

Extended Care Policy Statement Contract:

My signature below indicates I have read, understand and agree to abide by all the policies set forth in the Extended Care Handbook. I further attest that all the information I supplied on all the registration forms is accurate and true to the best of my knowledge. And that I will notify the Extended Care staff, in writing, of any changes made to the information I have supplied.

Parent Signature

Date



**Blessed Sacrament Catholic
School**

Extended Care Program Parent Handbook 2016-2017

Welcome to Extended Care! Contained within the following pages you will find all of the information you will need to enroll your child in our Extended Care Program. Our goal is for you to feel confident that you have made the right choice for your child care needs. The Extended Care Room will be open the week before school for you and your child to visit. If you would like to meet the Extended Care Staff, or have questions about the program, please call the school office (989) 835-6777 to let them know when you will be in the week before school so we are sure to be available for you. Thank you for considering us for your child care needs!

Melissa L. Kato

Extended Care Director

Program Information:

The Extended Care Program operates under the licensing rules of the Michigan Department of Human Services. As stated in the licensing rules, we will provide a developmentally appropriate program that will include all of the following areas:

- Physical development, including large and small muscle activities.
- Social development, including communication skills.
- Emotional development, including positive self-concept.
- Intellectual development.

Your child can expect to participate in the following activities daily:

- Quiet and active.
- Individual, small groups, and large groups.
- Large and small muscle.
- Child initiated and staff initiated.
- Not less than 30 minutes of developmentally appropriate emergent literacy activities.

Vision Statement:

- Living Christ’s message
- Promoting academic excellence
- Encouraging respect, responsibility and independence
- Fostering a community of faith and service
- Provide experienced staff to create a safe, clean and developmentally appropriate environment

Mission Statement:

The Blessed Sacrament Extended Care staff will:

- Strive to help everyone recognize and experience the presence of God.
- Model Christ and the teachings of the Catholic Church in ways to develop and support on going faith formation.
- Encourage Academic excellence by offering time to complete home work.
- Model respectful and responsible behaviors in all of our interactions.
- Encourage independence in a developmentally appropriate way for each child.
- Create an environment that fosters a spirit of stewardship and outreach.
- Provide a safe place for students by following state rules and guidelines for our program.

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and corrective action plans developed on and after May 27, 2011

This notebook will be available to parents for review during regular business hours. It is located in the Extended Care room.

Licensing inspection and special investigation reports for the past two years are available on the Bureau of Children and Adult Licensing website www.michigan.gov/michildcare.

I have read the above statement issued by Blessed Sacrament child care programs and preschool.

Parent Signature _____ Date _____

Our Philosophy

Our Blessed Sacrament Extended Care program is designed to make your child feel comfortable in their surroundings. Our Goal is for them to feel accepted as an individual while showing respect for the adults working in the building, our play things and friends. We will encourage all children to be responsible for their actions, homework and belongings. To accomplish these things, much of the time your child spends with us will be designed to create an “at home” feeling and give them many developmentally appropriate choices so each child will have something to look forward to when they enter into their Extended Care home.

Enrollment:

- 1.Enrollment occurs August 23rd. While space is limited, generally speaking we have been able to accept all enrollments that are returned to us by the deadline of August 23rd.
- 2.Enrollment is based on space availability. Do not assume your child is enrolled because you have completed the paperwork. You **MUST** receive verification from the director prior to the first day of school.
- 3.Applications received after the first day of school will be kept on file. Families will receive a phone call from the director regarding enrollment.
- 4.Regular enrollment will take priority over *“Drop In”*.
- 5.Student placement is prioritized on the total number of hours requested.
(More hours – higher priority)

The following paperwork must be ***filled out completely and returned*** before a child can attend. Each child enrolled must have their own complete set of paperwork. This is a licensing requirement. No exceptions will be made.

1. Schedule Request
2. Extended Care Contract
3. Health Verification
4. Child Information Record & Emergency Procedure Signatures
- 5.. \$20.00 Registration fee per child.

Definition of Regular/Drop In :

Regular Attendance—a set weekly schedule that remains unchanged for more than a month.

Drop In Attendance—any schedule that is not a regular schedule.

Eligibility for Participation:

All students currently enrolled in Blessed Sacrament School, Kindergarten thru 5th grade, and young 5's if they are 5 years old and children of staff members who are current employees of Blessed Sacrament School.

Days & Hours of Operation:

School days M-TH from 2:35 to 5:45 p.m. Fridays 2:35 to 5:30p.m. The school building closes at 5:30 p.m.

Scheduled early dismissal days M - TH from close of school to 5:45 p.m. Fridays close of school till 5:30 p.m.

Extended Care will not be offered on school closure/early dismissal days that are due to inclement weather.

Attendance:

Parents must notify the school office if students will not be in attendance as scheduled. If your child will be at school but will not be attending Extended Care, a note or phone call must be sent to the school office.

Ratio of Caregivers to Children:

Blessed Sacrament Extended Care Program maintains a ratio not to exceed the State of Michigan licensing requirements;

Age	# of caregivers	# of children
5-12 years	1	18

One program director and one aide will be scheduled daily.

CONSENT TO USE NAME, PHOTOGRAPH, AND CREATED WORKS

I, the undersigned, give permission for the name, image, and/or created works of my child, _____ to be published by the media. This may include video taping for use on Midland Community Television.

Parent/Guardian Signature

Date

PERMISSION FOR THE ADMINISTRATION OF FIRST AID

I, the undersigned, give Blessed Sacrament after school care staff permission to administer first aid(i.e. cold packs, bandages) in the event of a minor injury to my child, _____ . I understand that I will be informed of all applications upon the pick up of my child.

Parent/Guardian Signature

Date

Health Verification Form

To Whom It May Concern:

I certify that the health condition of my child _____ is as follows:

Good

Has the following medical condition(s) Explain below.

My child currently takes the following medications on a daily basis:

My child is up to date with their shots or I have signed a waiver in the school office.

Signature

Please print name

Extended Care Daily Schedule

MONDAY – THURSDAY

2:35 Check-In/Free Play
Mondays/Craft
3:05 Snack
3:35 Gross Motor Activity
4:00 Literacy activities
5:45 Latest pick-up time

The library is offered to all students grades 2-5 to do homework. 20-30 minutes of reading is requested if the student does not have homework. This is a great time to read an AR book! Library time is quiet study time. Younger students will be read a story and offered story related activities.

FRIDAY

2:35 Check– In/Free play
3:05 Gross Motor Activity
3:35 Movie/popcorn
4:00
5:30 Latest pick-up time

No Library time on Fridays!

FEES:

Program fees are based on the actual cost of operation. Billing fees are based on the time slots/days that you have registered. A non-refundable registration fee of \$20.00 per child is required annually.

Fees are as follows:

Regular Attendance – Full Time; 5 days/week attendance, \$4.00 per hour per child.

Regular Attendance - Part time; 1 to 4 days weekly. (\$5.00/day minimum or \$4.00 per hour, whichever is greater)

Drop In; \$5.00 per hour per child. (\$10.00/day minimum).

A call to the director or school office **MUST** be made in advance to ask about space availability.

Fees will NOT be adjusted for the following:

- Early pick up
- School events
- Extra curricular activities
- Illness
- Vacations

Late pick up fees:

If your scheduled pick up time is before 5:45 (5:30 p.m. on Fridays) you will be expected to arrive on time. If late pickups occur on a regular basis you will be asked to adjust your pick up time. Adjustments cannot be made on a day to day basis.

Any time a child is picked up after 5:45 p.m. (5:30 p.m. on Fridays) a fee of \$5.00 will be assessed for every minute after 5:45 p.m. (5:30 p.m. on Fridays).

Payment:

Statements are sent home via backpack mail by the first Thursday of each month. Payment is due by the following Thursday. The online payment method is strongly encouraged @ www.blessed-midland.org

A late fee of \$25.00 will be assessed for every month payments are not received.

In June you will receive a statement, billing through the end of the school year.

All payments are due before the last day of school.

If you need to arrange a payment plan for extended care, please contact the Principal.

**Extended Care
2016-2017 Please complete these forms
for each of your children.**

Family Name _____
(Please Circle or fill in all appropriate responses)

Child #	Status:		
Child #1 _____	Drop in		
	Full time	M T W Th F	Pick Up Time: _____
	Part time	M T W Th F	Pick Up Time: _____

Child #2 _____	Drop in		
	Full time	M T W Th F	Pick Up Time: _____
	Part time	M T W Th F	Pick Up Time: _____

Child #3 _____	Drop in		
	Full time	M T W Th F	Pick Up Time: _____
	Part time	M T W Th F	Pick Up Time: _____

Blessed Sacrament School Extended Care Program Forms

(Please make additional copies if enrolling more than one child or pick up extra copies in the school office.)

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The following forms are to be filled out if you wish to enroll your child in Extended Care. Please do not leave anything blank. "Unknown" or "None" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses. These are licensing requirements. You are responsible for completing each of these forms in their entirety and returning them to the Extended Care Director for each child enrolled. This information will be kept on file in the Extended Care room for our confidential use only. We appreciate your understanding in these matters.

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The following forms must be completed and returned before your child will be admitted into the Extended Care Program:

- Schedule Request
- Health Verification
- Child Information Record and Emergency Procedure Signatures
- Consent to use name, photograph and created works, administration of first aide,
- Extended Care contract.
- \$20.00 Registration fee-per child

Telephone:

The Blessed Sacrament Parish phone (835-6777) is available for calls and messages regarding the Extended Care Program throughout the day.

A voice mail system will receive calls if staff is not immediately available to answer the phone.

After School hours, a receptionist will be available to take a message for the Extended Care Director.

Attending to the children is staff priority; please do not request to speak with the Extended Care staff during Extended Care hours unless it is an emergency.

The Extended Care Director-Melissa Kato may be reached on her cell phone for emergencies at 989-751-8182 when all other avenues have been exhausted.

Parent responsibility for Pick Up:

Your child will only be released to the parent, guardian, or person(s) listed on the child information card. A written statement of consent must be given to the program coordinator if there are any changes to the regular pick up arrangements.

An Extended Care staff member must see the parent or guardian.

The parent or guardian must write down the time of pick up and initial the form located on the clipboard just inside the Extended Care room doorway.

Failure to Pick Up:

In the rare situation that a child is not picked up after Extended Care hours, the staff will follow these procedures:

Wait 5 minutes (5:50 Monday—Thursday, 5:35 on Fridays).

Call persons on Child Information Record to ensure that the child will be picked up.

If no one is reached and there has been no contact with the parent/guardian by 6:30 p.m., Midland Emergency Personnel will be contacted.

Withdrawal/change in schedule:

Parents must submit a written notice to the director at least one week (7 days) in advance of withdrawing or changing schedules. No more than one change in a schedule per month will be permitted.

Dismissal:

Students may be dismissed from the program due to;

- Non-payment after 1 month, unless arrangements have been made with the principal.
- Behavioral problems that cannot be resolved. (Behavior expectations are listed below)
- Failure to adhere to program policies.

Behavior Expectations:

Blessed Sacrament Extended Care Program is a Christian based program. The children are to behave as they would during school hours. The children will be expected to meet the following expectations:

1. Listen to authority and follow directions.
2. Display appropriate social skills.
3. Respect the rights of others in words and actions.
4. Respect the property of others, and their own.
5. Use materials and equipment properly.
6. Weapons are not allowed on the school property.

If a student does not meet the behavior expectations, a record of behavioral difficulty will be put on file and the student will be subject to disciplinary action.

Discipline:

With each behavior violation, the following steps will be taken. Depending on the severity of behavior, we may proceed to the higher levels of this progressive disciplinary action plan immediately.

1. Student given warning with conversation of
 - What student did
 - Expectation of proper behavior
 - Student agrees to proper behavior in future
 - Consequences are determined

the wind chill is below 10 degrees.

SEVERE WEATHER

When Midland Public Schools are closed due to inclement weather, Blessed Sacrament School and Extended Care is also closed. Parents are requested to listen to the local radio station WMPX (1490 AM) and/or the local television station MCTV. In addition, Midland Public Schools will announce closings on WJRT and WNEM. When a two-hour delay of school occurs, preschool is cancelled and Extended Care is in session..

When Midland Public Schools announce the early dismissal of students due to weather conditions, Blessed Sacrament School and Extended Care is included. Every precaution possible will be taken to protect the children. Children will be properly housed until bus service and/or parents arrive. Efforts will be made to notify parents personally. Please have an emergency plan, that you have discussed with your child, in the event that they are released from school early. Extended Care will be cancelled when there is an early dismissal due to an emergency.

If school is closed due to inclement weather, all school related evening activities and meetings are also cancelled.

Closure of school may also be posted on our school website.

Hand lotions, sun block, chap stick, bug spray can be used by your child if they are supplied by you with your child's name on it and accompanied by a written note from the parent giving us permission and frequency of use. We appreciate your understanding in these matters. These must be turned into the Extended Care director and will also be kept in a restricted area.

Non Discrimination:

The United States Education Amendments of 1972, Title IX, and the Rehabilitation Act Amendments of 1974, Section 504, require every educational institution not to discriminate on the basis of sex or handicap in its educational programs and activities.

Title VI of the Civil Rights Act of 1964 states that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program.

It is the policy of Blessed Sacrament Parish that Blessed Sacrament School and Extended Care will not discriminate in its educational programs and activities on the basis of sex, race, color, national origin, marital status or disability.

Complaints of noncompliance with Title VI, Title IX, Section 504, or the American Disabilities Act from students, parents, employees, or applicants for employment should be directed for investigation and resolution to:

Fr. Kevin Maksym, Pastor—Blessed Sacrament
3109 Swede Ave. Midland, MI 48642
Telephone: 835-6777 ext 226

Outdoor Recess:

Students participate in outdoor activities daily. Generally, students remain indoors only when it is raining or when the air temperature or wind chill is 10 degrees or below. If a student must remain indoors for medical reasons, parents are to request in writing that their child stay inside and state the reason. Generally speaking, if a child is too sick to go outside for recess, *he/she* is too sick to be in Extended Care. Please refer to the School Handbook for recess/playground rules. Appropriate outdoor clothing is required for all Extended Care Students. Extra gloves/mittens and socks are often needed for outdoor recesses throughout your child's day. We do not go outside anytime

- Time out, when appropriate
 - Parent informed at pick up time
2. Review of Step 1 with;
 - Visit with Extended Care Director
 - Phone call to parent or guardian
 3. Review of Steps 1 & 2 with;
 - Meeting with parent or guardian, Principal and Extended Care Director
 4. Dismissal from the program

Illnesses:

If a child is experiencing any of the following symptoms, a parent/guardian will be contacted. Parents are to pick up their child within 30 minutes of notification.

Fever-child may return after being fever free for 24 hours

Diarrhea-child may return after subsides for at least 24 hours

Vomiting- child may return after subsides for at least 24 hours

Chicken Pox- a doctor's note required for re-admittance.

If a child is sent home with a contagious illness, all families will be notified of the exposure, keeping the child's identity confidential.

Emergency Medical Treatment:

- One staff member will remain with the injured child.
- Injury will be reported to the school office by other staff member or child.
- If the injury is serious or life threatening, 911 will be contacted.
- Parents will be notified.
- If the injury requires transporting the child by ambulance, a staff member will accompany the child (with the required medical release and health history)
- All charges from the ambulance or hospital are the responsibility of the parent/guardian.
- An accident report form will be filled out for all injuries which require first aid.

For minor injuries such as scrapes, bumps, bruises, etc., the parent/guardian will be notified verbally at pick up.

We are a smoke free building.

It is our policy to report child abuse/ neglect in accordance with state guidelines.

We do not take field trips in Extended Care.

Conferences for your child with the Extended Care Director are by request.

Health Care Plan:

Sanitization of Tables, Toys, and other Equipment, Proper Hand Washing Procedures and Infectious Disease Control.

- Tables are sanitized before snacks are distributed and at the end of each day. Employees thoroughly wash and glove their hands before snacks are distributed. Children are required to thoroughly wash their hands before snack.
- Hand washing techniques are printed above each sink. Hand washing begins with wetting and lathering of hands while singing: Happy Birthday twice followed by rinsing and drying hands.
- When staff or children have had contact with bodily fluids hand washing occurs. Maintenance is called when any bodily fluid is spilled. Universal precautions are used to eliminate fluid, and then the effected area is cleaned or sanitized.
- Toys and other equipment are sanitized before the school year begins and periodically during the school year. A bleach water solution and/or high temperature dishwasher is used.
- Bleach tape will be used to test the strength of the bleach solution being used.

Snacks:

Nutritional snacks are served daily with juice and/or water.

These snacks include but are not limited to:

Fresh fruit, Fresh Vegetables, Pretzels, Popcorn, Crackers
Granola Bars, Fruit Bars, Yogurt, Cheese

Infrequently candy, cookies or cake could be served.

At this time we do not participate in a food program.

If children bring snacks from home they need to bring enough for everyone or they may eat their special snack at the hallway table.

Food allergies will be accommodated.

Medication for Extended Care

Blessed Sacrament policy is that **we do not dispense any medications without the written consent of a physician.** Medication includes both PRESCRIPTION and NON-PRESCRIPTION medications and includes those taken by mouth, inhaler, and syringe, applied as drops to eye or nose, or applied to the skin. These include cough drops, Tylenol, antibiotic ointments etc.

Prescription and non-prescription medication forms may be requested through your physician's office, or we have a supply in the school office and on our website.

All medications, prescription and non-prescription, must be provided in the original containers from home along with written permission from a physician authorizing the school to dispense the medication. The physician's note must include the dosage, time for medicating, duration of medication and method. Under no circumstances will the school dispense medication without meeting the above criterion. Students may not keep any medications in their possession.

Medication will be stored at school in a restricted location. The Extended Care Director will keep a log of medication administered. The log will contain the name of the student, the name of the medication, the dosage to be given, and the time to be given. The Extended Care Director or other designated staff member will give the student his/her medication in front of a witness and will record the date and time of the administration, both adults present will sign his/her name on the log.

Parents may come to Extended Care with medication for children and dispense it themselves.

Physician's instructions should be renewed annually, or more often, if necessary. The parent should pick up medication left over at the end of the school year or the school will properly dispose of the medication.