



Preschool &
Prekindergarten AfterCare
Handbook
2011/2012

School Office 612-823-8253
Direct 612-821-5380

After Care Room extension 301

Supplement to the Parent/Student Handbook

Our Lady of Peace Preschool and Prekindergarten AfterCare Program Mission Statement and Philosophy

Mission Statement

Our Lady of Peace Preschool AfterCare program provides a safe, supervised environment for preschool-age children in a semi-structured setting. Emphasis is placed on social, emotional and physical child development.

Philosophy Statement

Our Lady of Peace Preschool AfterCare program shares the responsibility with the families of providing an environment for the children where they can grow in a positive self-image, develop their potential and become responsible individuals. The program provides many kinds of experiences appropriate to the children's ages, abilities and interests.

General Policies and Procedures

Preschool and Prekindergarten AfterCare at Our Lady of Peace School:

AfterCare	11:15-2:50 pm
Extended Day	2:50-6:00 pm

Admission

AfterCare is available to students in preschool and prekindergarten:

- The designated space allows for a daily maximum of 20 children
- Staff ratio 1:10
- Registration occurs at the time of school registration
- Openings in the program are filled on a first come first served basis
- Registration is dependent upon accounts being current
- Once an account is more than one month past due your child/ren can no longer use the service until the account becomes current

Departure (Sign out)

Parents are required to sign out their child/ren at pick-up time. If someone other than the parent/guardian comes to pick up your child, staff will need a written notification and will be checking identification of person(s) picking up your child.

Attendance/Absence

Please notify AfterCare staff if you know in advance that your child will be absent (vacation, going home with friend, etc.) If your child is not present during attendance and staff have not been notified of an absence, staff will contact the child's parents, and if necessary, emergency contacts. Notification can be made via written or email note, or phone to the direct line 612-821-5380.

Child Abuse and Neglect

Under Minnesota State Law, school staff and faculty are required to report suspected physical and sexual abuse and certain forms of neglect. Neglect may include failure to provide necessary food, clothing, shelter, medical care, school attendance, etc. Reports must be made to Hennepin County Child Protection Agency or to the police.

Anyone may report suspected abuse or neglect. Many people in the community have helped children by reporting suspected abuse or neglect. Because of them, children have received protection and parents have received help. The Hennepin County Child Protection number is (612) 348-3552.

For more information about Parents' Anonymous or to talk to someone if you are about to hurt your child, call the First Call for Help, United Way 211, (651)291-0211.

Cold Weather

During cold weather months, staff asks that parents make a special effort to see that their children are dressed appropriately. The children will be required to wear the outdoor clothing that is sent with them when going outside.

The children will go outside during the winter. Short periods of outdoor activity are extremely important in order to refresh a child.

Children will not go outside if the air temperature and/or wind chill are below 10 degrees Fahrenheit.

Communication

Staff will make an effort to communicate with parents daily or as often as possible to keep you informed of their child's activities. Parents must understand that they cannot expect a staff member's full attention if children are present but you are always welcome to make appointments to discuss concerns or issues with the staff.

Parents with concerns or issues with any of the AfterCare procedures or policies should address the Preschool/Prekindergarten Teacher. If the issue is not resolved they are to contact the school principal.

Emergency Procedures

In the event of an emergency, (fire, tornado, etc.) AfterCare personnel will follow appropriate school procedures for the safety of your child and, if necessary, evacuating the building. Our Lady of Peace Evacuation site is Hale School located across the street from the church. Students will be involved in periodic drills to practice emergency evacuation procedures.

Fees and Billing

Our Lady of Peace School cannot operate an effective AfterCare program without sound financial backing from all parents who use this service. Parents are responsible and held accountable for the AfterCare payment of their child/ren on a monthly basis. All fees and billings are managed through TADS. (Tuition Assistance Data Service) No family is accepted into the program without an established TADS agreement.

****After 5 days past the due date, TADS will assess a late fee. Within 5-10 days TADS will attempt to contact you to make arrangements. If, after ten days no arrangements have been made, the past due amount is referred to the Our Lady of Peace Business Administrator who will contact you further.****

Late Pick-up Fees will be charged beginning at 6:00 p.m. for anyone who has not been picked up at the rate of \$15.00 for every ten minutes. Late fees will be added to your TADS bill.

Food

Snacks will be provided to the children. The snack is included in the fees. All snacks will adhere to healthy guidelines for children. Snacks will be eaten in the cafeteria and/or other designated spaces in the building.

Our Lady of Peace discourages food to be brought to share with other children.

One of the health guidelines is that no homemade food or food from open packages can be shared with other children.

Insurance

The AfterCare Program at Our Lady of Peace is fully insured through the Catholic Mutual Insurance Group Program with the Archdiocese of St. Paul and Minneapolis.

Personal Belongings

Children are discouraged from bringing toys and personal items from home. The AfterCare Program is not responsible for the loss or damage of these items.

All clothing (indoor and outdoor) should be labeled with your child's name. Hats are not allowed in AfterCare unless specified.

Playground

The AfterCare students are welcome to use the playground equipment on the school playground only when supervised by a staff member. AfterCare will have scheduled times for use of the playground.

Students must obey the following rules when playing on the equipment:

- Only one child on a slide at a time
- Children may only slide down the slides, never walk up the slides
- No sitting, walking or crawling on the main support of the monkey bars
- No jumping from one piece of equipment to another
- No pushing
- No pulling anyone using a piece of equipment
- Appropriate shoes and clothing are required. No flip flops, clogs or crocs are allowed

Staff reserves the right to bar a student from using the playground equipment for violations of these safety rules.

Release of Students

Students may be released to parents, guardians or those adults designated by the parent in writing. For the safety of your child we are able to release children on the verbal authorization of parents as an exception under emergency situations only. When someone will pick up your child other than those authorized, please provide written authorization to the AfterCare Staff. Individuals who pick up students may be asked to show picture identification.

Parents are responsible for providing file copies of custody decrees or other documents relating to a non-custodial parent's contract with an AfterCare child.

School Closings

When it becomes necessary to close Our Lady of Peace due to an emergency (i.e. severe weather, broken broiler etc.), the AfterCare Programs are also closed. Parents should log into their Cornerstone account or tune to WCCO radio 830 AM for information on school closings.

Student/Teacher Ratio

AfterCare will maintain a maximum teacher/student ratio of 1:10

Health Policies

Accidents

In the event of an accident, qualified staff will administer emergency first aid and parents will be notified of the care given. **If a life threatening illness or accident occurs, emergency medical care will be requested from 911.** Any expense incurred from use of emergency medical care will be the responsibility of the child's parents.

Exclusion of Children

No child should attend school if he/she shows active signs of illness such as unusual tiredness, lack of appetite, vomiting, persistent coughing, headache, or fever. The staff reserves the right to exclude from the program any child who shows signs of illness.

Ill Child

When a child becomes ill at AfterCare, the parents, or other designated person will be notified. The child will be isolated from the rest of the group and provided with a place to rest while arrangements are made for the child to be picked up. The child will be within sight and hearing of a staff person. Staff may never transport an ill child.

Injury Notification

The Commissioner of Health must be notified within:

- 24 hours of the death of the child in care of the program
- 24 hours of any injury of a child in care of the program that required the treatment of a physician
- 48 hours of the occurrence of a fire during the hours of operation that requires the services of the fire department
- 24 hours of the use of any emergency medical services by a child while in care

Medication

If a child needs oral or surface medication while at Our Lady of Peace, please fill out a medical permission form available in the school office. All medication must be in its original packaging with label intact. The medicine will be kept in a secure cabinet or refrigerator (if required). By state law, we can administer only medicine prescribed for the child in the labeled and dated prescription bottle or other medicine with a signed note from the doctor or parent. Please do not send medicine with your child to keep in their backpack for self-medication. This includes medicines such as cough drops and inhalers.

Parent Notification of Illness

Parents are required to inform the staff within twenty-four (24) hours, exclusive of weekends and holidays, when a child is diagnosed by the child's health care source, as having a contagious reportable disease (specified in part 4605.7040) or has lice, scabies, impetigo, ringworm or chicken pox.

When a child in our care has been medically diagnosed with a contagious condition, notice must be given to the parents of exposed children the same day a parent notifies the staff of a child's condition. It is the responsibility of the staff to notify the health authority of any suspected cases of reportable diseases or animal bites (specified in part 4605.7040) within 24 hours of receiving the parent's report.

Discipline and Student Behavior

General Rules

Children are expected to behave in a manner appropriate to their age and development. The school administration, staff and parents work together to help students learn to choose appropriate behaviors and accept consequences which may result from their choices.

All children, along with the supervising teachers, are expected to set in place the specific behavior rules for the program and setting. Staff members will provide modeling of acceptable behavior.

General rules will fall under these four basic guidelines:

- Respect yourself
- Respect others
- Respect school property
- Be safe at all times

Anything that constitutes a severe disruption of the AfterCare environment, endangers the safety of students and/or staff is in direct violation of the philosophy of Our Lady of Peace. Consequences of such behavior will result in immediate contact with the parent/s and may lead to removal from the program.