

Saint Brigid Catholic School *After School Care Program* Parent Handbook

This handbook is a supplement to the *Saint Brigid Catholic School Handbook* and is designed to provide a ready resource to answer questions you may have throughout the school year. So, read it carefully and keep it handy.





Saint Brigid Catholic School

130 W. Larkin, Midland, MI 48640

Phone 835-9481 ext. 63

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school.stbrigid-midland.org

Mission Statement:

The mission of Saint Brigid Catholic School *After School Care Program* is to provide a safe, nurturing, and creative environment for the after school care needs of the children. Experiences are created to enhance the educational, creative, emotional, social and physical development of each child within a Catholic Christian environment.

Program Goals and Objectives:

- ◆ To provide parents/guardians with an after school alternative to meet their childcare needs.
- ◆ To provide a safe, fun and stimulating program that helps children to grow in a positive manner.
- ◆ To provide staff that is caring and knowledgeable in the developmental needs of every child.
- ◆ To provide a program of after school activities that offers opportunities for educational growth; creativity; emotional growth through the emphasis on self-esteem, self-control, respect; and intellectual development; social growth through positive peer and adult interactions; physical growth (including large and small motor activities).
- ◆ To provide a program that offers each child quiet time, as well as opportunities for social interaction.
- ◆ To provide a program that is founded in the tenets of the Catholic Christian faith.

Eligibility for Participation:

All students currently enrolled in Saint Brigid Catholic School, grades kindergarten through 8th grade are eligible to participate in the *After School Care*.

Days & Hours of Operation:

- ◆ *After School Care* is available on school days from 3:00 p.m. to 6:00 p.m.
- ◆ Saint Brigid Catholic School *After School Care* will be open every day that Saint Brigid Catholic School is open for the full day.
- ◆ There will be no *After School Care* during regularly scheduled vacation days or teacher in-service days.
- ◆ *After School Care* will be available on partial school days at the availability of the *After School Care* staff. A minimum number of students will be required for the program on partial days. The cost for the program on those days includes care, lunch and any activities planned for the day. There may be additional activities that require a parent donation.
- ◆ There will be no *After School Care* on days when Saint Brigid Catholic School is closed due to inclement weather, power failure, or other causes.

Enrollment:

- ◆ Enrollment is done yearly.
- ◆ Enrollment is based on space availability.
- ◆ The following paperwork must be filled out completely for each child.
 1. Child Information Card
 2. Immunization Record
 3. Signed Health Form stating that child is in good health and able to attend child care
 4. Signed Permission Slips
 5. Signed Contract
 6. Annual Processing Fee

Attendance:

- ◆ If a child is unable to attend due to illness, notification must be given to the school secretary by noon of that day. Please specify that the absence will be from the *After School Care Program*. If registered for care on any particular day, your child is expected to attend.

Calendars:

Parents must email Mr. Andrew Reed (areed@stbrigid-midland.org) the 20th of each month for care the following month. No spot is guaranteed in the program. The program will be filled on a first come basis. An e-mail confirmation will be sent to each family.

Additions & Cancellations:

- ◆ To add a day, contact the *After School Care* Coordinator. There is no guarantee that your child will be accepted, due to classroom capacity per state licensing laws. Additions must be made by 12:00 p.m. of the day needed. If your child arrives on a day when they are not scheduled and without prior notification a fee of \$10.00 will be assessed in addition to the regular charge for that session.
- ◆ To cancel a day, notice must be given to either the school secretary or the program director by noon of the canceled day or a fee of \$10.00 will be assessed.

Fees:

- ◆ Annual process fee (\$40.00) **per family** at time of enrollment.
- ◆ Cost per student is \$5.00/hour.
- ◆ There may be a nominal fee associated with some of the optional enrichment activities that are offered throughout the year.

Fees & Billing Procedure:

Currently the rate is \$5.00/student/hour. Each ¼ hour will be assessed accordingly. Bills will be sent out by the parish accountant at the end of the each month. Checks are to be made out to "Saint Brigid After School Care". There is an online option available to pay as well. Visit school.stbrigid-midland.org school home page.

Registration Fee:

All families enrolling their children in the After School Care program must pay a \$40.00 registration fee. This fee is paid once a year for the whole family. Registration fees are *non-refundable*. The registration fee must be paid and all required paperwork must be completed before a child is allowed to attend the program. Your child is only fully enrolled in the program after all paperwork and the registration fee are turned in.

Scholarship Money:

Scholarship money, from the Guardian Angel Scholarship Fund, is available to families in need of financial assistance. If your family needs assistance paying for the After School Care program, please see Mr. Lon Medd.

Ratio of Caregivers to Children:

Saint Brigid Catholic School *After School Care Program* maintains a ratio not to exceed State of Michigan licensing requirements:

<u>AGE</u>	<u># of CAREGIVER(S)</u>	<u># of CHILDREN</u>
4-5 years	1	12
6-14 years	1	18

Daily Programming:

Each day, opportunities will be provided for the following:

- Snack (provided by the school hot lunch program)
- Literature and Homework (may be used for homework, reading, etc)
- Exploration stations (high interest educational activities)
- Reading
- Art
- Team building
- Small motor activities (games, puzzles, crafts, etc.)
- Clean-up time
- Large motor activities (outdoor play or gym games depending on weather)
- Quiet Activities

Sign Out Procedures:

At the end of the day children will **only** be released to the parent, guardian, or person listed on the child information card. A written statement of parental consent must be on file with the program director, if there are any changes to the regular pick up arrangements.

- ◆ An I.D. check will be done if any unrecognized person attempts to pick up your child. A person other than a parent picking up a child must be older than 18, must be named on the child information card, and must have a picture I.D. If anyone not listed on the child information card will be picking up your child, you must send a **written permission slip** at least a day before the new person will pick up your child. The written permission slip must include the person's name, your signature, and the date that this pick up will occur. Please make verbal contact with the program coordinator concerning any changes.
- ◆ In cases of child custody, one parent may not limit the other from picking the child up from the program until custody has been established by a court action. A copy of the judge's order that establishes custody is required and will be kept in the child's file.
- ◆ If a child (ren) is to go home with another Saint Brigid School parent a **written** note of permission is required.

Late Pick Up:

Parents are responsible to make sure that pick up arrangements are made, so that the child is picked up before 6:00 p.m., as staff is scheduled to leave the building at that time. If your children remain at the school after 6:05 p.m. you will be charged an additional late fee per child. Staff will call all available resources to ensure that a child will be picked up. **In the rare situation that no one is reached and there has been no contact with the parent by 6:30 p.m., the Midland Police Department will be contacted and asked to assume responsibility for the child.** Our Staff is concerned with the safety and emotional well-being of your child – please make that your first priority.

◆ **Late pick up charge:**

6:00-6:05	Grace period
6:06-6:11	\$10.00 fee will automatically be charged to your account.
After 6:11	\$1.00/minute fee will be assessed until your child is picked up.

This late pick up fee is also in effect on early care days and follows the same timeline listed above.

Telephone:

The Saint Brigid Catholic School phone is available for calls and messages regarding the *After School Care Program* throughout the school day. A voice mail system will receive calls. The telephone number to call is: 835-9481 ext. 48. After School Care staff will have a cell phone available as well.

Personal Cell Phone Policy:

Personal cell phones are permitted in the After School Care program, with some restrictions. We ask that all cell phones be turned off and kept in the student's backpack. If a student needs to have his/her cell phone turned on, please inform the coordinator. This enables the staff to know when students are receiving phone calls and who is calling. If a student needs to make a phone call, he/she will need to get permission from the staff.

Emergency Situations:

FIRE

- ◆ Children and staff exit the building according to the evacuation plans. A parent or emergency contact person will be called. A staff member will remain with the children at the school's designated site until all children have been picked up.

TORNADO

- ◆ Staff will escort children to the inner hallway of the building where they will remain until an all-clear has been announced.

LOCK DOWN

- Any staff member or public safety authority will order the lockdown, specifying the scope, i.e. exterior doors and windows only, classrooms only, specific sections, etc.
- On-site administrators will oversee the lockdown and notify the IC when the procedure is completed.
- All students, faculty and staff should move to designated areas reducing exposure to outside windows and doors.
- A 100% accounting of students will be completed and verified by the supervising teacher.
- The IC and/or IMT will inform public safety authorities of the lockdown and ensure that appropriate public safety personnel have keys to access the secured areas.
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations.

CHEMICAL RELEASE

- ◆ Children and staff will remain in the building. A parent or emergency contact person will be notified when the authorities have announced that it is safe to leave the building.

Sick Children:

For the safety of all concerned, we will adhere to the following recommendations of the Midland County Health Department Policy in determining a child's ability to participate in the program. Some common reasons for excluding a child from participation are as follows:

- ◆ Fever – may return after being fever free for 24 hours without medication.
- ◆ Vomiting – may return once vomiting has subsided for at least 24 hours.
- ◆ Diarrhea – may return once diarrhea has subsided for at least 24 hours.
- ◆ Pink Eye – may return after being on antibiotics for at least 24 hours.
- ◆ Head Lice – may return 24 hours after treatment has been applied and nit free. Doctor's note required for re-admittance.
- ◆ Chicken Pox – may return one week after the rash has become evident.

If a child is sent home with a contagious illness, all families will be notified of the exposure. A child too ill to remain in the childcare setting will be comfortably cared for and supervised until they can be taken home. Contact will be made by phone to those listed on the child information card. Please pick up your child within 45 minutes of the notification.

Medication Policy:

When the staff administers medication, the following provisions will apply:

1. Medication, including tranquilizers, sedatives, pain relievers, antibiotics, allergy medications, dietary supplements, or individual special medical procedures, will be given or applied only with prior written permission from the parent.
2. Prescription medication will be in the original container with the pharmacy label, and will be given according to those instructions.
3. A staff member will maintain a record as to the time and amount of any medication given or applied.
4. Over the counter medication will be in the original container stored according to the instruction, and clearly labeled for the specific child. The staff will keep the medication out of reach of children, and will return the unused medication to the parent when no longer needed.

Emergency Medical Treatment:

In case of serious injury or when extent of injury is unknown, staff will follow these procedures:

1. One staff member will remain with the injured child.
2. Parents will be the first to be called, and then we will follow the instructions given on your emergency contact form. If a serious or life threatening situation exists, 911, will be called as the parents are also being notified.
3. If it is necessary to transport the child to the hospital, a staff member will accompany the child in the ambulance (with the required medical release and health history of the child). All charges from the hospital or ambulance will be the responsibility of the parent/guardian.
4. If the injury is not deemed serious enough for immediate emergency treatment, the parent will be contacted and will be expected to obtain appropriate medical care.
5. For minor injuries, such as scrapes, bumps, bruises, etc., parents will be notified verbally when they pick up their child. Some injuries, specifically head injuries, require an accident report to be signed by the parent and staff member. An accident report form will be filled out for all injuries requiring first aid.

Personal Items and Toys:

We discourage children from bringing personal possessions (except extra clothing or books) to the *After School Care Program*. We cannot be responsible for lost or broken personal possessions or toys. Please label all extra clothing with the child's name.

Staff:

The school principal hires *After Care School Program* staff members. The Program Coordinator reports directly to the principal, while the program aide is responsible to both the principal and director. The principal is ultimately responsible for staff, parents, policies and procedures, and unresolved issues that may arise. All employees meet or exceed the requirements set forth by the State of Michigan and the Diocese of Saginaw. Each employee's file contains verification of a background check stating that they have not been convicted of a felony crime or child abuse. A medical clearance report from a licensed physician is also kept on file for all employees. Personnel files are kept in the parish office center.

Comments and Concerns:

Your child's happiness and well-being are our top priority! Please contact the program coordinator if there is ever a need to express a concern. An appointment will be made to discuss personal issues privately. Personal issues will never be discussed in front of the children. If you do not feel that a satisfactory resolution has been met after discussing the problem with the program coordinator please contact the school principal.

Suspected Child Abuse or Neglect:

Staff members are mandated by the State of Michigan to report any suspicion of child abuse or neglect. Due to the nature of abusive or neglectful situations, staff members are not required to discuss their suspicions with the parent prior to filing the report. Staff members will not discuss suspicions with anyone other than Saint Brigid Catholic School or Parish administration or state officials acting within their professional capacities.

What you can expect from the *After School Care Staff*:

- ◆ Daily activities that are stimulating and fun
- ◆ A safe and nurturing environment
- ◆ Staff that is well-trained and caring
- ◆ Staff that is friendly and cheerful
- ◆ Staff that establishes and maintains a good relationship with parents, guardians, and the children
- ◆ Staff that models and encourages respectful, Christian attitudes and behaviors
- ◆ Open communication with parents
- ◆ Conferences upon request
- ◆ Notification if your child has been exposed to a communicable disease or has been hurt

What we can expect from Parents and Guardians:

- ◆ Establish and maintain a good relationship with staff
- ◆ Hand in updated child information card, including physicals, immunizations, emergency numbers, and permission slips
- ◆ Check in with staff member at pick up time
- ◆ Inform staff members of any important changes in child's health, habits, or well-being
- ◆ Inform staff members of changes in address, phone numbers, or emergency contacts
- ◆ Make sure children are dressed appropriately for the weather; outdoor activities are part of the daily routine
- ◆ Keep child home or find alternative care when child is sick
- ◆ Pick up child within 45 minutes of a call stating that your child is sick
- ◆ Return accurate monthly calendars with pick up times and payment by the last Monday of the month
- ◆ Follow correct procedures for additions and cancellations to child's calendar

Harassment Policy:

Any form of harassment is prohibited. Harassment encompasses a broad range of verbal, as well as physical behavior, which could include, but is not limited to: physical or mental abuse, racial insults, derogatory ethnic slurs, unwelcomed sexual advances or touching, sexual comments or sexual jokes. Persons who engage in harassment are subject to disciplinary action.

Weapons Policy:

Saint Brigid Catholic School will not allow weapons in the school building or on the parish property. Weapons shall be defined as, but not limited to, guns, firearms, knives, clubs, and explosive devices. The program coordinator reserves the right to determine what constitutes a weapon. Any child found in possession of a weapon will be immediately removed from the student population, and appropriate disciplinary action will be taken.

Nutrition Policy:

There will be a snack available during each session. Snack selection will include, but not be limited to, yogurt, cheese sticks, fresh fruit and cereal bars. Drink options will include milk, water and occasionally juice.

If you would like to send a treat, for a birthday or special occasion, please inform the aftercare staff at least a day in advance. Snack will be prepared by the school's kitchen staff. Perishable foods will be stored in our certified coolers. All fresh foods will be washed and food handlers will use gloves.

Pest Management Plan:

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advance notice of these applications through two means. A letter home and a note posted on the entrance door. This advanced notice will contain information about the pesticide to be used; approximate location of application, date of application; who to contact at St. Brigid School for more information; and the National Pesticide Information Center phone number.

Discipline Guidelines

Behavior Expectations:

1. Respect the rights of others in words and actions
2. Display appropriate social skills (appropriate interactions)
3. Listen to authority and follow directions
4. Respect the property of others as well as own property
5. Use materials and equipment properly

Progressive Consequences:

If a student's actions do not meet behavior expectations, the following progressive steps will be taken:

1. Warning with interaction
 - ◆ What child did wrong
 - ◆ Child commitment to avoid behavior in the future
 - ◆ Expectation is explained
 - ◆ Consequences are determined
2. "Sit and think time"
3. Phone call to the parent or guardian
4. Meeting with the parent or guardian
5. Expulsion from the program

A record of behavior difficulties will be kept on file for all children.

Playground:

1. Warning with interaction (parent will be notified)
2. Sit and think time (parent will be notified and a note will be on file)
3. Loss of playground time
4. Expulsion from the program

Health Services Plan

Health related resources:

Saint Brigid After School Care is involved with a wide variety of agencies in and around Midland County. Our staff is trained to recognize general health concerns in children, including the recognition of disease symptoms, unknown rashes and developmental deficiencies. Information is shared with agencies such as:

The Midland County Health Department
Shelterhouse
MidMichigan Family Practice
MSU Extension
Red Cross
Child Protection Council

Since many infected people carry communicable diseases without symptoms and many are contagious before they experience any symptoms, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind the following practices shall be implemented by the Afternoon Explorers Program.

Controlling Infection:

If a child becomes ill the child's parents will be called immediately to pick up the child. The child will be separated from the other children and made comfortable until the parent arrives. If the child has handled items in the classroom, those items will be sanitized to reduce the risk of spreading the illness.

Communicable disease reports are submitted to Midland County Environmental Health weekly or when symptoms of a potential communicable disease are present among the children or staff. Parents will also be notified when the children were exposed to a communicable disease.

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room plays a role in the transition of diseases in child care settings. Illness may be spread by way of:

- Human waste
- Bodily fluids (saliva, nasal discharge, open sores, blood)
- Direct skin to skin contact
- Touching contaminated objects
- The air (in droplets that result from coughing & sneezing)

Universal Precaution Procedures for handling bodily fluids:

Afternoon Explorers staff shall use universal precautions (protective gloves) when there is the potential that they will be exposed to blood, blood containing fluids, bodily fluids and nasal discharge. They will treat all situations involving potential contact with bodily fluids and medical waste with caution.

- Wash hands after contact with any bodily substances or articles contaminated with bodily substances.
Wear protective gloves on both hands for anticipated direct hand contact with bodily fluids or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
- When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth-flush with water immediately and thoroughly. Notify supervisor immediately. It is recommended that medical help be sought within two (2) hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed.
- Treat all linen soiled with blood and/or bodily fluids as infectious. Soiled materials should be handled as little as possible with minimum agitation. All linen should be double bagged prior to laundering. Trash must be placed in red-biohazard container.
- Soiled surfaces must be cleaned with a detergent/disinfectant solution. When using bleach, allow surface to air dry.

Hand Washing Staff must wash their hands: Upon arriving at work Before handling food (even if using gloves) After handling animals or insects After sneezing or blowing nose When hands are soiled Before administering medication Before and after administering first aid. After using the restroom After contact with any bodily fluids	Children must wash their hands: Before and after eating After using the restroom After sneezing or blowing their nose After playing outside After handling animals or insects When hands are soiled
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How to wash (posted in each of the bathrooms):

Wet both hands with running water
Apply a small amount of liquid soap
Rub hands together for at least 20 seconds and work up a good lather
Wash between fingers, wrist, under nails and any jewelry
Rinse hands well under warm running water
Dry hands with a paper towel
Use paper towel to turn off faucet
Dispose of the paper towel in the trash can

Cleaning Equipment:

Staff shall complete regular cleaning and sanitizing of equipment. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease.

Counters	Daily, after serving food, when soiled	Bleach solution
Tables	Daily, after serving food, when soiled	Bleach solution
Utensils	After use	Bleach solution
Floors	Swept Daily, mopped twice weekly	Floor cleaner
Door handles	Daily, when soiled	Bleach solution
Telephone	Weekly, when soiled	Bleach solution
Toys	When rotated	Bleach solution
Soft toys	Monthly	Laundry

ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Saint Brigid Catholic School After School Care Program Parent Handbook, dated 10/15/2014. This handbook outlines the policies and procedures of the Saint Brigid Catholic School After School Care Program. The handbook also outlines what is expected of me as a parent or guardian. I understand that it is my responsibility to read and comply with the expectations contained in the handbook and any subsequent revisions.

Parent printed name: _____

Parent signature: _____

Date: _____