

Our Lady of Sorrows  
After School Program  
Parent Handbook

2011-12

## **Parent Information**

### **Welcome**

Our Lady of Sorrows would like to welcome parents and children to the 2010-2011 After School Program. The purpose of the OLS After School Program is to provide a safe and enriching program for children, to promote self-image, physical fitness, and better family relationships.

### **Program Goals**

1. To encourage self-esteem and self-worth in each individual child.
2. To make new friends.
3. To help children develop skills to interact with peers in a positive manner.
4. To provide a consistent, daily schedule to help with feelings of security and control in the environment.
5. To offer a variety of materials and activities for varying attention spans.
6. To offer free choice activity times to foster independent choice, sharing, cooperation, and exchange of ideas.
7. To offer a homework area where children may work on homework and receive assistance.
8. To enjoy games which encourage language skills and math skills.
9. To offer a variety of activity centers which encourage learning and promote the development of skills.

## **Registration and Payment Policies**

### **Operating Dates and Times**

The OLS After School Program provides care during the school year on regularly scheduled school days. After School Program: 2:30 p.m. to 5:30 p.m. (12:30 p.m. to 5:30 p.m. on half days). School holidays and vacations are not included as regularly scheduled operational days. Please refer to the yearly school calendar for specific dates.

### **Registration**

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At time of registration, the following is required:

1. A \$35.00 non-refundable, non-transferable registration fee.
2. All required registration forms, filled out completely.

## Payments

1. **Monthly tuition and Attendance Schedule are due no later than the 20<sup>th</sup> day to the prior month of service.**
2. The same monthly tuition rate is charged for each month from September through June, regardless of holidays, or emergency school closings.
3. There is no credit for days missed due to vacation, illness, suspension, inclement weather, or other circumstances. There is no reimbursement of fees for days missed.
4. Payments may be made in person to the (ASP) Supervisor or mailed to the school administration office prior to the due date. (check or money order only- payable to OLS School).
5. If monthly tuition payment and attendance schedule are not received by the 20th day to the prior month of service, **a \$30 late fee will be charged. Continued lateness will result in termination from the program.**

## **Special Circumstances**

### **Drop in Policy**

Drop in days are available to parents on an “as needed” basis. Parents may use a **maximum of three days per month for drop in care.** Children must be registered in the program and a two day notice in writing to the Supervisor is required. The fees are \$10 per day if picked up by 4:30 and \$15 per day if picked up by 5:30. Half days, 12:30 to 5:30, will be charged \$30 per day. Check or money order payable to OLS.

### **Sick Days**

Credit will not be given for sick days. If your child has an illness which will keep him or her out of school for an extensive period of time (longer than one week), please submit a doctor’s note and we will gladly suspend your contract until your child is ready to return to school.

### **Half Days**

All half days have been included in the fee schedule for After School Care. This means that there will be no extra charge for half days, when our program runs from 12:30 p.m. to 5:30 p.m. The children will be served snacks as usual in the program on half days, however it is required you provide your child with a “peanut free” lunch on half days.

### **School Holidays and Vacations**

In determining the fees for service, we have already deducted all school holidays and vacations as listed in the school calendar.

### **School Emergencies and Weather**

If the school has a situation where they must evacuate and close the building in the middle of the day, parents will be notified immediately and the children will be taken to the pre-school. If this building is not available, the children will be taken to the church. Parents are required to make the necessary arrangements to have their child picked up in an emergency situation.

In the event that school is canceled due to the inclement weather, then the After School Program **will be closed** as well. Tuition will not be prorated for emergency dismissals or school closings.

### **Late Pick-Up**

We understand that emergencies can and will arise. Please arrange for emergency pick-up people that you can contact in these instances to pick up your child. They must be listed on your child's paperwork.

**Parents are required to contact emergency pick up person(s)** if they suspect that they will be late picking up their child. If unsuccessful in contacting emergency pick up person(s), then parents must immediately contact the Site Supervisor. Please use the phone numbers listed in this handbook to notify the staff when these circumstances occur. This allows staff to prepare the child for the late arrival and to rearrange their own schedule or secure a substitute for the child's care. Staff will take into consideration weather emergencies when determining a late pick up fee. If a child has not been picked up by the end of the day (5:30 p.m.) or (4:30 p.m. for half block schedule) and the parent has not made arrangements for the child to be picked up by an authorized adult then the following actions will be taken:

1. Staff will attempt to contact the alternate adult(s) on the child's emergency card to come and pick up the child.
2. If pick up arrangements have not been made within 30 minutes after closing, the Hamilton Police Department or Division of Youth and Family Services will be called.
3. Parents will be charged \$15.00 up to the first ten minutes they are late and \$2.00 per minute after that.
4. The fee will be added to the next month's tuition payment along with an additional \$5.00 billing charge.
5. **EXCESSIVE LATENESS WILL NOT BE TOLERATED.** Pick up persons who are late more than three times, will be terminated from the program with no reimbursement of funds.

**Please be respectful of our hardworking staff by being on time!**

## **Health & Safety Regulations**

### **Medication Policy**

By law, medications can be administered to a child only under the following conditions:

- Parents must fill out and sign a medication authorization form.
- Prescription Medication must come in its original prescription container with medication name, dosage, directions, physician's name, pharmacy name, and telephone number. Over the counter medications must be accompanied by a doctor's note which prescribes the medication and gives the dosage instructions.
- All medication is to be given directly to the Program Supervisor.

### **First Aid**

All After School staff are trained in First Aid. To treat for minor injuries the staff will use soap, water, ice (if needed) and a Band-Aid. A form will be filled out and given to the designated pick up person to help keep parents informed of any minor injury.

### **Management of Communicable Disease**

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur during the hours of the program, parents will be called to take the child home. The child may not return to the program until he or she is symptom free for 24 hours.

1. Acute Diarrhea
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Elevated oral temperature of 101.5 degrees Fahrenheit or auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes.
7. Untreated infected skin patches
8. Unusually dark urine and/or gray or white stool, blood in urine
9. Stiff neck
10. Severe pain or discomfort
11. Vomiting
12. Evidence of lice, scabies, or other parasitic infestation
13. Visibly enlarged lymph nodes

The child will be separated from the group and the parents will be called immediately and asked to promptly pick up their child. Upon departure from the site, parents/guardians will be notified verbally or by written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

An ill child will be isolated and will be supervised by an adult until picked up. If the child is well enough to attend school, he/she may return to the After School Program. If the child has a communicable disease, a return note from the physician may be requested.

### **Care for Mildly Ill Children**

A mildly ill child is defined as one of the following:

1. A child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms listed above.
2. A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified above.

The child will be cared for within the child's group. The child shall be observed for signs and symptoms of a worsening condition. Parents will be notified if necessary.

### **Medical Emergency Procedures**

In the event that a child is injured, sick or in need of emergency medical attention, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the After School Program Supervisor will then notify the contact person on the child's emergency card. When warranted, Emergency Medical Services will be notified immediately.

## **Program Operations**

### **Conflict of Interest**

It is a violation of the policy for OLS After School employees to relate to children who participate in the After School Program outside of scheduled program activities. This includes, but is not limited to, baby-sitting, social outings, phone conversations and e-mail.

### **Safety Regulations**

**For the child's protection, parents are responsible for picking up the child in person, from the school. Children must be signed out by the parent daily. Names of those authorized to pick up the child must be on the Program Registration Form and Yellow Emergency Card. The person(s) authorized to pick up a child must be at least eighteen years old and must show ID. If any parent or authorized individual arriving to pick up a child is observed as being under the influence of drugs or alcohol, the child will not be released, pending notification of properly authorized personnel. Changes in persons authorized to pick up a child in special circumstances must be put in writing and approved by the OLS After School Supervisor.**

Children may not receive phone calls except in emergency situations. The phone is for emergencies and staff use only. Children will not be permitted to use the phone unless it is an emergency. If there are excessive non-emergency phone calls to a child, the parents will be held financially responsible.

### **Absent Child Procedure**

Staff is to take attendance within the first five minutes of the children's arrival. If a child who is expected to be in attendance at the school does not show up, and the parent does not provide a verbal or written excuse, then the following procedure will be taken.

1. The staff will check with the school office and review the school absentee lists.
2. If warranted, a follow-up call to parent or guardian is made immediately.
3. If parent is not accessible, the staff will make contact with emergency numbers for verification of the child's whereabouts.
4. In cooperation with the parent and other emergency numbers, in the event of a "no show," an incident report must be issued, and the OLS After School Supervisor will be notified. If the child cannot be located, the police will be called immediately.

**If a child does not attend school for any reason, he or she may not attend the After School Program on that day.**

### **What to Wear**

- Appropriate outdoor clothing
- Tennis shoes and socks
- In the winter, gloves, hats and boots
- All items brought should be clearly labeled with the child's name

**Play Clothes-**Play clothes may be sent each day. Children will be closely supervised by program staff when changing into play clothes. Changing from the school uniform into play clothes will be a privilege for the children. If abused, this privilege will be taken away on an individual basis if necessary. Play clothes should be sent in a separate plastic bag labeled clearly with child's name. **Sneakers are required each day for the safety of the child.**

**When a child is wearing a physical education uniform he/she should not change. PE uniforms are appropriate for indoor/outdoor play.**

### **What to Leave at Home**

- Toys
- Gum
- Candy
- Videos/Video Games/Cameras/Other Electronics

**We are not responsible for any lost or damaged items.**

**Cell Phone Policy-**Cell phones may be carried in purses or book bags, but are not to be used during the After School Program without permission. They must be turned off. Parents who need to reach their children should contact the main office or the appropriate contact number for the After School Program. Use of a cell phone (call or text) may result in disciplinary action, including confiscating the phone and/or detention.

### **Lunches and Snacks**

If a child is enrolled on half days where they will be eating lunch while in the After School Program, he or she must bring a peanut/nut-free lunch that has been prepared at home. The OLS After School Program is a “peanut free environment”. Absolutely no products containing peanuts, peanut butter, or nuts of any kind will be allowed. Each afternoon the After School Program will provide a nutritious snack and beverage to all children in attendance. Additional snack and beverages will not be available for purchase.

### **Homework**

Time and space is available for children to complete their homework. Children are strongly encouraged to use this time to study and/or complete homework. However, it is a Program policy that staff refrain from forcing a child to complete his or her school assignments. Parents should check their child’s work at home later on in the evening.

## **Parent Involvement**

### **Parent Communication**

We want our families to feel that they can share their concerns, comments and suggestions with us. If you have any questions or concerns with the After School Program, please speak to the Supervisor immediately. Conferences with the After School staff may be requested at any time to discuss a child’s behavior, progress, social and physical needs, or any other pertinent matters.

### **PRIDE**

The OLS After School Program is a service, which is devoted to caring for your children. The After School Program Supervisor would like to acknowledge the staff that makes a special effort to help you and your child. If there is a staff member who has been extremely helpful or has gone above and beyond the call of duty for you or your family, please let the (ASP) Supervisor know so that they may receive special acknowledgment.

### **Parent Visitation**

Any custodial parent, custodian or guardian of a child enrolled in the After School Program shall be permitted access to the site during its hours of operation for the purpose of contacting their children, evaluating the care provided by the site, or evaluating the premises. Upon entering the premises the custodial parent, custodian or guardian shall notify the Supervisor of his or her presence.

**Separated Parent:** If parents are separated, but not legally divorced, *the staff has no right to deny access to a child by either parent.* If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without documentation the After School staff will not prevent access to the child by either parent.

**Divorced Parent:** In the case of divorce, *either parent may pick up the child unless a court order indicates limited visitation or no visitation.* If parents are in the process of separation or divorce while the child is in care, every attempt should be made to keep staff members updated on issues affecting a child's custody or emotional well being. Custody agreements must be kept on file at the site.

### **Guardianship**

If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be on file at the site. This is especially critical if natural parents have no custodial or visitation rights.

### **Emergency Release**

If a parent is unable to pick up a child due to unforeseen circumstances, the parent should make arrangements for another adult who is already listed on the enrollment form to pick up the child. Parents should put on the enrollment form all possible adults to whom the child may be released with their daytime phone numbers, including cell phone numbers.

## **Discipline Policies and Procedures**

### **Children's Code of Conduct**

1. Children must remain in the After School facility. Leaving without permission will result in termination from the program with no reimbursements of funds.
2. Children must respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative and follow the instructions of the After School Staff.
4. Appropriate and acceptable language is expected.

5. Parents have the right to expect that their child will have proper supervision. The child who constantly needs the attention of the staff (for behavior correction) is taking away the rights of the others and not allowing the needs of all the children in the program to be met.
6. Playground rules and polices for the school building will be followed and enforced in After School Program.

### **Discipline Policy**

The approach to guidance is a positive one, which encourages self-control, self-esteem, and cooperation. Smooth, healthy functioning of the group requires rules, which are consistent, clearly defined and developmentally appropriate.

Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishment, and shaming or labeling children. At no time will spanking, shaking, hitting or slapping be allowed, NOR will delegation of discipline from another child be allowed. Children will not be deprived of snacks, or rest or necessary toilet use, as a means of punishment, nor will any child be confined in an enclosed area alone, nor corporal punishment or excessive restraint used. Each child will be cared for and disciplinary techniques will be used which are appropriate to the age level of the child and which foster positive self-esteem and encourage the eventual internalization of self-control. When a child misbehaves, he/she will be redirected to another activity. A discussion between the child and staff will help the child to learn why his/her behavior was inappropriate. Occasionally, a child may be removed from the immediate situation (time away) or play equipment will be taken away until he/she is able to gain control.

Through preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the program, the need for disciplinary actions will be limited. The best motivations for encouraging positive behavior are modeling appropriate conduct, praising positive behavior, and consistently enforcing program rules.

### **Possession of a Weapon**

A weapon includes guns, pellet guns, knives, pocketknives, needles, pins or club type implements. It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person. If a child brings a weapon to or uses a weapon at the After School Program, the following actions will happen:

The After School Staff will take the weapon away from the child and conduct an investigation to determine the consequences. If warranted, the school principal will also be notified and the school policy will be followed. Consequences of bringing a weapon to the After School Program may also lead to immediate suspension from the program.

## **Contact Numbers for After School Program**

After School Program Consultant                      609-587-4140 Press 1, then 4

In an emergency situation parents are to call the number listed above to contact after school staff directly. Please feel free to contact The Staff directly with any questions or comments you have regarding the program.

Our Lady of Sorrows After School Program      609-587-4140 Press 1, then 4

Parents are required to call the number listed above and leave a message for the After School Program Staff by 2:00pm, when their child will not be attending the After School Program on their scheduled day. Please include in your message your child's name, grade and the date and time you are calling.