



SpartanCare (Extended Care) Handbook

Supervisor: Mrs. Adriana Asciutto aasciutto@stmartinacademy.org

Administrator: Ms. Wilson awilson@stmartinacademy.org

Staff: Mr. Paredes, Mrs. Kessler, Mr. Hilgeman, Mrs. Jose

Phone Number: (619) 466-1990 (**Hours** 7-7:45 am & 3:00 -6 pm)

Vision

SpartanCare is under the mission and outreach of the Diocese of San Diego and focuses on caring for and supporting students both before and after regular school hours. SpartanCare emphasizes support to parents and guardians in a safe, secure, and positive social environment. In addition, SpartanCare provides an academic workspace for students to complete homework and interact with other age-appropriate students.

Philosophy

- SpartanCare provides children with the opportunity to play, share and learn with other children in a safe, loving Catholic Christian environment with an atmosphere of acceptance and warmth
- Parents are supported in the rewarding opportunity to know that SpartanCare responds to the needs of the community for quality care both before and after school

Goals

- To provide a healthy, nurturing, and safe environment
- To accept, respect, and appreciate each child and family
- To provide age-appropriate materials and equipment that engage students while they attend SpartanCare
- To allow students to complete homework in a quiet environment
- To encourage students to engage in play in a safe, fun, and secure environment

Discipline Policy

The goals of discipline are self-control, responsibility, and self-discipline. Most importantly, students must be responsible for their behavior and develop self-control.

SpartanCare providers may utilize a variety of discipline techniques based on the situation – some of the approaches include the following:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules – understanding the reasons for rules makes it easier to remember and follow them.

SpartanCare (Extended Care) Handbook

- Be consistent in our language and behavioral response to children – consistent behavior by adults facilitates development through modeling.
- Redirect children's behavior – often, there is a way to let children do something in a better or safer way.

*If a student has difficulty improving his/her behavior, a behavior contract will be used to support improvement.

Safety and Emergency Plans of Action

- Children will never be left alone or unsupervised.
- Each employee is certified in CPR and First Aid every 2 years.
- In the event of an emergency when evacuation is necessary, the children will walk to a safe location (ex. Church hall).
- Parents will then be called and informed when to pick up their children.

Safe Conditions Policies

Safe Conditions Policy

The following steps will be taken to ensure children are safe at SpartanCare. Children will be actively supervised by the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen, and negative TB test and have completed all the necessary training). SpartanCare will not care for children in areas that are being remodeled, repaired, or painted. The administration is responsible for maintaining all interior and exterior surfaces.

SpartanCare will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition.
- Sanitize toys, furniture, and other equipment used by children weekly, when they become soiled or contaminated, and in compliance with CDC regulations.

Child Abuse Protection

All staff members of SpartanCare are mandated by law to receive Child Abuse Detection and Prevention training through CMG (Catholic Mutual Group). The staff members are required by law to immediately notify the local child protection agency if they suspect a child has been abused or neglected.

Parent/Guardian Communication

- Parents utilizing SpartanCare may have daily opportunities at morning drop-off and pick-up to discuss the events of his/her child's day.

SpartanCare (Extended Care) Handbook

Admission/Enrollment/Termination Policies

Enrollment Forms

Forms to be completed and submitted to the SMTA office before admission include:

1. Registration Agreement
2. Handbook Acknowledgement Signature Form

*All medical, child information, and emergency pick-up information will be on file in Extended Care from SMTA registration documents completed prior to the new school year by families.

Registration Fee

Upon registration, the family's FACTS account will deduct the **\$25 annual registration fee**. This fee is non-refundable should the family decide not to attend. The registration fee is used to provide updated and engaging activities/supplies for participants.

Termination of Care

SpartanCare reserves the right to terminate child care for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as requested
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents
- Lack of compliance with handbook regulations
- Disciplinary reasons

Hours of Operation

SpartanCare is open from 7:00 - 7:45 am and from 3:00 - 6:00 pm Monday through Friday. Students who attend programs on half-day Fridays can have their child transition straight to SpartanCare after the program commences.

Calendar

- SpartanCare will follow the St. Martin of Tours Academy 2026-2027 calendar.
- SpartanCare is available every school day **except** Holy Thursday, the last day of school in December, 8th grade graduation, and the last day of school in June.

Child Attendance, Arrival, and Departure

Arrivals and Departures

- Drop-off is no earlier than 7:00 am. We ask that children arrive no later than 7:45 am since supervision begins in the front of the school at that time.

SpartanCare (Extended Care) Handbook

- Arrival in the afternoon SpartanCare begins at 2:45 pm. Teachers or older volunteer students will transfer students from the dismissal area in front of the school to SpartanCare.
- Parents/guardians are required to sign children in and out each day they are in attendance. Staff will input hours attended into FACTS.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify Extended Care. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop-off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify SpartanCare at (619) 466-1990 if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of **\$10 + \$1 per minute** will apply after the closing time of 6:00 pm. If you will be late (after 6 pm), please make arrangements with someone on your pick-up list to pick up your child to avoid late fees.

Payment and Fee Schedule

All fees are deducted from the FACTS (Tuition Management Company) account. Hours/fees can be monitored by logging in the [FACTS Family Portal](#).

SpartanCare Fees: Care is provided at \$8 per hour (in 15-minute increments).

Other Fees

- FACTS' late payment fee of \$35.
- \$35 returned check fee (Subject to change, based on the bank charges)
- **\$8 charge + \$1 per minute after closing time, *billed automatically to FACTS***

Billing

- Payments are pulled from FACTS accounts on the 15th of each month.
- If the bill is unpaid by the 30th of the month, a late fee of \$35 will be assessed by FACTS.
- Any late fees will be included on the next FACTS deduction (15th of each month).
- If the account becomes 45 days overdue, the child's enrollment will be suspended from SpartanCare, and the child will not be allowed to attend until the bill is paid.

SpartanCare (Extended Care) Handbook

Medical Policies

Immunizations

- Every child must be current on immunizations, etc. with the school office.

Communicable Diseases

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable diseases.
- Every means will be taken to prevent the spread of communicable diseases.
- You will be called to remove your child if any of the following symptoms exist:
 1. vomiting
 2. severe coughing
 3. temperature of 100 or higher
 4. diarrhea
 5. suspicious rash
 6. difficult or rapid breathing
 7. lice (may only return when deemed “nit free”)
 8. red, encrusted, or runny eyes
 9. lethargic behavior
- Parents are expected to have the child picked up within 30 minutes of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to school or SpartanCare.
- Parents should have a backup plan of care established if a child is sent home with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

Accidents/ Injuries

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic, or hospital.
- If the injury requires immediate medical attention, 911 will be called.

SpartanCare (Extended Care) Handbook

Parental Responsibilities

- Electronic devices (smartwatches, phones, gaming systems, tablets, laptops) are not allowed in the SpartanCare facility.
- If a student brings a phone to school, it **MUST** be given to SpartanCare staff to secure until pickup.
- ***PLEASE communicate to your child if he/she should attend SpartanCare after school each day. Relying on the office to receive your email request and deliver it to the appropriate person(s) is not always possible. In the rare event that your child needs a message delivered to attend SpartanCare, please call the office at (619) 466-3241.***
- Please pack a healthy snack for your child. Snacks are not provided in SpartanCare.
*Water bottle refill stations are available near the 2nd and 7th-grade classrooms.

Lost and Found

- Items can be misplaced or may accidentally be put in the wrong backpack. Please put your child's name on all items that the child may remove (coats, sweatshirts, hats, etc.).
- Check the lost and found bin by the 8th-grade classroom for missing items.
- SpartanCare is not responsible for lost items. A lost & found bin is located next to 8th grade.

A TYPICAL AFTERNOON in SpartanCare:

2:45-2:55 pm Check-in, place items in cubby, eat snack

3:00 pm Students choose to play outside or do activities indoors (including homework).

By 6 pm all students have been picked up.



To sign up for SpartanCare please access the Sign up now page on the SMTA app, or by clicking this [link](#)