

# **Sacred Heart After School Childcare Program**

## **Parent Handbook 2011-2012**

The purpose of the Sacred Heart After School Childcare Program is to provide quality childcare after school to our families at Sacred Heart School. This program offers supervised care that includes a variety of activities including, but not limited to: outdoor recess, art and crafts, board games, toys, cards, study time, and indoor exercise. Afternoon snacks are included at no additional charge. The director and all care providers are certified in CPR and first aid. The childcare phone number is **402-841-5465**. Please **do not call the school office** concerning childcare.

### **Enrollment**

Only children who are currently enrolled at Sacred Heart School, kindergarten through sixth grade, are eligible to attend the After School Childcare Program. To enroll in the program, the registration/medical form must be filled out and the annual family enrollment fee of \$25.00 must be paid, it is non-refundable and non-transferable.

### **Health policies**

If there are medications or any special needs to be met concerning your child, you must fill out medication and consent forms, sign them, and consult with the director, Jessica Truex. Any medication that must be administered must be given to the staff with a medication form filled out and signed by the parent. Medicine must be in its original bottle with the dosage clearly marked.

Children are not allowed to attend if they have a fever or contagious illness. A 24-hour time period with no symptoms must pass before your child is allowed back. In the case that your child becomes ill throughout the day, you will be notified so arrangements can be made to pick them up. Please provide a written note if your child is unable to participate in any activity.

### **Program hours**

The program hours are after school from 3:05-6:00p.m., Monday – Friday. Childcare will be available on early dismissals. Your child must bring a sack lunch for the 11:50 a.m. dismissal. When there is no school due to inclement weather, holidays, or days off, the After School Childcare will be closed and no childcare will be available. You will not be charged fees for those days.

## **Evacuation**

In the case of an evacuation of Sacred Heart School during daycare hours, we will walk to Our Savior Lutheran Church at 2500 W. Norfolk Ave. If the Church is closed, we will walk to Lloyd's Drugmart at 2600 W. Norfolk Ave. We will have the childcare phone with us at all times.

## **Expectations/discipline policies/ Behavior program**

The expectations and discipline policies are the same as those listed in the Sacred Heart School Handbook. The rights, property and dignity of each person in and around the Sacred Heart After School Childcare Program are to be respected at all times. The same standards of conduct that are expected throughout the school day are expected of children and staff in the After School Childcare Program.

Warnings will be given when an expectation is not met. The consequence for the second offense will be a time out – the number of minutes will be the age of the child. For example, an eight year old will have an eight minute time out. A behavior report will be written and given to the parents in the case of a third offense. Recess may also be taken away as a consequence.

The director will give the consequences for disciplinary problems. All disciplinary actions will be in writing. A child may be suspended and or expelled from the program for **continuous** and or **seriously inappropriate behavior**.

School facilities are the property of the parish. Abuse to our facility will not be tolerated. A child and the child's parents/guardians will be held responsible for financial damages incurred by inappropriate behavior.

## **Scheduling reservations/attendance**

Please let the director know the days and times you need childcare at least one week in advance and no later than 6:00 p.m. the Tuesday before the week you need childcare. Please email ([jessicatrux@sacredheartgs.org](mailto:jessicatrux@sacredheartgs.org)) or pass-a-note (Sycamore) this information. You may also call the childcare phone at **402-841-5465**. We check all of these each afternoon before daycare begins. This is necessary so that our director can have enough staff scheduled for the week to cover childcare and enough snacks for each child as according to state licensure regulations. If your schedule stays the same each week and you have let the director know this, you do not need to reserve a spot weekly. Just let the director know if it changes. We realize that not everyone has a preplanned or

set schedule. We are willing to work with you if that is the case. Please contact Jessica Truex about your schedule and a plan will be set up.

### **Fees:**

A \$25.00 family non-refundable enrollment fee is due by May 31st annually. Our fees are: \$2.25/hour for the first child, \$1.25/hour for the second child. Any family that has four or more children enrolled in the program will only be charged for the first three children.

**Each minute after 6:00 p.m. that you are late picking up your child you will be charged \$1.00 per minute per child and will be paid in cash when picking up the children.**

### **Payment**

Enrollment is due May 31st of each year. Each family must prepay for the childcare services. You may put any amount into your account. The director will notify you when your account is at or below ten dollars. Please write checks out to Sacred Heart After School Childcare. You may send payment in an envelope marked Childcare to school with your child. It will get put in the childcare box. If you have any questions, please don't hesitate to call the director, Jessica Truex, at 402-841-5465. Please do not call the school office.

### **Sign In /Sign Out**

The director or staff will sign in all children when they arrive for the After School Childcare Program. When parents/guardians are picking up their children, they must come to the art room and let staff know they are leaving with their children. That is where our computer (which we use to check students in and out) is located.

### **Sycamore**

Your childcare account may be accessed through Sycamore. If you do not have a Sycamore account, please contact Mrs. Koch in the office. Under 'My School' you will find 'My Accounts', a childcare account will be shown. Please keep in mind that if you click into the account and see a red, negative number – it is actually a POSITIVE number. If you see a black number, it is actually a NEGATIVE number. The only exception is when you see the account listed with tuition, lunch, etc. It will be shown as a negative black number, but is actually a POSITIVE number. I would like it to be different, but this is how Sycamore sets it up.

I will **NOT** send paper statements. You will receive a PAN (pass-a-note) through your Sycamore account. I update the childcare home page weekly on Sycamore.



Sacred Heart After School Child Care

Daily Schedule

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
3:05-3:45	Opening, snack, announcements	Opening, snack, announcements	Opening, snack, announcements	Opening, snack, announcements	Opening, snack, announcements
3:45-4:15	Playground or indoor exercise	Playground or indoor exercise	Playground or indoor exercise	Playground or indoor exercise	Playground or indoor exercise
4:15	Homework	Homework	Homework	Homework	Homework
4:15-4:45	Games, puzzles, toys	Reading/writing activities/games, toys	Crafts/Art	Math activities/games, toys	Free play: games, toys, puzzles, building toys, music, art, etc.
4:45-6:00	Free play	Free play	Free play	Free play	Free play

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**Enrollment Agreement**

(Please return to Jessica Truex before your child attends the program.)

I understand by signing below I acknowledge that I have received a copy of the Sacred Heart After School Childcare Program Handbook and have read all the policies and procedures within. I further agree that my child(ren) and I will abide by the policies and procedures within this handbook. I further understand that the After School Childcare director and the Principal reserve the right to cancel this agreement at any time for any continuing discipline problems.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**Competency Statement**

I have determined that Mrs. Jessica Truex is competent to give and/or apply medication to my child(ren). I understand that school administrators have the responsibility to assess the ability of staff to give or apply medication and may give and or apply medication to my child(ren) with medical authorization and/or signed parental consent.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

