbullying**

St. Rose of Lima Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Cell Phones, I-Pads and other Electronic Devices**

Students participating in the Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### *Child Abuse Laws*

St. Rose of Lima Academy abides by the Child Abuse laws of the State of N.J. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### *Conduct*

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Extended Care Director in collaboration with the Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, I-Pads, fidget spinners, or cameras are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### *Crisis Plan*

St. Rose of Lima Academy has implemented a “crisis plan” in the event of a lockdown emergency. All teachers and Extended Care Staff are aware of the procedure to follow to keep your children safe.

### *Emergency Drills*

During fire drills, students should follow these regulations:



1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

### **Gum**

Students should not chew gum at school at any time that they are at school this includes during the Extended Care Program. Disciplinary action will occur for students who are chewing gum.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Hours of Operation**

The Extended Care Program is open from 2:45 PM – 5:55 PM any day that the school is open. The Extended Care Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays and other days when the school is not open. Please refer to the Green Envelope for any exceptions to this schedule.

All students should be picked up by 5:55 PM each day. Students who are not picked up by 5:55 PM will incur an additional charge of \$1.00 per minute

### **Schedule**

The Extended Care Program schedule includes the following:

Monday through Friday:

2:45 PM – 3:20 PM – Restroom Break, Snack and Drink Time

(Provided by the student)

Monday through Thursday:

3:20 PM – 4:00 PM – Homework/Study Hall: Students are divided by grades. All students will be involved in study, reading, or review

Students in Grades 5-8 may utilize a longer time for study if needed.

Friday: 3:20 PM – 4:00 PM: Organized Craft, Board Games

Monday through Friday:

4:00 PM – 5:50 PM: Free Play Outside (Inside depending on weather daylight.)

\*\*A movie is an optional choice on the 12:10 dismissal of each month.

### **Medication**

No medication is given during the Extended Care Program. Students who need medication between 2:45 PM and 5:55 PM should make arrangements with the nurse prior to coming to Extended Care.

### **Office Records**

Since the Extended Care Program utilizes the school data base, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Uniforms**

Students in the Extended Care Program will wear their school uniform to Aftercare. If the student can change into play clothes on their own, they are allowed to change to play clothes.

### **Right to Amend**

St. Rose of Lima Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Green Envelope or through e-mail communication.

***Parent Signature Page***

I have read the 2024/2025 St. Rose of Lima Academy Extended Care Handbook and agree to follow the policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO EXTENDED CARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EXTENDED CARE PROGRAM.**



**St. Rose of Lima Academy Extended Care Program Application  
2024-2025**

**Name of Student** \_\_\_\_\_

**Student likes to be called** \_\_\_\_\_

**Address** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent/Guardian Names:** \_\_\_\_\_

**Home Ph:** \_\_\_\_\_ **Mother's Ph:** \_\_\_\_\_ **Father's Ph:** \_\_\_\_\_

**Father's Email:** \_\_\_\_\_

**Mother's Email:** \_\_\_\_\_

**Emergency Contact Information:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Persons who may pick up your child:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**MEDICAL RELEASE FORM**

**Student's Name:** \_\_\_\_\_

**Medical Insurance Information**

**Group/Company Insurance Company:**

\_\_\_\_\_

**Policy Number:**

\_\_\_\_\_

**Known Allergies/Allergic Reactions:**

\_\_\_\_\_

**Other Pertinent Medical Information:**

\_\_\_\_\_

**Current Medication(s):**

\_\_\_\_\_