

St. Jude School

After School Care Handbook 2006-2007

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Background

Beginning service for the 2006 – 2007 school year, the St. Jude After School Care program is a self-supporting service to our St. Jude School parents. The program has been established with the approval of the St. Jude Education Commission and with approval of the Archdiocese of Cincinnati Education Office.

Philosophy

It is our desire to develop a flexible, developmentally appropriate “play” and “success” oriented environment that integrates the Catholic faith and compliments the home and school by encouraging physical, social, emotional, and intellectual growth and positive feelings of self-worth.

Goals

- To provide a warm, secure environment designed to encourage decision making, problem solving, individual expression, and freedom within limits, where children can respect and enjoy each other.
- To provide a competent and caring professional staff who understand and meet the needs of the children.
- To provide open communication with parents that provides support and encourages involvement.
- St. Jude School and After School Care will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.

Registration and Admission

- The St. Jude After School Care program is open only to those students enrolled in St. Jude School.
- The annual registration process (after the initial year of the program) begins in May and is handled through school mailing. The May mailing is sent to families currently enrolled as well as those who have requested information.
- Communication to others is through the St. Jude church bulletin and the school with the approval of the pastor and principal.

Enrollment

- St. Jude After School Care will offer after school care for students of St. Jude School. Enrollment shall be granted without discrimination on the basis of race, religion, color, sex, or national origin. Children with special needs or disabilities are welcome in the program if through consultation with the director and parent the program has the ability to provide for the needs of the child.
- The St. Jude After School Care program is an extra service to our parents. It is set up to be a self-supported program and is not intended to be subsidized by the School or Parish. If regular enrollment does not financially sustain the program, it may be discontinued upon one month notice to the participating parents.

Staffing and Supervision

- Our staff consists of well-qualified specialists who are committed to providing a warm, supportive environment to enhance a child's self-image. Children will be given continuity of care and supervision with the student to teacher ratio not exceeding 20:1. We intend that no child will be left alone or unsupervised with the following exceptions:
 1. Running errands inside the school building
 2. Using the restroom
 3. Helping a teacher
- Children may walk home or leave the site only with written permission from the parent.

Scheduling

- St. Jude After School Care will be in operation starting the first day of school and lasting until the final day of school based on the calendar published by the school.
- St. Jude After School Care will be opened and closed in accordance with the St. Jude School calendar.
- St. Jude After School Care is held in the school auditorium beginning at 2:30 pm and ending at 6:00 pm.
- When St. Jude School is closed due to inclement weather or other emergency situations, for the safety of the children, parents, and staff, St. Jude After School Care will be also be closed.
- Any messages of absence or other important information should be made through the St. Jude School Care office.

Fees

- All registration forms must be complete and on file before a child may attend the program. An annual non-refundable registration fee of \$25.00 per family is due at the time of registration. Withdrawal and subsequent re-enrollment will entail an additional fee. Tuition will be charged on a full-time or part time basis. A space will be reserved every day of the week for full-time participants. Parents requesting part-time care need to specify the days of the week that their child will be in attendance. Those days will then be reserved. We cannot give refunds for the days that a child is absent because the program requirements force us to engage staff based on the number of children enrolled.
- Payments are due within the first week of each month. A late fee of \$5.00 per working day will be assessed for late monthly payments paid after the 5th of the month. (If the 5th falls on a day St. Jude After School Care is not in session, the monthly payment is due the next day the program is in session). Cash in the exact amount will be accepted in emergency situations only. Please make payment by check or money order made out to St. Jude After School Care.
- Additional charges:
 1. **Late Pickup Policy** – St. Jude After School Care program ends at 6:00 pm promptly. All children must be picked up by this time. Since our staff is not expected to remain after 6:00 pm, a fee of \$5.00 will be charged for the first minute and an additional \$1.00 for subsequent minutes after 5. (i.e. 6:02

arrival will result in a \$5.00 fee; 6:05 arrival will result in a \$5.00 fee; 6:13 arrival will result in a \$13.00 fee). If a child has not been picked up, and St. Jude After School Care has not been notified by a parent by 6:30 pm, and attempts to contact the parent has been unsuccessful, the police department will be notified and Hamilton County Children Services will be called. St. Jude After School Care reserves the right to terminate enrollment for recurrent lateness. Late fees are to be paid at the time of occurrence and before subsequent service will be provided.

2. A fee of \$25.00 will be assessed for each returned check.
3. A fee of \$5.00 per working day will be assessed for late monthly payments paid after the 5th of each month. (If the 5th falls on a day St. Jude After School Care is not in session, the monthly payment is due the next day the program is in session).
4. If your child will be absent on the day she or he is scheduled to attend, you must inform us by notifying a St. Jude administrative staff member, writing a note, or by leaving a voice message prior to 2:00 pm. A penalty of \$5.00 will be charged for any unnecessary trace (i.e. parents were aware of the impending absence, but neglected to inform St. Jude After School Care).

Attendance

- Each day St. Jude After School Care staff member will record student attendance upon the student's arrival.
- Absences: In the event a child is going to be absent from the program, the parent must contact St. Jude After School Program office either by phone or by a written note. If a child fails to show up for his/her designated day(s) and was present at school, a staff member will attempt to contact a parent concerning the child's whereabouts.

Snacks

- A nutritious snack will be served each afternoon in After School Care. A snack calendar will be posted. Snacks such as fruit, juice, fresh vegetables, milk crackers, etc. will be served.
- If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack time, you are welcome to send food with your child. There is no reimbursement of tuition if food is sent from home.

Communication

- Effective and open communication is vital to the well-being and success of any organization.
- Parents are required to keep the After School Care staff informed in changes of schedules and child attendance
- When needed, ongoing communication is maintained with the St. Jude School staff in all grades as well as the school nurse.

Health

- Your child's health is of major importance to all of us. Upon enrollment we will make copies of your completed school emergency form from the school office. It is the responsibility of the parent to inform St. Jude School and St. Jude After School Care program of any changes to the emergency form once it is originally submitted.
- Children should be dressed appropriately for the weather. Outdoor play is planned daily except on days of rain and extremely cold temperature.
- Children in attendance are expected to be healthy enough to fully participate in the program (including active indoor and outdoor play). Sick children should be at home for their safety and for the well being of others in the program.
- Mildly ill children (runny nose, no fever, etc.) will be observed to determine if the condition worsens at which time the parent/guardian will be notified.
- Any child exhibiting any of the following symptoms will be isolated and made comfortable until they can be taken home. Vomiting, diarrhea, severe coughing, fever, conjunctivitis, evidence of lice, contagious skin rash, as well as any other symptoms of illness.
- Parents are required or must make immediate arrangements to pick up sick children when requested to do so by one of the staff. Children may return for re-admittance after medical treatment has occurred (if appropriate) and a normal temperature has been registered for 24 hours.
- We prefer not to administer medication, but on a limited basis, arrangements can be made. We will administer only personal prescriptions filled by a pharmacist with a label bearing the physician's name and child's name and directions for administration. The parent, and not the child, must give the medication to the director or administrative staff member and complete the proper authorization forms (medication forms will be available in the program office and on-line). For over the counter medications, the parent – in the presence of an After School Care staff member – must give the first dosage of the medication (i.e. Benadryl, Tylenol, Sudafed, cough syrups, etc.) unless there is a physician's prescription for them.
- A First Aid kit is located in the designated staff space in the After School Care office. St. Jude After School Care staff will be trained and updated on basic First Aid procedures. A log of First Aid given will be kept with the child's medical records that are kept in the After School Care office.
- In case of emergency, the staff member trained in First Aid will stay with the injured child and keep all of the children calm, quiet, and away from the sick or injured child. The other staff member or authorized second adult will get the injured child's emergency medical form and contact the parent/guardian listed on the form. If it is not a severe emergency but requires the parent's attention, the parent will be requested to pickup the child. If immediate emergency treatment is needed, the child will be treated and/or transported by the local paramedics. If permitted by the local paramedics, it is not the intention to have a child transported by the local paramedics without a staff member accompanying them. To accommodate the departure of this staff member an emergency phone chain will be established among voluntary St. Jude School staff members. Until this staff member(s) can be contacted and arrive at St. Jude After School Care, the established maximum teacher to student ratio may be temporarily exceeded. After the

incident subsides the staff member who witnesses the illness or accident will complete an accident report for both the parents and After School Care files.

Discipline

- At St. Jude After School Care discipline is viewed as guiding the child toward self-discipline so they may function independently in a socially acceptable manner. Rules and limits are set for three main reasons: possible harm to self or others, damage to property, and infringement on the rights of others.
- The environment of the program will be structured to help children remember limits and positive language will be used to provide simple, consistent explanations.
 1. Children will be taught to be responsible for their actions. They make a choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequence. Appropriate behavior will be rewarded by verbal praise, class rewards, and positive communications with the parents.
 2. Natural and logical consequences will be provided for inappropriate behavior when necessary. A child who is having problems playing within the guidelines of the program may be removed to a designated “time-out” area. Parents will be informed of their child’s behavior in our program and may from time to time be called upon to participate in a disciplinary partnership to resolve special situations.
 3. In case of serious or recurrent disruptions, parents may be called to pick up their child. Following an opportunity for the child to explain his/her actions, a suspension or expulsion may be imposed. Payment will be due for the time a child is suspended (not to exceed five school days). If at any time it is determined by the staff that the child is unable to benefit from the program or pose danger to the other children, staff, or program, parents will be requested to withdraw their child. A child who has been removed from the program may not seek entrance in future years.
 4. Any disciplinary methods which occur that are in compliance with the aforementioned or the school’s philosophy will be documented on an incident report and given to the parent, as well as, the school administrator.

Safety of Children

- The safety of the children is of the greatest concern as St. Jude After School Care. The following guidelines will help ensure safety:
 1. Written reports will be on file on accident/incidents and a copy will be given to the parents.
 2. Children are greeted by staff when they arrive. If a child is absent on the day he/she is scheduled to attend and attended school during the day, parents will be called to determine his/her whereabouts.
 3. Children will only be released to those designated on the permission forms. The person who picks up the child must inform a staff member that they are leaving and sign the child out on the daily attendance sheet.
 4. A phone is available on site for emergencies.

5. Children will not be neglected or abused and will be protected from abuse and neglect while in the care of the St. Jude After School Care program.
6. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.
7. St. Jude After School Care is required by law to report any suspicion or threat of child abuse or neglect.
8. Fire drills are conducted once a month and tornado drills are conducted from April through June. Detailed escape plans are posted. During tornado drills, children go to a designated area within the building. For fire drills, or other emergency procedures, and escape route to an outside area a safe distance from the building.
9. Children are permitted to help teachers in their classrooms if they have been signed out by the teacher on the designated "teacher's sign out" log. Students must remain with that teacher while they are signed out and must return to After School Care when they are finished.
10. Children will also be allowed to attend other extracurricular activities on the premises after school (i.e. brownies, boy scouts, cheerleading practice, sports practice, band, etc.) with written permission from the parent designating the time, day, and other pertinent information. Students must check-in with the After School Care staff before leaving for activities.
11. Parents are welcome to visit and share a special interest or skill with the children, or to help with various projects. All volunteers 18 years or older must previously be approved via the Archbishop Decree on Child Protection orientation process.
12. Parents are encouraged to share information about their children whenever necessary and schedule an appointment for a conference with St. Jude After School Care staff when the need arises.
13. If parents are divorced the applicable limits on parents' rights will apply as dictated by court documentation. It is the responsibility of the parent(s) to provide and keep up to date the files of St. Jude After School Care files for any such documentation.

Special Needs Policy

- This policy has been developed to provide families and staff with guidance for developing programs and service for people with special needs. This service is meant to ensure careful and thoughtful planning for program design and implementation. The steps below will be followed when enrolling a child with special needs into the After School Care program.
 1. Pickup a registration packet from the program in which your child will be enrolling. Call the After School Care Coordinator and set up a family interview.
 2. If the child's needs can be met, the time and date of enrollment will be determined during the interview.

Curriculum Goals

- **Personal Discipline:** The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented. While these activities are presented by adults, they do not dictate how they are pursued. Guidance will be offered, but not overwhelming. Encouragement will be offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the After School Care staff. The After School Care Discipline Policy will be applied consistently.
- **Social Development and Emotional Well Being:** The program will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants as well as allowing unstructured time for friendships to develop.
- **Physical Skills:** The program will meet children's physical needs by providing space and schedule time for activities such as running, jumping, and playing ball both indoors and outdoors; providing supervision to ensure safety, providing opportunities for rest, and providing food needed to restore energy.
- **Health and Safety Skills:** The program will increase children's health and safety skills by providing activities that will emphasize healthy lifestyles. A discussion of nutrition, daily exercise, safety skills, etc. will increase awareness.

Child Privacy Provision

- After a child has been enrolled in the After School Care program, an individual file will be kept on them. The file will contain all registration information, incident reports, disciplinary sheets, behavioral documentation, and any other personal information shared by the family. These files are available for parents to review in the After School Care office. With parental permission, information from a child's file may be shared with other professionals outside of St. Jude upon request.

Volunteers

- Any and all volunteers are welcome in our program with the prior approval of the program director. All volunteers 18 years or older must previously be approved via the Archbishop Decree on Child Protection orientation process. The St. Jude After School Care program will encourage high school service projects that involve students coming to our program to assist our students with monitoring, homework, and tutoring. Parents are also encouraged to participate in the After School Care program by sharing work experience, travel adventures, and hidden or expressed talents.

Additional Information

- Photography of the children participating in our program may be taken periodically and may appear in newspapers, videos, or other publicity materials. The school photo release form will be used for parent's permission.
- Although staff members will make every effort to keep track of the children's belongings, the final responsibility is the child's. Appropriate toys may be brought to the St. Jude After School Care program, but if they are lost or broken, St. Jude After School Care or

School cannot be responsible for replacement or repair. The St. Jude After School Care staff reserves the right to ban various items if their presence becomes a disturbance or distraction to the program.

- Every Friday is movie day. The rating of the movies will be either G or PG. Popcorn and drink will be provided.
- Children will have the opportunity to change out of their uniforms.

Grievance Procedure

- Parents are requested to address any problems to the program director. Every effort will be made to resolve the situation at this point. If necessary, a conference may be arranged with the administration and staff involved.

Daily Schedule

- The following schedule is a general guideline for the program but may vary from day to day depending upon weather, space availability, and activities planned.

2:30 – 3:30	check-in, change clothes, free play (gym/outside)
3:30 – 3:45	restroom/wash hands/announcements
3:45 – 4:05	snack
4:05 – 4:45	planned activity / extra homework time
4:45 – 5:30	homework
5:30 – 5:45	clean up
5:45 – 6:00	dismissal

- Every effort will be made to accommodate the students at St. Jude After School Care who wish to do homework, but St. Jude After School Care staff is primarily committed to teacher-to-student ratios, the safety of the students, and supervisory duties. When available, St. Jude After School Care staff may assist with general help, but will not give answers. Ultimately the responsibility of homework and its completion is the child's.
- Age appropriate/developmentally appropriate activities will be available daily with the children's best interest providing the direction for the program. Program activities might include (but are not limited to) arts and crafts, sports, outdoor play, games, reading, dramatic play, dance, and science/discover. A homework area will be designated for children who wish to work on homework.