



3/20/2018

Dear Parents,

Thank you for the opportunity to share a wonderful experience with your child through Christ the King's Extended Daycare program (EDP). This letter is intended to communicate the rules and guidelines of the Extended Daycare program for the 2018-2019 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 15th. A table will be set up at the "Back to School" blast on Sunday, August 12<sup>th</sup> if you have questions, need to pick up or turn in paperwork. **All forms are to be submitted to the Business Manager, David Stromquist.**

If you would like to sign up so that the EDP cost are spread over 12 equal payments on your FACTS account, please complete all documentation and return to David Stromquist by **Monday, April 9, 2018**. If your needs for EDP 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.

**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 will follow the guidelines established in the school handbook for illnesses. Please make sure to look over procedures for illnesses.

**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 Christ the King School is 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 student. One \$45 fee covers both EDP and Preschool Aftercare.

**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.



**Extended Daycare Program (EDP)  
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 and will adhere to all policies and procedures of the program stated on the previous pages and on our website. 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:

\* \_\_\_\_\_ Date: \_\_\_\_\_

**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.**



**Extended Daycare Program (EDP)  
Application for Enrollment and Authorization for Treatment**

*Please fill out one form per child. \*Registration fee of \$45.00 per child, including drop in (Registration fee applies to both EDP and Aftercare...if you are using both programs it is \$45.00).*

Please indicate number of days needed on the rate and payment information sheet.

**Enrollment Date:** \_\_\_\_\_  
**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_ **Child's Social Security Number:** \_\_\_\_\_  
**Child's Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Father's Name (or legal guardian):** \_\_\_\_\_  
**Place of Employment:** \_\_\_\_\_ **Work Number:** \_\_\_\_\_  
**Cell Phone Number:** \_\_\_\_\_

**Mother's Name (or legal guardian):** \_\_\_\_\_  
**Place of Employment:** \_\_\_\_\_ **Work Number:** \_\_\_\_\_  
**Cell Phone Number:** \_\_\_\_\_  
**Parent's Marital Status:** Married      Single      Divorced  
If divorced, child lives with \_\_\_\_\_

**Any allergies or past or present medical problems?** Yes      No  
*(If yes, please explain in detail on back of registration form)*

**Insurance Company:** \_\_\_\_\_ **ID#** \_\_\_\_\_  
\_\_\_\_\_  
**Doctor:** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
**Hospital Preference:** \_\_\_\_\_  
**Emergency Contact other than parent or doctor**  
**Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home phone/cell phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Hospital Preference in case of emergency:** \_\_\_\_\_



## Extended Daycare Program (EDP)

### Terms of Agreement

1. I agree to pay my balance on a monthly basis, unless arrangements have been made in writing with the Business Manager, David Stromquist.
  2. I agree to pay a registration fee and activity fee at the time of enrollment (registration fee: \$45.00 per child) or it will be paid through my FACTS account.
  3. I agree to pay a late pick-up fee of \$1.00 for each MINUTE if my child is left after 6:00pm.
  4. I understand that the EDP Program will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
  5. I understand that the EDP Program will not assume responsibility for a child who does not have all necessary forms filed with the program.
  6. List names of persons authorized to pick up your child: (list any restrictions or additional information)
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In case of an emergency the following steps will be followed:

1. Attempt to contact parent or guardian.
2. Attempt to contact the child's doctor.
3. Attempt to contact persons listed on the emergency information you completed.
4. If we have been unable to contact any of the above persons we will:
  - \*Call another physician
  - \*Call an ambulance
  - \*Transport the child to an emergency room in the company of a staff member.
5. Any expense incurred under item 4 will be borne by the child's family.
6. The program will not be responsible for anything that may happen as a result of false

information given at the time of enrollment.

THIS DOCUMENT GIVES CONSENT TO ANY HOSPITAL OR EMERGENCY TREATMENT CENTER, DOCTOR OR QUALIFIED EMPLOYEES OF THE SAME TO ADMINISTER NECESSARY TREATMENT AND CARE IN THE EVENT THAT I CANNOT BE REACHED IN AN EMERGENCY, I HEREBY GIVE PERMISSION TO THE PHYSICIAN, SELECTED BY THE ADULT LEADER IN CHARGE, TO HOSPITALIZE, SECURE PROPER ANAESTHESIA, OR TO ORDER INJECTION OR SURGERY FOR MY CHILD.

THIS DOCUMENT ALSO SERVES AS A PERMISSION SLIP FOR ANY WALKING FIELD TRIPS.

THERE WILL BE NO REIMBURSEMENT OF FEES FOR DAYS THAT EDP OR AFTERCARE ARE CLOSED DUE TO SPECIAL EVENTS OR INCLEMENT WEATHER.

*EDP will not be open when CKS is closed.*

*EDP will not be open on Tuesday, Dec. 19<sup>th</sup> (school dismisses early)*

*EDP will not be open on May 24<sup>th</sup>*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2018-2019 School Year**

**Extended Daycare Program (EDP) Registration**

Afterschool care from 2:50pm-6:00pm for PK-8<sup>th</sup> grade

Parent FACTS account name (please print) \_\_\_\_\_

|                                  |              |
|----------------------------------|--------------|
| <u>Child name</u> (please print) | <u>Grade</u> |
| _____                            | _____        |
| _____                            | _____        |
| _____                            | _____        |

Extended Daycare Program Rates

EDP is a state licensed after school program available for students PreK-8<sup>th</sup> grades. Due to state staffing requirements, we are asking that you register in advance for the number of days you will need after school care. Students will be provided a snack, play time, arts & crafts, and study hall while at EDP. All children must register for the EDP program and complete the number of days these services will be needed. **There is a \$45 registration fee per child, including drop in, that will be drafted on your next FACTS payment if not submitted with application. One registration fee covers both EDP and Aftercare.**

Payment Options:

1. Pay in full for EDP by August 15, 2018 to receive a 10% discount.
2. Monthly draft through the FACTS tuition payment plan system. If parents are not paying tuition through FACTS, please go to [www.ctkschool.net](http://www.ctkschool.net) and click on Admissions then the Tuition link and follow instructions to set up a FACTS account for EDP. If this is not set up, you will be charged the \$15.00 daily rate.

**Yearly Fees-EDP**

| # of days your child will attend EDP | Circle the days your child will attend EDP | 1 child | 2 children | 3 children | 4 children |
|--------------------------------------|--|---------|------------|------------|------------|
| 5                                    | All  | \$2,100 | \$3,780    | \$5,670    | \$7,560    |
| 4                                    | M T W T H F                                | \$1,704 | \$3,068    | \$4,602    | \$6,136    |
| 3                                    | M T W T H F                                | \$1,272 | \$2,290    | \$3,435    | \$4,580    |
| 2                                    | M T W T H F                                | \$840   | \$1,512    | \$2,268    | \$3,024    |
| 1                                    | M T W T H F                                | \$456   | \$820      | \$1,230    | \$1,640    |

**Drop in rate is \$15.00 per child/day and is to be paid on the day of use, if not, you will be billed for the amount owed through FACTS.**

Payment and Late Charges

- Students attending more days per week than indicated above will be billed the drop in rate.
- If your schedule changes from what you indicate above please notify the EDP director, Tracy Cupolo at [tcupolo@ckslex.org](mailto:tcupolo@ckslex.org) and the business manager David Stromquist at [dstromquist@ckslex.org](mailto:dstromquist@ckslex.org).
- No adjustments will be made for absences or illnesses.
- There is a late charge of \$1.00 per minute after 6:00pm. This additional fee will be billed to you.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this form to the Business Manager, David Stromquist**