

Holy Family Regional School

Extended Day Care



Handbook

Jesus Christ is the Reason for Holy Family Regional School

Holy Family Regional School Extended Day Child Care Handbook



This handbook describes the policies and procedures of the HFRS Extended Day Care (EDC) program. It may not cover every eventuality. It may become necessary to update or amend portions. Parents will be given written notice of any changes.

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Program Philosophy and Mission Statement

Our Extended Day Care program promotes and supports the philosophy of Holy Family Regional School. We are dedicated to providing a safe and nurturing environment to children in our Young Five kindergarten through eighth grade. It is our goal to provide children a selection of individual and group activities that enhance their social, emotional, and intellectual growth in a Christian atmosphere. We believe that this can be achieved by creating an environment where children accept responsibility for their choices, build positive self-images, and learn through play.

It is our mission to provide a learning environment that offers students the skills, knowledge, and attitudes to achieve personal success while developing a faith community in which values are formed, experienced, and lived.

Program Goals

1. Provide a safe and relaxed environment where children's physical and emotional needs are met.
2. Provide an environment where children can develop enthusiasm for learning, exploring, and creativity.
3. Establish an atmosphere of respect for self and others as well as respect for equipment and materials.
4. Help children develop self-control and a clear understanding of expectations.
5. Help children learn how to function in multi-age groups.
6. Provide opportunities to become independent and responsible through self-directed and individualized activities.
7. Encourage parent involvement and open communication.
8. Provide a means for the children to resolve conflicts by using conflict resolution skills.

Calendar

The EDC program follows the Holy Family Regional School calendar.

Morning Extended Day Care is available at the North Campus on ½ days of school.

Afternoon Extended Day Care is open only on full days of school.

If school is closed according to the calendar, due to inclement weather, or other emergency, Extended Day Care will not be available. Parents will need to make other arrangements on these days.

A Holy Family Regional School yearly calendar for parents is available on the HFRS website.

Facilities and Licensing

Holy Family Regional School Extended Day Care is licensed by the State of Michigan. The Morning Extended Day Care Program is held in Room one at the North Campus. The Afternoon Extended Day Care Program takes place in the Activities Building (AB) of St. Andrew Church. There may be times when the program will need to be moved if the Activity Building is needed by St. Andrew. Parents will be notified in advance when there is a location change.

Staff

The Program Director has state certification, training, and experience. All staff members of the Extended Day Care program have updated background checks and attended *Protecting God's Children* prior to their working with children. The Director and at least one staff member who have CPR and First Aid certification will be on duty during hours of operation. All staff members participate in yearly Professional Development.

Admission Policy

Any student enrolled in Holy Family Regional School from full-time Young 5 K through eighth grade is eligible for the Extended Day Care school program.

Students in Young 5 K through grade three are eligible for Morning and Afternoon EDC. Students in the afternoon program meet the EDC staff in Room 1 and then are taken to the Activities Building.

Students attending the South Campus are eligible for the Afternoon program and must take the shuttle bus to the North Campus at the end of the day. The shuttle will be met by an EDC staff member and students then accompanied to the Activities Building.

EDC enrollment is limited to 50 students per day. Students may be enrolled in both sessions or just the morning or afternoon sessions. When the program is full, a waiting list will be created in the order that registrations are received; parents will be notified when space is available.

Students may enroll at any time during the year as long as the Registration requirements are met: the Registration form, yearly fee, and Child Information Record form is sent in, there is a regular schedule set up for the student, and there is room for the student in the program.

Withdrawal Policy

A child is automatically withdrawn from the program when no longer enrolled at Holy Family Regional School. If you plan to withdraw your child from the program for another reason during the year, please notify the center as soon as possible by using the '*Withdrawal from EDC*' form. It can be found on-line at HFRS's website under the 'Parents' and 'EDC' tabs. Refunds will not be given for students who withdraw prior to the end of the month.

If a staff member feels that a child should be withdrawn from the program, the following steps will be taken.

1. Staff will meet to discuss reasons for which they feel the child should be withdrawn.
2. The Program Director will meet with parents to decide on a probationary plan of action that would be most beneficial for the child and others in the program.
3. If the probationary period comes to an end with no resolution of the problem, the Assistant Principal will be informed and parents will receive written notice for withdrawal.

Please refer to the HFRS Extended Day Care Program Discipline policy.

Registration

Parents must complete and submit an Extended Day Care **Registration** form/contract. An annual registration fee of \$40 per family is required upon registration. This fee is non-refundable and not applicable to attendance fees.

Children must be re-enrolled in the program every year. Both sides of the **Child Information Record** form with emergency contact information **must** be completed and turned in prior to the first day of child's attendance in the program. Parents must sign a statement stating health and immunization records are up-to-date or provide a copy of the immunization waiver.

Enrollment starts in May of the current school year for the upcoming school year by completing and submitting the registration form and fee payment.

Non-Discrimination Policy

No person shall, on the basis of race, color, religion, national origin, sex, marital status, or handicap, be excluded from reasonable participation, denied benefits, or otherwise be subjected to discrimination in any educational program,

activity, or employment practice at Holy Family Regional School.

Fee and Session Policies

The Extended Day Care program is intended to service families that are seeking regular morning, afternoon, or both, extended day care for their children 1-5 days per week.

It not a drop-in service.

Fees are assessed according to a **pre-planned monthly** schedule based on the HFRS school calendar for days in session. For example, there are no fees assessed for the days of Christmas break.

The Extended Day Care fees are applied to your Smart Tuition payments under Mrs. Davis's direction and EDC follows financial policies of the school.

If you are planning on changing your regular monthly schedule, please notify the director before the 5th of the month by using the 'Planned EDC Schedule Change' form' found on-line at the HFRS website under the 'Parents,' 'EDC' tabs.

Holy Family Regional School EDC is a self-sustaining program. Our fees are kept comparative to and competitive with other programs offered in the area.

Sessions

Morning Care: 7:00 a.m. - 8:30 a.m.

One Child	\$7 per day
Two Children	\$13 per day
Three Children	\$17 per day
Four Children	\$20 per day

Afternoon Care: 3:45 p.m. - 6:00 p.m.

One Child	\$10 per day
Two Children	\$19 per day
Three Children	\$27 per day
Four Children	\$34 per day

Late Pick-Up Fee Policy

Parents are expected to pick up children by the **6:00 p.m. closing time**. If an unexpected delay causes you to run late, please call or text the center staff so they and your child are aware of the situation and make other arrangements for your child's pick up.

Children that are not picked up by 6:00 p.m. will be charged a late pick-up fee of \$25 for the first 15 minutes and an additional \$15 for every 15 minutes after that. Parents that acquire **two** late pick-up fees may lose the privilege of using Extended Day Care.

Program Schedule

Morning EDC students should be accompanied by their parent to the Rm.14 by using the front door of the school. Parents need to use the Sign-In book when they arrive. The routine is relaxed, flexible, & fun. Early arrivals to morning EDC may bring their breakfast as needed.

Tentative Schedule

7:00 a.m. Drop Off starts, Breakfast/ Snack time

7:30 – 8:15 Free Choice Play, Arts, Crafts

8:15 – 8:25 Clean Up Time, Prayer

8:25 – 8:30 Out to Classrooms

Afternoon EDC has a scheduled program which allows children to relax after school, and then get a start on homework. It is still the responsibility of the parent to check and enforce homework completion.

Tentative Schedule

3:40 Students report to designated area – the Rm 14,

then are taken by staff to the Activities Building

3:45 – 4:00 Snack Time

4:00 – 4:30 Activity Time, outdoors if weather permits

4:30 – 5:15 Homework or Reading Time

5:15 – 6 pm- Free Choice Time, and Dismissal

Parents picking up students need to come into the Activities Building and sign out their child(ren.)

Food / Snack

Food, including snacks, should be brought in a lunchbox that is labeled with the child's name and the date (masking tape works well for this). Children will need a daily snack after school. Families are asked to send an extra snack in the student's lunchbox to be eaten at Extended Day Care. We encourage snacks to be as healthy as possible (eg: crackers, pretzels, pudding, fruit, fruit cups, etc.) No candy or cookies.

** We ask that you please adhere to Holy Family Regional School's **NUT-FREE** snack policy.

Outdoor Play

In the afternoon EDC programs, children will go outside daily whenever possible. Please send appropriate clothing and footwear and have name labels in all items. If children too ill to participate in regular outdoor activities parents should make other childcare arrangements for them.

Playground Equipment

EDC is a school-age center operating at Holy Family Regional School's North Campus school building and is approved by the Michigan Department of Education. The EDC center is able to use the school's playground equipment.

Transportation

Students in grades four through eight that are participating in the afternoon EDC program must take the shuttle bus to the North Campus at the end of day. Students will be met when the shuttle arrives and walked to the Activities

Building. Students that miss the shuttle bus for any reason will need to call a parent and make arrangements to be picked up for the day or taken to the North Campus. Staff members are not allowed to transport children.

Students who ride the shuttle from the South Campus must have a **signed Transportation Permission Slip** and must comply with all bus rules and policies.

Attendance and Tardiness Policies

Children in Morning EDC may be brought in through the front door anytime between 7:00 until 8:30 a.m.

Children in Afternoon EDC must report directly to the designated area – room 14 when school is over. They will be met by EDC staff and attendance will be taken.

Reporting Absence – Illness

Parents are asked to call or text the EDC director when a child will be absent from morning and/or afternoon EDC. **Refunds will not be given when a student is absent.**

Reporting Absence –After-School Activity

Children attending any sponsored after-school activity such as Scouts, Chess Club, Mathletics, or sports, etc...**must** have signatures from the parent and the supervisor of the activity. It should also include a written schedule of activity times and dates. There is now an 'After-School Activity' form available on- line at the HFRS website, under the Parents and EDC tabs.

Parents will need to make arrangements to have an adult walk the child to or from our center for the activity. Due to our licensing requirements, we are no longer able to get students from another building.

Signing In/Out Policy

Parents are responsible for walking their children into the center in the morning to drop them off and/or in the evening to pick them up.

Children can be taken from the center **only** by a parent or other persons listed on the emergency form.

We will not release a child to a person NOT on the emergency card unless we receive written notice of a change by the parent. The written notice must include the person's name and date of the change. They must be at least 16 years old and will be required to show a picture I.D. when they arrive to pick up the child.

All persons dropping off or picking up a child must sign them in / out with the time in the Daily Attendance Log.

If you discover that you are unable to pick up your child, you must contact a person on your emergency list, and then contact the center to let us, and your child, know who will be coming for your child.

Cell Phone Policy

The EDC program follows the guidelines of HFRS Parent Student Handbook regarding cell phone usage. Student cell phones are permitted on school grounds, with a signed parent/ guardian consent form. 1. **They are to be kept in the backpack in the OFF position.** 2. Cell phones are not to be used for taking pictures, game playing, internet or e-mail access, or text messaging. 3. They are not to be used on the bus or in the bus or car lines.

A student who violates any of the rules regarding cell phones may forfeit the privilege of bringing one. For more information, see page 34 in the Parent Student Handbook.

Behavior Expectations

The EDC program also follows the policies and procedures of Holy Family Regional School as stated in the *HFRS Parent Student handbook*.

The Student Code of Conduct, on pp. 19 - 20 of the handbook, explains acceptable and non-acceptable behaviors that apply to the Extended Day Care program. To highlight several:

1. A student may not harm himself/herself or others through physical or verbal abuse, obscene language, gestures, immoral behavior, or bullying.
2. Good manners are expected. EDC staff, volunteers, and students will be treated respectfully at all times.
3. Behaviors which limit the physical or psychological freedom of another person in the center will not be allowed.
4. Appropriate movement throughout the buildings and grounds is expected. No running, shoving, etc... will be allowed.
5. Sharing of program equipment is promoted among all children. We ask that toys from home remain at home. If an item was brought for use during the school day, it must remain in the child's bag while at Extended Day Care. We are not responsible for lost or damaged personal items.

Discipline Policy

The staff at Holy Family Regional School Extended Day Care program will provide positive guidance methods which encourage self-control, self-esteem, self-direction, and cooperation among staff and students.

School age children learn to be respectful by seeing adults being respectful. Staff members model honesty, trustworthiness, fairness, and politeness toward others. We

listen well to students and other adults and are positive in our approach to solving issues and behavior.

Rules and expectations will be reasonable, enforceable, and age-appropriate. They will be stated positively and are expected to be followed.

We follow the HFRS Discipline Policy for conflict resolution.

In the event that specific discipline issues of a child would become a threat to the physical or emotional safety of other children and/or staff, or cause a disruption to the running of an orderly program, the following procedures will be enforced.

1st time – Verbal Warning to child with a Supervised Time Out and Parent notification

2nd time – Supervised Time Out, and Written Documentation with a Discipline Referral form which requires a parent signature and its return the following day to the EDC Supervisor.

If a child continues to violate the rules, the EDC Director and Assistant Principal will be notified and a meeting will be scheduled with the parents, student, EDC staff, and Assistant Principal.

Possible consequences include a probation period or a suspension from EDC for a defined period of time.

A child may be excluded from the program for a serious discipline problem or continued negative behavior.

Health: Child Illness

When a child becomes too sick to participate in regular activities or shows symptoms of a contagious illness, parents will be contacted by phone or text message to pick up their child immediately.

- If a parent cannot be reached, the emergency contact person will be called to take the child home immediately.
- Ill children will be supervised and separated from other

children until a parent picks them up.

- Any items and/or materials used by the ill child will be washed, rinsed, and sanitized.

If a child, staff member, or volunteer has developed a communicable disease that the center is aware of, all parents will be notified of the name & symptoms of the communicable disease.

Exclusion and Return Plan for Children

Possible reasons a parent may be contacted to pick up a child, or for a parent to keep him/her at home:

1. **Fever** – if a child runs a temperature of 100 degrees F (orally) or 99 degrees F (under arm).

Child must remain home until fever-free for 24 hours without the use of fever reducing medication.

2. **Diarrhea** – if a child has two loose or watery stools, even if there are no other signs of illness.

Child must remain home until no loose or watery stools for 24 hours before allowed to return.

3. **Vomiting** – any vomiting requires a student to stay home until able to tolerate food and liquids.

4. **Rash** – if a child has a rash, a fever, or change in behavior, a physician needs to determine that it is **not** a communicable disease before the child may return.

5. **Crying and Complaining** – if the child is not his/herself, is complaining about discomfort, or is cranky and crying more than usual for that child, the parent will be contacted to pick up child.

Child may return to care only when he/she is acting normally.

Immunizations

The HFRS Extended Day Care program follows the State of Michigan regulations regarding immunizations. You need to sign the back page of this Handbook indicating that your

child's immunizations are up-to-date or provide a copy of a waiver of immunizations.

Medication Policy

If your child needs medication while in the EDC program the *Medication Permission* form used by HFRS must be filled out completely and signed by both the physician and parent.

If your child has severe allergies that may require use of an Epi-Pen, please notify the director upon admission to the program. You will need to ask the physician for a split prescription if the medicine may be needed during school and EDC hours.

Children are not permitted to transport medication to or from school. Parents need to give medication to the director or school office.

Medication must be in the original container and the label must indicate the name and dose of the medication, the physician's name, child's name, and instructions for administering the medication. Please check expiration dates when sending in any medications. Expired meds will not be given.

The Afternoon EDC program does **not** have access to the medication kept in the main school office, so please ask the physician for a split prescription if the medicine is to be taken during school and EDC hours.

A designated employee will administer the medication only when all criteria are met and will record and sign the Medication Record.

The Medication Record must also include the time and date of medication administration.

The Medication Permission and Record form must be kept in child's file.

As part of this agreement you agree to indemnify and hold

harmless Holy Family Regional School, the Extended Day Care program, any and all affiliated organizations, their employees, agents and representatives, including volunteers, from any and all claims, including negligence, arising from or relating to the supervision of taking medication.

Serious Accident, Injury, Illness, or Incidents

In the event that a child is involved in an accident, incident, or is injured while in attendance at the facility, the following procedures will be followed:

- 1.** In a **serious accident or injury**, emergency first aid, including CPR, will be administered by the director and/or other certified staff member.
 - **911** will be called immediately
 - The parents of the injured child will be contacted immediately by phone using the child's emergency contact numbers.
- 2.** If the accident or injury does **not** warrant emergency personnel, but may need medical attention, the director and/or other staff member will administer first aid.
 - The parents of the injured child will be contacted immediately by phone and notified of the situation.
- 3.** If the accident or injury does **not** warrant emergency personnel or medical attention, simple first aid will be administered by the director or staff member.
 - The parents will be contacted with a phone call or text message and notified of the situation.

In any type of emergency, if a parent cannot be reached, the designated person on the emergency contact form will be contacted and given information regarding the child.

Notice of the Licensing Notebook

The Licensing Notebook contains all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The Licensing Notebook is available to all parents during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at:

www.michigan.gov/michildcare



Back Cover Art: Adriana Dimovski