

2019-2020 Saint Martha Childcare Handbook

Welcome to St. Martha After School Care Program, a licensed childcare program designed to provide quality after school care for children in grades Prek-8 who attend St. Martha School. The administration and staff are qualified, trained, and caring individuals dedicated to providing developmentally appropriate activities in a Christian atmosphere, which supports and extends the mission of St. Martha Parish and School.

At St. Martha After School Care program, your child(ren) is afforded the opportunity to foster positive relationships with peers and caretakers while participating in a variety of interactive activities designed to assist in cognitive, social, and emotional development. Such activities include but are not limited to homework time, outdoor play, board games, arts and crafts, and computer time.

The St. Martha Childcare Handbook includes pertinent information regarding program policies, procedures, and daily operations. For any questions or additional information, contact the childcare director Anita Ricks at stmarthachildcare@gmail.com or by cell phone (502) 262-5746

The St. Martha Childcare program is a ministry and extension of St. Martha School. The mission and vision of the After School Care program supports the mission and vision of the school.

St. Martha School Mission Statement

As a Catholic School, we promote the Gospel message of community and service to others based on the teaching of Jesus Christ and His Church. It is our intent that all students strive to discover, experience, and share their gifts and talents through education, worship, and Christian living.

St. Martha School Vision Statement

St. Martha School is dedicated to providing an outstanding Catholic foundation through faith, education, individuality, leadership, and community. We are committed to developing the whole child, spiritually, emotionally, and intellectually into the individual who God intended him/her to be.

St. Martha Childcare Program

The After School Care program continues to foster this mission by promoting the same spiritual and moral development of its students after school hours. It is also our mission to offer academic support to students and parents.

We value

- Teaching Catholic beliefs, traditions, and values and integrating these with daily living.
- Providing daily academic tutoring to students who attend the After School Care program.
- Ensuring an atmosphere of respect for self and others while celebrating and promoting the uniqueness of the individual.
- Encouraging a sensitivity and responsiveness to the needs of others through service to the community.

AUTHORIZED PICK-UP

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

ATTENDANCE

Students participating in After School Care will be required to check in immediately after their dismissal from class. The staff will sign your child in for the day.

When After School Care students participate in any activity right after school, such as Quick Recall, Art Club or any activity that requires students to alter his/her regular schedule, he/she must first turn in a permission slip signed by the parent. The student will go directly to that club at dismissal and will be signed in when they arrive in ASC.

***Sports and Clubs After Sign in**

*If your child has practice (after check in time) in the gym, or one of the playing fields, please arrange for someone (coach, another parent, etc.) to sign them out from childcare and if necessary return them to the cafeteria and sign them back in.

If a student participating in the After School Care program attends school but will not attend After School Care, please inform the After School Care director or the school office.

If a student participating in the After School Care program is absent from school, he/she **may not** attend the After School Care program the day of the absence.

SICK CHILD POLICY

If a child is too ill to participate in the After School Care or has a temperature above 100 degrees, the child's parents will be contacted to pick up their child. They will be placed in a supervised space away from other children until you arrive. Your child may return after they are symptom free for 24 hours.

After School Care staff cannot administer medication. Only emergency Epi pen, Glucagon, and Inhaler will be allowed with required Doctor permission form.

HOURS OF OPERATION

School Days 2:40 - 6:00

Scheduled Full Days 7:00 - 6:00

After School Care closes at 6 pm. Please allow enough time to arrive and sign your child out by closing time. Please call the center if you know you will be late and so we can reassure your child. There is a late fee of \$3.00 per 5 minutes that you are late.

COMMUNICATION

All students are given a communication file. These files are kept by the sign in/out book and are used to relay important information to the parents from the After School Care staff. Children are asked **not** to put anything into the files **or** retrieve information from the files. **Please check your communication file daily.**

DRESS CODE

Students will follow the school dress code for After School Care. Students will be allowed to change clothes on early dismissal days or if they have practice. They need to follow the school handbook for appropriate dress on uniform break days.

IMMUNIZATIONS

Each child is required to have an updated immunization record on file. A notice will be given two months prior the expiration date. To ensure no interruption in your childcare, a new form must be on file before the old one expires.

DISASTER PLAN

In case of a natural or man-made disaster, the children will be moved to an area of safety determined by the St. Martha School disaster plan. A copy of the emergency disaster plan can be found on the After School Care web site. St. Martha ASC is registered at the Jefferson County Emergency Management Agency. Each child's emergency contact number will be kept with staff members at all times. Every attempt will be made to contact family members from the alternate location when and if possible.

Fire, tornado, earthquake, and Stranger Danger drills are conducted regularly.

FULL DAY CHILD CARE

On days when school is closed and After School Care is open, you will be required to accompany your child into the cafeteria to sign them in. Your child must be provided with a healthy lunch. Children will be offered a light snack at 9:00am and 3:00pm. These snacks are not a meal. If your child arrives early, please make arrangements for breakfast.

DAILY SCHEDULE

On a daily basis the children will be given snack, have time for free play inside or outside (weather permitting), and the children in grades 1-8 will be given time to do their homework. We encourage the children to complete their assignments, however, it is up to the child and the parents to check and see if the work has been completed. If you do not wish for your child to do their homework in ASC, please let a staff member know and they can read during homework period

DISCIPLINE CODE

The After School Care staff teaches the children positive behavior and anger management. The children are taught why some behaviors are wrong as well as alternatives to correct their behavior. The staff also educates the children on how anger can begin and to try and control or eliminate trigger behaviors such as teasing, name-calling, cheating, yelling, etc.

When anger or problems do arise, the staff will carefully listen to all sides of the issue and make a determination of how to best handle the problem.

If a child uses physical behavior (including but not limited to hitting, slapping, kicking, biting, pinching, and scratching) the discipline code below will be enforced.

- A child using a physical act will have isolated play for a period of time or the remainder of the day depending on the severity of the offense.
- A behavior form will be sent home with a warning or a one-day suspension.
- If the physical act results in an injury the child will have isolated play, and there will be an automatic suspension from After School Care on the following day.
- Should the problem persist, corrective steps will be discussed and a decision will be made as to whether we are the right program for the child.

To be enrolled in the ASC program children must be able to properly take care of their personal hygiene matters as not to compromise the health of other children.

POLICY CONCERNING CHILD ABUSE OR NEGLECT

Childcare providers are required to have a criminal records check on file in the office.

KRS 620.030 states:

Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the commonwealth’s attorney or the county attorney by telephone or otherwise.

All staff members of St. Martha Childcare have been educated on implementation of this law at orientation.

INCLEMENT WEATHER

When school is closed due to snow, the After School Care will be CLOSED. If St. Martha closes early due to weather, the ASC will be closed. If ASC is unable to open during a scheduled full day of care, you will receive a reach alert on your phone.

AFTER SCHOOL CARE RATES

A \$30 non-refundable pre-registration fee is not included in the rate below.

# Children	1	2	3+
Annual Full Time Rate	\$2,835	\$3,625	\$4,097
Monthly Full Time Rate	\$284	\$363	\$410
Annual Part Time Rate	\$2,364	\$3,151	\$3,625
Monthly Part Time Rate	\$236	\$315	\$363

Full Time is attending 4 or 5 days, Monday – Friday
Part Time is attending 1 to 3 days, Monday – Friday

AFTER SCHOOL CARE CALENDAR 2019-2020

August 15th First Day of ASC

After School Care will be **CLOSED** on the following days:

September 2 nd	Labor Day
November 21-22	Thanksgiving
December 24,25,26	Christmas
Dec.31/Jan.1st	New Years
Jan. 20	Dr. Martin Luther King Jr.
Mar.30,31April 1,2,3	Spring Break Week
May 1st	Oaks Day
May 25 th	Memorial Day

St. Martha Childcare Staff

Director of ASC	Anita Ricks
Staff	Maureen Payne Joyce Frewen McKenna Schelb Denise Gahafer Hannah Thomas Andrew Schelb

Phone Numbers

Childcare Cell Phone	262-5746
School Office	491-3171
Email	stmarthachildcare@gmail.com

RIGHT TO AMEND

The Director of St. Martha reserves the right to amend the handbook for good cause. Parents/Guardians will be promptly notified if changes occur. For Questions or Concerns contact Anita Ricks at 262-5746.

CHILD AND PARENT RIGHTS

Pursuant to KRS 199.898

1. All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment; and
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. Parents, custodians, or guardians of these children specified in subsection 1 of this section shall have the following rights:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.