

ST. BRIGID CHILDCARE

Family Name _____

I have read the handbook and agree to abide by the rules within:

Parent's signature:

_____ Date: _____

This form will be placed in your child's file. Please return to the Child Care office.

Thank you

ST. BRIGID CHILD CARE

Dear Parents:

Welcome to St. Brigid Child Care (SBCC). We are proud to offer quality after-school care for the children of working parents at St. Brigid School.

The following material is presented as the *Saint Brigid Child Care Handbook*. We have included information important to you and your child. We welcome your suggestions as we all work together to make this year a happy and enjoyable experience for all.

The bold printed items are of particular importance and some have been repeated throughout the handbook!

Thank you for taking the time to read and understand the program and it's policies and procedures. Please feel free to ask questions.

Every effort will be made to ensure a safe and caring atmosphere for everyone.

Sincerely,

St. Brigid Child Care

PHILOSOPHY

It is our desire to develop a flexible, developmentally appropriate “play” and “success” oriented environment that integrates the Catholic faith and complements 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 frequent and open communication with parents which provides support and encourages involvement.

----- The St. Brigid of Kildare School and Child Care will not discriminate on the basis of race, color, gender or ethnic origin the hiring of its certified or non-certified personnel.

REGISTRATION AND ADMISSION

* The annual registration process begins in January for families currently enrolled in the program. Open enrollment begins in February for new families. Acceptance to the program is based on availability.

* Communication is through the St. Brigid Church bulletin, the school newsletter, and the latchkey newsletter in conjunction with the approval of the principal and pastor.

ENROLLMENT

* St. Brigid Child Care will offer before and after school care for students of St. Brigid School in grades K-8 (ages 5-14). 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.

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 generally not exceeding 14:1. We intend that no child will be left alone or unsupervised with the following exceptions:

1. Running errands inside the building.
2. Using the restroom.
3. Helping a teacher.
4. A group of no more than 6 children in grades 4-8 may be without a staff member in the building as long as the staff member is within sight or hearing of the children, the children are engaged in activities that pose no physical risk, and a staff member will check on the children at 15-minute intervals.

* Children leave the site for specific activities only with written permission from the parent.

SCHEDULING

* St. Brigid Child Care will be in operation starting the first day of school in August and lasting until the final day of school in June.

* St. Brigid Child Care will be opened and closed in accordance with the St. Brigid School calendar.

* St. Brigid Child Care is held in the Parish Hall from the end of the school day at 2:50 P.M. until at 6:00 P.M. A before school program is held as well in the Parish Hall from 7:00 A.M. until 7:50 A.M. (at this time the students are released to their classrooms/ playground.)

* When St. Brigid School is closed due to inclement weather or other emergency situations, St. Brigid Child Care will be closed as well for the safety of the children, parents, and staff. When Saint Brigid School is closed, and an announcement to this effect is made on the radio, TV or auto-phone message, SBCC will also be closed. The A.M. Latchkey session will not be open in the event of a 2-hour school delay.

FEES

* All registration forms must be complete and on file before a child may

attend the program. A non-refundable registration fee of \$25.00 per family is due at the time of application. Withdrawal and subsequent re-enrollment will entail an additional registration fee. **A 30 day notice is required to withdraw or change status in order to allow sufficient time to stop auto debit payments.** Tuition will be charged on a full-time or part-time basis. **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.** Part-time status does not have any flexibility for changing days. Therefore, if flexibility is needed, we suggest the full-time slots.

We cannot give refunds for the days that a child is absent because program requirements force us to engage staff based on the number of children enrolled.

- All payments will be processed through FACTS Management.
- A separate Latchkey account will need to be created through FACTS Management. There is no additional set-up fee.
- There will be **NO** credit card payments.
- All payments will be processed along with the school tuition payments on either the 5th or 20th of the month as designated.

Additional Charges

1. Late pick-up policy- SBCC program ends at 6:00 P.M. promptly, and we ask that all children be picked up by this time. Since our staff is not expected to remain after 6:00 P.M., a fee of \$5.00 will be charged for each five minutes after 6:00 P.M. A parent is late in arriving any time after 6:00P.M.

If a child has not been picked up, a parent has not notified SBCC by 6:30 P.M., and attempts to contact the parent have been unsuccessful, the Police Department will be notified and Franklin County Children Services will be called. The SBCC program reserves the right to terminate enrollment for recurrent lateness.

2. If your child will be absent on the day she or he is scheduled to attend, you must inform us by notifying a SBCC staff member, by leaving a message on the voice mail at 718-5833 or by sending an email directly to the latchkey office before 2:50 pm! A penalty fee of \$5.00 will be charged for any unnecessary trace (i.e. parents were aware of the impending absence but neglected to inform St. Brigid Child Care).

ATTENDANCE

* Arrivals and Departures: It is the parent's responsibility to initial each child in and/or out of the program each day. For the safety of your child, it is imperative that this is done so the staff knows the status of the child(ren). When a staff member meets a child after school, a check mark will be recorded on the attendance chart by the staff member. If a child fails to show up for childcare on his/her designated day(s), a staff member will attempt to contact a parent concerning the child's whereabouts.

* **Absences: In the event a child is going to be absent from the program, the parent must contact the Saint Brigid Child Care Office by phone (614) 718-5833. Please DO NOT SEND NOTES! They never reach us!**

SNACKS

A nutritious snack will be served each afternoon in childcare. A snack calendar will be posted. Snacks such as fruit, juice, fresh vegetables, milk, and crackers will be served. If your child has special dietary needs due to medical reasons, you are welcome to send food with your child. There is no reimbursement of tuition if food is sent from home.

Please note your child's allergies to food on the school emergency form.

COMMUNICATION

Effective and open communication is vital to the well being and success of any organization.

A parent newsletter is given to each family at the start of each month. Activities, crafts, snacks, and a chart showing your child's helpful participation is posted on our informational board. Verbal communication occurs with parents periodically when necessary.

Ongoing communication is maintained with the St. Brigid of Kildare School staff in grades K-8.

HEALTH

* Your child's health is of major importance to all of us. Upon enrollment we will make copies of your completed school emergency card from the

school office.

* 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 day (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 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, to any other symptoms of illness.

* Parents are required or 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, not the child, must give the medication to the director or a staff member and complete the proper authorization forms. (Medication forms will be available in the program office.) A parent must give the first dosage of the prescription. Please note this means we cannot administer over-the-counter medication (e.g. Benadryl, Tylenol, Sudafed, Cough Syrups, etc.) unless there is a physician's prescription for them.

* The first aid kit is located in the designated staff space in the childcare office. Staff trained to administer First Aid are the Site Coordinator and one other staff member. Children's medical records are located in the designated staff space in the childcare office.

* In case of an emergency, the staff member trained in First Aid should 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 should get the ill/injured child's emergency medical form and all the parent/guardian listed on the form. After calling the parent/guardian, the Child Care Coordinator should be called for assistance. The staff member or authorized second adult who has made the phone calls should give the

emergency phone numbers and any other appropriate information to the emergency squad attendant when they arrive. The staff member who witnessed the illness or accident should then complete an accident report. If child/staff ratios can be maintained, a staff member should accompany the child to the hospital while the other staff members continue to care for the children.

* If emergency treatment is needed, the child will be treated and/or transported by the Dublin paramedics. If it is not a severe emergency, the parent will be requested to pick up the child. If the parent is not available, the emergency persons listed on the emergency medical form will be contacted.

* The Ohio Department of Health Dental First Aid Chart is posted in the designated childcare space. In case of dental emergency, the staff follows instructions on the ODHS Dental First Aid Chart.

DISCIPLINE

* At St. Brigid Child 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 children will help to develop our rules at the beginning of the school year.

* 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 rule and enjoy the rewards or to disregard the rules and accept the consequences. 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 the 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 poses danger to the other children, staff, or program (verbally and/or physically abusive), parents will be requested to withdrawal the child. A child who has been expelled from the program may not seek entrance in future years.

4. Any disciplinary methods that 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 an addition to our handbook, from this point forward this new wording will be prefaced with the following statement:

We are required to by the Ohio Department of Education to distribute to all the families as part of the handbook the following discipline policy:

- A. A school-age staff member in charge of a child or a group of children shall be responsible for the children.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations and praise for appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to: punching, pinching, shaking, spanking or biting.
 2. No discipline shall be delegated by any other child.
 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 5. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 7. Techniques of discipline shall not humiliate, shame or frighten a child.
 8. Discipline shall not include withholding food, rest or toilet use.
 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a school age staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school age program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All school age staff members shall receive a copy of the center's discipline policy for review upon employment.

SAFETY OF CHILDREN

* The safety of the children is of the greatest concern at St. Brigid Child Care. The following guidelines will help to ensure safety.

1. Written reports will be on file on accidents/incidents and a copy will be given to the parents.
2. Children will be greeted by staff when they arrive. If a child is absent on the day he/she is scheduled to attend, parents will be called to determine his/her whereabouts.
3. Children will be released only 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 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 St. Brigid Child Care Program.
6. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.
7. The S.B.C.C. staff is required by law to report any suspicion or threat of child abuse or neglect.

Fire drills are conducted once each month and tornado drills are

conducted from April through June. Detailed escape plans are posted inside the door of each room we use. During tornado drills, children go to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each room has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

9. Children will be permitted to help teachers in their classrooms if they have been signed out by the teacher on the designated “Teacher’s Sign Out” logs. Students must remain with that teacher while they are signed out and must return to childcare when they are finished.
10. Children will also be allowed to attend other extracurricular activities on the premises after school (i.e. Brownies, choir, cheerleading, sports practices) with written permission from the parent designating the time, day etc. Students should check-in with the childcare staff before leaving for activities.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

* Parents are welcome to visit and observe the program at any time to share a special interest or skill with the children, or to help with various projects. Parents are encouraged to share thoughts and information with their children whenever necessary and schedule an appointment for a conference with the SBCC staff whenever the need arises. If parents are divorced or separated, then applicable limits on parental rights will apply.

* The St. Brigid School Child Care Information Bulletin Board and monthly newsletters will have important information for parents to read. Please check them daily for information and messages.

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 School Age Child Care Program.

1. Pick up a registration packet from the program in which your child will be enrolling. Call the Child Care Coordinator, 718-5833 ext.245 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, but adults do not dictate how they are pursued, in which guidance is offered, but not overwhelming, and in which encouragement is offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the childcare staff. The Child 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. Activities and community projects, such as "environmental friendliness" will provide the social learning children gain from exposure to the larger community.

Physical Skills: The program will meet children's physical needs by: providing space and scheduled time for activities, such as, running, jumping, and playing ball both indoors and outdoors; providing supervision to ensure safety, but without overprotection or over direction, 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 DATA PRIVACY PROVISION

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

VOLUNTEERS

*Any and all volunteers are welcome in our program. The St. Brigid School Child Care Program participates in high school service projects that involve students coming to our program once or twice a week. Parents are also encouraged to participate in the child -care programs, sharing their work experiences, travel adventures, and hidden or expressed talents.

ADDITIONAL INFORMATION

1. Photographs of the children participating in our program may be taken periodically and may appear in newspapers, videos, or other publicity materials. The Diocesan photo release form will be used for parent's permission.
2. Although staff members will make every effort to help keep track of the children's belongings, the final responsibility is the child's. Appropriate toys may be brought to S.B.C.C., but if they are lost or broken, St. Brigid Child Care cannot be responsible for replacement or repair.

GRIEVANCE PROCEDURE

* Parents are requested to address any problems to the site 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**

2:50-3:00 Check in/Announcements

3:00-3:10 Restroom/Change clothes/Wash hands

3:10-3:30 Snack**/Clean Up

3:30-4:00 Homework/Quiet Time/ Story Time

4:00-4:30 Outside play/ Gym

4:30-5:30 Planned daily activities**...arts and crafts, cooking, science, movie

5:30-6:00 Clean Up and quiet table games and activities

**Subject to change daily

* Every effort will be made to accommodate the students at SBCC who wish to do homework (i.e. quiet areas, soft space, etc.), but S.B.C.C. staff is primarily committed to teacher-to-student ratios, the safety of the students, and supervisory duties. When available, SBCC 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 interests providing the direction for the program. Program activities could include (but are not limited to): arts and crafts, sports, outdoor play, games, reading, cooking, aerobics, gymnastics, dramatic play and science/discover. A homework area will be designated for children who wish to work on homework.

Saint Brigid School Child Care
7175 Avery Road
Dublin, Ohio 43017-2702
(614) 718-5833 ext.245