

Saint James the Greater School

Child Care Handbook



PHILOSOPHY

It is our desire to develop a flexible, developmentally appropriate “play” and “success” oriented environment that integrates the Catholic faith and compliments the home and school by encouraging physical, social, emotional, and intellectual growth and positive feeling 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 understands and meets the needs of children.
- To provide frequent and open communication with parents. This provides support and encourages involvement.
- Saint James the Greater School and Child Care will not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

REGISTRATION AND ADMISSION

- The annual registration process begins in January and is handled through a school mailing. The mailing in mid-January is sent to families currently enrolled as well as those who have requested information.
- Communication is through the Saint James the Greater church bulletin and the school with the approval of the pastor and principal.

ENROLLMENT

- Saint James the Greater Child Care will offer before and after school care for students of Saint James the Greater School in grades K-4 (acceptance of 5th grade or higher will depend on the availability). 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 staff consists of well-qualified specialists who 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 not exceeding 20:1. We intend that no child will be left alone or unsupervised with the follow exceptions:
 1. Running errands inside the school building
 2. Using the restroom
 3. Helping a teacher
- Children may walk home or leave the site for extra curricular activities only with a written permission from the parent.

SCHEDULING

- Saint James the Greater Child Care will be in operation starting the first day of school in August and lasting until the final day of school in June.
- Saint James the Greater Child Care will be open and closed in accordance with the Saint James the Greater school calendar.
- Saint James the Greater Child Care is held in the panther pit, gymnasium, outside and/or cafeteria from the end of the school day at 3:05 P.M. until 6:00 P.M. The before school program is held in the cafeteria or the panther pit from 7:00 A.M. until 7:50 A.M. (at this time the students are released to their classrooms).
- When Saint James the Greater School is closed due to inclement weather or other emergency situations, Saint James the Greater Child Care will be closed as well for the safety of the children, parents, and staff. When Saint James the Greater School is closed, an announcement to this effect will be made on the radio or television, and a call will be placed to parents using the One Call Now system.
- When Saint James the Greater School is on a two hour delay, the morning Child Care program will begin at 7:00 A.M. However, should the school close, the parent(s) will need to pick up their child/ren by 10:00 A.M.
- When Saint James the Greater School is on a two hour early release, the afternoon Child Care program will begin at 1:05 P.M. Procedures will be as follows:
 - Students will be dismissed at 1:05 p.m. and will proceed to the Panther Pit just as they would during their normal school day routine.

- Child Care will provide lunch for all attending students.
 - Scheduled time for physical activity, homework and a planned craft and/or unstructured play time will be provided to all students.
 - Students will be expected to be picked up at the normally scheduled time of no later than 6:00 p.m.
- Any message of absence, changes in your child's plans after school, or other important information should be made through Saint James School Child Care office by 1 of 3 different ways:
 1. Call and leave a message on the child care phone at: (513) 741-5333 Ext. 4 by 1:00 P.M.
 2. Write a note to the child care office or fax by 1:00 P.M. to the school office at (513) 741-5312 Attention: Child Care.
 3. Email Child Care at: sjscc@stjameswo.org by 1:00 P.M.

FEES

- All registration forms must be complete and on file before a child may attend the program. A non-refundable registration fee of \$20.00 per family is due at the time of registration. Withdrawal and subsequent re-enrollment will entail an additional fee. 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. We cannot give refunds for the days that a child is absent because the program requirements force us to engage staff based on the number of children enrolled.
- Payments are due within the first week of each month. A late fee of \$5.00 per day will be assessed for late monthly payments paid after the first week of the month. Please make payment by check or money order. Cash in the exact amount will be accepted in emergency situations only.

Please make checks payable to: **Saint James the Greater Child Care.**

Additional Charges

1. Late pick- up policy – Saint James the Greater Child Care program ends at 6:00 P.M. promptly. 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 \$5.00 will be charged to any parent arriving at 6:05 P.M. with \$1.00 per additional minute of lateness being charged. (i.e. 6:06 arrival will result in

- a \$6.00 fee; 6:13 arrival will result in a \$13.00 fee). If a child has not been picked up, and Saint James the Greater Child Care has not been notified by a parent by 6:30 P.M., and attempts to contact the parent has been unsuccessful, the Police Department may be notified and Hamilton County Children Services may be called. Saint James the Greater Child Care program reserves the right to terminate enrollment for recurrent lateness.
2. Return check policy – A fee of \$25.00 will be assessed for each returned check.
 3. Late monthly payment – Monthly fees are due the 7th of the month. A fee of \$5.00 per day will be assessed each day it is late (i.e. 8th day of the month).
 4. Trace fee policy – If your child will be absent on the day she or he is scheduled to attend, you must inform us by notifying a Saint James Child Care staff member via email, written note, or voicemail (513-741-5333) prior to 1:00 P.M. A penalty fee of \$5.00 may be charged for any unnecessary trace (i.e. parents were aware of the impending absence, but neglected to inform Saint James School Child Care).
 5. Tuition not paid by the 15th of each month may result in forfeiting your spot in the child care program.

ATTENDANCE

- Arrivals and Departures: It is the parent's responsibility to sign each child in and/or out of the program each day. For the safety of your child(ren), 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 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 Saint James the Greater Child Care office via email, written note, or voicemail (513-741-5333) prior to 1:00 P.M.
- Registered students only: If your child has a friend over for the evening he/she is not permitted to bring a friend to the child care program. We are sorry for the inconvenience, but we cannot be responsible. We have no registration/emergency information on this child. It is up to their parent to register them if they want to take part in the child care program as part time or full time.

SNACKS

- A nutritious snack will be served each afternoon during Child Care. A snack calendar will be posted. Snacks such as fruit, juice, fresh vegetables, milk, crackers, etc. will be served.
- If your child has special dietary needs due to medical reasons, or you prefer that your child eat something other than what is planned for snack time, you are welcome to send food with your child. There is no reimbursement of tuition if food is sent from home. Occasionally your child will have the opportunity to cook or otherwise prepare special foods at Child Care for a snack.
- 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 are posted on our information board. Verbal communication occurs with parents periodically when necessary.
- Ongoing communication is maintained with the Saint James the Greater staff in all grade levels.

HEALTH

- Your child's health is of major importance to us. Upon enrollment we will make copies of your completed school emergency form from the school office.
- Children should be dressed appropriately for the cold weather (coats, hats, gloves, long pants). Outdoor play is planned as weather seasons change.
- Children in attendance are expected to be healthy enough to fully participate in the program (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 their condition worsens at which time the parent/guardian will be notified.

- A 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, as well as any other symptoms of illness.
- Parents are required to 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 Child Care Office).
- A parent must give the first dosage of the medication (i.e. Benadryl, Tylenol, Sudafed, Cough Syrups, etc.) unless there is a physician's prescription for them.
- A first aid kit is located in the designated staff space in the Child Care office. Staff trained to administer First Aid is the Site Coordinator and one other staff member. Children's medical records are located in the designated staff space in the Child Care office.
- In case of an emergency, a staff member trained in First Aid will stay with the injured child and keep all other children calm, quiet, and away from the sick or injured child. Another staff member or authorized second adult will get the injured child's emergency medical form and the parent/guardian information listed on the form. Parent/Guardian will be called by a staff member. The staff member who witnesses the illness or accident should then complete an accident report. If child/staff ratios can be maintained, a staff member will accompany the child to the hospital while the other staff member(s) continue to care for the other children.
- If emergency treatment is needed, the child will be treated and/or transported by the local 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 form will be contacted.

DISCIPLINE

- At Saint James the Greater 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 to avoid: 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 rules and enjoy the rewards or to disregard the rules and accept the consequence. 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 guidelines of the program may be removed to a designated “time-out” area. Parents will be informed of their child’s behavior in the 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 their child. Following an opportunity for the child to explain his/her actions, a suspension or expulsion may be imposed. Payment will be due for the time a child is suspended (not to exceed five school days). If at any time it is determined by the staff that the child is unable to benefit from the program or poses danger to the other children, staff, or program, parents will be requested to withdraw their child. A child who has been removed from the program will need to be reinstated by the school administrator and child care director. A conference will be arranged.
 4. Any disciplinary methods which 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 well as, the school administrator.

SAFETY OF CHILDREN

- The safety of the children is of the greatest concern at Saint James the Greater Child Care. The following guidelines will help ensure safety:
 1. Written reports will be on file in the Child Care Office of accident/incidents along with copies given to parents and school administrator.
 2. Field Trips: A permission slip must be signed by a parent/guardian whenever a child is transported away from the site. Each child will wear a name tag which includes the center's name, address, and phone number. A first aid kit, a person trained in first aid, as well as emergency forms and health records for each child will be available.
 3. Children are 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.
 4. Children will be released to those designated on the permission form. The person who picks up the child must inform a staff member that they are leaving and sign out on the daily attendance sheet.
 5. A phone is available on site for emergencies.
 6. Children will not be neglected or abused and will be protected from abuse and neglect while in the care of Saint James the Greater Child Care program.
 7. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.
 8. Saint James the Greater Child Care staff is required by law to report any suspicion or threat of child abuse or neglect.
 9. Fire drills are conducted once a month and tornado drills are conducted 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. For fire drills, or other emergency procedures, each room has an escape route to an outside area, a safe distance from the building.

10. Children are permitted to help teachers in their classrooms if they have been signed out by the teacher on the designated “teacher’s sign out log”. Students must remain with that teacher while they are signed out and must return to Child Care when they are finished.
11. Children will also be allowed to attend other extracurricular activities on the premises after school (i.e. Brownies, Boy Scouts, cheerleading practice, sports practice, band, enrichment, etc.) with written permission from the parent designating the time, day, and other pertinent information. Students must check-in with the Child Care staff before leaving for activities. The Child Care staff must be notified if the child will be returning to Child Care or not.
12. A detailed emergency preparedness plan is available in the school office and covers a variety of emergency situations.

- Parents are welcome to visit and share a special interest or skill with the children, or to help with various projects. Parents are encouraged to share information with their children whenever necessary and schedule an appointment for a conference with Saint James the Greater Child Care staff when the need arises. If parents are divorced or separated, then applicable limits on parent’s rights will apply.
- Saint James the Greater Child Care information bulletin board and monthly newsletter 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 Child Care program.
 1. Pick up a registration packet from the program in which your child will be enrolling. Call the Child Care Coordinator at 513-741-5333 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 that encourages cooperation, self-discipline, and positive decision making. Rules will be minimal in number, accepted as important by the children, and consistently applied by the Child Care staff.
- **Social Development and Emotional Well Being:** The program will meet children's social and emotional needs by helping every child make friends through cooperative activities as well as allowing unstructured time for friendships to develop. Activities and community projects, such as school supply and food drives for the needy, live animal presentations by Hamilton Country Parks, and bicycle safety awareness by Children's Hospital will be incorporated when possible.
- **Physical Skills:** The program will meet children's physical needs by providing space and scheduled time for physical activities such as running, jumping and playing ball both indoors and outdoors. Supervision will be provided at all times to ensure safety. Appropriate rest and snacks will be made available as well.
- **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 Child Care program, an individual file will be kept on them. The file will contain all registration information, incident reports, disciplinary sheets, behavioral documentation, and any other personal information shared by the family. These files are available for parents to review in the Child Care Office. With parental permission, information from a child's file may be shared with other professionals upon request.

VOLUNTEERS

- Volunteers are welcome in our program. Saint James the Greater Child Care program will participate in high school service projects that involve students coming to our program each week. Parents are also encouraged to participate in the Child Care program by sharing work experience, travel adventures, and hidden or expressed talents. **Volunteers over the age of 18 must have completed all phases of the Child Protection Decree and Fingerprinting process of the Archdiocese of Cincinnati before they can serve as a volunteer.**

ADDITIONAL INFORMATION

- Photography of the children participating in our program may be taken periodically and may appear in newspapers, videos, or other publicity materials. The school photo release form will be used for parent's permission.
- Although staff members will make every effort to keep track of the children's belongings, the final responsibility is the child's. Appropriate toys may be brought to the Saint James the Great Child Care program, but if they are lost or broken, Saint James the Greater Child Care cannot be responsible for replacement or repair.
- Every Friday is movie day. The rating of the movies will be either G or PG. Parental permission will be obtained prior to showing any PG movie. Popcorn and drink will be provided.
- Children will have the opportunity to change out of their uniforms.

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

3:05- 3:15	Check- in/ Change Clothes (Panther Pit/restroom)
3:15- 3:45	Organized play (gymnasium/outside)
3:45- 4:00	Wash hands/Announcements (Panther Pit/ cafeteria)
4:00- 4:30	Snack (cafeteria/outside)
4:30-5:05	Homework (cafeteria/ Panther Pit)
5:05- 5:35	Planned daily activity/extra homework time (cafeteria/Panther Pit)
5:35- 5:45	Clean- up
5:45- 6:00	Dismissal (cafeteria)

- Every effort will be made to accommodate the students at Saint James the Greater Child Care who wish to do homework (i.e. quiet areas, soft place, etc.), but Saint James the Greater Child Care staff is primarily committed to teacher-to- student ratios, the safety of the students, and supervisory duties. When available, Saint James the Greater staff may assist with general help, but will not give answers. Ultimately the responsibility of homework and its completion is the child's.
- Age/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, play, dance, and science/discovery. A homework area will be designated for children who wish to work on homework.