

St Augustine Cathedral School

After School Care Program Handbook



St. Augustine Cathedral School Mission

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

The following material is presented as a guide to the St. Augustine Cathedral School After School Care Program. We have attempted to include the information considered most important to your child's safety and regarding the basic operations of this program. We hope that you will find this handbook helpful and that our program will meet your needs and those of your children.

St. Augustine School After School Care Program

This program serves families who have students enrolled in Preschool through 8th grade.

The program is available to parents and students after regular school hours. It provides professional care, supervision, recreation and enrichment activities for the students. It serves parents who desire both Catholic education and supplementary childcare in a Christian environment.

This program allows children to experience a rich diversity of growth activities planned to complement the philosophy and values of school and families. Arts and crafts projects, indoor and outdoor recreation, snack time and rest periods are available. In addition, there is time set aside for homework completion.

The program is licensed by the State of Michigan through the Bureau of Regulatory Services. It is operated by members of the St. Augustine School staff.

The After School Care Program adheres to the policies and practices of St. Augustine Cathedral School, including those found in the Diocesan Office of Schools Policy Manual, the CSGK Policy Manual and the St. Augustine Cathedral School Parent/Student Handbook.

St. Augustine Cathedral School has the right to amend this handbook as necessary.

Enrollment Policy

Children must be students enrolled in St. Augustine School. Our state license does not allow younger siblings.

The following forms must be filled out in full before your child can attend the program:

- Registration form
- Child Information Card
- St. A sporting events permission slip

After School Care Registration forms can be found on FACTS. Families returning to the program do not need to fill out new forms. Returning families will need to initial and date previously completed forms.

Fee Schedule

\$4.00/hour per student

Check in/out is done through RenWeb and monthly statements are posted to RenWeb. Payment is due by the 15th of each month. If payment is not received by the 15th, a late fee of \$10 will be assessed every 5 days. There may be circumstances preventing a family from paying their ASC bill. In these cases, please email the principal, azommers@stakzoo.org, and leeway may be granted. If families are more than 2 months past due on ASC tuition, children will not be allowed to attend the program until payment is received. A \$20.00 fee will be assessed for all returned checks.

Hours of Operation

St. Augustine School's After School Program operates on days when school is in session full day.

The program operates from 3:00 – 6:00 pm on days that school is in session for a full day.

If you fail to pick your student/s up by 6:00pm (according to the school clock), you will be charged \$5.00 for every 5 minutes that you are late.

Discipline

The after-school care program, in conjunction with the State of Michigan, does not allow physical punishment of children. Our staff will use appropriate positive methods of discipline which encourage self-control, self-discipline, self-esteem, and cooperation.

The program has the right to refuse or terminate service to any child who is a danger to others, uses inappropriate behavior towards themselves, other students or staff, or is deemed unmanageable by the staff.

Our program will make every effort to modify inappropriate behavior with positive discipline techniques. Behavior difficulties will be discussed with parents before termination is put into effect, unless the behavior has caused serious physical or emotional injury to other children or staff. In that situation the parents will be called, and termination will be immediate.

The after-school program adheres to the same code of conduct that students follow during the school day.

Illness or Accident

If your child becomes ill, you will be notified and expected to pick him/her up as soon as possible. Medications cannot be administered without the written permission of a doctor. In case of minor accidents, first aid will be administered on the premises. In case of a serious accident, the staff will follow the instructions given on the emergency form. Parents will be contacted by phone in case of head injury. Parents will be notified via a written report of any other minor injuries.

Exclusion Policy for Children

Parents must have a back-up plan for care in case of a child's illness. Parents will be notified of illness and required to pick up their child as soon as possible. A child cannot return to the program until no longer contagious. The following are guidelines for return:

1. Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without using fever reducing medications.
2. Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten but call the parent to find out if this is the likely cause.
3. Vomiting – If the child is vomiting.
4. Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease.
5. Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion policy for staff and volunteers:

Staff and volunteers will not be present when:

1. Diagnosed with a "Big Five" illness:
 - Typhoid fever (*Salmonella typhi*).
 - Shigellosis (*Shigella* spp.).
 - Escherichia coli O157:H7 infection (*E. coli* O157:H7).
 - Hepatitis A (hepatitis A virus).
 - Norovirus infection.
2. Jaundice has occurred within the last seven days.

3. Experiencing noro-like symptoms (vomiting and/or diarrhea).

Note: It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough and sore throat.

The employee or volunteer can return to work:

- When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
- When excluded for Noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for another 24-48 hours.

Parent Notification of Incident

An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

In case of an incident:

- Parent will be notified by phone immediately. If a parent cannot be reached by phone, the program director will continue contact via email and text message until a response is received.

Health Care Plan

St. Augustine School adheres to strict health practices to prevent the spread of illness and infection. Children and staff are required to wash their hands with soap after visiting the bathroom and before eating. In addition, children will wash their hands after coming in from the playground and when seen as necessary by staff. Hand sanitizer will be available at all times but may not be used in place of soap and water. Hand washing procedures: Wet hands and apply soap to hands, lather soap, rub hands together vigorously for 20 seconds, rinse with warm water.

Equipment and toys used by children are washed, rinsed and sanitized daily. All surfaces are washed at the end of the day. Bodily fluids are handled according to the guidelines set out by Bloodborne Pathogens training.

Snack

Please send a nutritious snack and beverage with your child each day for an afternoon snack. Be aware that we have students in our school with life-threatening food allergies. If your child brings a snack that includes the possibility of peanuts or milk, he/she will have a dedicated space to eat a snack and will be asked to wash his/her hands afterwards.

Toys

Children are asked not to bring toys from home. These items are special and important and could be lost or broken.

Homework

A time is set aside each afternoon for homework. It is the child's responsibility to make use of this time under the supervision of program staff.

Pick Up Procedures

All children will be allowed to leave only in the company of their parent(s) or an authorized person with ID to confirm their identity. Authorized people are people specified on the Child Information Card. All children must be signed out by the person picking them up. The time is entered on the sign out form.

If your children attend extracurricular activities, a permission slip will be required. The after-school staff will assume responsibility for them after they have returned from the activity.

Parent Notification of the Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook is available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Staffing

St. Augustine School adheres to the rules and regulations of the Bureau of Regulatory Services when staffing the after-school program. St. Augustine School after school program has criminal history background screening and child protection registry checks conducted on all staff.

After school program will receive training, including, but not limited to, CPR and First Aid, Child Abuse and Neglect, Emergency Evacuation Procedures, St. Augustine School's Code of Conduct, St. Augustine School's policies regarding release of children, health and administration of medication, supervision, outdoor play and communication with parents, good practices when working with school-age children. In addition, staff will complete 16 hours of professional development annually.

All school volunteers, school employees, and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the *Protecting God's Children Program (Virtus)* adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community.

Daily Schedule

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| 3:00 | After school program opens for the day. Teachers will release students to go to the after-school room. Attendance is taken. |
| 3:00 - 3:30 | Snack and beverage (brought from home) |
| 3:30 – 4:30 | Outside play (weather permitting), or organized activity in classroom (exercise of some sort). |
| 4:30 – 5:30 | Organized games, craft projects, homework help, movies... |
| 5:30 – 6:00 | Clean-up, finish up, and prepare to go home. |