

ST. LOUIS SCHOOL AGE AFTER CARE PARENT HANDBOOK

St. Louisville Catholic School

925 Grant Ave

Louisville, CO 80027

MISSION STATEMENT

St. Louis Catholic School and After Care Program partners with families to form disciples of Christ in spirit, mind and body through faith formation, rigorous academics and service to the community.

POLICIES AND PROCEDURES

The St. Louis After Care program provides a safe and caring environment for school age students from Kindergarten to 8th grade. The program offers opportunities for children to do homework, enjoy unstructured play, art activities and outdoor time. An after school snack will be provided for the children. Additional snacks for your child may be provided from home.

ALL POLICIES AND PROCEDURES IN THE ST. LOUIS CATHOLIC PARENT/STUDENT HANDBOOK APPLY TO THE AFTER CARE PROGRAM.

STAFF

After care staff are here to guide each child in a spiritually, fun and relaxed environment. Our teachers and aides are state qualified and receive staff development and training on a regular basis.

AFTER CARE DIRECT PHONE LINE

303-666-6220 ext 100

303-666-6220 ext 103

School website: school.stlp.org

1. Teacher: Nga Dang
2. Director: Jessica Stannard jstannard@stlp.org

AGE OF CHILDREN ACCEPTED

Children Kindergarten to 8th grade

Age 5 years by October 1st to age 14 years

No child will be turned away based on race, sex, national origin or religion. Any decision related to a child with a disability will be in compliance with the Americans

Disabilities Act. Children with disabilities are accepted on the basis of individual cases and staff capabilities. St. Louis Catholic School will work closely with the student's family to determine the best and most reasonable solution for supporting the student on a case by case basis.

HOURS OF OPERATION

After Care program hours are 3:10pm to 6:00pm in the St. Louis School After Care room in the basement. The After Care Program will follow the School Calendar.

SCHOOL CLOSURES

In the event that school is closed due to inclement weather, the After Care program is also closed.

ENROLLMENT AND REGISTRATION

Fill out all the registration material in full and return to the school office. Indicate on the registration form which days your child will be attending. It is the responsibility of the family to keep enrollment records current. Each child needs their most recent immunization record and health statement. All children registered in our program need a physical annually, until the age of 6 years. Children 6 years and older need a physical every 3 years.

TUITION AND PAYMENT POLICY

After Care hours will be billed at the end of each month based on the hours your child attended the After Care program.

SIGN-IN/SIGN-OUT PROCEDURES AND AUTHORIZED PICK UP

Parents must come to the After Care room to pick-up their child. Only authorized adults on the child's emergency card, who are 18 or older will be authorized to sign children out of After Care. Additionally, a photo ID is required before releasing your child to any person that may not be familiar to the staff or Director. Colorado Child Care regulations require that an adult sign children out of After Care each day they attend. The child's name, date, time and **full/legible** signature are required. The After Care staff cannot deny the release of a child to his/her parent/guardian or their appointee without a written court order.

Parents/Guardians are expected to follow all traffic laws and to park their car legally to pick up their child.

SUNSCREEN POLICY

If a parent/guardian wants sunscreen applied to their child in the After Care program the parent/guardian must supply the sunscreen and be labeled with child's first and last name. Parent/ Guardian will sign a permission slip to allow staff to apply the sunscreen to the child. Parents can choose to provide sun protection clothing rather than sunscreen lotion. If a parent chooses sun protection clothing, then the parent must send those items to After Care.

LATE PICK-UP

Children are expected to be signed out and picked up by 6:00pm. If there is no prior arrangement and a child is still present at 6:00pm, parent/guardians will be contacted. If parent/guardians cannot be reached, emergency contacts listed on the child's registration form will be contacted next. In the case that no listed contact can be reached, local police will be contacted and the child will be released to Child Protective Services. If the child is picked up late excessively, it is the right of the St. Louis After Care program to discontinue the service of our care. Once the family is notified of the circumstances, they will have 5 days to find alternate care for the child.

WITHDRAWAL POLICY

If a family would need to withdraw any outstanding balances must be paid in full.

LOCATION OF CHILDREN

St. Louis After Care staff continuously count the children in the program. Children are monitored by sight and sound at all times. The daily sign-in/sign-out sheets will be verified at the end of each day.

MISSING OR LOST CHILD

The policy/procedure for a missing or lost child is as follows:

1. Notify school administration
2. Immediately search the school grounds
3. Call 911
4. Notify parents/guardians
5. Contact the Department of Human Services

VISITORS

All visitors, including family and volunteers, must check in with the teacher of the After Care program. There will be a visitor log kept with the sign-in/sign-out sheet.

PERSONAL BELONGINGS

It is requested that children **DO NOT** bring personal belongings including cell phones and laptops from home. The St. Louis After Care program **IS NOT responsible** for lost, stolen, broken or misplaced personal belongings.

SNACKS

An after school snack is provided for children in After Care. Students are welcome to bring an additional snack from home. Children will have access to water fountains during attendance.

VIDEO VIEWING

Periodically, a video may be viewed in the After Care Program. Videos must be rated G, no more than 30 minutes in length and viewed only one time per week.

STUDENT BEHAVIOR

All policies and behavioral expectations outlined in the Student Handbook are in effect during After Care.

DISCIPLINE POLICY

St. Louis After Care program advocates a positive approach to discipline. Teachers cultivate a positive relationship with the child and family as well as creating a socially and emotionally respectful learning environment in the classroom. Each teacher continuously demonstrates positive interactions with each child.

We implement teaching strategies that support positive behavior, prosocial peer interaction and social and emotional skills that are necessary for the child to learn to manage their emotions and behaviors in a positive way.

Teachers provide positive guidance for children by:

- Using encouraging statements to recognize positive behaviors.
- Teacher relocation in the classroom to be closer to a child who may need support.
- Redirecting a child to a more positive activity.
- Encouraging children to communicate with one another about their feelings or needs.
- Providing children steps to follow when trying to solve a problem or conflict.
- Providing a quiet area where a child can safely work through strong feelings for a short period of time.

If a child needs extra support to reduce problem behavior we will strive to work with the family to provide an individualized social and emotional behavior plan with the intent to reduce challenging behavior and prevent suspension and/or expulsion.

SUSPENSION AND EXPULSION POLICY

If a child's behavior is of concern, teachers will document the behavior and begin communication with the family to understand the child's individual needs and challenges. We will work together to evaluate the needs in the context of our program. If the negative behavior continues we may ask the family to engage and work with a social worker or other early childhood professional to assist in developing a plan to correct the behavior issues.

In the event a child's behavior should escalate to endanger the health and safety of themselves, other classmates or faculty that warrants suspension and/or expulsion from the center the following procedure will be implemented:

- Parent Conference - the parents of the child, teachers and Director will meet to discuss the behaviors of concern the child is exhibiting. We will form a plan that is mutually agreeable in order to alter the negative/unsafe behavior. The behavior plan will be implemented in the classroom. A determined amount of time will be given for improvement.
- Early Dismissal - If there is no improvement in the child's behavior and the child continues to be disruptive and/or unsafe behavior continues the parent will be called to pick up their child and the child will be sent home for the remainder of the day.
- Suspension - Should the behavior continue, the child may be suspended from attending school for a period determined by the Director. It will be the parent's responsibility to arrange for alternate care during the suspension period.
- Expulsion - If the behavior continues or escalates St. Louis Early Learning Center will discuss if we are the best program for the child and ask that the child be removed from our program.

While St. Louis After Care Program will attempt to make a reasonable effort to work with the parents and the child on the existing behavior issues prior to suspension and/or expulsion, the early learning center reserves the right to suspend or expel a child without notice if circumstances warrant immediate suspension or expulsion.

ILLNESS

A child that has symptoms of illness will be carefully monitored. Parents will be notified if the symptoms deteriorate. Children will be sent home for the following:

- Fever of 101 degrees or higher
- Vomiting
- Diarrhea
- Red, itchy eye with discharge
- Unexplained rash

- Excessive coughing
- Lethargic behavior that limits student participation

Your child needs to be picked up as soon as possible once notified. Your child must be symptom/medication free for 24 hours in order to return

MEDICATION

In the event of an emergency After Care staff may administer first aid, including Epi Pens, inhalers. All medications and over the counter medications must come with a doctor's order and parent authorization. Forms are available upon request. All prescription and over the counter medications must be in its original container. Your child is not allowed to carry any form of medication on them or in their backpack. Medications are stored in a lock box in the Aftercare cabinet.

ACCIDENTS & INJURIES

School staff is trained in CPR, First Aid and Universal Precautions. For minor injuries, an accident report will be completed and the necessary first aid treatment will be applied (clean with soap and water, bandage, ice, etc.). Please note that we are unable to dispense any first aid ointment, lotion, chapstick, hand sanitizer or over the counter medication without a signed health care provider's authorization. If an injury appears that it may require medical attention, but is not life threatening, the school will immediately contact the parents or emergency contact if a parent cannot be reached. If the school cannot reach any of the emergency contacts provided, the child's physician will be contacted. Should a life threatening accident occur, the school will immediately call 911. After emergency assistance has been requested, the parents will be contacted. If the parents cannot be reached emergency contacts will be contacted.

EMERGENCY PROCEDURE

Monthly drills will be practiced, to include fire, tornado, bomb and lock down procedure. In the event of an actual evacuation, the children will be located in the Parish Office. Parents will be notified promptly. Emergency phone numbers and medical supplies will be accessible.

CHILDREN WITH DISABILITIES AND THOSE WITH ACCESS AND FUNCTIONAL NEEDS

In the event of an emergency or emergency evacuation the After Care Teacher is responsible for the safety of children with disabilities and those with functional needs. The designated assistant teacher must take any medications or supplies needed for such children. Children with disabilities and those with access and functional needs shall participate in all emergency drills conducted by the After Care.

COMMUNICATION

Communication is the key to a successful partnership of parents and staff at St. Louis Catholic School. We encourage parents and teachers to be in regular communication with one another in the best interest of the children. Please address any concerns that you may have immediately.

REPORTING CHILD ABUSE

Colorado State Law requires anyone who works with children, including volunteers, to report suspected signs of child abuse and neglect. All St. Louis After Care Staff members are mandated reporters and are legally required to report any suspicion of neglect or abuse to Boulder County Child Welfare. St. Louis After Care and the Department of Social Services keep reports, questions, concerns, conversations and documentation regarding suspected abuse or neglect anonymous and confidential. If a parent suspects child abuse they may report it to the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS or 1-844-264-5437.

HOW TO FILE A COMPLAINT

If you have concerns or complaints about our facility, we ask that you go to the Director then the Principal to address and rectify your concerns or complaints.

If you have concerns regarding a violation of a licensing regulation please contact the Department of Human Services:

Colorado Department of Human Services
1575 Sherman Street, 1st Floor
Denver, CO 80203-1714 (303)866-3755