

After School Care Program

ST. ANDREW



Parent Handbook

1. ADMISSION POLICY

- The program accepts students who attend Saint Andrew Academy in Pre-School through the Eighth grade.
- The program does not discriminate on the basis of sex, race, color, creed, religion, national origin, or ethnic background.

2. PROGRAM EXPECTATIONS

Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- They may visit the Director about concerns related to their child or the program.
- They will be told about any misbehavior on the part of their child, and may be asked to meet with the Director in order to bring about improvements in the situations.

The program expects that parents will:

- Keep payment of fees on time (as explained in Rates and Fees).
- Keep the child's records up to date (as explained in Contact and Procedures).
- Pick up the children on time (as explained in Hours of Operation).
- Follow the health policies (as explained in Health Certificates, Medication, Illness, and Personal Hygiene).

Children may expect:

- To have a safe, supportive, and consistent environment.
- To be expected to use all of the program equipment, materials, and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.

The program expects that the children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day and while at the program.
- Give respectful treatment to staff and other members of the program.
- Remain with the group and child care staff at all times.
- Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.

3. RATES AND FEES 2011-2012 SCHOOL YEAR

Payment is expected weekly whether your child is in attendance or not.

After Care Program fee is paid through FACTS.

Annual Rate 2:45 p.m.-6:00 p.m.	One Child	\$1,560.00
	Two or More Children	\$1,950.00

There is no reduction of fees for weeks with holidays or closed days.

PROGRAM IS CLOSED FOR CHRISTMAS BREAK

PROGRAM IS CLOSED FOR SPRING BREAK

4. HOURS OF OPERATION

St. Andrew Academy After School Care Program is a state licensed facility that is open **2:45 p.m. to 6:00 p.m. Monday through Friday** during the school year as defined by St. Andrew Academy.

Days that the school has early dismissal the program will be open from **1:00 p.m. to 6:00 p.m.**

The program will not be open on days that St. Andrew is closed.

Unscheduled Closings or Delays—Weather

Please tune to the local television stations for information on school delay/closing.

If the Archdiocesan Catholic Elementary Schools are CLOSED due to inclement of weather, the program will also be closed.

If the Archdiocesan Catholic Elementary Schools are on a DELAYED schedule, the program will operate on normal hours.

Unscheduled Closings or Delays—Other

The program will not provide early care for unscheduled delays due to water main breaks, heating/cooling failure, electrical problems, etc.

The program will not provide care when school is canceled due to water main breaks, heating/cooling failure, electrical problems, etc.

THE PROGRAM CLOSSES AT 6:00 p.m.

Parents whose children remain past 6:00 p.m. will be assessed a charge of **\$1.00 per minute per child.**

In the event that the parent/guardian/escort is 60 minutes late, has not contacted the program, and the program has been unable to contact an authorized person on the child's escort list to come for the child, police will be notified.

5. ARRIVAL TIME

During the normal After School Care Program, the children are expected to come to the school cafeteria for roll taking as soon as they are dismissed from their homerooms. If they are scheduled for practices; Quick Recall (on the campus); helping the teachers; etc. they must sign in with the Program staff and make sure proper permissions have been sent by the parents.

Coaches and teachers are to sign the child out when leaving the program for the activity and sign them back in upon their return.

6. ABSENTEE POLICY

Please call the program (935-4578 ext. 238) prior to 2:45 p.m. if your child is going to be absent.

If your child does not attend the program for one (1) week, we have not had any contact from you, and no payment has been made, he/she will be withdrawn from the program.

7. FOOD SERVICE

We serve nutritious afternoon snacks in the program.

Students will not be allowed to purchase soft drinks within the school and drink the soft drinks during the program hours.

8. ENROLLMENT

Due to limited physical space, children's enrollment will be determined by the date and time the initial pre-registration form and registration fee is received by the program.

All forms are to be fully completed and presented to the program before the child is allowed into the Program.

9. VISITORS AND OBSERVATIONS

Parents and their child are welcome to observe the program. For liability and supervision reasons, it is not possible for children not enrolled in the Program to participate in Program activities.

10. BUCKLY AMENDMENT

All custodial parents have the right to information and the right to see records of their children in an education institution. Non-custodial parents have the following rights:

1. They will be given access to their child's records unless there is a court order to the contrary.
2. Generally, the non-custodial parent has the right to talk to school personnel.
3. For other rights, the education institution is to refer to the custody section of the divorce decree.
4. Students will not be released to non-custodial parents without the consent of the custodial parent.

11. EDUCATIONAL PROGRAMS

The program activities are planned to be flexible and promote development for each child in the group. The children are allowed full access to many learning materials including, art supplies, board games, puzzles, and manipulative toys.

12. ADJUSTMENT AND PROBATION PERIOD

A child's adjustment in the Program is vitally important. The Program reserves the right to not admit or to dismiss a child if he or she is not prepared for the group experience and is unable to adjust properly. Documented reasons for refusal to admit or provide continued care would be provided, in written form, to the parent.

13. SPECIAL NEEDS CHILDREN

Children, whose special needs may be met by the school, may not be able to be met fully by the After School Care Program. All efforts will be made to accommodate the child, but limited staff, training, etc. may prevent the program from providing proper and adequate care.

14. DISCIPLINE POLICY

The program must adhere to the following regulations as stated by the Kentucky Cabinet of Human Services.

- We will not subject children to harsh or physical discipline, nor shall any method of discipline be used that is humiliating, threatening, shaming, or frightening; loud, profane, or abusive language shall not be used.
- [According to KRS 199.896 (12) “Child day-care programs shall not use corporal physical discipline, including the use of spanking, shaking, or paddling, as a means of punishment, discipline, behavior modifications, or for any other reason. For the purpose of this section, ‘corporal physical discipline’ means the deliberate infliction of physical pain and does not include spontaneous physical contact, which is intended to protect a child from immediate danger.”]
- Time out is used as a behavior management technique. Time out is only for a few moments, no more than one minute per age of the child, and is used to remove the child from the situation. Time out gives the child the opportunity to calm down and think about what he or she has done.
- Positive discipline is a means of encouraging and “catching them being good.” Everyone needs praises and accolades from others to enhance our self worth.
- “Talking it out” is another technique utilized for behavior management. We encourage the children to verbalize their feelings in a calm and controlled manner. This technique aids the child in understanding other’s needs and feelings and to learn to compromise.

Disciplinary Actions

1. If a child misbehaves, then they will receive a warning.
2. If the child continues to misbehave, he/she will be sat in time-out for the amount of time according to their age. (Example: If a child is 6 years old, they will be in time out for 6 minutes)
3. If the child continues to misbehave, special or certain privileges will be taken away; such as, not being able to play with their friends if they are the cause of the misbehavior, not being able to play in a most like center, etc.

Depending on the severity of the misbehavior, steps one and two may be skipped in delivering consequences.

4. If the student continues misbehaving, it will be decided whether or not he/she will receive a communication card. Copies of these go to school and count toward their communication cards per trimester.
5. A conference with the child, parents, and the teacher may be called to discuss repeated behaviors and to formulate solutions.
6. A conference with the principal, and all the parties may be called to assess the need for further action.

15. BEHAVIOR LIMITATIONS AND DISMISSAL

Children are entitled to a pleasant and harmonious environment in the program. **It is expected that the children respect the same rules that guide them during their school day.**

The After School Care Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity; which may include, but not limited to, such behavior that requires constant attention from the staff. This behavior may inflict physical or emotional harm on the other children, abuses the staff, ignores or disobeys the rules that guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be asked to leave the program.

16. GRIEVANCE PROCEDURE

St. Andrew Academy After School Care Program realizes that misunderstandings may occur. Any parent who wishes to register a grievance regarding any condition within the program should follow this procedure.

1. **STAFF MEMBER:** Speak directly to the staff member involved in an effort to resolve the matter in an informal manner.
2. **DIRECTOR:** If the matter cannot be settled informally, the parent should speak to the director.
3. **PRINCIPAL:** If the issue was not resolved to the parent's satisfaction, or the issue involves the director.
4. **PASTOR:** If a solution cannot be reached the parent may file a written notice within 10 days to the Pastor.

17. HEALTH CERTIFICATES

- **Kentucky Certificate of Immunization**
 - The Kentucky Department of Health requires that all children must have a valid Kentucky certificate of immunization to attend school/licensed childcare facility. A health history and any medical information are mandatory on first day of attendance for each child entering the program. Failure to comply within 30 days will prohibit your child from being admitted at the program. The program will utilize a copy of the original form used for entry into school.
- **Physical and Eye Exam**
 - The Kentucky Department of Health requires a complete physical and complete eye exam (by an optometrist/ophthalmologist) on or within 30

days of a child's fourth (4th) birthday. The program will utilize a copy of the original forms used for entry into the school.

- **Surgery/Serious Illness Release**
 - We must have physician's release stating that a child is completely recovered and is able to participate fully in all daily activities.
- **Emergency medication Permission Form**
 - A child with a life threatening medical condition (such as asthma, diabetes, severe allergies, etc.) that may require emergency medical treatment (Epi-Pen, insulin, nebulizer, etc.) by program personnel must have a form on file completed by the physician and parent before treatment can take place.
 - Medications must be in their original container (with prescription label attached), have a valid expiration date, and complete instruction on their use. Daily use medications/treatments will also require parents to complete the medication authorization form each day the medication/treatment is prescribed.

18. MEDICATIONS

All medication will be administered from the school office- Archdiocesan Handbook #5341. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication. They should also receive appropriate supervision. The person supervising the administration of medication must keep a written record. All medication given must be documented on a medication log. Records must contain the legal signature of person(s) administering medication and be kept on file in the student's cumulative health record. Documentation should be complete and reflect beginning and ending dates and rotations of missed doses and absences. Medication recording sheets should be filed in a student's cumulative health folder when completed, or medication is changed or discontinued.

All medication must be sent to school in its original container with prescription label attached. Label must include the physician's directions for dispensing the medication. **KRS 218A.210 states** "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Physician or health care provider approval is required for use of non-prescription medication. (See Appendix)

This medication should also be in the original container. A signed authorization form from the parent is required for school personnel to give medication to a student. The information on the medication should include: 1) name of student; 2) name, address and phone number of physician; 3) type of medication; 4) dosage; 5) time of day for dosage to be given; 6) reason for medication; 7) possible reactions or side effects of medicine; 8) release of liability and 9) parent's phone number at home and at work and an emergency number.

Prescription medication is accepted only on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription bottle or refill must be provided by the parent and include the information listed above.

The only medications that students are allowed to carry are inhalers and bee sting or emergency allergy kits. These are considered life and death precautions for students who need them.

19. ILLNESSES

Please make sure you have alternate childcare for ill children.

School students who are dismissed from school or not allowed to return to school due to illness cannot be admitted into the program.

Each child will be given a daily health inspection upon arrival. If the child shows signs of illness he/she will not be admitted.

If your child becomes ill at the program you will be contacted when:

- Your child presents a fever of 99° .
- Your child has one diarrhea bowel movement.
- Your child has one vomiting episode.
- Your child's condition will be closely monitored at this point.
- **If your child has a fever of 100° (or higher), has 2 diarrhea bowel movements, or has 2 episodes of vomiting, we will contact you to pick up your child within the hour.**
- **If your child is sent home from the program, the school office will be notified of this.**
- Chicken pox—the child must remain out of the program until all the sores have scabbed over.
- Lice—the child must be nit-free before returning to the program. Children will not be allowed to the program without a physician or health department note stating your child is nit-free.

20. PERSONAL HYGIENE

The program staff is committed to building good child health and hygiene habits. The program requires hand washing before snacks, after toileting, and at other appropriate times.

Your child (regardless of age) needs to have at least one full change of clothes, in case of sickness, toileting accidents, or spills.

21. OUTDOOR PLAY

Fresh air and exercise are an important part of your child's good health. All outdoor play is supervised. Please make sure your child wears appropriate clothing for the current seasonal weather conditions. Unless weather conditions are extreme, the children go outdoors each day (if only for a short period). Gloves, hats/hoods, etc. are a must during

all winter months. Warm weather outdoor play is complemented by access to drinking water and adequate shade for the children.

22. CHILD'S PERSONAL PROPERTY

The program attempts to help the children be responsible and organized. Laundry baskets are provided with each child's name clearly printed on the outside. The children are to place all belongings in this basket to ensure that all personal property returns home at the end of the day.

Children's personal property (coats, backpacks, clothing, etc.) must be cleared from the program space each day. Any remaining personal property will be locked up and will not be accessible until the next program day.

Children are not to bring money, toys, games, food, or any other items not necessary for attendance in the program.

23. CONTACT PROCEDURES

Changes in telephone numbers, addresses, escorts, etc. must be reported immediately. At any time during the day we know how to contact you in case of an emergency.

24. SECURITY MEASURES

Children are expected to come to the school cafeteria for roll taking as soon as they are dismissed.

- All escorts must enter the building and sign your child out at the end of the day. Failure to comply will result in a written warning; final consequence could be termination of services if policy is not followed.
- Children will only be released to adults (18 and over) that are designated by in writing, as authorized escorts. Persons not on your authorized escort list may be added in person or by fax with complete information on the escort. Phone calls will not be acceptable. Any person unfamiliar to our staff will be required to show ID.
- Children will not be allowed to leave with a parent/guardian/escort that appears to be under the influence of drugs or alcohol. The police will be called to give the child and the parent/ guardian/escort a ride home.
- Caregivers are not allowed, under any circumstances, to give transportation to a parent who appears to be impaired by drugs or alcohol or for any other reasons

- St. Andrew After School Care Program abides by all legally served court orders. We must have a court order (signed by a judge and entered in court_ on file regarding parental custody matters.
- The law requires that any person (parent or staff members) suspected of child abuse will be reported to the proper authorities. This includes the reporting of parents who appear to be impaired by drugs or alcohol.
- All staff and volunteer persons in a child supervisory position must fulfill the Archdiocese of Louisville requirements of attending the Safe Environment workshop. These workshops are offered periodically and proof of attendance must be on record with the school office and the director's office.
- In case of someone appearing on the premises with a firearm, 911 will be called immediately and children will be taken out of danger and given aid.

25. EMERGENCIES

In case of emergency, accident, or severe illness, the program will immediately call emergency medical services (EMS). Parents would be notified immediately after contacting EMS.

Evacuation procedures in case of fire, tornado, or natural disaster are posted in the program. Fire drills are conducted monthly. Tornado and Earthquake drills are conducted quarterly.

In case of severe weather conditions (such as snow), parents should listen for announcements on the local radio and television stations. If phones are working, a message will be put on the program answering machine with more complete information.

Program staff is certified in CPR and First Aid.

26. FIRE DRILL PROCEDURE

After the alarm is sounded, the staff will gather the children from their station and take them outside to line up in the grass area. The staff will then check to make sure all of the children are out of the building. Once everyone is out of the building, roll is taken. It usually takes 2 to 3 minutes to evacuate the building.

27. TORNADO PROCEDURE

All staff members move the children to the hallway of the building and have them lie down and cover their heads. Authorities say this is the safest place in the building for children.

28. EARTHQUAKE PROCEDURE

All staff members will get the children underneath the tables located away from windows.

29. DISASTER EVACUATION PLAN

In the event that the building becomes unsafe due to natural or man-made disasters that have not adversely affected other buildings on the property, we will evacuate the children to the gymnasium, FFC, or PLC. We will attempt to notify parents by phone.

If a disaster occurs to the extent that all of our buildings are deemed unsafe, or that our area is evacuated due to tornado, train derailment, etc. we will evacuate to the nearest RED CROSS SHELTER. If phone lines are operational a message will be put on our answering machine instructing you of our location. You may contact the RED CROSS at 589-4450. They will be able to give you information on your child.