



Extended Care Handbook

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IMPORTANT NUMBERS

StoneBridge School
1629 Jolliff Rd.
Chesapeake, VA 23321
757-488-2214 (Receptionist)
757-465-7637 (FAX)

Director of Operations
Andrew Walton
andrew.walton@stonebridgeschool.com
Ext. 400

Extended Care Director
Caitlin Reiser
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Ext. 501

MISSION STATEMENT

StoneBridge School is a classical Christian School established to restore the Christian character of the Republic. We serve Christian families, enabling each child to reach the fullest expression of their value in Christ through a Biblical Principle Approach education.

PURPOSE

Extended Care is the program of the school that has charge or oversight of students before and after school hours. Our primary concern is for the safety of all students. **We are a Religiously Exempt Child Day Center.**

The program:

- Provides working parents safe and reliable childcare before and after school hours
- Provides students with assisted study time
- Provides students with interesting and safe activities
- Sees that all children are supervised

Extended Care Personnel

- We embrace team work.
- We strive for excellence.
- We respect and support families.
- We commit to service at all levels.
- We respect and appreciate diversity.
- We actively listen and seek to understand.
- We communicate openly and productively.
- We use resources creatively and responsibly.

DAYS AND HOURS OF OPERATION

Extended Care is open before and after school and is available beginning the first day of school operating primarily out of the Extended Care Room which is held in the modular on the StoneBridge School campus. Hours of operation are from 6:30 a.m. until school begins and after school dismissal until 6:00 p.m. This service is available only for children registered at StoneBridge School.

ENROLLMENT OPTIONS

Participants of extended care are offered a variety of enrollment options before and after school including:

- Mornings only
- Afternoon only
- Full-time after school (4 or 5 days per week) afternoons only
- Mornings and afternoons
- Thursdays after school only
- Occasional use before or after school
- Please see the Extended Care Program Letter Link under Extended Care on the school website for current pricing.
- We operate at a maximum capacity of 70 children.

REGISTRATION PROCEDURES

Before a child may attend the extended care program, the appropriate registration materials must be submitted. They may be obtained from the Extended Care Director, by contacting the school office at 757-488-2214 or via the school website at <http://www.stonebridgeschool.com/>. Exceptions will be made for emergency situations, but if it is determined that “Emergencies” are becoming the norm, all registration materials will be required to be submitted.

The forms (Found on the school website “Extended Care” tab under “Resources”) to be completed by a parent are:

- Enrollment Form
- Enrollment Agreement

CHANGES TO YOUR ENROLLMENT CONTRACT/EMERGENCY INFORMATION

The program works to meet the varying needs of our families, including allowing flexibility in your child’s schedule, pick-up authorization and other information. However, to ensure the highest level of safety, accountability, and supervision, families must comply with the policies and procedures below.

- I. To change your child’s regular attendance schedule or enrollment option:
 - Written notification is required by the 10th of the month, to be effective on the first day of the following month.
 - If the change results in additional days, you will be assessed a daily fee for the extra days in addition to the original fee on your monthly statement.
- II. To make a one-time change in your child’s pick up arrangements:
 - You must provide a written notice or email indicating the date and name of the person picking up your child to the EC Director.
 - If you are unable to provide written notice or email, please call the school office.
- III. To make changes on the Emergency Medical Care Authorization Form:
 - Submit the changes in writing or meet with the Extended Care Director to make any changes.

LATE PICK UP POLICY

The Extended Care Program closes each night at 6:00 p.m. Please consider weather and traffic conditions when making your pick-up arrangements. Parents should make every possible effort to pick up their children before 6:00 p.m.

If a child is not picked-up by 6:00 p.m.:

- A late pick-up fee of \$20 every 15 minutes, or portions thereof, will be assessed. \$30 for each subsequent hour.
- Late pick-up fees are not collected by the worker but will be indicated on your next monthly statement.

- More than two late pick-ups could result in suspension or termination of your child's enrollment in the program.

PROCEDURES FOR SIGNING IN AND OUT

Each child in grades Preschool-K4 **must be escorted and signed-in** every morning by a parent/guardian or authorized adult (if attending Extended Care before school) and all students **must be** signed-out each afternoon/evening by a parent/guardian or authorized adult. **No exceptions** can be made to this policy. Failure to comply with the policy could result in suspension of your child's enrollment in the program.

No students should be left or dropped off in the school parking lot. They should be brought inside the designated extended care building or driven through the dropoff lane in the morning to be greeted by EC staff and escorted into the building.

The person signing-out the child must be indicated on the child's FACTS authorization form. If someone other than the parent/guardian or person listed on the child's Pick-up Form is picking up a child, the parents must give prior notification, specific to the date. If prior notice is not provided, the child will not be released.

Any person unfamiliar to the staff, who attempts to sign-out a child, will be requested to provide proper identification which will be verified.

If there is confusion regarding a pickup, the staff will attempt to contact the parents. If attempts to reach the parents are unsuccessful, **the child will not be released**.

Note: Children will not be released to an adult if there is suspicion that the adult is intoxicated or an unsafe situation exists. In these cases, other individuals listed on the Pick-up Form will be contacted. If the staff is unable to contact an appropriate person, the police will be notified.

REPORTING SUSPECTED CHILD ABUSE

Under Section 63.1-258.3 and the revised changes 63.2-1509 of the Code of Virginia, the Extended Care staff members are required to report suspected child abuse or neglect. If a staff member suspects an incident of child abuse or neglect, he/she is required to report it immediately to the Extended Care Director, who will subsequently report it to the Director of Operations. The Director of Operations, upon consultation with the Head of School, may contact Child Protective Services. The identity of the person making the initial report is strictly confidential.

COMMUNICATION WITH PARENTS/GUARDIANS

The Extended Care staff works very hard to meet the expectations of our families. A critical component of this effort is maintaining positive, productive, and respectful communication between the staff and its families. When you visit or when you drop off or pick up your children, please feel free to share your comments, concerns, or questions with the Director or a staff member directly. If you prefer to have a more formal discussion, please contact the school office to schedule a meeting with either the Extended Care Director or Director of School Operations.

EMERGENCY OR INCLEMENT WEATHER POLICY

If StoneBridge closes early due to an emergency or inclement weather, the Extended Care program will also attempt to close as quickly as possible. To ensure the safety and well-being of your child, please call the school, watch WAVY 10, look for a Renweb text alert from the school, or refer to our website to determine whether the program will be available. Parents should pick-up their children as soon as possible on these days to avoid traffic and safety problems. Late pick-up penalties apply regardless of weather conditions.

When StoneBridge is closed all day because of inclement weather, the Extended Care program will be closed as well. Parents are encouraged to plan accordingly.

PROGRAMMING AND ACTIVITIES

Extended Care offers the children a variety of structured and unstructured recreational and enrichment activities. The activities are designed to provide the children opportunities to “learn through play” in a stress-free and fun environment. Children have a choice of many activities each day and participation is optional for all activities. These activities include outdoor recreation and board games, arts & crafts, drama, reading and special projects. Monday through Thursday, children in grades 1st – 8th grade are offered an opportunity to work on homework in a quiet, supervised setting. The homework period generally begins around 3:30 p.m. and lasts for 45 minutes. Snacks are provided daily and lunch is supervised on Thursday afternoons.

PERSONAL BELONGINGS

The Extended Care staff **prohibits** children from bringing personal belongings or any electronic devices to school. The staff will not be responsible for personal items that are lost, stolen, or broken. If it is determined that a student is using a personal belonging in a way that contradicts the school Ethos Statement, the personal item will be confiscated and returned to the parent when the student is signed out.

MEDICATION POLICY

We have an obligation to all parents to provide a safe environment and must control circulation of medications. All staff have been CPR/AED certified and are also certified by a practicing physician to be free from any disability which would prevent him from caring for children under his supervision. If your child requires medication on a regular basis or for 10 days or more, or if he/she has a life-threatening condition or asthma that requires medication, we require that the appropriate forms be completed and submitted to the office at the time of receiving the medication:

- Needs medication daily or for 10 days or more—Medication Consent Form
- Your child has a life-threatening condition—Life Threatening Management Form
- Your child has asthma that requires an inhaler or nebulizer treatments—Virginia Asthma Action Plan Form

Prescription medications must be in the original pharmacy bottle, to include child’s name, type of medicine, etc. You must include a time schedule letting us know when the next dose is to be given. If your child has frequent need for over-the-counter pain medication, please bring a bottle labeled with his name and dosage to the office. Parents should apply sunscreen (as needed) before bringing children to school. Staff will not be responsible for the application of these items.

Students should not be dropped off at Extended Care ill or injured. StoneBridge School has established the following criteria for keeping your child at home or requesting evaluation by your healthcare provider:

- Any contagious illness, such as meningitis, pertussis, chicken pox, etc. - Parents should notify the school immediately if their child has a contagious disease. Other parents will then be informed if necessary. Confidentiality and privacy will be protected for each individual as much as possible.
- Fever of 100.4 degrees or higher within the previous 24 hours. Your child must be fever free for 24 hours without use of fever reducing medications before returning to school.
- Sore throat or swollen glands with fever over 100.4 degrees orally.
- Earache with fever over 100.4 degrees orally.
- Inflamed, irritated eyes or drainage from eyes must be evaluated by a healthcare provider to determine if the condition is contagious. If it is contagious, appropriate treatment must be started before your child attends class and after school activities.
- Undiagnosed rashes or skin eruptions.
- Vomiting or diarrhea within the previous 24 hours.
- Head lice or scabies: If your child has head lice, please notify the school immediately. Please be assured that this information will be treated in a sensitive, confidential manner. Upon return to school after treatment for head lice as ordered by your health care provider, the student should go to the office to be checked before returning to class. StoneBridge has a no nit policy.

This is not an exhaustive list and exclusion from school and the Extended Care program is at the discretion of the administration.

IN THE EVENT OF ILLNESS

Staff is trained to recognize general health problems in children. Should a child become ill during Extended Care, a staff member will assess the situation and take the child's temperature. The staff will not make a medical diagnosis but will notify the parents/guardians of the child's condition.

If the child vomits or is running a fever, the parents/guardians or designee agree to pick-up the child immediately. Failure to pick up the child promptly could result in suspension or termination of the child's enrollment in the program.

Also, parents are required to notify the school within 24 hours of discovering the child, or anyone in their household, has developed a communicable disease.

Note: A child cannot attend Extended Care on days they do not attend school or leave early due to an illness.

SUPERVISION AND INJURY PREVENTION

- The safety of the children is our highest priority.
- Children will always be supervised.
- Our child-to-staff ratio varies according to the ages of the children being supervised. We follow the guidelines set forth by the Virginia Department of Education, Office of Childcare Health and Safety.
- On the playground and the other activity areas, the staff will continually circulate through the areas where the children are playing with specific attention directed to the large equipment areas on the playground.

- The playground staff will be aware of outside individuals utilizing the campus. People not participating in a sanctioned and supervised activity (such as soccer or track practice) may be asked to leave.
- In the event of any injury, the staff will determine whether emergency or additional services are required and will notify parents via phone or email.
- For a serious injury, the staff will call 911. After 911 has been contacted, the parents/guardians will be notified immediately by a staff member.
- If an injury is serious but not life threatening, the staff will administer first aid and the parents will be notified immediately to determine the desired course of treatment. For a less serious injury and after first aid has been administered, the parents may be notified by telephone or when they pick up their child.
- For all injuries, the staff will administer the appropriate first aid and will complete an accident report.
- A copy of each accident report will be entered into FACTS.
- All accident reports are reviewed periodically to assess potential problem areas, activities, and/or equipment.

PARTICIPATION IN NON-EXTENDED CARE ACTIVITIES

Students must check into EC before participating in other activities in the school if the activities do not begin immediately after school.

Children participating in enrichment activities in other parts of the school will be escorted to and from the activity by Extended Care staff or the teacher of the enrichment class. Parents must sign a permission form to allow their children to leave Extended Care to attend other classes and activities in the building.

Charges will apply for any time that the student is being supervised by the Extended Care staff both before the activity takes place and after the student has completed the activity and returns to extended care.

PHILOSOPHY ON DISCIPLINE

Children in Extended Care are expected to display respectful and responsible behavior. The staff discusses behavior with the children in terms of making choices that are “kind, fair, safe and responsible.” The parents/guardians will be contacted should behavior issues arise and asked to participate in resolving the problem. In every case, the staff will work with the family to resolve the issues at hand.

We deal with each child according to these guidelines:

- On the first offense, we speak with the child/children privately and individually about the rules and the problem that has occurred. We ask the child/children to take responsibility for the offense and ask forgiveness of the Extended Care staff or of the offended and from God.
- If a second offense occurs, we speak with the child/children and the Extended Care Director will contact the parents/guardians to explain the seriousness of the situation and enlist their assistance. Also, the Extended Care Director will recommend to the Director of School Operations a behavior plan, which will outline consequences for continued inappropriate behavior and may include suspension or termination of the child’s enrollment.
- When a third offense occurs, the Extended Care staff and the child/children involved will see the Director of School Operations on the following day. At that time, it will be determined if a suspension is necessary and its length. A suspension or termination of enrollment is considered a last resort.
- However, when a child’s behavior becomes violent or presents a safety concern, the parents/guardians may be contacted to pick-up the child immediately.

PARENTAL NON-COMPLIANCE

StoneBridge desires to provide the safest, most loving, and most reliable environment possible for your child.

To ensure this occurs the parents/guardians of Extended Care children must abide by the program's policies and procedures. These include but are not limited to:

- Registration procedures
- Sign-in/out policies
- Payment of fees
- Timely picking up of children
- And general safety and parking regulations.

Also, agreement and cooperation from the parents/guardians in regard to behavioral and disciplinary actions outlined to correct a child's misconduct.

If parents/guardians fail to comply with the program's policies and regulations, participation in the program may be suspended or terminated.

LICENSING INFORMATION

SBS EXTENDED CARE IS A RELIGIOUSLY EXEMPT CHILD DAY CENTER

Section 63.2-1716 of the Code of Virginia requires that we disclose in writing to the parents or guardians of the children in the center the fact that we are exempt from licensure, but are still routinely inspected by the Department of Education Office of Childcare Health and Safety to make sure that we are in compliance with applicable laws and regulations with regard to:

- Staff qualifications
- Children-to-staff ratios
- Supervision & accountability procedures
- Health and food guidelines/Food Service Activities
- Health and Sanitation/Water Supply
- Appropriate programming and activities
- Facility management and maintenance/Building Codes
- Statewide Fire Prevention Code/Uniform Statewide Building Code
- Public liability insurance

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Standards for religiously exempt child day centers address certain health precautions; adequate play space, and the ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

ELIGIBILITY POLICIES

The School Board approves the use of school buildings for an Extended Day Care Program outside of regular school hours. The program is available to all enrolled StoneBridge School children.