



St. Ignatius Catholic School
After-School Care Program
2019-2020 Parent Handbook



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License No. DC710395593

Welcome to St. Ignatius After-School Care Program. The following materials are considered important to your child's safety and for the basic operation of the program. We welcome your suggestions as we all work together to make this a happy and worthwhile environment for both child and family.

Overview of School Program

The After-School Care Program provides professional care, supervision, recreation, and enrichment activities for school age children in grades kindergarten through seventh. It serves working families who desire academics and supplementary after-school care in a Catholic environment for children enrolled in St. Ignatius Catholic School. For the safety of our students, all school employees and After-School Care workers are required by the Diocese of Gaylord to complete the Safe Environment training through VIRTUS and a thorough criminal back ground check. Our dedicated and loving staff members are committed in providing a safe environment for children.

Admission and Enrollment

All children attending the After-School Care Program must be enrolled students at St. Ignatius Catholic School. They are required to have a complete registration and medical release form on file with the school. These are available at the school office. If the program does not meet the needs of the child, he/she may be withdrawn. It may be possible that a child would need more supervision than we are able to provide.

Program Hours and Fees

The program begins at 2:45 PM until 5:30 PM each school day. Care will also be provided on half days of school from 11:45 AM until 5:30 PM. The prices for care are listed below. Exceptions include families with three or more children. The third and any additional children from a single family are free. All fees are to be paid monthly upon receipt of an invoice. Payment will be made monthly at the school office with checks made out to "St. Ignatius School."

Full Days of School

Cost per family with one student

Pick up by 3:30 PM	\$4.00
Pick up by 4:30 PM	\$8.00
Pick up by 5:30 PM	\$12.00

Cost per family with two students

Pick up by 3:30 PM	\$8.00
Pick up by 4:30 PM	\$16.00
Pick up by 5:30 PM	\$24.00

Half Days of School

Cost per family with one student

Pick up by 3:30 PM	\$24.00
Pick up by 4:30 PM	\$30.00
Pick up by 5:30 PM	\$36.00

Cost per family with two students

Pick up by 3:30 PM	\$36.00
Pick up by 4:30 PM	\$45.00
Pick up by 5:30 PM	\$54.00

****Please note that care is being provided by a certified elementary teacher with an early childhood and special education endorsement.***

Late Payment

Attendance for students will be suspended for non-payment.

Late Pick-Up

A fee will be added to the monthly bill, per student for late pick-up. There will be a charge of one dollar per minute after 5:30 PM per child, applied to the fee. Staff members are employed until 5:30 PM. It is only common courtesy to respect the time of closure.

Drop-In After-School Care

St. Ignatius After-School Care program is available on an all week schedule and also a drop-in or occasional basis. A request for drop-in care must be made 24 hours in advance and all registration and health forms completed. This will allow staff to know the number of children who will be present, to plan for the appropriate number of staff, and to stay within license parameters. To request drop-in care, call the School Office the day before you want to use the service. Indicate when you will pick your child(ren) up. The Program Director will okay the request, if the After-School Care enrollment is not full.

Activities

After-School Care will consist mainly of the following: Exercise in the gym or outdoors, snack, story time, home work hour, quiet games, reading and puzzles.

Snacks

A break time for snack will be provided. We ask that you provide your own snacks. Nutritious snacks are encouraged, such as: fruit, yogurt, granola bars, crackers, etc. Cookies, chips, or other sugary treats should not be a regular snack item.

Schedule of Operation/Emergency Closing

The program will follow the Rogers City Area Schools calendar. If the school closes for vacations, or cancellations due to weather conditions After-School Care is also closed. After-School Care will not run during Parent/Teacher Conferences or the day before a major school break.

STUDENT RESPONSIBILITIES

St. Ignatius Catholic School After-School Care Program is part of St. Ignatius Catholic School. We uphold the school mission statement and strive to nurture all children through a strong formation of faith, academic excellence, and compassionate discipline. Students are always to conduct themselves as St. Ignatius Catholic School students, and to exhibit the behaviors expected of such students.

Expectations for Student Behavior

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the staff of the After-School Care program. Such permission will only be granted by order of the parent or guardian.

1. Each person has a right to personal safety and respect.

Fighting, name calling, gossiping, disrespect for persons' bodies or harassment of any kind, or leaving the school building without permission are violations of safety and respect. The purpose of the harassment policy is to promote and insure a Christian,

professional and supportive school environment for all parish employees, volunteers and students which is free from physical, psychological or verbal intimidation and harassment. The Diocese of Gaylord prohibits any form of harassment by anyone in the school setting. Harassment encompasses a broad range of verbal as well as physical behavior, which could include, but is not limited to:

- Physical or mental abuse
- Verbal intimidation, bullying, harassment or demeaning behavior;
- Racial insults;
- Derogatory ethnic slurs;
- Unwelcome sexual advances or touching;
- Sexual comments or sexual jokes.

2. Each person has the right to have his or her environment respected.

Behavioral disruption and failure to follow rules are examples of violations of respect for others.

3. Everyone has the right to have personal and community property respected.

Stealing, destruction or defacement of learning materials, personal belongings and furnishings are examples of violations of respect of property.

4. Each person has the responsibility to respect and follow the directives of those in authority.

Disrespect to authority, disobedience, failure to adhere to the dress code, and failure to follow consequences for actions, are examples of disregard for this responsibility.

Discipline

Children are expected to follow the rules of the St. Ignatius School Student/Parent Handbook for the school. A TIME OUT or separation from the group and activity will be used as needed. Violations will result in personal apologies, and may involve a conference with the authority involved, notification or conference with parents, reimbursement, and suspension of After School privileges or suspension/expulsion from the program. Any or all of the above consequences may be applied.

Parental Responsibilities

With the children's safety and well being in mind, it is MOST important that the parent fill out an emergency health form and then adhere to the following rules:

- Parents or guardians will sign children out on the daily log. (daily control sheet)
- Parents or guardians should not take children from the schoolyard or other areas without notifying the After-School Care staff.
- Parents or guardians should not send persons whose names are not on the emergency card to ask for the release of children.
- Children that are unwell will be sent home. If a parent is unavailable an alternative care giver listed on the child's health form will be called for pick up.

Volunteer Policy

1. For the safety of St. Ignatius students, parent and guardian volunteers are required by the Diocese of Gaylord to complete the Safe Environment Program, a criminal background check, and a Live Scan of fingerprints. This is mandatory for any parent volunteering with students for 8 or more hours per month.
2. All volunteers will work under the supervision of the certified teacher in attendance. This includes all parents or guardians with children in the program.

Illness or Accident

In cases which appear to be of minor nature, first aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out instructions as given on the emergency form. Parents will be expected to make provisions for taking sick children home. The After-School Care program does not have the facilities to care for sick children.

Pest Management Program

Parents will receive advance notification of any chemicals and pesticides sprayed to control insects and weeds on the school premises as required by Michigan Department of Agriculture.

HEALTH CARE POLICIES

Health Practices and Policies:

- 1) Hand Washing: The following procedures are considered best practice for hand washing for both staff and students. Hands should be washed as necessary and at the following times: after toileting, after assisting children in toileting, before eating, after eating, and before serving food or drinks.
 - Using warm water (between the temperature of 60° F to 120° F)
 - Moisten hands with water and apply soap
 - Rub hands together vigorously until a soapy lather appears and continue for at least 30 seconds.
 - Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
 - Rinse hands under running water until they are free of soap and dirt.
 - Dry hands with a clean, disposable paper towel.
 - Dispose of the single service towel in a lined trash container.
- 2) Handling bodily fluids: The following procedures are considered best practice for handling bodily fluids. Staff will always wear protective gloves when dealing with vomiting children or when changing a child's wet or soiled clothing. Always wear latex gloves as a protective barrier for blood. Discard gloves used in these situations in proper waste containers. If children or staff comes into contact with blood, parents and the director will be notified so that you may be offered counseling through an appointed Health Professional.

- 3) Cleaning and sanitizing of all equipment, toys and other surfaces: The following steps are followed for cleaning and sanitizing:
 - Wash the surface or article vigorously with warm water and detergent.
 - Rinse the surface with clean water.
 - Submerge, wipe or spray the surface or the article with a sanitizing solution.
 - Let the article or surface air dry.
 - If there is an outbreak of a communicable disease (such as pink eye), staff will clean all items in our center within 24 hours.

- 4) Controlling infection, including universal precautions:

If a child becomes ill while in attendance (runs a fever of 100.5 or above, vomiting, repeated diarrhea, develops a rash, symptoms of pink eye, severe ear ache, extreme congestion, etc.) our staff will notify parents. If they cannot be reached, we will call the emergency contact on the enrollment form. Staff will isolate the child if necessary in the office area until the parent arrives. Children should not be brought to school for their class if these symptoms exist and the child has not been treated by a physician. Please keep your child at home until they are no longer contagious, or have been on antibiotics for 24 hours (if necessary).

- 5) Health-Related Resources:

If parents have any questions regarding health-related issues feel free to Contact St. Ignatius Catholic School.

Other resources in our area are:

 - American Red Cross of Northern Lower Michigan 1-800-691-6059
 - Department of Human Services: 989-734-2108
 - District Health Department: 989-734-4723
 - Poison Control Center: 1-800-222-1222

Electronics

Students attending After-School Care are not allowed to use any hand-held electronics; this includes iPods or MP3 players, PSPs or Gameboys, and cell phones. Our After-School Care provides enough activities that additional devices are not to be brought to school for after-school use.

Emergencies and Medication

1. An emergency student information form must be filled out and on file in the school office. If parents cannot be reached, emergency number contacts will be called for instructions or assistance.

2. Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the parents or guardian. All prescription medication will be sent to school in the container issued by the pharmacy. All medications will be kept in the office and will be dispensed from there by school personnel. No student may keep any medication in his/her possession, or administer his/her own medication. The only exception to this

- would be for a student to carry his/her own inhaler if there is a written note from the physician on file in the school office.
3. **ILLNESS/INJURY** – If a student is injured or becomes ill at school, these procedures will be followed:
 - a. Assessment of the situation
 - b. Common sense first aid
 - c. The principal will be notified
 - d. The parents or authorized person will be notified if necessary
 - e. The parents will decide if the child should stay in school, go home, or go to the hospital (doctor's office) and they will make the necessary arrangements
 4. **SERIOUS ACCIDENT/INJURY** – If a student is involved in a serious accident or injury at school, these procedures will be followed:
 - a. Assessment of the situation by the principal
 - b. Common sense first aid
 - c. The parents will be notified and decide if the child should stay in school, go home, go to the hospital (doctor's office), and they will make the necessary arrangements
 - d. In the event the parents cannot be reached right away, the principal will follow the instructions on the student's emergency form as to where the child will be taken (hospital or doctor's office)
 - e. A report form will immediately be completed noting the circumstances of the accident or injury and filed with Gallagher Bassett, the Michigan Catholic Conference Insurance Company, in compliance with their regulations
 5. A fire drill program consisting of at least 1 fire drill quarterly shall be established and implemented.

CRITICAL INCIDENT POLICY

In an effort to insure as much as possible the safety of all persons within our school building and grounds the following procedures have been instituted as components of our Critical Incident Policy:

- All doors into the school building are kept in a locked position during the school day.
- All parents, guests, and visitors are required to sign in at the office and wear a Visitor Identification Badge.
- Classroom doors are to be kept in a locked state at all times.
- Rogers City Area Police Department Critical Incident Procedures:

A. Emergency Procedure:

1. Hallways are cleared of students and visitors – everyone is secured in classrooms or waiting areas.
2. Classroom doors are locked, lights off, windows are covered
3. Students are moved to inside classroom walls, out of sight
4. Students are reassured and kept calm and quiet
5. Wait for all clear from the office or authorities
6. No one is allowed to enter or exit the building except critical incident authorities

B. Lock Down Secure Mode:

1. School is in a lock down mode – no outside recess or outside activity
2. School classes continue as usual
3. Wait for all clear from the office or authorities

C. Bomb Threat:

1. All personnel check for anything suspicious
2. Evacuations are coordinated with the police or fire department and may include shelter in St. Ignatius Church or Rogers City Area Schools Gym
3. Wait for all clear from authorities

Parents are not to come to the school for their children during any critical incident. In addition, phone lines must remain clear for use by authorities. The doors will not be opened once we lock the students in until the critical incident is under control. The schools in Rogers City have had this training, as well as all law enforcement personnel so that the procedure followed will be the same. Authorities assume control in the event of a critical incident and will determine when it is safe to open the school. All media information is disbursed in cooperation with the Diocese of Gaylord, the school administration, and the pastor.

- The school will practice critical incident modules during the school year. All completed critical incident school practices will be posted on the school website.
- If a critical incident would occur while children are outside at recess, the students would be taken into the school building for shelter in place safety.
- A Weapons Policy is part of our Student Handbook.
- In accordance with state requirements, three lockdown drills are conducted during the school year. Every adult and child within the building will participate in these

drills. Instruction for participation is given at the beginning of the school year and reviewed periodically throughout the year. The entire school will be locked and no one will be allowed to enter the building during a lockdown drill.

Weapons Policy

St. Ignatius Catholic School will not allow weapons in school or on school property. “Weapons” shall be defined as, but not limited to, guns, firearms, knives, clubs and explosive devices. The administration reserves the right to determine what constitutes a weapon. A student who is found to be in possession of a weapon will be immediately removed from the student population, and appropriate disciplinary action will be taken. Likewise, St. Ignatius Catholic School will not accept for enrollment any student who has been expelled from another school for violation of its weapons policy.

MISSION STATEMENT OF ST. IGNATIUS SCHOOL

St. Ignatius Catholic School provides a Christian education through the cooperation of our families, the primary teachers of our children. Guided by the Holy Spirit, the love of God, and Christ-like living, St. Ignatius is committed to nurturing all children through a strong formation of faith, academic excellence, and compassionate discipline

***St. Ignatius Catholic School After-School Care
Acknowledgement Form for the 2019-2020 School Year***

- I understand that the After-School Care program will utilize our current playground equipment, which has not undergone a playground safety inspection by a certified playground safety inspector.
- I have received a copy of the After-School Care Parent Handbook and agree to the policies and guidelines of this program.
- I understand that the licensing notebook is kept in the school office

I have read the above statement issued by St. Ignatius Catholic School.

Children's Name(s)

Parent/Guardian's Signature

Date

**Please tear off this page and return it to the school office.*