

Saint Martha 2011-2012

Child Care Handbook

Welcome to St. Martha After School Care Program. Our program is licensed child care designed to provide quality after school care for children who attend St. Martha School, Pre-K-8th. Believing that children need time after school to relax and choose what they want to do, provides opportunities for the children to choose from a variety of activities. These include: outdoor play, board games, group activities, homework time, arts and crafts, computer time and special activities.

Children are supervised by qualified and caring staff, who enjoy interacting with school age children. This is to insure a safe and supportive environment so children can flourish. Our staff provides guidance and discipline that encourages children to be independent to solve any problems that may arise. Believing that an after school care program is a vital ministry of St. Martha Parish for it's families, the administration and staff are dedicated to providing care in a Christian atmosphere, which supports the information and education mission of the parish.

PERSONNEL

Director.....Mrs. Brittany Higdon

Assistant Director.....Mr. Josh Foster

Staff..... Ms. Missy Kalmey
Mrs. Maureen Payne
Mrs. Penelope Collins
Ms. Ellie Herbert
Ms. Kara Johnson
Ms. Theresa Haydon
Mr. Kyle Olinick
Ms. Kelsey Kovats

Phone Numbers..... Child Care Cell 262-5746
Brittany Home 231-9499
School Office 491-3171
Pre-K Room 491-0568

General Information

- Registration**.....Sign-ups are in August with school registration. Registration forms can be found online. Summer Forms can be found in the cafeteria before spring break or online at www.stmarthaschool.org
- Hours of Operation**.....School Days 2:40-6:00 P.M.
Pre-K 12:00-6:00 P.M.
Holidays 7:00 A.M.-6:00 P.M.(with min. number of students)
- Snack**.....Milk, juice or water with snack will be provided daily.
- Open Visitation**.....Parents may visit the program anytime during the hours of operation.

Fees

All outstanding balances must be paid before you can register your child for the next summer/school year. There is a \$25.00 non-refundable registration fee (\$5.00 per each additional child in family) for after school care. There is a \$80.00 non-refundable registration fee (\$10.00 per each additional child in family) for the summer camp. Late registrations will not be accepted for the summer care program. The registration fee is mandatory for all families, even if you only need to use the program one time, and is due with the registration form. No registration form will be accepted with out the fee.

There are two separate fees, full-time and part-time. We ask that you choose between one of the two and state the days your child will attend if part-time. Part-time is considered 1-3 days and full-time is 4-5 days. Below is the cost of the after school program.

<u>ONE CHILD</u>		<u>FAMILY</u>	
1-3 Days	\$45	1-3 Days	\$55
4-5 Days	\$55	4-5 Days	\$65
Full/Holiday		\$20 per child	

Payment Policy

- Make checks payable to St. Martha Child Care
- Print child's name in the memo line of all checks or put cash in an envelope with child's name on the front.
- Place all payments directly into check box to insure that payments will not be lost or misplaced once they leave your hands.
- Please be sure that the correct date is on all checks, if a check is turned in late please be sure to correct the date on the check.

All checks will be collected from the check box on Fridays. All documentation will take place on the following Monday and the checks will be turned into the Parish Office to be deposited. Please be sure to turn in payments in a timely manner. If in fact you do get behind on payments you will receive a balance sheet informing you of the negative balance. You will have one week to pay the negative balance, if you fail to pay your child will not be allowed to attend the program. It is your responsibility to make arrangements within that week's time if you are unable to pay the balance. If there is a negative balance at the end of the school year, your child's report card will be held until payment is made.

Late Pick-up Fee

- \$1.00 per minute after 6:00 P.M. due at time of pick-up. **NO EXCEPTIONS!**
- At 6:05 we will begin calling authorized persons to pick up your child/children.
- Please remember that it is your responsibility to make arrangements for another person to pick-up if you know that you will not be able to make it by 6:00.
- All late fees will be based on the time that appears on the cafeteria wall or the clock in the Bethany Center.

Parent Routine

- Sign your child out daily with initials and time.
- **When dropping your child off on a Full Day sign your child in**, under no circumstances should you ever send your child in to sign in by themselves. Failure to comply with these rules will result with a friendly reminder the first time, if the situation occurs again it could result in termination of child care use. This situation is taken seriously due to the safety of your children.
- Please inform the director of any new change of address, new phone numbers, etc. throughout the year. The school office will **not** notify us of any changes.
- If at anytime during the day your child becomes ill, the parent will be notified and expected to pick up the child in an adequate amount of time. If parent cannot be reached, the emergency person(s) will be notified.

- We can only accept well children and are depending on you to help maintain this policy. If a child has a fever (100 +), any communicable illness or contagious rash they will not be permitted to attend afterschool care. Our policy is the same as the schools policy, all children must be symptom free for 24 hours before returning to after school care (fever,diarrhea and vomiting). We do communicate with the school office if a child has been sent home in afterschool, please remember the 24 hour rule. If your child is sent home in afterschool care with any of the above symptoms they will not be able to attend school the next day.

Enrollment and Release of Children

A parent or other authorized individual must sign out all children. If any changes occur regarding persons authorized to pick up your child/children, the staff must be notified in writing, and identification we be required upon pick up.

For the safety of the children the school doors must remained locked. If we are in the computer lab, the gym, or a classroom we will have a staff present to open the doors for you. If however we are out back and have less than four staff, a sign will be placed on the door informing you of our whereabouts.

If a child does not attend school on any given day for any reason he/she will not be allowed to attend the after school program.

Children will not be released to anyone under the influence of alcohol or drugs, regardless of authorized pick up approval. If any of the staff suspects a person of drug or alcohol use appropriate actions will be taken.

Daily Routine

2:45-3:25.....	Place belongings along wall Attendance Eat snack Clean up
3:30.....	Change clothes Split children into groups Homework/Activities
5:30.....	Clean up Group activity
6:00.....	Closed

All materials and/or equipment are to be cleaned up and/or stored in their proper place after use. All children are expected to care for the items as if it was their own. Children will be responsible for mistreatment of games/equipment.

Children's Rules

1. Everyone is quiet and in a seat when the lights are out
2. Keep hands, feet and objects to oneself
3. Play fair and share
4. Be polite and respectful of others as well as their property
5. Use only appropriate language
6. Stay in appropriate areas as described by staff
7. No running in the school
8. Clean up and put away all toys/games when done
9. Remain seated during snack
10. Ask a staff member before going to the bathroom or getting a drink of water
11. All children are expected to follow directions of all staff members.

Failure to follow the rules can and will result in writing sentences, sitting out, writing a note home, having a meeting with the principal and or removal from child care or summer program.

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her own actions. Absolutely no corporal punishment will be used at any time.

Emergency Procedures

Emergency Drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in all rooms and all staff members are instructed on these procedures. In the event that an emergency requires extended evacuation of the children from the main building, emergency arrangements have been made and are posted in the cafeteria. Parents will be contacted as soon as possible concerning such a situation.

If a medical emergency arises, we will first attempt to contact the parent. If the parent cannot be located, we will call authorized persons for emergency pick-up. In the event that a responsible adult cannot be reached, we will call the child's physician and follow his/her orders. If, in the judgment of the St. Martha staff, immediate medical and/or hospital attention is indicated, the St. Martha staff will send the child immediately. A report shall be made to the Office of Licensing and Regulations of the Cabinet for Health Services at 502-595-4079 for any major injury.

Policy on Child Abuse/Neglect

In the event that child abuse, neglect or dependency is suspected by a staff member he/she will contact the Child Protection Hot-line at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of

immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children will be contacted at 502-595-4550.

Days Closed

**New Years Day/Eve
Martin Luther King
Easter Monday
Oaks Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day/Day after
Christmas Day/Eve**

We reserve the right to close on any day that we have less than 25 children expected to attend. We will also be closed at the beginning and end of the school year. This is to allow staff to get ready for the following program. Parents will be notified in a timely manner to be able to make other arrangements for child care. Parents are also expected to sign up for holiday breaks. The sign-up sheets will be posted in the cafeteria/Bethany center. Because we use the sign-up sheets to staff properly you will be responsible for payment if your child does not come on the day you have signed him/her up.

Inclement Weather

Child care will not be available on snow days. On delayed snow schedule days school doors will be open at 9:30 A.M. After school care will be open as scheduled.

I _____, HAVE READ AND EXPLAINED TO MY CHILD THE RULES AND BEHAVIOR THAT IS EXPECTED OF THEM WHILE ATTENDING CHILD CARE. MY CHILD AND I UNDERSTAND THE CONSEQUENCES OF ANY INNAPPROPRIATE ACTIONS TAKEN WHILE UNDER THE CARE OF ANY AND ALL CHILD CARE STAFF PERSONS.