



2/21/2019

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 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 EDP Application & Agreement by **Friday, March 15, 2019**.

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 **Friday, March 15, 2019**. If your needs for EDP change before the school year starts please email David Stromquist, dstromquist@ckslex.org so that your FACTS account can be updated.

EDP 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 EDP program recognizes the benefits of growing socially, mentally and physically in a well-rounded atmosphere.

EDP 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 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 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 p.m., except for Fish Fry Fridays during Lent. There is a late fee \$1.00 per minute past 6:00 p.m. If you know that you are running late, please call to notify EDP staff at **(859) 266-1679 or (859) 433-7368**. If a child has not been picked up by 6:00 p.m. and EDP has 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 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 EDP documentation. Staff 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 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: 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; and possession/use of a weapon. EDP may report incidents of unacceptable behavior to the parents/guardians of all children involved, and reserves the right to release a child for unacceptable behavior. EDP 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 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 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. 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 and EDP 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 EDP. He/she may also bring an extra snack if you feel it is needed. Toys that are brought from home are allowed from 5:00-6:00 p.m. during cafeteria playtime. Please note that EDP is not responsible for lost or stolen items. Use of electronics by participants will not be allowed until 5:00 p.m.

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: Application forms, fees, and signed policy agreement should be submitted prior to your child's confirmed attendance at EDP.

XVIII. Hours: EDP will be open from 2:50 p.m. to 6:00 p.m. EDP 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 EDP, please call (859) 266-1679.

XX. Lines of Authority: The EDP 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: EDP charges will be billed through FACTS.

EDP 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