

# **St. Michael Extended School Care Handbook**

Welcome to St. Michael Extended School Care Program. We are pleased that you have chosen our center for the care of your child. We desire to have close cooperation and understanding between parents and staff. The result will be a positive experience for your child. Our activities have been planned with the goal of helping develop happy and well-adjusted children.

At St. Michael, we encourage and support the development of each child. It is our desire to provide an atmosphere which stimulates Christian attitudes and values. We also believe it is important for children to have fun as they learn.

## **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. \$1 will be charged for every minute a parent is late to pick up.

## **Calendar**

ESC will follow the school calendar, but will be open full days during conference breaks. ESC will also be open President's Day and all early dismissal days.

## **Inclement Weather Closings**

In the case of inclement weather, ESC will follow Jefferson County Catholic School system. If school releases early due to inclement weather, ESC will close at 3:00 p.m. In the event of a delayed schedule ESC will open at 9:00 a.m.

## **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 JK-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. All children must follow St. Michael's electronic policy. 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.

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.

## **Homework**

Children in grades 2<sup>nd</sup> and up will have the opportunity to complete homework in quiet room. Pencils, pens, paper and other basic supplies will be provided.

## **Immunization**

The Kentucky Cabinet for Families and Children and The Department for Health Services require all children enrolled in any public or private school, child care center or preschool, to have on file an up to date original Commonwealth of Kentucky Immunization Certificate with the signature/stamp of a physician or Health Department and an expiration date. This regulation is necessary to protect your child and others from communicable disease

## **Head Lice**

School officials must be notified when a child or other members of the family contract head lice. The child must remain at home until the proper treatment has been administered. The child who has been infested with head lice can return to school only with a doctor's statement or a Health Department release indication that the child is free of active head lice. Head lice can only be passed from person to person through contact with brushes, combs, hats, clothing, etc. One case can spread quickly if left undetected. Therefore, if program officials find it necessary, individual children may be checked for head lice. Children who show signs of infestation must be picked up by parents and begin treatment immediately.

## **Admission Policy**

St. Michael Extended School Care admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **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 and Pre-S children are required to bring a separate change of clothing in case of accidents and a two inch thick mat with bedding for nap time. 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.

## **Discipline Policy**

We expect every child to conduct themselves with Christian like behavior. The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions.

Children are expected to be kind, respectful, and courteous. Students at different ages are expected to assume appropriate degrees of responsibilities for their actions. When approached in a positive manner, discipline makes it clear that one behavior is chosen over another. Behavior management will be handled in a positive way. Reasoning with the child and guiding them to understand a more acceptable way of reacting to their problem will be encouraged.

If the problem continues, the child may be seated in a “timeout” spot for an appropriate length of time. Staff persons will record behavior problems. Students will receive a “Behavior Note” if the behavior continues. The director will keep track of the behavior notes. The director may suspend a child if inappropriate behavior is ongoing. Please understand that serious behavior problems may result in the child’s dismissal from our program.

After the above has been followed, a child may be dismissed from our program if: the child poses a threat to him/herself, other children or teachers. the child behaves in a manner that is disruptive and difficult to manage in a large group the child or family continues to disregard the program’s policies. Some serious situations may occur that may jeopardize the welfare and safety of the children and/or teachers. The director reserves the right to dismiss a child immediately if such an incident occurs.

## **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 in March, 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).

Kristina Fehr- Director  
Suzy O'Bryan- Asst. Director

ESC Contact number- 267-9550

### Registration Fee \$75 per child

### Pre-School Daily Rates

Sessions – 7:00 to 11:15	11:15 to 3:00	3:00 to 6:00
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	\$59.00	\$65.00	\$70.00
2 children	\$33.00	\$66.00	\$91.00	\$101.00	\$110.00
3 children	\$45.00	\$90.00	\$131.00	\$143.00	\$153.00

Payments are made directly to St. Michael ESC. ESC does not currently utilize FACTS.