



TITANS
Holy Trinity Catholic School

EXTENDED CARE HANDBOOK

2022-2023

13755 SW Walker Road
Beaverton, Oregon 97005
503-644-5748

TABLE OF CONTENTS

Mission and Philosophy	3
Admission Information	5
Allergy Policy	5
Allergic Reaction/Emergency	6
Attendance	6
Behavior	6
Child Abuse Laws	7
Emergency Drills	7
Financial Obligations	7
Hours of Operation	7
Licensure	7
Location	7
Medication	8
Nondiscriminatory Statement	8
Office Records	8
Payments	8
Right to Amend	8
Schedule	8
Uniforms	9
Weather	9
Parent Signature Page	10

School Philosophy Statement

Guiding Principals in Mission: Know, Grow, Go

Holy Trinity summarizes its purpose with these three words. They are the umbrella under which falls everything we do. Here's the description:

Know

We are committed to providing the necessary tools, support, and encouragement for each person to come to know God in a personal way. There is a huge difference between knowing *about* God, and coming to *know* God in a personal way. The ministry of Jesus was directed to show us how to do this and to make this possible.

*“ I bow my knees before the Father, and ask that he may grant you to be strengthened thru the Holy Spirit, that Christ may dwell in your hearts, and that being rooted in love you may have the power to comprehend the extravagant love of God, and **to personally experience** the love of Christ which surpasses all knowledge.”* (Eph. 3:14-18)

Grow

Holy Trinity then provides many services helpful in allowing this relationship with God to grow towards greater maturity. Our liturgies, ministries, programs, school, and community are all dedicated to ongoing growth in our faith and in living that faith deeply and fruitfully.

“Put on the whole armor of God, that you might be able to resist the attack of the devil. Put on TRUTH, RIGHTEOUSNESS, PEACEFULNESS, and FAITH. Pray with fervor. Keep alert. Speak boldly. Intercede persistently for all.” (Eph. 6:13-20)

Go

All of this leads us to go forth and make a difference in our community: in our families, workplaces, schools, neighborhoods, and everywhere we are. We seek to give God permission to use us and our interests, gifts, and skills for the building of his Kingdom.

“As each has received a gift, employ it for one another as good stewards of God's abundant and varied grace—in order that in everything God may be glorified through Jesus Christ.” (1 Peter 4:10-11)

School Mission Statement and Student Learning Expectations (SLEs)



Mission Statement of Holy Trinity Extended Care Program

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

Philosophy of the Extended Care Program

Holy Trinity Catholic School Extended Care Program provides a safe welcoming environment for the students of Holy Trinity Catholic School 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

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

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Record of IEP
- *Emergency Contact Information in FACTS
- *Complete Medical History and Information in FACTS

All new students will be given a trial period of 2 weeks. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Trinity Catholic School Extended Care Program. The recommendation and decision of the Director in collaboration with the Principal is final.

Allergy Policy

Holy Trinity 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. Parents are asked to ensure that the school is provided with a current labeled rescue medication. Rescue medicines are kept in the school office or in the EC office if needed regularly (inhaler).

2. Record Keeping

At the beginning of each school year, or when a child joins Holy Trinity Catholic School, 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.

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.

Attendance

Attendance in our Extended Care (EC) Program is optional and does not require pre-registration. Students can attend EC before and/or after school. Essentially, it is a 'drop in' program. EC is open Monday-Friday 6:30am to 8:00am and 3:00pm to 6:00pm.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

Students who attend EC will be charged for the number of days for which they attend. Example: a student enrolled for attendance on Monday, Wednesday, and Friday, will be charged for three days attendance. There are no partial hour charges. Each session is one set fee.

Behavior

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.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of dangerous items like drugs, alcohol, weapons, items meant to intimidate and/or harass in the school. Items taken away from students will be returned to the parent(s)/guardian(s) at pick up.

Child Abuse Laws

Holy Trinity Catholic School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Emergency Drills

Extended Care follows the emergencies procedures and policies laid out in the Holy Trinity Catholic School Emergency Procedures Handbook. Drills are practiced regularly in accordance with county and child care rules.

Financial Obligations 2022-2023 Fee Schedule

Morning EC	Afternoon EC	Half Day EC	Full Day EC
6:30-8:00am	3:05-6:00pm	12:15-6:00pm	6:30am-6:00pm
\$10.00	\$20.00	\$40.00	\$60.00
No food provided	Snack provided	Parents must send a lunch, afternoon snack provided	Parents must send morning snack and lunch, afternoon snack provided

Hours of Operation

The Extended Care Program is open from 6:30am-8:00am and 3:00 PM – 6:00 PM any day that the school is open. The Extended Care Program is closed on snow days, scheduled holidays and other days when the school is not in session. Please refer to the school calendar and the Monday Minute for EC closures.

All students should be picked up by 6:00 PM each day. **Students who are not picked up by 6:00 PM will incur an additional charge of \$2.00 per minute.** If students have not been picked up by 6:30 PM, the Director will call the Washington County Sheriffs Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

Licensure

Holy Trinity Catholic School Extended Care Program is licensed through the state of Oregon.

Location

Extended Care's primary location is the school cafeteria. Parents should drop off and pick up by walking their student(s) to the door to check in with a staff member. When

necessary, EC can be moved to the church's Fireside Rooms, the school gym and into school classrooms.

Medication

No medication is given during the Extended Care Program. Students who need medication between 3:00 PM and 6:00 PM should make other arrangements prior to coming to Extended Care.

Nondiscriminatory Policy

Holy Trinity Catholic School admits students of any race, color, gender, 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, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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.

Payments

EC charges are add to your FACTS Tuition Agreement account and paid monthly. For a detail list of EC attendance, please contact our EC Director or the school office. There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the principal. The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.

Right to Amend

Holy Trinity Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly newsletter or through e-mail communication.

Schedule

The Extended Care Program schedule includes the following:

Monday through Friday:

3:05-3:30 PM: Check-in, free play

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

3:30-4:30 PM: Free Play Outside (Inside depending on weather and daylight)

4:30-5:30 PM: Homework/Study Hall

5:00-6:00 PM: Free Play Outside or Inside

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

Uniforms

Students in the Extended Care Program will wear their school uniforms at all times.

Students are not allowed to change to play clothes.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made via email, the FACTS Family Portal and phone calls. To be notified via the Parent Alert messaging program, please make sure your phone number is accurate in the FACTS Family Portal. The Extended Care Program will also be closed if school closes due to inclement weather.



**Holy Trinity Catholic School
2022-2023 Extended Care Handbook**

By signing this agreement, we acknowledge that we have read the Holy Trinity Catholic School Extended Care Handbook for the 2022-2023 school year. We understand that the Handbook contains important information about the school's after school program and the policies and procedures that the school maintains in coordination with the Archdiocese of Portland in Oregon. As a service of the school, we understand students must also abide by the Student and Family Handbook when in Extended Care.

We agree to follow all rules and guidelines imposed by the school administration and/or the Archdiocese of Portland in Oregon. If we have any questions about the content of this document, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated below.

However, the failure to read the 2022-2023 Extended Care Handbook or to sign and return this acknowledgment shall not relieve us of the obligation to follow all the rules and guidelines they contain, or allow us in any way to impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Family Name _____

Parent signature

Date

Parent signature

Date

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