



2/21/2019

Dear Parents,

Thank you for the opportunity to share a wonderful experience with your child through Christ the King's Preschool Aftercare program (Aftercare). This letter is intended to communicate the rules and guidelines of the Preschool Aftercare program for the 2019-2020 school year. We are asking that all families intending to utilize the program for next year, complete the application, pay the registration fee, and sign the Aftercare Application & Agreement by **Friday, March 15, 2019**.

If you would like to sign up so that the Aftercare cost are spread over 12 equal payments on your FACTS account, please complete all documentation and return to David Stromquist by **Friday, March 15, 2019**. If your needs for Aftercare change before the school year starts, please email David Stromquist, [dstromquist@ckslex.org](mailto:dstromquist@ckslex.org) so that your FACTS account can be updated.

### **AFTERCARE GUIDELINES AND PROCEDURES**

**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. Christ the King School's Aftercare program recognizes the benefits of growing socially, mentally and physically in a well-rounded atmosphere.

Aftercare 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 Aftercare 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 Aftercare due to the fact that they are in another after-school program, that student is not the responsibility of Aftercare staff until he/she has arrived and is checked-in at the Aftercare 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 the child out, making sure to note the 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 the Aftercare 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 2:50 p.m. There is a late fee \$1.00 per minute past 2:50 p.m. for late pick-ups. If you know that you are running late, please call to notify Aftercare staff at **(859) 266-1679 or (859) 433-7368**. If a child has not been picked up by 2:50pm and Aftercare staff have not been notified by the parent, we 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 Aftercare has still not been notified of a late-pick up, the child will be transferred to our Extended Day Program (EDP), and EDP charges and policies will apply.

**IV. Illness:** Aftercare staff reserve the right to release a child if he or she appears too ill to participate in the program or is considered contagious. Aftercare staff 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, we reserve 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 until 24 hours after the fever has subsided.

**V. Disease:** Parents must inform Aftercare 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, Aftercare staff 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 Aftercare documentation. Staff will take necessary actions in the child's best interests until the parent, guardian or emergency contact has been reached.

**VII. Medicine:** Aftercare 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 must be in the original container with the prescription label or direction label attached. An 'Authorization to Give Medication' form must also be completed before our staff may administer medicine.

**VIII. Reporting Child Abuse and Neglect:** Aftercare staff are 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 it to the Cabinet for Health and Family Services.

**IX. Acceptable/Unacceptable Behavior:(Child)** Aftercare expects participants to respect others and their space, harmoniously participate in games, cooperate with staff, 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; and possession/use of a weapon. Aftercare staff may report incidents of unacceptable behavior to the parents/guardians of all children involved, and reserve the right to release a child for unacceptable behavior. Aftercare utilizes the same pink/white slip protocols that are used during the school day for behavior infractions.

**X. Acceptable/Unacceptable Behavior Guidance:(Staff)** Behavioral guidance conducted by an Aftercare staff member shall be constructive in nature, and intended to redirect children to appropriate behavior through conflict resolution. Aftercare 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 Aftercare 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:** Aftercare will provide a time for snack for each child as designated in their 'snack time' during the program.

**XII. Visiting:** Aftercare 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. We are 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, Aftercare will cease regular activities and 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. We 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 and Aftercare must have current immunization and relevant medical records on file with the school nurse.

**XV. What to Bring:** Your child is welcome to bring clothes to change into while at Aftercare. He/she may also bring an extra snack if you feel it is needed.

**XVI. Sunscreen:** Aftercare must receive written consent from a parent or guardian for any sunscreen or skin product that is to be administered during Aftercare 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:** Application forms, registration fees, and signed policy agreement should be submitted prior to your child's confirmed attendance at Aftercare.

**XVIII. Hours:** Aftercare is open from 11:30am-2:50 p.m. Aftercare will not operate when CKS is closed or there are emergencies resulting in early dismissal.

**XIX. Contact Information:** If you need to contact someone at Aftercare, please call (859) 266-5641.

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

**XXI. Deposit(s):** A non-refundable registration fee of \$45 per student is required at the time of registration to reserve space each student. If the student is being registered for both Aftercare and EDP, a single \$45 fee will cover registration for both programs. The registration fee is waived for a drop-in student, unless drop-in becomes a regular occurrence for that student.

**XXII. Payment Policy:** Aftercare charges will be billed through FACTS.

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#### **AFTERCARE CLOSURES 2019-2020**

Aftercare will be closed on the following dates or occasions for the 2019-2020 school year:

- Any day(s) Christ the King School is not in operation or dismisses early
- Tuesday, October 22, 2019
- Friday, December 20, 2019 (CKS dismisses early for Christmas break)
- Tuesday, February 25, 2020
- Friday, May 22, 2020