

Mary, Queen of Heaven Aftercare Program Handbook

**(ALL FORMS MUST BE FILLED OUT AND TURNED IN
BEFORE FIRST DAY THAT STUDENT ATTENDS
AFTERCARE)**

GENERAL INFORMATION

Aftercare is available for MQH students, kindergarten through grade 8. Care is provided from 2:35 p.m. until 6:00 p.m. (Wednesday at 1:35 p.m.) on days when school is in session. The Aftercare program is not open when school is closed due to holidays, inclement weather, or emergency situations.

***NOTE*: ANYTIME THAT SCHOOL IS CLOSED EARLY IN THE DAY DUE TO WEATHER, ETC. OR IF WEATHER CONDITIONS BECOME BAD DURING AFTERCARE HOURS, PARENTS WILL BE NOTIFIED TO PICK UP THEIR CHILD/CHILDREN IMMEDIATELY.**

The objective of the program is to provide an enriching, nurturing environment for the children in our care. Our goal is to have happy, healthy children.

The Aftercare program provides time for snack, homework, and table activities as well as opportunities for large motor play in the gym or outside. If toys, games, or electronic devices, etc. are brought from home, the Aftercare Program and MQH School are not responsible for any damage or loss.

Copies of the school emergency release and medical release forms, as well as immunization certificates are kept in the school office with Director having access. These forms must be completed for each child in the program. We must have the name, telephone number, and relationship of each person who may pick up your child in an emergency. We will not release a child from our care to anyone who is not listed on this form unless we have written permission or consent from the parent or guardian.

PAYMENT

Payment for Aftercare must be made **monthly** (or weekly, if desired and communicated to the Director) and credit will be applied when appropriate. Accounts will be updated monthly. Make checks payable to MQH Aftercare or payments may be made automatically by EFT (registration for the Aftercare EFT payments is required). Balances will be available monthly and will be emailed to parents on approximately the 1st of the month starting in September. "Remind" push notifications may also be used to alert parents that balances are available and have been emailed out. Please subscribe to "Remind" and download the Remind app on your mobile phone if possible or choose email or text notifications. Be sure the Director has an email address on file for at least one parent (or responsible party) for balance notifications.

LATE FEES

Our closing time is 6:00 p.m. After this time there will be a late fee charge of \$15.00 up to the first 15 minutes and up to every 15 minutes that a child is left in our care. In addition, children left in our care after 6:00 p.m. more than five times in one school year will be withdrawn from the program. There will be no exceptions.

***NOTE*: Should any uncontrollable circumstance arise that does not allow pick by 6:00pm you will not be charged the late fee.**

DAILY SIGN IN/SIGN OUT

All children will be signed into our care daily when they arrive from school. **You must sign your child out when picking him/her up and notate the exact time of pick-up on the sign-out sheet.** Enter the school through the main entrance. Sign out will be in the office. Exit the school through the narthex.

SAFETY POLICY

No child will ever be left alone. A staff member must be present if the children need to leave the play area for restroom breaks. A first aid kit is on hand at all times. Children will only be released to persons listed on the emergency form unless written/telephone permission is given from a parent or legal guardian.

MEDICATION/HEALTH GUIDELINES

If your child needs medication dispensed during Aftercare hours, a parent or guardian must send medication in original containers and fill out appropriate forms for daily instructions to the school office.

KRS (Kentucky Revised Statute) 620.030 states: (1) any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky state representative; the commonwealth attorney or the county attorney; by telephone or otherwise.

(2) Any person including but not limited to a physician, nurse, teacher, and school personnel are mandated by law to report any suspected abuse or neglect.

Because your child may become ill at any time, it is crucial that we know how to reach you at all times. If your child is or becomes ill, we will contact you immediately to come and pick up. Please keep emergency contacts current. We cannot be held responsible for the results of incorrect information.

Children with respiratory illnesses or colds, presenting colored nasal discharge, will NOT be able to attend. Any discharge that is profuse and cannot be controlled by normal wiping is cause for a child to be sent home. The child may also be excused at the director's discretion if a runny nose is associated with fever, and infected throat, a persistent cough, congestion or irritability. Diarrhea: A child with more than one loose or watery stool must be sent home. Children may not return until they have had a least one normal bowel movement.

DISCIPLINE POLICY

Children are to show respect for each other and all those in authority at all times. Children are also expected to show respect for school and personal property, as well as all materials used during the Aftercare program such as school supplies, games, toys, etc. Children and parents will be responsible for the replacement of any property that has been damaged due to improper care.

When a child's behavior is dangerous or threatens the safety or well-being of another child, staff members will intervene. If unacceptable conduct cannot be corrected by verbal communication, or time out, the parent will be notified immediately.

Talking back and the use of improper language or gestures are always unacceptable. In addition, there will not be hitting, fighting, kicking, shoving, or wrestling of any kind. If the above actions occur, parents will be

notified to come and pick up the child immediately. Yelling and screaming are unacceptable in the hallways and cafeteria. Inside voices are to be used except in the gym or outside. There will no running in the building, except the gym.

Disregard for the Discipline Policy may result in a child being sent to the school principal for reprimand, or possible dismissal from the program.

Electronic Usage

We do not allow electronics to be brought to aftercare. However, for students grade 6 through 8 the use of Ipads is acceptable if for homework, it should not be used for entertainment.

Cell phones are not to be used in Aftercare. If a student grade 6 through 8 has one and needs to use it we will provide a space away from the other children to make a call or respond to a text from their parents or legal guardians.

If a student does not comply with the rules stated above, then the staff member has the right to take the device until the parent or guardian picks up. If child has device taken away three times, we reserve the right to ban their electronic usage in Aftercare.