

EXTENDED DAY  
MINISTRIES  
2020-2021  
HANDBOOK

“All your children shall be taught by the Lord,  
and great shall be the peace of your children.”

ISAIAH 54:13

Capital Christian School  
9470 Micron Avenue  
Sacramento, CA 95827

Dear Parents and Guardians:

Welcome to the Extended Daycare Ministries. (EDM)

This handbook is designed to give parents and guardians a helpful insight into the EDM Program offered by Capital Christian School. It includes detailed information about EDM activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

EDM strives to provide a safe, loving, and disciplined environment where your child is able to learn, play, and develop lasting relationships. No responsibility as a parent or guardian is as precious as teaching our children to grow in wisdom and in knowledge as they walk toward the plans God has for them. My staff and I hope to partner with you as parents to uncover the God-given gifts and talents of your child and help him or her become a light and Godly example here at CCS.

Many thanks go to Capital Christian School for their ongoing commitment to our program, to the EDM staff for their energy and the outstanding job they do with the children each and every day, and to the parents and guardians of the children in our after school program for their continued support and encouragement. The children benefit greatly from the many special qualities of so many wonderful and caring people!

If you have any questions about the content of this book, please feel free to call me at 916-856-5633 ext-1302 or e-mail me at [Sandy.Wilson@ccscougars.org](mailto:Sandy.Wilson@ccscougars.org). I look forward to the time that we will be spending together.

In Christ,  
Sandy Wilson  
EDM Director

## **EDM HOURS**

Before school – 7:00 a.m. – 8:00 a.m.

After school – 3:00 p.m. – 6:00 p.m.

Early release day is 12:00 p.m. – 6:00 p.m.

## **DROP-OFF AND PICK-UP**

Before school, Elementary parents must escort their child to the desk located in room A-24 for sign-in. Middle school students must sign-in at the Cougar Den (D Building) After 3:30, each child must be signed out by an adult that is listed in the Pro Care system. **Students picked up by 3:30 will not be charged a daycare fee, after 3:30 you will be charged the daily rate.** We will not allow your child to leave with anyone not listed in the system. In instances when it is necessary for someone different to pick-up your child, a signed note or an email is required and valid identification must be provided.

## **LATE FEE & After School Activities**

Students must be picked up by 6:00 p.m. If you are late there will be a \$1.00 per minute late pick-up fee. You are required to notify EDM at 916-856-5633 extension 1261 if you anticipate picking your child up after 6:00 p.m. If students are in EDM when they have after school activities there will still be a charge.

## **HOMEWORK POLICY**

We will encourage students to work on their homework while they are attending the EDM program. The staff will help the student understand any homework directions. The staff is not responsible for the completion of any child's homework. We will have homework supplies on hand for the students.

## **HEALTH POLICY**

If a child becomes ill while attending EDM, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification

Children who have a contagious condition such as an eye ailment, head lice, rash, fever, vomiting, or diarrhea may not attend EDM. Child must be fully recovered and fever free without meds for twenty-four hours before returning.

## **EMERGENCIES**

**If we have an emergency involving your child, we will follow school emergency procedures. If your child is injured seriously, we will apply first aid, contact you and if serious call 911. Please be sure to keep us up-dated as to changes in phone number and emergency contacts.**

## **MEDICATION POLICY**

EDM will dispense prescription and non-prescription medication according to the school policy and through the school office.

## **HEAD LICE**

EDM has a no lice, no nit policy. If a child who attends EDM has been sent home with head lice, the staff will check all of the children in the affected child's grade. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be sent home whenever head lice are found.

Children who have been sent home with head lice may return to EDM once they have been cleared for return by the EDM Director. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

## **BEHAVIOR MANAGEMENT POLICY**

The children and staff of the EDM program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by EDM will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others.

## **COMMUNICATION**

EDM maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the program to the EDM Director at any time.

Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

If a concern involving a staff member arises; please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the EDM Director will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during program hours, we ask that parents limit their conversation with EDM staff members to subjects involving their child. The EDM Director is available to answer all other questions that arise. Please feel free to call me any time or e-mail.