

ST. BRIGID CHILDCARE 2019-2020

Family Name _____

I have read the handbook and agree to abide by the rules within:

Parent's signature:

_____ Date: _____

This form will be placed in your child's file. Please return to the Child Care office.

Thank you

ST. BRIGID CHILD CARE

Dear Parents:

Welcome to St. Brigid Child Care (SBCC). We are proud to offer quality after-school care for the children of working parents at St. Brigid School.

The following material is presented as the *Saint Brigid Child Care Handbook*. We have included information important to you and your child. We welcome your suggestions as we all work together to make this year a happy and enjoyable experience for all.

The bold printed items are of particular importance and some have been repeated throughout the handbook!

Thank you for taking the time to read and understand the program and its policies and procedures. Please feel free to ask questions.

Every effort will be made to ensure a safe and caring atmosphere for everyone.

Sincerely,

St. Brigid Child Care

PHILOSOPHY

It is our desire to develop a flexible, developmentally appropriate “play” and “success” oriented environment that integrates the Catholic faith and complements the home and school by encouraging physical, social, emotional, and intellectual growth and positive feelings of self-worth.

GOALS

----- To provide a warm, secure environment designed to encourage decision-making, problem solving, individual expression, and freedom within limits, where children can respect and enjoy each other.

----- To provide a competent and caring professional staff who understand and meet the needs of the children.

----- To provide frequent and open communication with parents which provides support and encourages involvement.

----- The St. Brigid of Kildare School and Child Care will not discriminate on the basis of race, color, gender or ethnic origin the hiring of its certified or non-certified personnel.

REGISTRATION AND ADMISSION

* The annual registration process begins in January for families currently enrolled in the program. Open enrollment begins in February for new families. Acceptance to the program is based on availability.

* Communication is through the St. Brigid Church bulletin, the school newsletter, and the latchkey newsletter in conjunction with the approval of the principal and pastor.

ENROLLMENT

* St. Brigid Child Care will offer before and after school care for students of St. Brigid School in grades K-8 (ages 5-14). Enrollment shall be granted without discrimination on the basis of race, religion, color, sex, or national origin. Children with special needs or disabilities are welcome in the program.

STAFFING AND SUPERVISION

* Our well qualified staff are committed to providing a warm, supportive environment to enhance a child's self-image. Children will be given continuity of care and supervision with the student to teacher ratio generally not exceeding 14:1. We intend that no child will be left alone or unsupervised with the following exceptions:

1. Using the restroom.
2. Helping a teacher.

* Children leave the site for specific activities only with written permission from the parent.

SCHEDULING

* St. Brigid Child Care will be in operation starting the first day of school in August and lasting until the final day of school in May.

* St. Brigid Child Care will be opened and closed in accordance with the St. Brigid School calendar.

* St. Brigid Child Care is held in Enke Hall (K-3rd) and cafeteria (4-8) from the end of the school day at 2:50 P.M. until at 6:00 P.M. A before school program is held as well in the Enke Hall from 7:00 A.M. until 7:50 A.M. (at this time the students are released to their classrooms/ playground.) Please note - no "drop in" services for the AM program.

* When St. Brigid School is closed due to inclement weather or other emergency situations, St. Brigid Child Care will be closed as well for the safety of the children, parents, and staff. When Saint Brigid School is closed, and an announcement to this effect is made on the radio, TV or auto-phone message, SBCC will also be closed. The A.M. Latchkey session will not be open in the event of a 2-hour school delay.

NEW THIS YEAR!!!

LATCHKEY PM DROP IN SERVICE

St Brigid of Kildare will be offering a flexible drop in childcare service should there be an urgent and temporary need.

Paperwork for this service can be found under LATCHKEY on the St Brigid of Kildare school website. All registration forms must be completed online including the payment of the registration fee of \$25.00. The coupon booklet can be purchased and is valid for five (5) Latchkey days from September to May for the cost of \$100.00. Any unused days will not be refundable.

Please note there is a REQUIRED 24 hr notice with the Director, Karol Halm's approval, for each visit. Attendance will be maintained by the program Director throughout the school year.

Drop in service is NOT available for the AM program.

Please contact Karol Halm should you have any questions or concerns.

FEES

* All registration forms must be complete and on file before a child may attend the program. A non-refundable registration fee of \$25.00 per family is due at the time of application. Withdrawal and subsequent re-enrollment will entail an additional registration fee. **A 30 day notice is required to withdraw or change status in order to allow sufficient time to stop auto debit payments.** Tuition will be charged on a full-time or part-time basis. A space will be reserved every day of the week for full-time participants.

Parents requesting part-time care need to specify the days of the week that their child will be in attendance. Those days will then be reserved.

Part-time status does not have any flexibility for changing days. Therefore, if flexibility is needed, we suggest the full-time slots.

We cannot give refunds for the days that a child is absent because program requirements force us to engage staff based on the number of children enrolled.

- All payments will be done through FACTS and according to your school account which is overseen by Jackie Mack in the Parish Office.

Additional Charges

1. Late pick-up policy- SBCC program ends at 6:00 P.M. promptly, and we ask that all children be picked up by this time. Since our staff is not expected to remain after 6:00 P.M., a fee of \$1.00 per minute will be charged for each minute after 6:00 P.M. A parent is considered late if arriving any time after 6:00P.M.

If a child has not been picked up, a parent has not notified SBCC by 6:30 P.M., and attempts to contact the parent or other persons listed on the student's emergency have been unsuccessful, the school principal will be notified to determine the necessary next step in the procedure, which may include contacting Dublin Police

Department and Franklin County Children Services. The SBCC program reserves the right to terminate enrollment for recurrent lateness.

2. If your child will be absent on the day she or he is scheduled to attend, you must inform us by notifying a SBCC staff member, by leaving a message on the voice mail at 718-5833 or by sending an email directly to the latchkey office before 2:50 pm!

ATTENDANCE

* Arrivals and Departures: It is the parent's responsibility to initial each child in and/or out of the program each day. For the safety of your child, it is imperative that this is done so the staff knows the status of the child(ren). When a staff member meets a child after school, a check mark will be recorded on the attendance chart by the staff member. If a child fails to show up for childcare on his/her designated day(s), a staff member will attempt to contact a parent concerning the child's whereabouts.

* **Absences:** In the event a child is going to be absent from the program, the parent must contact the Saint Brigid Child Care Office by phone (614) 718-5833. Please **DO NOT SEND NOTES!** They never reach us!

SNACKS

A nutritious snack will be served each afternoon in childcare. A snack calendar will be posted. Snacks such as fruit, juice, fresh vegetables, milk, and crackers will be served. If your child has special dietary needs due to medical reasons, you are welcome to send food with your child. There is no reimbursement of tuition if food is sent from home.

Please note your child's allergies to food on the school emergency form.

COMMUNICATION

Effective and open communication is vital to the well being and success of any organization.

A parent newsletter is given to each family at the start of each month. Activities, crafts, snacks, and a chart showing your child's helpful

participation is posted on our informational board. Verbal communication occurs with parents periodically when necessary.

Ongoing communication is maintained with the St. Brigid of Kildare School staff in grades K-8.

HEALTH

* Your child's health is of major importance to all of us. Upon enrollment we will make copies of your completed school emergency card from the school office.

* Children should be dressed appropriately for the weather. Outdoor play is planned daily, except on days of rain and extremely cold temperature.

* Children in attendance are expected to be healthy enough to fully participate in the program day (including active indoor and outdoor play). Sick children should be at home for their safety and for the well being of others in the program.

* Mildly ill children (runny nose, no fever, etc.) will be observed to determine if the condition worsens at which time parent/ guardian will be notified.

* Any child exhibiting any of the following symptoms will be isolated and made comfortable until they can be taken home: Vomiting, diarrhea, severe coughing, fever, conjunctivitis, evidence of lice, contagious skin rash, to any other symptoms of illness.

* Parents are required or make immediate arrangements to pick up sick children when requested to do so by one of the staff. Children may return for re-admittance after medical treatment has occurred (if appropriate) and a normal temperature has been registered for 24 hours.

* We prefer not to administer medication, but on a limited basis, arrangements can be made. We will administer only personal prescriptions filled by a pharmacist with a label bearing the physician's name and child's name and directions for administration. The parent, not the child, must give the medication to the director or a staff member and complete the proper authorization forms. (Medication forms will be available in the program office.) A parent must give the first dosage of the prescription. Please note this means we cannot administer over-the-counter medication (e.g. Benadryl, Tylenol, Sudafed, Cough Syrups, etc.) unless there is a physician's prescription for them.

* The first aid kit is located in the designated staff space in the childcare

office. Staff trained to administer First Aid are the Site Coordinator and one other staff member. Children's medical records are located in the designated staff space in the childcare office.

* In case of an emergency, the staff member trained in First Aid should stay with the injured child and keep all of the children calm, quiet, and away from the medical emergency or injured child. The other staff member or authorized second adult should get the ill/injured child's emergency medical card and call the parent/guardian listed on the form. After calling the parent/guardian, the Child Care Coordinator should be called for assistance. The staff member or authorized second adult who has made the phone calls should give the emergency phone numbers and any other appropriate information to the emergency squad attendant when they arrive. The staff member who witnessed the medical emergency or accident should then complete an accident report. While maintaining child/staff ratios, a staff member should accompany the child to the hospital if the parent or emergency contact are not available. The other staff members continue to care for the children.

* If emergency treatment is needed, the child will be treated and/or transported by the Dublin paramedics. If it is not a severe emergency, the parent will be requested to pick up the child. If the parent is not available, the emergency persons listed on the emergency medical form will be contacted.

* The Ohio Department of Health Dental First Aid Chart is posted in the designated childcare space. In case of dental emergency, the staff follows instructions on the ODHS Dental First Aid Chart.

DISCIPLINE

* At St. Brigid Child Care, discipline is viewed as guiding the child toward self-discipline so they may function independently in a socially acceptable manner. Rules and limits are set for three main reasons: possible harm to self or others, damage to property, and infringement on the rights of others. The children will help to develop our rules at the beginning of the school year.

* The environment of the program will be structured to help children remember limits and positive language will be used to provide simple, consistent explanations.

1. Children will be taught to be responsible for their actions: they make a choice to follow the rule and enjoy the rewards or to disregard

the rules and accept the consequences. Appropriate behavior will be rewarded by verbal praise, class rewards, and positive communications with the parents.

2. Natural and logical consequences will be provided for inappropriate behavior when necessary. A child who is having problems playing within the guidelines of the program may be removed to a designated “TIME OUT” area. Parents will be informed of their child’s behavior in our program and may from time to time be called upon to participate in a disciplinary partnership to resolve special situations.

3. In case of serious or recurrent disruptions, parents may be called to pick up the child. Following the incident, a meeting with parents will be held as soon as possible and a behavior plan will be set up and implemented.

If a child has been expelled from the program wants to return in the future, the parents will need to request a meeting with the Director, Principal or designee to petition for re-enrollment in future years.

4. Any disciplinary methods that occur that are in compliance with the aforementioned or the school’s philosophy, will be documented on an incident report and given to the parent.

As an addition to our handbook, from this point forward this new wording will be prefaced with the following statement:

We are required to by the Ohio Department of Education to distribute to all the families as part of the handbook the following discipline policy 3301-32-09:

“(A) The program shall have a written discipline policy describing the program's philosophy and restrictions as listed in paragraph (I) of rule 3301-32-09 of the Administrative Code of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review. Constructive, developmentally-appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

(B) All school age child care staff members shall receive a copy of the program's discipline policy for review upon employment.

(C) The school child program shall provide in-service training to staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.

(D) The parent of a child enrolled in a program shall receive the program's written discipline policy.

(E) A school age child care staff member in charge of a child or a group of children shall be responsible for their discipline.

(F) Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.

(G) Exclusion from the school child program for disciplinary reasons shall be addressed in the policy and procedures.

(H) The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at the school child program.

(I) The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) Discipline shall not be delegated to a child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.

(4) No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.

20

(6) Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.

(7) Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.

(8) Discipline shall not include the withholding of food, rest, or toilet use.

(9) Separation shall be brief in duration, and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space. “

SAFETY OF CHILDREN

* The safety of the children is of the greatest concern at St. Brigid Child Care. The following guidelines will help to ensure safety.

1. Written reports will be on file on accidents/incidents and a copy will be given to the parents.
2. Children will be greeted by staff when they arrive. If a child is absent on the day he/she is scheduled to attend, parents will be called to determine his/her whereabouts.
3. Children will be released only to those designated on the permission forms. The person who picks up the child must inform a staff member that they are leaving and sign out on the daily attendance sheet.
4. A phone is available on site for emergencies.
5. Children will not be neglected or abused and will be protected from abuse and neglect while in the care of St. Brigid Child Care Program.
6. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.
7. The S.B.C.C. staff is required by law to report any suspicion or threat of child abuse or neglect.
8. Fire drills are conducted quarterly and tornado drills are conducted monthly from April through June. Detailed escape plans are posted inside the door of each room we use. During tornado drills, children go to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each room has an escape route to an outside area a safe distance from the building. Children are moved to those

designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

9. Children will be permitted to help teachers in their classrooms they have been signed out by the teacher on the designated “Teacher’s Sign Out” logs. Students must remain with that teacher while they are signed out and must return to childcare when they are finished.

10. Children will also be allowed to attend other extracurricular activities on the premises after school (i.e. Brownies, choir, cheerleading, sports practices) with written permission from the parent designating the time, day etc. Students should check-in with the childcare staff before leaving for activities.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

* Parents are welcome to visit and observe the program at any time to share a special interest or skill with the children, or to help with various projects. Parents are encouraged to share thoughts and information with their children whenever necessary and schedule an appointment for a conference with the SBCC staff whenever the need arises. If parents are divorced or separated, then applicable limits on parental rights will apply.

* The St. Brigid School Child Care Information Bulletin Board and monthly newsletters will have important information for parents to read. Please check them daily for information and messages.

SPECIAL NEEDS POLICY

This policy has been developed to provide families and staff with guidance for developing programs and service for people with special needs. This service is meant to ensure careful and thoughtful planning for program design and implementation. The steps below will be followed when enrolling a child with special needs into the School Age Child Care Program.

1. Pick up a registration packet from the program in which your child will be enrolling. Call the Child Care Coordinator, 718-5833 ext.245 and set up a family interview.
2. If the child’s needs can be met, the time and date of enrollment will be determined during the interview.

CURRICULUM GOALS

Personal Discipline: The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented, but adults do not dictate how they are pursued, in which guidance is offered, but not overwhelming, and in which encouragement is offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the childcare staff. The Child Care Discipline Policy will be applied consistently.

Social Development and Emotional Well Being: The program will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants as well as allowing unstructured time for friendships to develop. Activities and community projects, such as "environmental friendliness" will provide the social learning children gain from exposure to the larger community.

Physical Skills: The program will meet children's physical needs by: providing space and scheduled time for activities, such as running, jumping, and playing ball both indoors and outdoors; providing supervision to ensure safety, but without overprotection or over direction, providing opportunities for rest; and providing food needed to restore energy.

Health and Safety Skills: The program will increase children's health and safety skills by providing activities that will emphasize healthy lifestyles. A discussion of nutrition, daily exercise, safety skills, etc. will increase awareness.

CHILD DATA PRIVACY PROVISION

* After a child has been enrolled in the childcare program, each child will have an individual file containing all registration information, incident reports (if any), disciplinary data sheets (if any), behavioral documentation (if needed), and any other personal information shared by the family. These files are available for parents to review in the childcare office. With parental permission, information from a child's file may be shared with other professionals upon request.

VOLUNTEERS

*Any and all volunteers are welcome in our program. The St. Brigid School Child Care Program participates in high school service projects that involve students coming to our program once or twice a week. High School students who participate in this program complete a St. Brigid of Kildare Junior Volunteer Application. Parents are also encouraged to participate in the child-care programs, sharing their work experiences, travel adventures, and hidden or expressed talents. We follow the same policies regarding volunteers as the school and parish outlined below.

At St. Brigid of Kildare Church, “Best Practice” policies have been established to ensure the safety of our children in every parish and school activity. Our Safe Environment Program was designed for the protection of our children. With that in mind, ALL VOLUNTEERS 18 years of age and older (Athletics, Club Sports, Nursery, School, Scouts, Religious Education, Middle School and High School Youth Ministry and all other programs involving children) who have “care, custody or control,” or regular supervised or unsupervised access to children must complete the following procedures prior to the first day of volunteering:

1. Complete a Protecting God’s Children (PGC) awareness session offered throughout the Diocese of Columbus. This program helps raise the awareness of adult volunteers for the signs of child sexual abuse, the methods and means by which offenders commit abuse and steps one can use to prevent child sexual abuse.
2. Undergo a Civilian Criminal Background/Fingerprint check (BCI&I) and if needed, the Federal Bureau of Investigation (FBI) (see instructions for completing a fingerprinting background check below).
3. Complete a Volunteer Application Form which includes the signed Code of Conduct.
4. Submit a copy of driver license or photo ID to Stacey Nerone at snerone@stbrigidofkildare.org.

ADDITIONAL INFORMATION

1. Photographs of the children participating in our program may be taken periodically and may appear in newspapers, videos, or other publicity materials. The Diocesan photo release form will be used for parent’s permission.
2. Although staff members will make every effort to help keep track of the children’s belongings, the final responsibility is the child’s.

Appropriate toys may be brought to S.B.C.C., but if they are lost or broken, St. Brigid Child Care cannot be responsible for replacement or repair.

GRIEVANCE PROCEDURE

* Parents are requested to address any problems to the site director. Every effort will be made to resolve the situation at this point. If necessary, a conference may be arranged with the administration and staff involved.

DAILY SCHEDULE**

2:50-3:00 Check in/Announcements

3:00-3:10 Restroom/Change clothes/Wash hands

3:10-3:30 Snack**/Clean Up

3:30-4:00 Homework/Storytime

4:00-4:30 Outdoor play/ Gym

4:30 - 5:45 Planned daily activities**...arts and crafts, cooking, science,

5:45-6:00 Clean Up and quiet table games and activities

**Subject to change daily

* Every effort will be made to accommodate the students at SBCC who wish to do homework (i.e. quiet areas, soft space, etc.), but S.B.C.C. staff is primarily committed to teacher-to-student ratios, the safety of the students, and supervisory duties. When available, SBCC staff may assist with general help, but will not give answers. Ultimately the responsibility of homework and its completion is the child's.

* Age appropriate/developmentally appropriate activities will be available daily with the children's interests providing the direction for the program. Program activities could include (but are not limited to): arts and crafts, sports, outdoor play, games, reading, cooking, aerobics, gymnastics, dramatic play and science/discover. A homework area will be designated for children who wish to work on homework.

Saint Brigid School Child Care
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(614) 718-5833 ext.245