



Dear Parents,

Thank you for the opportunity to share a wonderful experience with your child through Christ the King's Extended Daycare program. This letter is intended to communicate the rules and guidelines of the Extended Daycare program for the 2016-2017 school year. We are asking that all families intending to utilize the program for next year, complete registration, pay registration fee, & sign the policy and procedures sheet by Wednesday, August 12th. A table will be set up at the "Back to School" blast on Sunday, August 9<sup>th</sup> if you have questions, need to pick up or turn in paperwork.

**Objective:** To provide an After-School program in which children have the opportunity to play, learn, and have fun in a positive and safe environment. EDP understands the benefits of growing socially, mentally and physically in a well-rounded atmosphere.

EDP After-School Policies and Procedures:

**I. Check-In Procedure:** Children will be dismissed to designated classrooms at the end of the school day. They will receive snack and begin their daily scheduled activities. The school cafeteria serves as the main "hub" of the program.

A) Each child will be checked in by the EDP staff

B) Students who are in other after school activities must notify staff of their arrival (children 6 and younger must be escorted to the program by an adult). If your child does not arrive at EDP due to the fact that they are in another after school program, they are not the responsibility of EDP until they have checked in and arrived at the program.

**II. Pick-Up:**

A) Each parent will need to enter the facility through the back entrance of the school...the school doors are locked at all times, so each parent must be "buzzed" in the building. This is a safety precaution.

B) Staff will inform parents of their child's location (children are grouped by similar ages and are doing different activities at different times)

C) Each parent or guardian will then sign-out their child making sure to list time of pick-up.

D) Parents and children must exit through the back entrance of the school.

E) For safety reasons, it is our staff's policy to ask for a valid photo identification card, such as a driver's license, if someone other than the parent arrives to pick a child up from EDP's facility. Please park your vehicle in a designated parking spot and turn the motor off before entering the building to pick up your child.

**III. Late Pick-Up/No Pick--Up:** As indicated on each child's application, the pick-up time is 6:00 pm, except for Fish Fry Fridays during Lent. There is a late fee of a daily rate charged for late pick-up. If you know that you are running late, please call to notify EDP staff **(859) 266-1679 or (859)433-7368**. If a child has not been picked up by 6:00pm and EDP has not been notified by the parent, EDP will attempt to contact the parent(s). If the parent(s) are unreachable, the emergency contacts will then be contacted. If no one can be contacted and EDP has still not been notified of a late-pick up, EDP will contact the Department of Social Services.

**IV. Illness:** EDP reserves the right to release a child if he or she appears too ill to participate in the After-School program or is considered contagious. EDP will notify the child's parent/guardian or emergency contact and request that the child be picked up within a half hour. If the child has not been picked up within

the allotted time frame, EDP reserves the right to take any action necessary to ensure the health and safety of the child. If a child has been diagnosed with a fever in or outside of the center, the child is not permitted back to the program for 24 hours after the fever has subsided.

**V. *Disease:*** Parents must inform EDP within 24 hours or the next business day after the child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

**VI. *Communicating an Emergency:*** In an emergency, EDP will attempt to contact the participant's parent or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's After-School application. EDP will take necessary actions in the child's best interests until the parent, guardian or emergency contact has been reached.

**VII. *Medicine:*** EDP must receive written consent from a parent or guardian for any medicine that is to be administered during program hours. If medicine is to be administered for a period of 10 days or more, a written consent by the prescribing doctor is required. All medications should be labeled with your child's name, the name of the medication, the dosage amount, and the time or times to be given. Medication shall be in the original container with the prescription label or direction label attached. An 'Authorization to Give Medication' Form must also be completed before administering medicine.

**VIII. *Reporting Child Abuse and Neglect:*** EDP is responsible for reporting any and all signs of child abuse or neglect. Any staff member who suspects child abuse or neglect is required to report to the Cabinet for Health and Family Services.

**IX. *Acceptable/Unacceptable Behavior:(Child)*** EDP expects participants to respect others and their space, harmoniously participate in games, cooperate with EDP employees, and be enthusiastic. Unacceptable 'behaviors include profanity, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, inappropriate or violent physical contact, or possession/use of a weapon. EDP may report incidents of unacceptable behavior to the parents/guardians of all children involved. EDP reserves the right to release a child for unacceptable behavior. EDP utilizes the pink/white slips that are used during the school day for behavior infractions.

**X. *Acceptable/Unacceptable Behavior Guidance:(Staff)*** Behavioral guidance conducted by an EDP staff member shall be constructive in nature and intended to redirect children to appropriate behavior through conflict resolution. EDP staff members shall interact with the child and one another to provide needed comfort, support and a sense of well being. The following actions are forbidden of the EDP staff: Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, exercise as punishment, punishment conducted by another child, the withholding or forcing of food or rest, verbal remarks which are demeaning to the child, punishment for toileting accidents and punishment by the application of unpleasant or harmful substances.

**XI. *Snacks:*** EDP will provide a time for snack for each child as designated in their 'snack time' during the program.

**XII. *Visiting:*** EDP has an open door policy regarding parent visits. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child at play. EDP is committed to the safety of our children at our After-School program; we therefore require all visitors to check-in at the main school office and be escorted by an employee. If you wish to accompany your child at any time during his or her day, please notify the Director.

**XIII. *Safety Policy:*** During any unforeseen crisis, such as natural disaster, threat or similar events, EDP will cease regular activities. EDP will evacuate the premises if necessary (students would be taken to Cassidy Elementary School or the Anglican Church for pick up). Parents will be contacted if the children are to be released early from the program. EDP will notify the proper authorities in the event of any emergency. The school emergency preparedness plan is available for your review. If you would like to see it, please ask the Director.

**XIV. *Medical Records:*** All children who attend CKS must have current medical records on file with the school nurse.

**XV. *What to Bring:*** Your child is welcome to bring clothes to change into while at EDP. They may also bring an extra snack if you feel it is needed. Toys that are brought from home are allowed from 5:00-6:00pm

during cafeteria playtime...please note that EDP is not responsible for lost or stolen items. Electronics will not be played with until the 5:00pm.

**XVI. Sunscreen:** EDP must receive written consent from a parent or guardian for any sunscreen or skin product that is to be administered during After-School hours. This written consent must note any potential adverse reactions. Skin products shall be in the original container and labeled with the child's name.

**XVII. Confirmation:** Registration forms, fee, and signed policy agreement should be submitted prior to your child's confirmed attendance.

**XVIII. Hours:** Aftercare is open from 11:30am-2:50pm. EDP will be open from 2:50 pm to 6:00 pm. Aftercare and EDP will not run when county schools are closed or there are emergencies constituting early dismissal.

**XIX. Contact Information:** If you need to contact EDP, please call 266-1679. If you need to contact someone at aftercare, please call 266-5641.

**XX. Lines of Authority:** The EDP staff is comprised of group counselors who report to the Program Director (Tracy Cupolo), the Program Director report to the School Principal (Ms. Paula Smith).

**XXI. Deposit(s):** A non-refundable registration fee of \$45 per session is required at the time of registration to reserve space each session. Drop in students do not have to pay this fee.

**XXII. Payment Policy:** Those EDP students who are registered for specific days will have their aftercare/EDP payments deducted through FACTS. If you use aftercare/EDP on a drop in basis, you will need to pay your balance at the time of service.

### **Parent/Guardian Consent and Agreement**

I am requesting that my child be admitted to the program and I understand the nature and scope of the program listed above and will adhere to all policies and procedures of the program. I understand that there are risks associated with the program. I also understand that each participant has the responsibility to exercise due care in the performance of the program for the safety of himself/herself and the other participants. In the event that I cannot be reached in an emergency involving my child I hereby give permission to the appropriate medical personnel, selected by the Director, to provide medical treatment deemed necessary by such personnel. I also give permission for my child to be included in photos or videos for promotional use. In consideration of my child being permitted to enroll in the program I hereby release, indemnify, and hold harmless EDP, its employees, operators, counselors, and instructors from any and all claims and demands, costs, charges, and expenses for harm, injury, damage, or loss which may be sustained by the participant as a result of or relating to participation in EDP.

**I HAVE READ, AND I UNDERSTAND, THE ABOVE LIABILITY RELEASE.**

Parent/Guardian Signature:

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**The registration form has a list of dates that EDP will not be open. Please mark those on your calendars so that you are prepared for the closings.**