

ST. RITA
AFTER SCHOOL CARE
HANDBOOK

Mission

The goals of St. Rita After School Care Program are simple: to provide families with a safe, fun place for children to grow emotionally, socially and intellectually while parents are working.

Philosophy

We play and learn.

We play and share

We will play and have fun.

We will play and love.

PLAY IS A CHILD'S WORK.

By providing a safe, nurturing environment and building a supportive, responsive, caring relationship with your children, the After School Care will provide the building blocks your child will need to develop a healthy self esteem, positive behavior, and the ability to cooperate with others. We will emphasize Christian Child Care. Prayers before meals, the religious significance of holidays, along with lots of love and kindness will make clear our Christian emphasis. Good manners and respect for the rights of others are also emphasized. Discipline is handled in a firm, consistent manner. The staff will use a positive approach to discipline.

Location

The school cafeteria

Staff

Director: Lisa Heggie

Assistant Director: Kim Koerner

Teachers: Kim Koerner, Christopher Mattingly, Vickie Rowe

Days of Operation: After School Care follows the school calendar. Staff working hours and school calendar are posted.

Fee Policies: Late Fee Pick Up:

The After School Care closes promptly at 6:00pm.

At this time, the sign-out sheets will be picked up by a staff member and the time will be noted on the time sheet. You must obtain the sheet from the staff person in charge in order to sign your child out. The late fee is to be paid that night. **The fee for late pick-ups is \$30.00. This includes any child who is brought to After School Care when school is dismissed and is not registered for After School Care.**

Safety Policy:

Please send authorized adults only, at least 18 years of age to pick up your child. If you send someone new to pick up your child, you must notify the school office or notify us in writing prior to his/her arrival. Be sure to list anyone who may pick up your child on the authorized pick up form. Notify the school office of any custody changes.

Orientation Policy:

All staff must complete 6 hrs of orientation training within 90 days of hire and implement procedures that were taught at the orientation training.

Child Abuse and Neglect Policy: All staff must report suspected abuse or neglect.

These are the steps the After School Care will take regarding child abuse:

1. Suspected Parental Abuse:

We will question the child about the injury, bruises, etc.

We will document in writing the injury, the child's comments, and the parent's comments. If we suspect that child abuse or neglect has occurred, we will immediately report it to Department of Community Based Services (DCBS) at 1-877-597-2331. In case of emergency or if the child is in immediate danger, we will dial 911 first.

2. Suspected Staff Abuse:

We will immediately remove the staff person involved from the workplace while the incident is being investigated. Check the child and administer first aid if needed. Call the parents. Call the toll free reporting hot line: (877) KY SAFE 1 or 1 (877) 597-2331. Call Licensing/Regulation Department within 24 hours at 502-595-4079.

Emergency Treatment Plan:

- >Call parents while waiting for the E.M.S.
 - <Call the Director if not present.
 - >Take child's folder and emergency information to the hospital.
 - >Child's Teacher or Director will go to the hospital with the child.
 - >Call Licensing/Regulation Department within 24 hours
- **All children enrolled must have a signed authorization for emergency medical care and brief medical history kept in his/her file****

Immunization:

State Law requires that Child Care Programs have on file a current immunization record for each child. This is for your child's protection against disease. A current immunization certificate must be on file within 2 weeks of enrollment for each child, unless an attending physician or the child's parent objects to the immunization of the child. If a child does not have an immunization certificate, a special form completed by the health department or physician must be on file.

Sick Children:

Our program is not designed to care for sick children. Children who become ill will be separated from the other children and sent to the school office. Parents will be notified to pick their child up immediately. Please call the school office if your child has been seen by a doctor and is diagnosed as having a contagious illness. The infected child's name will be kept confidential.

Medication:

The After School Care will administer first aid but will not administer medication of any kind without parental permission. All prescription medication must be sent to school in its original container with the prescription label intact and identifying the physician's directions for dispensing. Non-prescription medications should also be sent in its original container with the child's name. An authorization form signed by the parent is required before any medication can be given to a student. The school office maintains a log that identifies each time a student is given medication. Students are not allowed to carry medication with them during After School Care. This applies to both prescription and non-prescription or over the counter medication. A note from the student's doctor must be brought to the school office where it can be kept on file.

Special Rules to Note:

*Please be prepared at all times to show your picture identification. It may take a few times for the staff to get to know you and associate you with your child. Please be patient. It is the staff's responsibility to make sure your child is safe. Please let anyone picking up your child know that he/she must sign the sign-out sheet and may be asked for identification.

*Children are allowed to change clothes immediately after school. Children who have consistent behavior problems while changing their clothes, will not be allowed to change.

*We ask that you dress your child appropriately for the weather. We go outside most every day. Unless a child has a doctor's note stating that he/she cannot go outside, or we have specific instructions from the parents [a written note or telephone call] he/she will be going out to play.

Cell Phones

Children's cell phones are not allowed in After School Care. Staff does reserve the right to remove a child's cell phone and return it at the end of the day.

Rules for Sports and Extracurricular Activities:

Students who must leave After School Care to participate in sports or extracurricular activities must have permission, in writing from his/her parents. The After School Care does have Release Forms for sports and other activities that parents must fill out. Please ask the staff for this form.

*Due to state required staff-to-student ratios, the staff is not allowed to walk any child to practice. Please make arrangements with your child's coach to pick your child up. The person who takes your child to practice must be listed on your Authorized Pick- Up Form or After School Care Release Form.

*Please note that when a child is picked up by his/her coach or designated adult, the After School Care is not responsible for the child's care until he/she is returned to the After School Care.

After School Discipline Policy

Behavior Philosophy:

St. Rita After School Care continues to state the philosophy of St Rita school and the church to assist parents in educating our children in a Christian setting. We consistently teach our children to maintain a quality of respect for themselves as well as others. We must not assume that another person knows how we feel or what we need. We encourage our children to tell others how they feel in words. "Stop that, I don't like it when..., That makes me feel....,"etc. We tell them to use their loud and, sometimes angry voice, if necessary to let another person know that they are serious. If that does not resolve the problem, the child should immediately get an adult to assist. Our liability pertaining to the safety of our children demands that we teach our children to disagree with words, not actions that may hurt them. A child is NEVER justified in hitting or injuring another child. Each child chooses one form of behavior over another. He/she must, therefore, learn to accept the consequences of that chosen behavior. The After Care will also utilize **Virtue Based Restorative Discipline**, which provides staff, students and parents a way to obtain virtue while repairing harm from bullying and other harmful behaviors.

Our After School Care Rules:

1. Be respectful and listen when an adult is talking
2. Follow directions
3. Keep your hands and feet to yourself
4. Be safe, be kind, be honest to others
5. Good Manners at snack

In order to maintain this philosophy, we reserve the right to separate or move children at any time based on our discretion for the children to reflect upon their actions. If a child has been moved or separated from the group at any time because of their behavior, the parent will be informed by the staff that evening when the child is picked up. Consistent behavior problems will be documented for the Director and the Principal to contact parents and to decide what course of action will take place or what consequence will be given.

Homework Time

Homework time is scheduled {Mon – Fri}. Most every parent wants their child's homework started or done when they are picked up at 6:00. Getting homework done is encouraged but not forced!

Chromebooks

Middle school students will be allowed to use their school chromebooks to do their homework. However, during homework time, chromebooks are not to be used to play video games, watch YouTube, or listen to music. Chromebooks can be used to play video games only at the scheduled electronic time each day at 4:30pm. Chromebooks used inappropriately will be immediately removed from the child and returned when the child goes home. Children will not be allowed to charge any electronic devices in After Care.

Bathroom Breaks

After attendance when all the children are seated and all the backpacks are placed, we will take the 1st bathroom break. The 2nd bathroom break will be taken after snack and before going outside. The 3rd bathroom break will be taken as soon as we come in from the outside. Children are allowed to go to the bathroom when needed, but they must inform the staff.

Snacks

A healthy snack is provided every day for all after school children. If your child has a medical or religious need that requires a component withheld, the parent must provide a **written request** to the aftercare. If a substitute item is required, the aftercare requires the parent to provide the snack. **Parents, we request your support in promoting the Wellness Policy .**

Water Bottles

All water bottles need to be marked with your child's first and last name. Children will be allowed to fill their water bottles before going outdoors. Your child's water bottle should be filled with water only! All other liquids will be discarded. **Parents, we request your support in promoting the Wellness Policy.**