

Todd County Schools Aftercare Services

PARENT/GUARDIAN
& FAMILY
HANDBOOK
2017-2018

POLICIES,
PROCEDURES,
INFORMATION

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Todd County Schools DISTRICT-WIDE AFTERCARE SERVICES

Children and Parent Rights Pursuant to KRS 199.898

Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:

The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;

The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;

The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;

The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and

The right to review and discuss with the provider any state reports and deficiencies revealed by such reports;

The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.

INTRODUCTION, PHILOSOPHY, GROWTH AND DEVELOPMENT

INTRODUCTION

Todd County Elementary Schools will offers a After School Childcare Program. Our program is educational and provides an enrichment setting for all students, preschool through 5th grade. The program is a licensed program with the Kentucky Licensing and Regulations for Childcare Division in the Cabinet for Families and Children.

PHILOSOPHY

The intent of our program is to encourage and support the development of each child and to provide opportunities for self-exploration and discovery. An assumption of the program is that children are active and curious; it is a goal to provide learning experiences designed to stimulate the child's creative learning abilities.

The overall development (cognitive, social-emotional, physical, and creative) of the child is considered and planned for through a variety of activities. It is our objective to learn the needs of the individuals in our program and to plan for the successful fulfillment of those needs. Positive development of the child's image of self is of prime importance in the program and is a priority on all aspects of program planning.

GROWTH AND DEVELOPMENT

The young child is a member of this program. It is our aim to work with the children creating the best possible environment for the children. The staff will be concerned with the total and unique growth and development of each child.

Cognitive development:

1. Learning to solve problems and form concepts.
2. Developing language and communication skills.
3. Discovering and exploring the near environment.

Social-emotional development:

1. Developing self-esteem and personal adjustment skills.
2. Achieving self-confidence in relationships.
3. Developing a sense of responsibility and persistence in completing tasks.

Physical development:

1. Developing hand and body coordination.
2. Learning physical skills.
3. Learning good health habits.

Creative development:

1. Expressing ideas through creative skills.
2. Expressing self through creative medium.
3. Developing the ability to think and act in different and unique ways.

MISSION STATEMENT, GOALS, OBJECTIVES

MISSION STATEMENT

The mission of the Todd County Schools Aftercare Program is to provide a safe and positive environment for the social, emotional, and educational growth of the child.

GOALS

1. To provide adult supervision after school.
2. To provide a positive atmosphere and assistance with homework.
3. To provide activities (i.e. games, and free play) for cognitive, social, emotional, physical, and creative growth.

OBJECTIVES

1. Adult supervision will be provided after school from 3:10 p.m. – 5:30 p.m. Monday-Thursday and Friday from 1:35-5:30 for Early Release Fridays.
2. Children will be given the opportunity to complete their homework and be given assistance if necessary.
3. Children will participate in programs and activities to help promote self-esteem manners.
4. Children will be provided a snack after school while enrolled in the program.

ENROLLMENT POLICY AND AVAILABLE SERVICES

ENROLLMENT POLICY

Enrollment in Todd County Board of Education Childcare Services program shall be open to any child enrolled in grades Preschool-5 regardless of race, color, creed, sex, or religious belief, provided that the centers can meet the needs of that child.

Enrollment is on a first come first serve basis until the enrollment limit is obtained. At that point, a waiting list will begin. Full-time clients shall receive preference over part-time clients.

Before your child can start the program, the following will be needed:

- A registration form
- A current immunization certificate, signed and dated
- Emergency and Authorization Release form
- Medical Information form

AVAILABLE PROGRAM

Todd County Schools Aftercare Program offers options for full or part-time care that are convenient, quality-oriented, and affordable. We want you to know your child is safe, happy, and actively engaged in fun, extended learning activities while you finish your work day.

After School Program

The After School Care Program begins at the end of the school day and is open until 5:30 p.m. Activities follow a planned curriculum that facilitates enhanced learning beyond the school day through activities, games, and special projects. Time is allotted for homework, snacks and physical activities.

AVAILABLE SERVICES

- Homework assistance
- Nutritious snacks
- Recreational time
- Educational programming
- Wellness programs
- Trained and caring staff

DISMISSAL, SECURITY SIGN OUT PROCEDURE

The parent/guardian **MUST** sign in their child daily. **NO EXCEPTIONS!**

DISMISSAL

Parent/guardian **MUST** sign out their child daily. **NO EXCEPTIONS!**

LATE FEE

Children who are picked up late from After School Childcare (5:31 pm) will be charged \$1.00 for every minute past 5:30 pm, according to the childcare center's official time. This fee will be due and payable when the child is picked up. Consistently, late pick-ups during the year will result in dismissal of your child from the program.

SECURITY SIGN OUT PROCEDURE

The parent/guardian shall list on the Security Form any person(s) authorized to pick up their child from the center, either at the close of the day or in case of illness or emergency. Any person picking up the child shall be required to sign the attendance form daily. In the event that a person not authorized attempts to pick up a child, the following procedure will be followed:

- **The parent will be contacted for verbal permission to release the child.**
- **The person will be required to produce a picture ID.**
- **The person must sign the required sign out form.**

The aftercare program center reserves the right to refuse to dismiss the child to the person and/or to call law enforcement if the staff feels that the safety of the child is in question.

PARENT/STAFF COMMUNICATION

Parents should communicate with staff by personally talking with them or by a written note. Verbal messages to staff by the child **will not** be accepted.

Please call the central office to leave messages for the director, assistant director, or staff. From time to time there will be notes or family newsletters sent home with your child to keep you informed of activities and policies.

Should a parent have a grievance, the following procedure should be followed:

- Talk with the staff person involved. Conversations should be handled in a calm, reasonable manner and not in the presence of students.
- If a settlement is not reached, contact the Assistant Director on duty.
- If a settlement is not reached, contact the Director.
- If a settlement is still not reached, then the matter will be reviewed by the Principal, Assistant Principal, Director or the District Contact, either for resolution or a conference to include the above persons, staff member involved, and parents/guardians.

Parents are to conduct themselves in a professional manner at all times with their child, other children, parents, and staff. Failure to do so can result in your child's disenrollment from the program.

BEHAVIOR/DISCIPLINE PLAN

The Todd County Schools Aftercare Program will be implementing a positive instructional discipline approach aligned with the District-Wide Code of Acceptable Behavior and Positive Behavior Supports strategies. While this program is being implemented, students will be expected to respect others, use manners, be kind, cooperate, be attentive, follow directions, share materials, take turns, and be responsible for their homework and classroom supplies. While this list is not all inclusive, exhibiting these behaviors will be expected.

At this time, if a student exhibits behaviors that are not appropriate, interventions that may be used include:

- verbal warning
- redirection
- assistance from the assistant director or the director
- conferencing with student
- assignment to a different area or group
- restitution
- talk with parents

A second time occurrence within the same day for the child exhibiting an inappropriate behavior will result in a Behavior Referral to the site director and/or assistant. The referral will also be discussed with a parent/guardian.

If the director feels that a Behavior Conference is needed (because of multiple referrals or severity of inappropriate behavior), he/she will contact the parent/guardian. The conference will consist of the parents/guardians and some or all of the following: Site Director, Assistant Principal, Principal, District Contact and the child, if necessary.

SUSPENSION/ TERMINATION POLICY

The behaviors listed below may result in automatic suspension or termination of the student from the program. These actions will be determined by the site director and school administration.

- Verbal (threatening, teasing) abuse towards other participants or employees
- Physical abuse towards participants or employees (i.e. fighting, hitting, pushing)
- Stealing
- Possessing illegal materials (firearms, knives, and drugs)
- Actions that jeopardize safety of the student or other participants

If a child is suspended from the program, the parent/guardian WILL NOT receive a refund for the days not attended.

If the child is terminated from the program, the parent/guardian will be refunded for the remainder of days paid for but not attended. This refund will be mailed in the form of a check no later than thirty (30) days from the termination date.

ILLNESS PROCEDURE AND INJURY PROCEDURE

ILLNESS PROCEDURE

A child will not be admitted to the childcare center if he/she exhibits any of the following symptoms:

Fever (100* and above)	Diarrhea
Vomiting	Symptoms of communicable disease

Should a child develop any of these symptoms after arriving at the center he/she will be isolated from the other children and the parent/guardian will be notified to pick the child up immediately. In the event a parent/guardian cannot be reached, the person listed on the Security Form will be contacted.

Under Kentucky law a parent/guardian shall notify a child's school if he/she has any medical condition which may be contagious. Please notify the center if your child becomes infected with any contagious condition so the center may notify health authorities in an effort to contain the spread of disease.

Medications, prescription or over the counter, will not be administered. If a child needs any kind of medication during the time that the child is in childcare, a parent will need to come to the school at the appropriate time to administer the dose.

INJURY PROCEDURE

In the event of a minor injury sustained by a child while at the center, staff trained in First Aid procedures will administer appropriate treatment. An accident report (please see next page) will be completed by staff and placed on file. The parent/guardian will be notified and/or provided a copy of the report when the child is picked up.

If an injury is a non-emergency, but requires medical treatment, the parent/guardian will be contacted for their preferred procedure. If the injury is traumatic, professional medical attention will be sought immediately and the parent notified.

Medications, prescription or over the counter, will not be administered. If your child needs to be transported to the hospital, a staff person will accompany the child until the parent arrives. Staff personnel will have child's Medical Form with them.

SNACKS AND MEALS

Children enrolled in the After School program will receive a snack within the first hour of the program.

CLOTHING

Parents are expected to provide comfortable clothes for their child(ren). The school dress code will be followed. Clothing expected to be removed (coat, sweater, etc.) must be clearly marked and easily identified by the child.. Any loss of articles should be reported promptly for possible recovery; however, Todd County Schools Aftercare Services sites will not be responsible for lost articles.

TOYS/ELECTRONICS/EQUIPMENT

Todd County Schools Aftercare Program will furnish an adequate supply of safe games and equipment. **Children will not be allowed to bring any toys, electronic games, trading cards, etc. which is also in accordance with district policy.** On certain occasions, your child may be allowed to bring games and materials from home for specific projects while in the program.

TRANSPORTATION

Transportation is not provided from the school site. It is the responsibility of the parents/guardians to arrange for appropriate and safe transportation for their child

2017-2018 CALENDAR OF SCHOOL CLOSINGS

SCHEDULED CHILDCARE CLOSINGS, INCLUDING HOLIDAYS

Todd County Public Schools will be closed on the following days: August 21st, Labor Day, Election Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, MLK Day, Memorial Day and Fourth of July.

Professional Development/
Curriculum Days

October 9, November 22
February 19, March 12, March 30

Fall Break
Winter Break

October 2-6
December 18-January 1

Spring Break

April 2-6

HAZARDOUS WEATHER CONDITIONS / SNOW DAYS

In the event that the Todd County School System cancels or delays school (this includes early dismissal), the following guidelines will be followed for childcare services:

- Todd County Aftercare Program **will be closed** if the Todd County School System dismisses school early (any time before 2:25 p.m.) due to weather or hazardous conditions or suspends afterschool activities.
- Todd County Aftercare **will be closed** if the Todd County School System closes school for the whole day because of a snow day or other emergency. Listen for announcements on local media outlets such as WHOP, WKDZ, and the Kentucky New Era, in addition to News Channel 2, 4, 5 and Fox 17 News.
- Todd County Aftercare Program **will be closed** if the school is closed because of an emergency that renders the building unusable (flood, water main break, no electricity, etc.)

2017-2018 FEES, PAYMENT SCHEDULE, and OTHER INFORMATION

- There is a one-time \$25.00 registration fee required for each child newly enrolled in the school year program with a \$50.00 maximum per family (2 or more children in the same family).
- The After School Childcare fee is \$45.00 per week. When schools are closed because of a holiday, the weekly rates will be adjusted.
- There will be no prorated fees given for childcare services. Regardless of the amount of time your child stays after school, you will be required to pay the full weekly amount.
- There is a discount on the weekly fees for the second, third, and fourth child of the same family enrolled in the childcare program with a \$5.00 discount for each additional child.
- All checks or money orders are to be made payable to the Todd County Board of Education.
- **Central Office will handle all matters concerning returned checks.**
- Persons who have returned checks in the program will not be able to make any further payments by check. Payments will need to be paid in cash or by money order.
- **All fees are due and payable on Monday or the first day of service for the week.**
- If payments are not made on Monday or the first day of service for the week, your child will not be allowed to attend After School until the full weekly payment is made.
- **Children who are picked up late from After School Childcare (5:31 pm) will be charged \$1.00 for every minute past 5:30 pm, according to the aftercare center's official time. This fee will be due and payable when the child is picked up.**
- Weekly fees are to be paid whether or not the child is present in order to keep their slot.
- **If you withdraw your child from the program, notification needs to be made in writing to the director at least one week in advance; otherwise, tuition fees will continue to be charged.**

IN ADDITION TO THIS REGISTRATION FORM AND FEE, YOU WILL ALSO NEED TO FILL OUT AND TURN IN A SECURITY / MEDICAL FORM AND A VALID COPY OF YOUR CHILD'S CURRENT IMMUNIZATION RECORD BEFORE THEY MAY ATTEND ANY TODD COUNTY AFTERCARE PROGRAM

**TODD COUNTY BOARD OF EDUCATION
SECURITY INFORMATION**

Child's Name _____ School _____

Enrollment Date _____ Social Security # _____

Home School _____ Grade _____

Date of Birth _____ Age _____ Gender M F

Address _____

Home Phone _____

**Do not list a non-custodial parent if the courts have denied visitation.
We must have documentation to deny student release to parent.**

Guardian #1 _____ Relation _____

Address _____ Military: ___Yes___No

Phone: Home # _____ Work # _____ Cell # _____

Guardian #2 _____ Relation _____

Address _____ Military: ___Yes___No

Phone: Home # _____ Work # _____ Cell # _____

I give permission for the childcare center to release my child to the person(s) who are over 18 years of age listed below. I understand that this is for the security and protection of my child, both in case of emergency and non-emergency. I will inform all people I list that a driver's license ID must be provided before my child will be released to their custody.

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

MEDICAL INFORMATION

In case of accident or serious illness, I request the childcare center to contact me. If the childcare center is unable to reach me, I hereby authorize the childcare center to call the physician indicated below and to follow his/her instructions. If it is impossible to contact the physician, the childcare center may make whatever arrangements as necessary.

Please Check the Appropriate Boxes

☐ **Emergency treatment may be given if I am unable to be reached.**

☐ Allergies? Describe _____

☐ Other health problems? _____

☐ My child uses an inhaler _____

☐ My child can administer his/her own inhaler.

Physician's Name _____

Address _____ Phone _____

Dentist's Name _____

Address _____ Phone _____

Hospital _____

Address _____ Phone _____

All information given on the front and back of this form is correct and current. I will inform the childcare center of any changes that occur.

Parent/ Guardian Signature

Date

FOR CHILDCARE CENTER USE ONLY

By court order, this child is **NOT** to be released to:

There is a copy of the court order in the permanent record folder

Site Director Initials _____

**TODD County Schools
AFTERCARE PROGRAM**

205 Airport Road
Elkton, KENTUCKY 42220
(270) 265-2436

DATE:_____

I have received, read, understand, and will follow the policies, procedures, and information presented in the Todd County Schools Aftercare Program Parent/Guardian and Family Handbook. I also understand the policies, procedures and information presented may change without notice.

Student's Name

(Please Print)

Parent's Name

(Please Print)

Parent's Signature
