

SAINT ANDREW ACADEMY
AFTER SCHOOL CARE PROGRAM
PARENT/STUDENT HANDBOOK



UPDATED MARCH 2018

Saint Andrew Academy
After School Care Program
Parent/Student Handbook

Hours of Operation: Dismissal- 6:00p.m.
Days of the week: Monday – Friday
Phone Number: (502)935-4578 #255

After Care is closed when Saint Andrew Academy is closed

After Care Program Policies and Guidelines

Below is a listing of the policies and guidelines of Saint Andrew Academy After Care Program. Please read these policies and discuss the rules with your child(ren). The attached forms will need to be signed and returned to SAA Summer Program Director by 8-15-18.

Parental Responsibilities

With the child's safety and wellbeing in mind, it is most important that the parent completes the emergency information forms and adheres to all policies of the After Care Program.

Requirements:

All children must have to attend:

- Complete Registration Packet
- Current immunization record

Escorts

Children will not be allowed to leave our care with any person other than parents unless the parent or guardian has provided to our program with the persons information: the escorts full name and license number with the parents signed permission to escort the child from our premises. We will make no exceptions to this rule. Make your authorized escort aware that we will verify this information when he or she comes to pick up your child. We ask that you inform us when an authorized escort will be picking your child up from our program in writing or personally, when dropping your child off for the day.

Drop In:

Drop in time is used for occasional use at the cost of \$13 a day. This charge will be added to the families FACTS account.

*You MUST provide 24 hours notice to the Director to request a drop in. Space availability is not guaranteed and will be granted on a first come first serve basis.

Part Time:

-If your child is attending part time and you need to deviate from your original attendance schedule arrangements must be made with the Director in advance.

Fees:

- All fees owed to St. Andrew Academy School, extended care, or other organization must be up to date or your child will not be able to register. Payments will be made through FACTS agreement.
- If a parent/guardian fails to meet the after care program fee payment due date and does not make the adequate arrangements with the St. Andrew business manager the child will not be allowed to continue in the program.
- If you have any questions please contact the SPA Parish Office.
- Staff members are employed only until 6:00pm it is only common courtesy to respect the closing time. A fee of \$1.00 per minute per child will be assessed after 6:00pm. This fee will be added to your regular payment. If an emergency delays you please call the above phone number.

Medication:

Over the counter medicine and prescription medicine will be given with written parental or guardian permission and as directed on the bottle. In order for your child to receive his or her medicine a confidential form at the center must be filled out and signed by the parent or guardian daily. No medication will be given without written permission. This includes any creams or ointments. EMERGENCY MEDICINE (ex. Asthma medication or epinephrine pins) must have an emergency plan of action on file.

***No medications will ever be in a child's backpack. If a child's medication is needing to go home at pickup it must be turned into the classroom teacher.

Injury:

1. Minor emergency, accident or illness a supervising teacher or staff will provide first aid, and another teacher will supervise the group.
-An Incident Report/Accident Form will be completed and signed by a staff member and left in the child's folder. The parent must sign the form and leave a copy in the child's folder.
2. Severe emergency, accident or illness*
The Center will immediately notify EMS (911). The Center will then notify the parents.

Health:

1. A Kentucky Immunization Certificate is required for each child enrolled at SAA.
2. Any immunization that expires during the school year must be updated immediately, and a new form must be submitted to the Center. Any child not properly immunized will be dismissed from SAA.
3. Parents must supply a School Medical Examination form signed by their child's physician by the child's first day of school.
4. SAA is for well children only. Children who are able to come to school should be able to participate in all of the daily activities, including outdoor

play. Children showing symptoms of illness will not be admitted. Children may not be brought to the center with any of the following symptoms:

- skin rash or sores;
- fever of 100 degrees or over;
- vomiting; severe coughing;
- sore throat;
- chills;
- diarrhea;
- inflamed or swollen eyes;
- flushed or unusual pallor of face;
- earache;
- severe headache;
- listlessness;
- nausea,
- or symptoms of any communicable disease.

5. Children who become ill during the day, who can no longer participate in activities, and whose continued care would compromise staff's ability to care for other children, must be picked up by a parent or other authorized adult within 1 hour of their being contacted. Failure to pick up an ill child within 1 hour can result in a late fee of \$1.00 per minute, or any portion thereof.

6. SAA will only administer medication to children whose parents have completed a daily Medication Form. The medication must be in the original container and have a pharmacy label that includes the child's name, specific dosage, time to administer, and the name of the physician prescribing the medication.

7. Non-prescription medicine, lotion, lip balm, SPF 15+ sunscreen, and deet insect repellent (if recommended by Health Department) will only be given according to the directions on the label and only to children who have a signed Medication/Sunscreen Authorization Form.

8. Parents are asked to notify the SAA when their children have been exposed to any communicable disease, so other parents may be notified of possible exposure.

9. Parents of children with severe allergies or asthma should submit a completed Food Allergy Action Plan or Asthma Profile form, signed by their child's pediatrician or allergist, on the first day of school. (The forms are provided upon enrollment and are also available in the office.)

ONLY WELL CHILDREN CAN ATTEND. We are depending on you, the parent to help maintain this policy. If symptoms of illness are observed, the child will not be admitted. If symptoms develop during the school day you will be contacted. Symptoms that are cause for keeping your child at home are as follows:

ILLNESS

MAY RETURN

Chicken pox*	After lesions have crusted
Conjunctivitis (pink eye) exclusion for mild cases	24 hrs. after start of treatment. no
Croup*	After illness had subsided
Diarrhea home after 2 loose BM's)	After one normal bowl movement (Sent (for E. coli or Shigella infection, also negative test results of 2 stool cultures are required)
Fever (over 100 degrees) return the next day is supplied)	24 hrs. after normal temperature (may not after being sent home unless a doctor's note
Hepatitis A Must have been treated.	1 week after onset of illness or jaundice.
Influenza	24 hrs. after symptoms have subsided
Lice	24 hrs. after treatment and <u>must</u> be nit free
Measles*	At least 4 days after onset of rash
Mumps*	10 days after swelling begins
Nausea (Vomiting)	24 hrs. after symptoms have subsided (sent home after first occurrence)
Whooping cough*	At least 7 days after therapy has begun
Pin worm*	After treatment is completed
Poison Ivy	After lesions have healed
Ringworm	24 hrs. after start of treatment
Roseola*	After illness has subsided
Scabies*	24 hrs. after start of treatment
Strep throat*	24 hrs. after start of treatment
Tuberculosis*	Physician or health Dept. letter stating that child is on treatment and may return to childcare

*A note from the child's physician must be presented upon return to SAA.

Toys:

1. Children should not bring toys from home, unless the toy is to be used only at nap time (i.e. a teddy bear, a doll, or another quiet toy). Toys will be put aside and sent home with the child in the afternoon. SAA will not be responsible for lost toys.
2. SAA staff will notify parents in advance when a child is asked to bring something from home to share on special days.
3. Toy guns, war toys, or other toys of destructive or violent nature are not allowed in our school.

Behavior Policies – Guidelines

- Children are expected to show proper respect for the staff as they would for their parents, school teachers, or any other adult.
- Walk at all times while indoors.
- No roughhousing or horseplay inside or outside.
- Wrestling moves will not be tolerated.
- We will not allow name calling, abusive language, whether directed toward a staff member, another student, or themselves.
- Toys and games belonging to the After Care Program are provided for the children's enjoyment. Proper play and handling of the toys are expected. Deliberate abuse of any property may result in disciplinary action and replacement of the item purposely damaged.
- There will be no gum chewing, fighting, wrestling, biting, and running inside of buildings, climbing on table tops, hitting or kicking.
- Program personnel will not be subjected to physical or verbal abuse from children or parents. Severe infractions could result in termination of services.

Discipline Procedures:

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.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner.

1. The child will be given a time out (in accordance with years of age), in order for him/her to calm down and think about his/her actions.
2. If another timeout is given to the child in a single day, a incident report will written by the caregiver. This report will be given to the parent to sign and return to the program where it will remain in the child's file.
3. If the child receives three (3) written incident reports, the parents, child, and director will have to meet to discuss how to eliminate the behavior issues. A behavior contract will be established and signed at this meeting.
4. If the child receives another written incident report the director may suspend the child from the summer program.
5. If the severity of the child's actions is great enough that it could endanger the safety of that child or the other children in the program, the child will be removed from the program and not allowed to return.

Dismissal of a student:

The program reserves the privilege of dismissing/withdrawing any child if, after entering, he or she seems unable to adjust to the group situation.

The program reserves the privilege of dismissing/withdrawing any child if the child-care tuition account is overdue and no substantial attempt has been made to make payment.

The program reserves the privilege of dismissing/withdrawing a child if the parent(s)/guardian(s) refuse to abide by Saint Andrew Academy's policies and procedures.

The program reserves the privilege of dismissing/withdrawing a child if that child or any parent, guardian, relative, or family friend of that child poses a threat or danger to any of the children and/or staff or engages in behavior which is threatening intimidating or aggressive towards staff or students.

Releases

- I request that my child(ren) _____ be allowed to go for a walk on the grounds of SAA on any given day and time of the After Care Program.
- I request that my child(ren) _____ be allowed to go to the gym located on SAA property on any given day and time of the After Care Program.
- I request that my child(ren) _____ be allowed to go to the library located on SAA property on any given day and time of the year After Care Program.
- I understand that my child _____ may come into contact with classroom pets; fish and hermit crabs while at SAA.

Parent/Guardian Signature: _____

Date: _____

Photo Release

During the After Care Program, photographs will be taken of our students participating in activities. We would like to display these photos of your child on bulletin boards or posters within the school. In order to display or take photographs of your child we must have your written permission.

____ Yes, you may use my child's photograph as previously stated.

____ No, you may not use my child's photograph as previously stated.

Child(ren) Name: _____

Parent/Guardian signature: _____

Date: _____

Please fill out, sign and return



Saint Andrew Academy After Care Program Parent Handbook

St. Andrew Academy After Care Program is relying on you as parents/guardians to support us in our endeavor to provide your child with a safe and loving environment that supports Christian attitudes and morals.

I have read and discussed the rules, policies, and expectations of St. Andrew Academy After Care Program and agree to be governed by them while my child is enrolled in St. Andrew Academy After Care Program.

Parent Signature: _____ Date: _____

Child (ren) Signature: _____

Please fill out, sign and return