



# ST. JAMES SCHOOL

## & MONSIGNOR CHILD DEVELOPMENT CENTER

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### **2014-15 ST. JAMES AFTER SCHOOL CARE HANDBOOK**

Director: Mrs. Becky Hoskins  
Assistant Director: Ms. Karen Johnson  
454-0330 ext. 11 (before 3:30)

WELCOME TO ALL!

#### **STATEMENT OF PURPOSE**

St. James After School Care (ASC) begins the first day of school as an extended day for school age students (Pre-kindergarten through 6<sup>th</sup> grade) whose parents work or must be out of the home or a period of time. This service provides a safe environment for students with structure, care, and fun.

#### **ADMISSION POLICY**

St. James ASC admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at ASC. It does not discriminate on the basis of race, color, national or ethnic origin.

#### **LOCATION**

Our main location will be in the school auditorium with access to the other rooms in the building. The gym will be used for active play and, when weather permits, Tyler Park and the school playground will be utilized.

#### **ENROLLMENT**

A Registration Form/Medical Release, Designated Pick-up Form, Tyler Park Permission Slip, and Handbook Agreement MUST be completed and signed prior to the entry of a student in the ASC program. A non-refundable registration fee (per family), plus first week payment, must be made at the time of registration for the ASC.

## **DAYS AND HOURS OF SERVICE**

Monday-Friday: 7:30 a.m.-8:30 a.m. for Pre-School and Pre-K  
11:30 a.m.-2:45 p.m. for Pre-School and Pre-K  
2:45 p.m.- 6:00 p.m. for Pre-School through Grade 6

When the school day is over, students in grades K-6 who are in the After School Care Program will immediately report to the auditorium. ASC for students in PS and PK will be held in a separate room on the first floor.

We will follow the Archdiocesan Calendar for professional and in-service days when care will be provided on an all-day basis (7:30 a.m.-6:00 p.m.). Please check your school calendar for these dates. Care will be offered during Christmas vacation and Spring break **providing the number of children necessitates being open.** A notice will be sent to you to sign up for these dates.

**Payments will be required in advance** in order to provide adequate staff for the children. Children will be required to bring a bag lunch and a drink clearly marked with his/her name on these days.

## **SUMMER CAMP**

The Summer Camp program will begin on the first day that school is out for the school year and will continue throughout the summer for students ages PreS through 6<sup>th</sup> grade. The exact dates and registration will be available in May.

## **AFTER SCHOOL CARE PAYMENT**

Payments are to be made through the FACTS Management Company. There is NO reduction for missed days, but in the event of a prolonged illness extending beyond three days an adjustment can be made for the fourth and fifth days only. A late fee of \$20.00 will be charged after designated pick-up time, 4:00 p.m. or 6:00 p.m. This late fee should be paid to the caregiver before leaving. In fairness to all parents and respect for our caregivers' time, this policy will be enforced.

Fees are based on your child's/children's enrollment not on attendance. Charges are incurred according to the predetermined number of days your child(ren) is committed to attend as well as the time of their departure each day. There are no deductions or fluctuations in fees due to school holidays, professional days, in-service days, conference days, sick days, vacations or personal absences. A 25% deduction in fees will be given for inclement weather days that are not made up during or at the end of the school year. Once you have registered your child for the number of days he/she will attend each program, your monthly payments will always be the same amount.

Christmas, spring break, holidays and days when school is not in session are not included in the monthly fees and must be paid directly to the school office. Please contact the school office or check the school web site for a detailed listing of opened and closed dates.

### **ILLNESS-MEDICATION-EMERGENCY CARE**

A student who becomes ill cannot be allowed to stay in ASC. The parent or guardian will be notified and required to pick up the student as soon as possible. Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication from is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

The Administration reserves the right to make/take rare exception to the above three paragraphs especially in a situation where a peanut allergy and/or asthma attack occurs.

A signed emergency medical care form must be on file before any emergency treatment can be administered. Should the need arise, the following emergency treatment procedures will be followed:

1. A trained and certified member of the staff will take whatever immediate steps are necessary to stabilize the student's condition.
2. If further care is needed, appropriate medical personnel will be contacted (i.e. EMS, 911).
3. The parent or guardian will be contacted as quickly as possible to notify them of the situation.

\*Students will NOT be permitted to use the ASC telephone unless there is an emergency situation and he/she has received permission from a staff member.

## **CODE OF CONDUCT**

To ensure an appropriate Christian child care environment and to reinforce the Christian values in the home, this code of conduct has been established for all students.

1. Students will be respectful to teachers and each other at all times.
2. Students are to exhibit respect for all school property.
3. Safety will be adhered to at all times. Pushing, hitting, or other rough conduct will not be tolerated.
4. Children will pick up work/play areas and assist in the clean-up of their snack area in an orderly fashion.
5. There will be quiet time set aside for homework, reading, rest, etc. Each child is expected to work quietly and individually.
6. Children are to stay in designated ASC areas only and must be given permission to move from one area to another.

If it is determined that a problem exists in any of the above areas, the Director may request a conference with the parent or guardian.

## **DISCIPLINE**

In keeping with the Christian attitude at St. James School and parish community, students will be corrected with a positive reinforcement in order to instill a sense of responsibility for his/her own actions. This will be carried out in the following manner:

1. Caregiver will confer with the student to seek an understanding of the inappropriate behavior.
2. Appropriate consequences, such as loss of privileges, or time-out, will be applied.
3. Continued inappropriate behavior will be addressed at a conference between student, parent, and caregiver. Further measures will be decided upon at this time.
4. Removal from the ASC will be the final option.
5. No corporal punishment will ever be used.

## **CHILD ABUSE LAWS**

State Law (KRS620.0303 {2}) requires school officials who “suspect” the physical, emotional, sexual abuse, or neglect of a child must report this to Child Protective Services. St. James is required to report any suspicions of abuse or neglect in the home to the proper agency for investigation.

School officials must permit agents from the Department of Children and Families (formerly CPS) to interview a child at school if requested. A school official will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians a child is being interviewed by social workers.

## **SNACKS**

A nutritious snack is provided each afternoon. Two snacks are provided (morning and afternoon) when all day child care is being provided. Children receive 6-8 ounces of juice or milk with snacks containing sugar. Other drinks may be served with low sugar or non-sugar snacks

## **PERSONAL ITEMS AND DRESS**

Individual baskets will be provided for students to store personal belongings while attending the ASC program. Please check your child's basket to ensure that all belongings are taken home daily. Please do not bring items from home for use in ASC. We are not responsible for the loss or damage of toys, games, cards, etc. brought from home.

Students will be provided with ample time to change into play clothes. This is encouraged in order to keep student's school uniforms in good condition. Please label all personal items.

## **CHANGE IN ATTENDANCE**

Notice of a change in the student's attendance must be given one week in advance. Absences must be reported to the school office no later than 2:00 p.m. Notification must be provided if student will be tardy due to meetings, practices, etc. If the student is not in attendance, and we have not been notified, we will contact the numbers listed on the registration form.

## **DAILY SCHEDULE**

2:45-3:15	Attendance and restroom
3:15-3:45	Snack
3:45-4:45	Active play (outside/gym)
4:45-5:45	Quiet time (homework, reading, rest)
5:45-6:00	Clean up and prepare for closing

## **CHECK-IN AND SIGN-OUT**

Daily attendance will be taken. A sign-out sheet will be provided for mandatory, daily signature and departure time. Students will be released ONLY to those persons designated on the registration form. If there is a change in this list, ASC Director must be notified in writing. If the situation occurs when the person to pick up the student is not listed, a note or phone call from the parent/guardian is needed to allow the student to leave. If notification is not received or staff cannot reach parent/guardian by phone for verification, the student will stay in ASC until someone is authorized to pick up the student.

\*The ASC program asks that all parents enter through the main entrance on Edenside when picking up your child and sign them out at that time.