

# **Extended School Care Handbook 2015-16**

ESC Contact number- 267-9550

Kristina Fehr- Director  
Suzy O'Bryan

[kfehr@stmichaellouisville.org](mailto:kfehr@stmichaellouisville.org)  
[sobryan@stmichaellouisville.org](mailto:sobryan@stmichaellouisville.org)

Welcome to St. Michael Extended School Care Program. We are pleased that you have chosen our center for the care of your child. It is our goal to provide an atmosphere which promotes Christian values and attitudes while making sure children are having fun while they learn. Open communication will facilitate cooperation and understanding between parents and staff. The result will be a positive experience for your child. Our activities are planned with the goal of developing happy, healthy, and well-adjusted children.

## **ESC Pre-S & Pre-K**

St. Michael has several options for Pre-K and Pre-S students; ESC is here to provide care for your child when they are not attending Pre-K/Pre-K classes. Your child(ren) may attend before, and after Pre-K/Pre-S classes, or all day. While your child is here, they will follow a daily schedule and curriculum. Families may utilize our program on a drop in basis, or every day.

## **Hours of Operation**

Hours of operation are Monday – Friday 7:00 a.m. to 6:00 p.m. for pre-school age children and 2:30 p.m. to 6:00 p.m. for school age children. ESC will be open from 7:00 a.m. until 6:00 p.m. on some days that school is scheduled to be out. A few days ESC is always closed include Labor Day, Memorial Day, the day after Thanksgiving, and Oaks. Please refer to the school calendar for additional dates.

## **Arrival and Departure**

We are located in the McCauley Center, which is in the basement of the youth area (old church). If your child is in pre-school and attends our morning program you must walk your child into the McCauley Center each day and sign your child in. If your child is in a morning Pre-K or Pre-S class and attends our program in the afternoon, we will walk over to pick them up at 11:10 a.m. each day.

If your child is in K-8 and attends ESC please direct he or she to the cafeteria which is where their ESC teacher will meet them each day.

Pre-K and Pre-S afternoon classes end at 3:00 p.m. and will then be walked over to ESC.

Each child **MUST** be signed out everyday. This is to record when and by whom the child(ren) are picked up by. Parents must notify the center **in writing** if someone other than yourself or a person on the authorized list is picking up your child.

Arrival time may be no earlier than 7:00 a.m. during the school year and departure time may be no later than 6:00 p.m. Please arrive on time to pick up your child; **\$1.00 per minute will be charged for exceeding time.**

## **Snack**

Pre-K and Pre-S children will have snack at 8:30 a.m. and again at 3:00 p.m. School age children will have snack upon arrival after school.

## **Electronics**

School age children are allowed to bring electronics from home. They will be given 45 minutes each day to play with these devices. All children will be monitored closely, if we find any inappropriate games, or children using social media, that child will lose all electronic privileges. ESC is not responsible for any lost electronics or games.

## **Health**

Only children in good health may be brought to the center. If a child has a fever, vomits, or has diarrhea, he/she will not be admitted. He/She will not be able to attend until they are symptom free for 24 hours.

If your child has lice, he or she **MUST** be lice free for 24 hours before returning to ESC.

A current Kentucky immunization certificate is needed the first day of attendance. If not on file by the first week, your child will not be admitted.

In the event your child needs medication during the day, you will need to sign the Medication Authorization Form. This must be completed by the parent/guardian **EACH** day the medicine is needed. All medication is to be in its original container and properly labeled with the child's name and dosage. Any non-prescribed medication must be accompanied by a written authorization from your doctor.

## **Clothing and Personal Belongings**

Your child will be participating in a variety of activities including outdoor play and crafts. If you choose for your child to bring an extra set of clothing to change into after school, please make sure that the change of clothing is weather appropriate. Please make certain to **LABEL** your child's uniforms. We will not be responsible for your child's uniform or any other clothing and accessories. Please remind your child(ren) to put their uniforms (especially jumpers and skirts) in their backpacks upon changing.

Pre-K children are required to bring a separate change of clothing to be left for the school year in case of any accidents. Pre-K and Pre-S children are not permitted to bring toys from home.

School age children may bring personal belongings from home as long as their name is on each item. We are **NOT** responsible for any items brought from home. Any lost items will go directly into lost and found.

## **Payments and Penalties**

Each family will be billed weekly, bi-weekly or monthly through SMART tuition. Please see Kristina Fehr for any questions.

## **Discipline Policy**

We expect every child to conduct themselves in a responsible, respectful way that exhibits Christian values and behavior. If a child behaves inappropriately we will remove the child from that situation. If this behavior continues the child will be placed in a quiet zone to think about what he/she did. If the behavior still has not improved the child will be written up and the parents will be contacted. The second time the child is written up a parent conference will be required. Three consecutive write ups will result in a suspension.

The Director may determine if a child's behavior jeopardizes continued participation in the program and will request a conference with either or both parents. Probation will be discussed and a contract may be put into place during such a conference. If the contract terms are not met, or the child's behavior does not improve, the child will be withdrawn from the program. Parents are encouraged to visit the program to express concerns or acquire information at any time.

## **Policy on child abuse/neglect**

In the event that a staff member suspects child abuse, neglect or dependency, he/she will contact the child protective hotline or the county department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the cabinet for families and children, Childcare Services Branch, will be contacted.

## Summer

We do offer a fun and exciting summer camp each year. Field trips are planned twice a week near the Louisville area on Tuesdays and Thursdays. We will have a variety of activities at St. Michael during the days we stay on campus. Information is typically available at the end of February, with registration starting immediately.

### Questions/Concerns

If you have any questions or concerns we encourage you to please contact us. We cannot fix any issues we are not aware of. Please e-mail me at [kfehr@stmichaellouisville.org](mailto:kfehr@stmichaellouisville.org) or Suzy O'Bryan at [sobryan@stmichaellouisville.org](mailto:sobryan@stmichaellouisville.org).

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#### **Registration Fee \$70 per child**

#### **Pre-School Weekly Rates**

<b>Sessions – 7:00 to 11:15</b>	<b>11:15 to 3:00</b>	<b>3:00 to 6:00</b>
1 session/day \$21.00	2 sessions/day \$26	All Day \$31

#### **School Age Weekly Rates (2:45 to 6:00)**

<u>Number of Children</u>	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>
1 child	\$21.00	\$42.00	\$57.00	\$63.00	\$68.00
2 children	\$33.00	\$66.00	\$89.00	\$99.00	\$108.00
3 children	\$45.00	\$90.00	\$129.00	\$140.00	\$150.00

Rates will change when school is out, please see Kristina for details.

A discount is given to siblings of children in pre-school.

#### **Summer Rates**

**Registration Fee \$150 per child (covers field trips, sunscreen & bus cost)**

#### **5 Day Program:**

1 child = \$150  
2 children = \$260  
3 children = \$355  
4 children = \$455

#### **3 Day Program:**

1 child = \$108  
2 children = \$190  
3 children = \$240  
4 children = \$280