

# Ss. Philip and James School Before & After School Care Parent/ Student Handbook



## Before and After



## Program

2015-2016 School Year  
SS. Philip and James School  
School Age Child Care Program  
Extended Care

## ENROLLMENT AGREEMENT

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Enrollment Program

Please check the program(s) for which you wish to enroll your child and circle the day(s) on which he/she will attend.

\_\_\_\_\_ Before school care (6:30 a.m. – 8:30 a.m.)      M   T   W   TH   F

\_\_\_\_\_ After school care (3:15 p.m. – 6:00 p.m.)      M   T   W   TH   F

\_\_\_\_\_ Approximately what time will your child be picked up?

\_\_\_\_\_ My child will use the program on an occasional basis. I will send in written notice of intended use no later than the morning of attendance.

### Registration

Registration can be completed in the office with Mrs. Bentzel. If your student will be attending before/ aftercare occasionally, please let us know when days with at least two days notice.

<b>Fee Schedule</b>	<b>1st Child</b>	<b>Ea. Additional Child</b>
Before school	\$5.00 per day	\$3.00 per day
After School	\$6.00 per day	\$4.00 per day

School absence days (i.e., sick, vacation)    \$-0-

Pick ups after 6:00 are not permitted, as we close at 6:00 PM sharp. A fee of \$5.00 per 15 minutes late will be charged after 6:00 PM.

## PAYMENTS

1. Bi-Weekly invoices from the previous weeks will be sent home on Thursday evening and Friday morning.
2. Payment will be due on the following Wednesday.
3. Advance payment will be required for the week before Christmas vacation, Spring Break, and the last week of school.
4. If you prefer, you may pay monthly.

*There will be a \$30.00 processing fee assessed for checks returned due to non-sufficient funds. If a check is returned a second time, all future payments will be required to be paid in cash or money order.*

This program is funded solely by the fees collected. We are not subsidized by outside funding.

A child's absence not reported to the Extended Care staff (330-854-0441) between the hours of 6:30 a.m. -7:00 a.m. for morning care or before 11:00 a.m. for afternoon care will result in the standard fee charged for the day.

If you know in advance that your child will not attend on a scheduled day, a written notice will suffice.

-----

I have read the SS. Philip and James School Age Child Care Handbook and agree to abide by the policies and fee arrangements stated therein.

Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_

Registration is complete when the Enrollment Form, Parent Authorization Form, and Emergency Medical Information Form have been completed and returned. No student will be permitted to use the program until all of these are received.

**SS. PHILIP AND JAMES SCHOOL  
SCHOOL AGE CHILD CARE PROGRAM  
(EXTENDED CARE)  
HANDBOOK**

Extended Care Phone Number: 330-854-0441

We can be reached between: 6:30 a.m. – 8:30 am and 3:15 – 6:00 p.m.  
Please call the school office with a message if calling at a time other than shown above.

Note: Any last minute changes in a child's attendance must be reported by a telephone call to the number above to avoid being charged a fee for the day. See "Program Fees" for details.

**PROGRAM PHILOSOPHY**

SS. Philip and James School Age Child Care Program provides professional care, supervision, recreation, and enrichment activities within a Christian environment with activities designed to complement the philosophy and value systems of the school and the family. It will serve working families who desire both parochial school education and supplementary day care.

**GOALS**

- To feature staff that will create a loving and caring atmosphere where the children feel secure.
- To be a support system of high quality care to working parents.
- To institute a program that offers age-appropriate and interesting activities to all elementary school children.
- To provide study time, thus affording parents and children some leisure time together.

**ADMISSION POLICIES**

Children enrolled at SS. Philip and James School in grades kindergarten through eighth are eligible for admission to the program. It is expected that children obey the rules and regulations of the program and that the parents pay fees promptly. First consideration will be given to children who will use the program on a regular basis. Children needing the service on an irregular basis will be accommodated providing space is available.

**PROGRAM OPERATION**

The program will be in operation on days that SS. Philip and James School is open for classes. Hours of operation will be 6:30 am – 8:30 am and 3:15 pm – 6:00 pm. A program for morning kindergarten students will be offered. Other special time arrangements may be made if a family has a particular need.

**PLEASE NOTE:** School doors open for students at 8:15 am and close at 3:15 pm. Unless a student is involved in a school sanctioned, supervised activity, he/she must be enrolled in and attend the Extended Care Program to ensure proper supervision. Buses arriving or departing beyond the stated times will be excused from this regulation.

### **PROGRAM ENROLLMENT**

Students are enrolled upon completion of the registration form. If the family will use the program regularly, such information will be listed on the enrollment form. Any changes in that information must be submitted in writing. Families wishing to use the program as the need arises must send detailed written notification in advance to the school office no later than the morning of intended use.

If, at any time, you no longer need the services of the program, please request your withdrawal in writing to prevent any misunderstanding.

### **ABSENCES**

If your child will not be attending the program on a scheduled day, please call the Extended Care facility to report the absence, between 6:30-7:00 am for morning care or before 11:00 am for after school care.

### **PROGRAM ACTIVITIES**

Arts and craft projects, games and recreation, enrichment activities, and homework time will be built into the daily schedule. Attention is given to the developmental needs of the children in the program.

A nutritious snack and juice, meeting the State of Ohio standards, will be served each day. Simple breakfast foods will be available in the morning. Kindergarten students must bring a packed lunch from home. Milk may be purchased through the school office. Information will be sent home at the beginning of the school year.

While a quiet time will be available at which time homework will be encouraged, it is the child's responsibility to acknowledge his/her assignments and then use available resources.

Occasional field trips may be planned. Parents will be asked to sign a permission slip.

### **STAFF-CHILD RATIO**

The program coordinator is responsible for the program design and implementation. A team leader implements the program and assistants, as needed that are selected to maintain required staff-child ratio and provide the best care and guidance for your child. The state mandated ratio of 1-18 is maintained and exceeded to assure individual attention and proper supervision.

The staff has previous experience in working with children and attends regularly scheduled training events. All staff and volunteers are thoroughly screened and evaluated on a regular basis to ensure continued high performance. In compliance with state licensing requirements, staff personnel are trained in First Aid, CPR, Communicable Disease, and child abuse recognition.

## **COMMUNICATION**

Parents are always welcome to talk with the program staff about concerns. Be aware that when children are present, a staff member may not be available to give you full attention. Extended conference appointments may be made. Any custodial parent or guardian of a child enrolled in the program shall be permitted unlimited access to the program during the hours of operation for the purpose of contacting their children, evaluating child care provided by the program, or evaluating the premises. Upon entering the school site, the person shall notify the staff person of their presence.

## **DISCIPLINE CODE**

Each child is unique and special, although, there are guidelines that must be understood and followed. Children are not expected to behave as adults. One of our goals is to help them understand what is accepted behavior in a group setting. Each child is expected to abide by the rules of the program and school rules listed in the school handbook, respect staff members, other students and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her by himself/herself for a 5 to 30 minute period. If a child's behavior is repeatedly unacceptable, the parents will be called in for a conference. Should there continue to be a problem, a second conference will be arranged and at that time that child may be dismissed from the program.

## **DAILY SIGN-IN AND RELEASE**

1. All traffic in and out of the program should be through the double glass doors at the entrance to the church basement.
2. Parents using the program in the morning are asked to bring the child into the building and sign him/her in.
3. Your child's safety is one of our main concerns, and no child will be released to anyone other than his/her parent/guardian or other designated person. The registration form provides a place for you to list the names of people authorized to pick up your child. Should it be necessary for somebody not listed to pick up your child, we must be notified in advance, in writing. We may require an ID to be shown to the program staff for verification. A release will not be granted without this written notification. We will accept a telephone call in an emergency situation.
4. Please be sure to notify the program staff of any specific individual who should not pick up your child. Whoever picks up your child must sign them out. Please do not take your child without following this procedure. The school should have on file complete copies of any custody decrees or other documents relating to a parent's contact with a child if both parents do not have custody rights. The program will be given access to this information.

## **HEALTH, SAFETY AND EMERGENCIES**

A child who becomes ill during attendance will be isolated and the parent/guardian will be notified. It is expected that parents will use common sense when deciding if a child is well enough to attend.

The standard Medical Release form must be signed, and the procedure for injury incident and administration of drugs will be the same as SS. Philip and James School.

An incident report will be sent home with the child reporting any physical injury, minor in nature, which occurs on site. In cases, which appear to be serious, the staff will make every effort to carry out the instructions as given on the Emergency Medical Form. If this form is incomplete or if the instructions given cannot be followed at the time of emergency, the program staff will act according to the best judgment for the welfare of the child.

In case of an accident, the following procedure will be used:

1. A member of the staff will carry out immediate First Aid for minor accidents.
2. In cases or serious accidents, a member of the staff will notify the parents. If the parents or designated person cannot be reached, the staff person will have the authority to determine treatment and/or accompany the child to the medical facility and stay until the parent arrives.

An Emergency Action Plan is posted. The Extended Care Program conducts a monthly fire drill and seasonal tornado drills.

The school and the Extended Care Program has the responsibility, by law, of reporting suspected child abuse to Children's Services.

#### **SCHOOL'S RIGHT TO AMEND**

The program reserves the right to amend the handbook for just cause. Parents will be notified promptly, in writing, if changes are made.