



Dear Parents,

Welcome to Centered Care!

On a foundation of safety and supervision, St. John School's before and after school program is a thematic program that, like our name, is centered on Christ, themes and most importantly, your child! Centered Care is divided into two separate age groups—Preschool and school age K–8. Both groups have rooms filled with age-appropriate activities that provide enrichment to each child's emotional, social and spiritual growth. Most importantly, children in Centered Care are encouraged to have fun: to laugh with their friends, to use their imagination and to be creative.

Centered Care is a partnership between students, families and Centered Care staff. For a successful partnership to exist there needs to be full & open communication. Please notify the Director as soon as possible if your child will not be attending Centered Care on their regular scheduled day; if someone new will be picking up your child; if you will NOT be able to pick up your child by your designated pick up time; if there is a change to your contact information; or if you will no longer be utilizing the Centered Care program.

Please also feel free to communicate any concerns, daily routines changes, praises and anything else that you feel would be beneficial to our partnership. Our staff will be notifying you of how your child's day has been while in Centered Care so that you are equipped with information regarding the well being of your child and can ask him or her about his day.

Thank you for choosing Centered Care for your family's needs. Our staff is looking forward to serving your family!

Abby O'Dell
Centered Care Director
centeredcare@sjstl.net
636.779.2325, ext 209

Daily Centered Care Schedule

Before Care Preschool Schedule

| | |
|---------------|--|
| 7:00am–8:05am | Recreation Time in room #4 & #5 |
| 8:05am–8:15am | Transition each child to their school classrooms |

Before Care K–8 Schedule

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|---------------|---|
| 7:00am–8:00am | Recreation Time, room 274 (Centered Care staff will walk K–1 st graders down to their rooms) |
|---------------|---|

After Care Preschool Schedule

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|---------------|--|
| 3:00pm–3:10pm | Teachers escort students to room #4 or #5 |
| 3:00pm–3:20pm | Free play |
| 3:20pm–3:35pm | Bathroom Break |
| 3:35pm–4:00pm | Snack time |
| 4:00pm–4:20pm | Theme discussion/Activity |
| 4:20pm–5:00pm | Large motor play—outdoors when weather permits |
| 5:00pm–6:00pm | Enrichment Time/Centers/Movie Time |

After Care K–8 Schedule

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|---------------|---|
| 3:00pm–3:20pm | Meet in the Hall next to School Office door across from computer lab (teachers will walk students to this meeting area) |
| 3:20pm–3:30pm | Student sign in, meeting time, room 274 |
| 3:30pm–3:50pm | Snack time |
| 3:50pm–4:10pm | Theme Discussion/Activity |
| 4:10pm–4:50pm | Large motor play—outdoors when weather permits |
| 4:50pm–5:30pm | Academic Time |
| 5:30pm–6:00pm | Enrichment Time/Centers |

Schedule for half days, 11:00 am & 11:30 dismissal

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|-----------------|--|
| 10:45am–11:30am | Teachers escort students to room #4 or #5 (Preschool), Meet in the Hall next to School Office door across from computer lab (teachers will walk students to this meeting area, School Age) |
| 11:15am–11:45am | Free play, Meeting time |
| 11:45am–noon | Bathroom Break |
| 12:00pm–12:30pm | lunch time— STUDENTS MUST BRING A PEANUT FREE SACK LUNCH |
| 12:30pm–2:00pm | Rest time (Preschool)/ Movie or outdoor play (K–8) |
| 2:00pm–3:20pm | Free play |
| 3:20pm–3:35pm | Bathroom Break (Preschool) |
| 3:35pm–4:00pm | Snack time |
| 4:00pm–4:20pm | Theme discussion/Activity |
| 4:20pm–5:00pm | Large motor play, outdoors weather permitting |
| 5:00pm–6:00pm | Enrichment Time/Centers/Movie Time |

Policies & Procedures

Contact information

- School Phone 636.779.2325, Extension for Centered Care 209
- Email: centeredcare@sjstl.net
- Address: St. John School, Attn: Centered Care
15800 Manchester Road
Ellisville, MO 63011
- The emergency contact number is only to be used when you cannot reach any school staff via the school phone number or the Centered Care extension.
In Case of Emergency Only—Abby O'Dell 314.402.9091

Application process

- All students enrolling in the Centered Care program must be students attending St. John School.
- Each student enrolling in the Centered Care program must have a completed registration form and a \$50 non refundable registration fee payable to St. John School.
- All students that enroll prior to 7/15 are guaranteed a spot in the program. After that date, the Centered Care Director will evaluate openings and advise if it is possible to complete enrollment or if the student will have to be put on a wait list.

Hours

- Before Care hours are from 7:00am to 8:00am for K–8, 7:00am–8:15am for Preschool
- Aftercare is from 3:15pm to 6:00pm for K–8, 3:00pm to 6:00pm for Preschool
- Signage will be placed on the school's entry doors to notify parents of Centered Care location on the school campus (playground, The Alley, Computer Lab, etc). The signs will only be up while Centered Care is away from our regular classrooms.

No School: Early dismissal dates

- Centered Care will be closed all days that St. John School is closed.
- Centered Care will be available for every early release date (All 2:00pm dismissals, 11:00am & 11:30am dismissals) with the exception of the last day of school.

No School: Inclement weather

- If St. John School has been closed due to weather, Centered Care is also closed.

Sign In/Sign Out

- Parents or an authorized person must sign the student in (before care only) and out (aftercare only) every day, including the time. A Centered Care staff member will also initial the signature as confirmation of the child's arrival and/or departure.
- A student shall be released from Centered Care only to the child's custodial parent(s)/guardians(s) or to the person(s) listed on the application form. This policy is strictly enforced for your student's safety. Emails to the Centered Care Director or written notes to authorize a person to pick up, will be accepted. Centered Care staff will be verifying identity through photo identification until staff is familiar with individuals authorized for pick up.

Billing

- Please see the Centered Care brochure for the most update information. It is available in the school office and on the school's website.
- Tax receipts will be provided at the end of each school semester. If you need additional proof of payment, please contact Sherry Blanner at 636.779.2316.

Withdraw from the program

- If a student is withdrawn from the Centered Care program, a two week written notice is requested. The monthly fee will NOT be pro-rated.

Dress code

- Centered Care follows St. John School regarding school uniforms for K–8. Centered Care is a very active environment with lots of outdoor play whenever possible. Students that have sports & other after school activities may change out of the school uniform.

Toys/valuable items

- Centered Care has filled our rooms with various enriching activities. Personal items such as toys, games and electronic devices should be left at home or in the student's backpack.
- ***Centered Care is not responsible for the loss or theft of any personal belongs.***

Child Abuse

- Centered Care staff members are mandated reporters of a suspicion of child abuse.

Damaging/Defacing Property

- Any damage to properties belonging to St. John School, Centered Care staff or children due to willful or inappropriate behavior will result in payment for damages.

Curriculum

- Centered Care is a thematic program. There are three over arching themes that will be focused on for the school year that are tailored for age appropriateness. Each month we will focus in on one aspect of each theme. Example: Overall theme—animals; monthly aspect—pets.
- We will be doing various crafts, discussions, games and other activities relating to each theme that will develop skills in the areas of Communication Arts, Mathematics, Science, Social Studies, Fine Arts, Health & Physical Fitness.
- Throughout the year, Centered Care will also participate in a service project.

Discipline

- Children will be expected to adhere to the standard St. John School code of conduct.
- We reserve the right to deny or remove a student from the program.
- Centered Care follows St. John’s approach to discipline.
- Our goal at St. John is to work together with families to encourage positive growth in the area of discipline:
 - We believe that a student is responsible for his/her own actions.
 - We believe that students have choices in how they behave.
 - We believe that when we work together we can reinforce positive behavior and redirect negative behavior so that students are affirmed as they make choices and learn from mistakes.
 - We believe students will learn to recognize that there are natural consequences as a result of his/her choices.
- Since St. John School is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God’s directive to “love Him above all and our neighbor as ourselves.” In order to direct our behavior down the path our Lord sets before us in the Bible, the Cougar Code has been established:

Come ready for academic success

Only act in a very respectful manner

Use the JOY model (Jesus-Others-You)

Give my gifts and talents back to God

Acept responsibility for my words and actions

Respect the differences in others

Show God’s love to everyone I meet

Health & Wellness

Weather, outside play

- Centered Care follows Children's Hospital guidelines for outdoor play. Please make sure appropriate coats, hats, etc have been provided.

20–32 degrees, no wind: 5–10mins (K–8 only)

32–90 degrees: 30mins–1 hour

90–100 degrees: 15–30 mins, with plenty of water

Under 20 degrees & Over 100 degrees: children do not go outside

- Centered care staff will be using good judgment with regard to the enjoyment and benefit of outdoor play. Wind chill will be taken into consideration when deciding to play outside.
- Pre-school will have use of the pre-school playground area. K–8 will be able to use the large playground, the soccer field as available, and limited use of partitioned off section of asphalt for basketball only.
- ***In cases where the student may not participate in outdoor play for medical reasons, a doctor's note with specific dates must be provided.***

Sunscreen

- Centered Care takes full advantage of opportunities to play outside. If you would like your student to have sunscreen applied prior to outdoor activities, a clearly labeled container of sunscreen must be left with Centered Care staff. When the container appears to be getting low, you will be notified to send additional sunscreen.

Snack

- A healthy snack that is peanut free, will be provided to each child attending Centered Care along with water. If you prefer to provide the snack for the student, it must be peanut free & clearly labeled.

Injuries

- Centered Care staff will treat minor injuries, such as scratches, scrapes, insect bites, etc if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, a Centered Care staff member will immediately call for professional help. If an emergency is such that immediate transportation to the hospital is necessary, a Centered Care staff member will accompany the child. Parents or guardian will be notified to which hospital the child is being transported.

Illness

- Centered Care follows St. John School policy regarding student illness. Children may not attend Centered Care when afflicted with a contagious or infectious illness. Children who have been absent from school & Centered Care because of illness and elevated temperature should be kept home until they have been symptom free and their temperature has been normal for 24 hours.
- If a student becomes ill after arrival in Centered Care, the parents will be notified and expected to pick up the child as soon as possible. The ill student will be kept isolated from the other children with a Centered Care staff member until an authorized person arrives for pick up.

Medications

- Centered Care staff desires to provide the most effective & beneficial treatments for your child. If you know that your child would benefit from the use of an Epi-Pen, due to allergies from tree nuts, bee stings etc., please provide a dedicated labeled Epi-Pen to the Centered Care Director.
- Children are not to keep medications, such as cough drops, vitamins, or Tylenol in backpacks or lunch bags.
- If your child requires medication during their time in Centered Care, please contact the Centered Care Director to go over a detailed plan for your child. All medications must be provided directly to Centered Care staff if it is to be administered during Centered Care hours.

In case of an emergency

- St. John School and Centered Care have been working closely with the first responders in our area so that they are familiar with our campus and our procedures. While we may not be able to prevent an emergency from occurring, we do want to be alert and responsive so we can keep students safe if an emergency occurs.
- Notification to families of an emergency on our campus will occur as quickly as the situation warrants and allows. Please do not text or call your child's cell phone or Centered Care staff during an emergency or perceived emergency, as doing so may create a disruption in smooth communication and safety procedures or even further danger in some cases. **Parents should not attempt to pick up their children until a safe bulletin has been announced.**
- All classrooms are equipped with signs to direct staff & students to safe locations.
- The Center Care Director is certified in CPR and 1st Aid.
- All Centered Care staff has been well educated on emergency procedures and are fully trained on how to handle any emergency from tornados, earthquakes, fire to internal and external threats.
- Both Preschool & K-8 always travel with a backpack that includes medical supplies, safety supplies, a walkie-talkie, contact information for each student and cell phone to communicate with staff & parents as necessary.
- Centered Care staff will remain with students until the all clear has been provided.
- Sign in/sign out books are with Centered Care staff at all times to ensure all students are present at any given time and are checked frequently.
- Emergency drills are practiced each semester.