

## Amanda Arnold Child Care Program

### Parent Handbook

#### I. Mission

The mission of the Amanda Arnold Child Care Program is to provide quality childcare during non-school hours. We provide this by offering a variety of developmental and enrichment activities to the children enrolled.

#### II. Non- Discrimination

USD 383 (Manhattan, KS) does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the statement aforementioned, please contact at (785)587-2010, ext. 1833.

#### III. Availability of Services

The Amanda Arnold Child Care Program is open for enrollment to any student attending Amanda Arnold Elementary School. Students from grades Kindergarten through six may attend either the before or after school sessions or both.

#### IV. Tuition

Tuition is due on a twice a month or once a month basis. Tuition will not be charged on a daily or hourly basis. Tuition is based only on a full-time enrollment (5 day week) or part-time (3 pre-selected day week) in the morning, afternoon, or both sessions. Tuition statements will be issued the last week of every month. **Monthly payments will be due by the 5<sup>th</sup> and the 5<sup>th</sup> and 15<sup>th</sup> if paying twice a month.** If the 5<sup>th</sup> and 15<sup>th</sup> fall on days that we are not in session, then payments are due the business day before. Examples: The 5<sup>th</sup> falls on a Sunday; then the first payment is due Friday the 3<sup>rd</sup>. The 15<sup>th</sup> falls on a Saturday, final payment is due Friday the 14<sup>th</sup>. **A late fee of \$10.00 will be assessed the next day (the 6<sup>th</sup> and 16<sup>th</sup> if paying twice a month). A fee of \$30.00 plus bank fee will be incurred by USD 383 if there is a returned check.** If a true financial emergency exists, call the program director so an optional payment arrangement can be considered. Please make checks payable to AACCP (Amanda Arnold Child Care Program).

Tuition will be charged for regularly scheduled school days. Long days such as, all-day conference and in-service/planning days are optional childcare days. An additional \$20.00 fee is charged only for those students who sign up to attend child care on those days. Note: These days are optional and will only be offered based on staff availability. Spaces may be limited and are not always guaranteed. The Program

Director will have sign-up sheets available. This fee will be added to the followings months' statement.

**Child care tuition:**

Morning (AM).....	\$105.00/month (5 days a week)
	\$85.00/month (3 days a week)
Afternoon (PM).....	\$140.00/month (5 days a week)
	\$115.00/month (3 days a week)
Morning and Afternoon (AM/PM).....	\$175.00/month (5 days a week)
	\$145.00/month (3 days a week)
All day in-service/ Conference days.....	\$20.00 per day (includes 2 snacks)

**V. Registration Fees**

**There is a \$25.00 non-refundable registration fee (per child) upon enrollment in the child care program.** This is a one-time fee if the child remains enrolled in the program on a continuous basis.

**VI. Late Pick-up Fees**

**There will be a charge of \$1.00 per minute for each minute that you are late picking up your child from the child care program.** (The child care room clock will be used to determine the official time.) Each family will be allowed a ten minute grace period per child for the entire school year. After the ten grace minutes are used, the \$1.00 per minute charge begins. In the event of a true, unavoidable emergency the late fee may be waived at the discretion of the director. A late meeting is not considered to be a true emergency.

**VII. Calendar and Hours**

The Amanda Arnold Child Care Program will operate throughout the school year as scheduled by USD 383. **Child care is not available on Labor Day, Thanksgiving/ Winter/Spring Break, Martin Luther King Jr. day, the Friday of conferences and the afternoons of half days. In the event that USD 383 cancels school, the child care program will also be canceled.**

School closures are announced about 6:00 am on the local radio stations. Please listen carefully for these announcements. Winter in Kansas can be unpredictable.

**Hours of operation:**

AM Session: 7:00am- 8:35 am (doors lock at 8:05 am, children must enter through the front of building once the doors are locked)

PM Session: 3:45pm- 6:00pm (includes 1 snack, doors will unlock at 4:00 pm after all the bus children have left)

All Day Sessions: 7:00am- 6:00pm (includes 2 snacks and parents must provide child with a sack lunch).

**VIII. Absences**

**Parents are expected to pay for child care for all regularly scheduled school days, including those when a child is absent. If you are taking extended leave (vacations, sabbaticals ect.) tuition is due as normal to save your child's spot in the program.** (Exceptions may be made at the discretion of the program director in case of prolonged illness or a family emergency.) If a child does not attend child care, we will check the school attendance lists to see whether a child was absent from school. If a child was not absent from school and has not arrived in the child care area by 4:00 pm, we will first check with the child's teacher before contacting the parent at work or home. **Please notify us if your child will not be attending child care on a particular day. If you have made plans for your child to attend an occasional activity other than child care, please notify us in writing or contact us at 785-587-2028. Do not tell you child's teacher and expect them to notify the program. We are very concerned about your child's welfare and safety; we will not accept a verbal message from your child as sufficient notification to allow them to leave.**

**IX. After school activities (Grades 3-6 only)**

No child will be allowed to attend any after school activity (school-related or otherwise) unless the parents have filled a completed Activity Release Form with the child care program. If you would like your child to participate in after school activities which begin immediately after the school day ends, you must complete an Activity Release Form which tells the staff when and where your child will be, and releases Amanda Arnold Child Care Program from any and all legal responsibility for the child s/he participates in her/his activity. The program staff is not responsible for either delivering the child to the activity or for escorting her/him back after the activity.

If your child participates in a sport or program held during or after child care hours, and on the school premises, you may elect to have your child sign her/himself out for this activity. For each activity, the parents must complete an Activity Release Form. Please be aware we are not responsible for your child's arrival at that activity, nor are we responsible to notify parents if that activity is cancelled. Parents who elect to allow their child to sign her/him out of child care for activities assume all

responsibilities for finding out about time changes, cancellations, and site changes. The parents are also responsible for notifying the child care staff in writing of any changes in their child's plans. If your child tells us that her/his activity is cancelled, or that they will not be attending that day, the staff will make one attempt to contact the parent(s) to notify them of the change. If the child comes to tell the staff of a change after 6:00pm, the parent is liable for late fees until a designated adult signs out the child. If we are unable to contact a parent before 6:00pm, the parent is still liable for late fees accruing after 6:00pm. If difficulties arise with the implementation of this service, it may be discontinued.

We discourage parents for asking children to sign themselves out to walk home at the end of the day. However, if the parents elect to do this, an Activity Release Form must be completed. Amanda Arnold Child Care Program is not responsible for your child after s/he leaves our supervision. All children who sign themselves out must leave the school building immediately.

#### **X. Authorized Pick-up Persons**

To ensure each child's safety, s/he will leave Amanda Arnold Child Care Program only with people designated by the parents as authorized pick-up persons. The staff of the program must be notified in writing if anyone not so designated to pick up your child. Unless the program staff is notified, your child will not leave with someone unknown to the staff. If it is absolutely necessary to designate a new pick-up person without advance written notice, you may phone in the name of that person to the child care director. You may still receive a phone call from the staff to verify this.

#### **XI. Disenrollment**

**A two-week notice is necessary when a child withdraws from the program. Tuition already paid will not be refunded if written notice is not given or if there is less than a two-week notice. Any tuition paid beyond the written two-week notice will be refunded.**

#### **XII. Health Policies**

The Amanda Arnold Child Care Program cannot admit any child to the program unless all immunizations are current and there is a completed health assessment on file. This is in compliance with state child care licensing requirements.

No ill children are to be sent to the childcare program. Parents will be notified if their child becomes ill and needs to go home early.

In order to administer medications (prescription or nonprescription) to any child, there must be written permission from the adult responsible for the child on file with the program. Nonprescription medication must be contained in the original container with instructions on the label and the original container must be labeled with the first

and last name of the child for whom the medication is intended. Prescription medication must be in the original container labeled by a pharmacist with the following information: first and last name of the child; the date the prescription was filled; the name of the licensed physician (nurse practitioner) who wrote the prescription; expiration date of the medication; and specific, legible instructions for administration and storage of the medication.

### **XIII. Injuries**

The staff is constantly alert to the need for providing a safe environment for the children. However, occasionally accident may happen which involve injury to a child. In the event of accidental injury, the staff will check the injury for its seriousness. If the staff determines that the child needs more than “first-aid”, an attempt will be made to contact the child’s parents. If we cannot reach a parent, we will contact the person listed on the “Emergency Contact” on the registration form. If neither parent, nor the emergency contact person can be reached, the child’s physician will be called for further directions.

In the event of a life-threatening injury or illness, the staff will call 911 for transportation to an emergency facility at the parent’s expense. A staff member will accompany the child, and will carry with them the Authorization for Emergency Medical Care Form. Parents will be contacted by another staff member and told where to meet their child. A copy of our Illness/Injury Protocol is kept by the sign out table.

### **XIV. Expectations of Children (Please review with your child/ren)**

To maintain consistency, the guideline and expectations of children enrolled in the child care program will follow those of Amanda Arnold Elementary School.

Children will promote good citizenship by considering the rights of others.

Children will be expected to behave in a manner that enhances learning in both structured and non-structured activities for themselves and others.

Children will be expected to respect school, child care, and personal property and contribute to its care.

Children will be expected to behave in a safe manner.

Children will respond appropriately to all adult supervision.

Failure to comply with these expectations and rules may result in dismissal from the program.

#### **Child Care Rules**

1. Quietly get ready for snack
2. Use polite manners during snack
3. Line up quietly
4. Walk in the hallways

5. Respect self and others
6. Pick up after yourself
7. Use inside voices (when indoors)
8. No put-downs or inappropriate language
9. Keep your hands to yourself
10. Work out conflicts peacefully

Corporal punishment is not a part of the child care program. To effectively deal with inappropriate behavior and conflict, the staff employs conflict resolution similar to those deployed during the school day. We also follow a positive reinforcement policy to encourage adherence to the child care policies. **The consequence of reoccurring disruptive behavior can lead to dismissal from the program.**

**No child is allowed to bring outside toys or snack unless approved by the program director.** Caps and hats may be worn outside only. This is in compliance with the district wide policy.

**XV. Maximum Enrollment and Waiting Lists**

The maximum morning enrollment capacity is 74 children. The maximum afternoon enrollment capacity of 74 children. Priority enrollment is given to siblings of children currently enrolled in the program. A waiting list will be established as needed.

**XVI. State Licensing and Regulation**

All forms required by the state will be utilized, and records will be maintained in the manner specified by the appropriate regulations. We will continue to have a yearly renewal license, and follow all regulations established by the Kansas Department of Health and Environment. The Program Director and/or Riley County Health Department Child Care Licensing Division can answer any questions regarding the license of the licensing procedure.

**XVII. Mandated Reporting of Child Abuse and Neglect**

According to Kansas's law, certain people are required by law to report when they have any reason to suspect that a child has been injured as a result of physical, emotional, or sexual abuse or neglect. Person's license by the Secretary of Health and Environment to provide child care services, or the employees of persons so licensed at the place where the child care services are being provided to the child are mandated reporters.

**XVIII. Amanda Arnold Child Care Program Confidentiality Statement**

Information in student record (other than "directory information" as defined by law) is confidential and cannot be disclosed except upon written parental consent or as specifically authorized by law. The records and reports of the child are available to the parent or other adult responsible for the child on request.