

# **ST. AUGUSTIN EXTENDED CARE**

## **PARENT HANDBOOK**

Welcome to St. Augustin Extended Care Program. Our program provides quality services for children in an environment that is challenging and nurturing. St. Augustin Extended Care Program offers childcare needs for students enrolled in St. Augustin School.

Hours of operation\*: Beforecare: 7:00am – 8:15am Monday – through Friday

Aftercare: 3:15 – 6:00pm Monday – Thursday  
3:15 – 5:30pm Friday

\*Note: Extended Care does not operate on non-school days. Aftercare may close early or be cancelled due to weather or other unexpected emergencies.

### **GOALS:**

- To provide a quality, affordable program parents can rely upon throughout the school year.
- To provide an environment for children with a variety of activities which include recreation and games, arts and crafts, reading, music, and time to finish their home work.
- The freedom to choose activities and friends, and to develop and explore their own interests.
- To provide enriching age appropriate activities for each child.

### **PARENTS RIGHTS:**

- To know your child is in a supervised environment.
- To be able to discuss with the staff, at a suitable time, any questions or concerns you may have.
- To be notified if your child is having difficulty making good choices both socially and behaviorally, and to spend time with the staff concerning a solution.
- To be notified if your child does not report to the program as expected.

ENROLLMENT IN THE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED IN THIS HANDBOOK.

# **POLICIES AND PROCEDURES**

## **PARENT RESPONSIBILITIES:**

1. To notify Childcare by 7:00am at 515-279-4042 if your child will not be attending the morning session and by 12:00pm for the afternoon session if they will not be here in the afternoon. If you're picking up your child right after school and you have not yet called, you need to stop by or call the Childcare so **we know your child is safe.**
2. To sign the parent notebook located next to the daily attendance roster if your child will be attending before school or after school activities such as Boy Scouts, music lessons, sports, etc.
3. To notify the Director in writing when a person not listed on the Registration/Emergency Information sheet is picking up your child. For legal purposes, it is not acceptable to telephone in the name of a person picking up a child. We reserve the right to ask for identification from any person unknown to the staff.
4. To notify the Director of any address, status, or emergency contact changes in writing.
5. To notify the Director about any individual who is not allowed to have contact with your child. If this is a custody matter between divorced parents, court papers must be on file with the school to deny a non-custodial parent the right of picking up their child.
6. To pay promptly on the designated due date or make arrangements, according to the Board of Education, with the program director.
7. To return all paperwork requested by the due date. Childcare will not be available for those that have not turned in the required paperwork by the due date. We have to have enough time to schedule staff appropriately which can only be done when paperwork is turned in on time.

## **EMERGENCY PROCEDURES:**

- Each child enrolled in this program must have emergency information completed and current at all times. Supervisors will keep complete information on file at all times.
- In the event of a school emergency or accident, the parent will be notified as soon as possible. It is the parents' responsibility to keep all information concerning their daily activities current.

## **BEHAVIORAL EXPECTATIONS FOR CHILDREN:**

- Be respectful of the childcare staff, equipment, and area at all times.
- Be respectful of other children at all times.
- Keep hands, feet, and objects to yourself. Hitting, kicking, throwing things or bullying will not be tolerated.
- No standing or kneeling on chairs, tables, or benches.
- No sitting on the tables.
- No rocking on the chairs.
- Pick up after yourself.
- Books, games, or equipment must be returned to their proper place after use.
- No playing in the hall by the restrooms or Pre-K room.
- No playing in the restrooms.
- No leaving the childcare area unless you have specific permission to leave. You must tell a teacher where you are going.

## **ST. AUGUSTIN EXTENDED CARE IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN PROPERTY.**

## **PLAYGROUND RULES:**

- The equipment is to be used in the manner for which it is intended.
- No climbing the retaining wall.
- No rock throwing.
- No playing in the rocks under the downspouts.
- Go down the slides on your bottom.
- Go down the slides one at a time.
- No running up the slides.
- No digging in the dirt under the trees.
- No hanging on to or pulling off the leaves of the trees or bushes.
- No playing with sticks.
- Jump ropes are for jumping, not tug-of-war or horse games.
- Return all equipment to the building when you are done playing with it.
- No playing in the area between the old and new parts of the building.
- No playing behind the pine trees by the community center.
- Stay in the designated play areas at all times.
- **The Extended Care program does not take students on field trips**

## **DISCIPLINE:**

The Extended Care program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and the setting

of well-defined limits. The written policy shall be provided to staff at the start of employment and to parents at time of admission.

The following will **not** be used as a form of discipline:

- Corporal punishment including spanking, shaking and slapping.
- Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

The following **will be** used when discipline/**discharge** is necessary:

- Children are entitled to a pleasant and harmonious atmosphere.
- Age appropriate corrections will be used at all times. This includes time outs and detention. Time out will begin at five minutes and will be increased as necessary. Three time outs or long time outs of 10 or more minutes occurring within one day's time will be reported to the parents.
- If more than three time outs or long time outs of ten or more minutes occur in one day, the principal will be notified.
- If a child is chronically disruptive to the functioning of the program, reasonable efforts will be made to integrate the child into the program. Chronically disruptive behavior is defined as uncontrollable verbal or physical harassment or one or more children or the staff in the program. This also includes being disrespectful to the teachers by ignoring or disobeying the rules of the program and the playground.
- If chronically disruptive behavior is habitual, the principal will be notified.
- Consequence of action will be implemented. Children will have a part in their own discipline. They will be held accountable and responsible for their own actions.
- When a problem is great enough to possibly endanger the safety and welfare of your child or the other children in the program, the child will be dismissed from

the program for one full week. If any child gets hurt because of this behavior, this policy will be in affect.

- After one week, the child may be reinstated at the discretion of the director and the principal. Any further behavior problems will result in permanent removal from Childcare.

## **CHILDCARE DETENTION**

This form of discipline is used ONLY for students that enrolled in 2nd grade through 8th grade. The child will have been given two verbal warnings prior to receiving detention. If the child repeats the behavior after being asked to stop then they will receive a detention. Detention is 20 minutes in length. Detentions that are received during morning care will be completed after school. Detentions received during afternoon care are completed either the following morning or afternoon. During detention the student will be asked to complete various written tasks that are geared to get the student thinking and are academic in nature. These tasks will be appropriate to the student's ability level and will vary on a student to student basis. The activities will be stapled together and the misbehavior will be recorded on it for parents to pick up at the end of the day.

If your child receives three detentions in a three month period, the child will be suspended from childcare for one week. If upon return the child receives a fourth detention they will be expelled from the childcare program permanently.

## **BULLYING:**

St. Augustin School has adopted a no tolerance bullying policy. Bullying another child or adult by any other child or adult connected with the St. Augustin Extended Care Program will also not be tolerated. Parents will be notified when a bullying incident has occurred, either by verbal report, telephone call, or written report. All bullying incidents will be reported to the principal.

**First incident:** Child will receive an age appropriate correction. For Pre-K through first grade, they will receive an automatic ten minute time out away from the group. For second through eighth grade, this will mean an automatic detention. Parents will be notified verbally at the time of pick up, or by written notification. The principal will also be notified for all ages.

**Second incident:** Child will receive an age appropriate correction (see above). Parent will also be notified. Child will be scheduled to visit the principal, counselor and director with all other children involved in the incident. An action plan to eliminate the problem will be agreed upon by the child, principal, counselor, and director. Parents may be present at this meeting if they wish, but

attendance is not mandatory. Parents will receive written notification of the action plan agreed upon by those listed above.

**Third incident:** A meeting of all children involved, including the director, counselor, principal, and parents which will be scheduled in the principal's office. Parent attendance is mandatory. All parties involved will agree upon an action plan to solve the problem permanently. Parents will receive written confirmation of the action plan. At this point a written warning will be issued to the parents of impending suspension from the program if bullying does not stop.

**Fourth incident:** Child will receive a one week suspension from the childcare program. After one week the child may be reinstated to the program at the discretion of the director and the principal.

**Fifth incident:** Child will receive a permanent suspension from the program for the remainder of the school year.

The guidelines stated above will help make our program a safe and pleasant environment for all students. We would like to emphasize that all the rules and guidelines are at the discretion of the director and principal.

## **MANDATORY CHILD ABUSE REPORTING:**

It is mandatory under Iowa Code, Chapter 232, that the owner or director of a childcare center report immediately to the Department of Human Services when, in the course of working with a child, the director or owner has reason to believe that the child has suffered sexual abuse, physical abuse, or neglect. This report must be provided orally and in writing.

## **FOOD:**

An afternoon snack is provided for the aftercare program. Students may bring their own nutritional snacks if they prefer. Please notify the director immediately of any food allergies your child may have so that we can accommodate each child accordingly. Please contact the director prior to bringing a snack for your child's class.

## **MEDICATIONS:**

Medication will be dispensed according to St. Augustin School's procedures when school is and is not in session. Please refer to the St. Augustin School handbook for further information. A medication form must be filled out for your child to receive medication during childcare hours.

## **ILLNESS:**

If your child is ill and will not be attending childcare you are expected to notify Childcare at 515-279-4042 by 8 am that day. If your child becomes ill while in childcare, you will be called to come and pick up your child within an hour of the call. Symptoms requiring such pickup include vomiting, and a fever of 100 degrees or higher. If your child is sent home with these symptoms, they can return 24 hours after the call. This will be enforced. If your child needs to receive medication for their sickness while in childcare, a medication form must be filled out and given to the director.

## **PAYMENTS AND ACCOUNT STATUS:**

Payment is due the 1<sup>st</sup> of the month.. The forms of payment accepted include personal checks and cashiers checks. The option of automatic withdrawals from a checking account is also available and can be setup in the St. Augustin School office.

### *Before School Program:*

This program is available to students enrolled in St. Augustin School. This program runs from 7 am to 8:15 am. During this time the students are allowed to work on homework, play games, art crafts, etc... Breakfast is also available to the students.

### *After School Program:*

This program is available to students enrolled in St. Augustin School. This program runs from 3:15 pm to 6:00 pm. Activities for kindergarten and first grade include snack time, indoor play time and outdoor play me. Activities for the second through eighth grade include snack, outdoor play, home work and computer time.

## **WEATHER & CHILDCARE CLOSURES:**

If school is cancelled due to weather, childcare will also be cancelled. If school has a late start, childcare will also have a late start. If school dismisses early due to weather or emergency, childcare will also close unless an exception is made. This exception is at the discretion of the Childcare Director.

## **LATE PICKUP & EARLY ARRIVAL FEE**

Any parent that drops their child off at childcare before 7am or pickup their child after 6:00pm will be assessed a fee. **The fee is \$10 for the first five minutes and \$1 for each minute thereafter.** It is your responsibility to schedule plenty of time to drop off your children and pick them on time.

## **POLICY VIOLATIONS:**

Any violations of the policies outlined in this handbook will result in a written warning. Three written warnings within a semester will be cause to dismiss you from the program. The policies and procedures outlined in this handbook are for the safety and welfare of your child. If three violations occur, a meeting will be setup with the director, principal and the parents to determine if childcare service will continue.

**PLEASE NOTIFY THE CHILDCARE DIRECTOR WITH ANY QUESTIONS OR CONCERNS IMMEDIATELY.**

Parent suggestions and support are always welcome! The parent's role in the childcare setting is very important. It is only through your support that a quality childcare center can be maintained. The childcare staff and parents must work together to achieve what is best for the children and the program. We appreciate your continued support and look forward to working with you in the future. Thank you for choosing to support our program.

Peggy Flanagan  
Extended Care Director  
[pflanagan@staugustionschool.org](mailto:pflanagan@staugustionschool.org)  
515-279-4042 ext:326

# ADDENDUM

## ACCESS POLICY:

The Extended Care Program staff is responsible for ensuring the safety of children in the program and preventing harm by being proactive and diligent in supervising not only the children, but other people in the program area.

- Any person in Extended Care who is not the principal, director, staff member, substitute or subcontracted staff or volunteer who has a background check and approval to be involved with childcare **shall not have “unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for childcare. It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
- Parents have **unlimited access to their children** and to the staff caring for their children during the child care program’s hours of operation, unless parental contact is prohibited by court order.
- Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to conflict of interest with the person. “**Supervision**” means to be in charge of an individual engage with children in an activity or task and ensure that they perform it correctly. “**Monitoring**” means to be in charge of ensuring proper conduct of others.
- The Extended Care staff will approach anyone who is on the property without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Principal or another management staff member to get approval for this person to be on site. If it becomes a dangerous situation, staff will follow the “intruder in the center” procedures. Non-staff persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the premise.
- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the Extended Care Program.
- Shall not be on the property of the childcare center without the written permission of the Extended Care Director, except for the time necessary to transport the offender's own minor child or ward to and from the center.
- The Director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
- If a written permission is granted it shall include the conditions under which the sex offender may be present including
  - The precise location in the area where the sex offender may be present.
  - The reason for the sex offender's presence at the facility.
  - The duration of the sex offender's presence
  - Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
  - The written permission shall be signed and dated by the director and the sex offender and kept on file for review by the center licensing consultant.

This policy will be included in the parent handbook that is distributed to parents at the start of school.

## **BITING POLICY**

Our focus is on effective techniques that address the specific reason for the biting. We will support your child whether they bite or are bitten. When biting occurs, these are our main responses:

1. **Care for and help the child who was bitten.** If the skin is not broken, we apply a cold pack. If the skin is broken, we cleanse the wound with soap and water. We call the child's parents and give them a copy of the incident report, which is filled out by the teacher who witnessed the incident. The incident report is also kept in the child's file. The name of the child who bit is kept confidential.
2. **Help the child who bit so that he/she learns other appropriate behavior.** We address the child in a firm, calm voice, stating our disapproval of biting. We give the child's parents a note that same day informing them of the biting. In general, we ask parents to keep us informed if their child is biting at home or in other situations. Children who bite in our program do not necessarily bite at home. If your child is biting in other situations, it is important for all of us to correct them consistently. Communication is very important to help your child stop biting.
3. **Examine our program to stop the biting.** The teachers and members of the leadership staff analyze the cause of ongoing biting. We complete assessments to determine the quality of relationship between the caregiver and the child, the environmental influences on the child's behavior, and target the social-emotional

support for the child. Then, we develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in the biting pattern. After developing this plan, we will arrange a meeting with the parents and share the details so you know specifically how we are addressing the problem.

6/24/19