



Martensdale St. Mary's Daycare 2011-2012

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The policies and procedures in this Parent Handbook begin first day of summer daycare 2011 and end the last day of school 2012.

INTRODUCTION

Welcome to Before and/or After School and Summer Child Care Program. The Martensdale-St. Marys Community School District Child Care Program provides quality child care services to support children, the family, and the community in an environment that is safe, creative, and nurturing.

Child Care Services are located in the school when there is sufficient interest by the parents.

It is important for parents to know that while the purpose of the program is for the children's well-being and not for monetary gain, if enrollment is not sufficient to support the program on a break-even basis, the program will have to be discontinued.

The program is available for elementary school-age children (Grades Pre-K-6) who are currently enrolled as students in the school.

PRIMARY PURPOSE

To provide a warm and caring environment for children who attend Martensdale-St. Marys Elementary School with a variety of activities which include recreation and games, arts and crafts, reading, time to finish school assignments, and just "free time" for the children to pursue their favorite interests.

SPECIAL NEEDS

In the best interest of your child, please inform the staff of his or her special needs or limitations. We want to provide each child with the best possible care and need to know if your child requires shots, restroom assistance or other special considerations. Such situations can also be discussed with the Program Director. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program.

MANDATORY REPORTING

The Department of Human Services requires child care staff person(s) to report suspected cases of child abuse. This also includes the reporting of parents who appear to be impaired by drugs or alcohol.

HOLD HARMLESS AGREEMENT

The Martensdale-St. Marys School District and its employees assume no liability for injury to any child during his/her participation in the child care services. The parent or guardian will be responsible for paying all costs and fees contingent on any emergency medical care and/or treatment of the child. Child care services assume no liability for child/children's absence from child care if accounts/schedules are not up-to-date.

ENROLLMENT AND ELIGIBILITY

Any child enrolled in M -St. M grades Pre-K-6 is eligible to enroll in the program. Enrollment is limited to available space, and a waiting list will be maintained. Pre-K students are eligible beginning in the fall.

HOURS OF OPERATION

Normal school days: 6:30 am - 8:00 am & 3:15 pm - 5:30 pm
Summer days: 6:30 am - 5:30 pm

HOLIDAY CLOSINGS

Child care services will be closed on:

New Years Day
Memorial Day (paid holiday)
Fourth of July
Labor Day (paid holiday)
Thanksgiving Day (paid holiday)
Day after Thanksgiving (CLOSED)
Christmas Eve (CLOSED)
Christmas Day

***NOTE: If any holiday falls on a Saturday we will be closed the day before (Friday).
If any holiday falls on a Sunday we will be closed the day after (Monday).***

END OF SCHOOL YEAR CLOSING/END OF SUMMER CLOSING

***The Daycare center will be closed prior to the beginning of the summer session.

***The Daycare center will be closed (1) one week prior to the beginning of a new school year.

FEES AND PAYMENT POLICY

“Regular” School Week

Fees (per child): \$75.00 per week for before and after school care.
\$35.00 per week for before school care only.
\$40.00 per week for after school care only

“Drop-in” School Week

Fees (per child): \$70.00 per week for before and after
\$7.00 per morning
\$8.00 per afternoon
\$35.00 per week for before & \$40.00 per week for after

“Regular” Summer

All day childcare
Fees (per child) \$22.00 per day
\$11.00 per 1/2 day (6:30 am - 12 noon) or (12:00 noon- 5:30 pm)

“Drop-in” Summer

All day childcare
Fees: (per child) \$25.00 per day
\$12.50 per 1/2 day (6:30 am - 12 noon) or (12:00 noon- 5:30 pm)

There will be extra charges for daycare activities & fieldtrips.

Staff Fees for Professional Development Days

Early Out Fees –

There will be no charge for the first enrolled elementary student of MstM staff members participating in staff development during the early out hours. The cost for second and additional students will be a flat fee of \$8.00.

Full Day Fees

There will be no charge for the first enrolled elementary student of MstM staff members participating in staff development for the full day. The cost for second and additional students will be a flat fee of \$16.30.

PAYMENT POLICY

1. The (pre)registration fee of \$20.00 for each child is non-refundable.
2. You will be charged for the morning, afternoon or for all day child care if you do not contact the daycare center when your child will be absent
3. Payment is due every Friday (the end of each week). If someone else is picking up your child/children on Friday, payment for the week is due on Thursday. On-line payment is available through the school website. Checks should be made payable to: Martensdale-St. Mary's Child Care
4. Failure to make payment on Friday will result in a \$5.00 late fee charge. If payment is not received by 5:30 pm by the following Monday an additional \$5.00 per day will be added to your bill until payment is received.
5. Any account that is three weeks behind in payment will result in immediate suspension of child care services until fees and late charges are paid in full. Child care services will be discontinued if this continually occurs.
6. An additional charge of \$2.00 per hour per child will be added to the regular weekly fee for LATE STARTS & EARLY DISMISSALS due to weather, teacher conferences, professional development or holiday early-outs.
7. Advance payments may be made on a monthly basis or other specified periods of time. Arrangements must be made with the Director.
8. There is a \$20.00 charge for all returned checks.
9. The child care services will provide end of year tax statements upon request only. We suggest that you retain your cancelled checks as an accurate account of your child care expenses.
10. Holiday - Martensdale St. Marys child care will be closed for the holidays listed on page 3. Labor Day, Thanksgiving, and Memorial Day are to be considered paid holidays and should be figured into your weekly payments. You are not responsible for the day after Thanksgiving. Payment is always expected for paid holidays regardless of personal vacations.
11. Payment is not required if child is absent due to your own personal vacations, does not attend daycare during winter and spring break. Proper notification needs to be given if child will be absent.

NON-SUFFICIENT FUND POLICY

Non-sufficient fund checks will be held by Martensdale-St. Marys Child Care until cash or money order payment is received to cover the amount of the check(s) plus the \$20.00 fee. The original check(s) will be returned to you. If payment is not made promptly, child care services will be discontinued.

CHILD CARE POLICIES AND PROCEDURES

1. Enrolling your child:

A \$20.00 pre-registration fee, per child, is due upon enrollment.

The following forms must be completed and returned prior to your child's starting date:

- *Emergency Medical Form
- *Travel and Activity Authorization
- *Pick-up Release for Minors (if applicable)
- *Pick-up Permission Form
- *Acknowledgement of reading handbook
- *Weekly Sign-up Schedule Form

2. Discontinuation of child care services:

A written statement must be provided at least two weeks prior to discontinuation of services. If this is not given a \$20.00 re-enrollment fee will be charged if services are needed in the future.

If you withdraw your child for a period of time due to hardship or emergency, you need to notify the child care center immediately. Children dropped from child care services are re-enrolled on a space available, first come first serve basis.

3. Sign in and out:

Legally, parents/guardians must sign each child in and out of the program each day. Children will be allowed to leave the center with persons designated by the parent(s) on the Permission form.

Any requested change must be made in writing.

4. Absences:

We cannot express enough how important it is for you as parents/guardians to contact the daycare center if your child is going to be absent.

PLEASE: DO NOT CALL THE ELEMENTARY OFFICE!

We can be contacted Monday through Friday from 6:30 am - 5:00 pm at (641) 344-9889.

If you do not notify the daycare by phone, or in person, you will be charged for the day.

Notification assures your child's safety and also helps us with our daily planning. Every Thursday we will hand-out a weekly Sign-up Schedule form. This form needs to be returned by Friday of the same week, so we can plan for the following week. If your schedule is not turned in on Friday or the last day your child will be attending for the week, and your child is absent the following Monday or the entire week, you will be charged for everyday your child does not attend unless we are contacted.

If your child is a drop-in, we need notification of his/her attendance by 5:00pm the day before.

5. **Call-in time:**

Notification needs to be given by 5:00pm the day before if your child will not be attending the following day. . e.g.: *If you sign your child up Monday – Friday, and you decide to take a day off on Friday, you need to notify the daycare center by 5:00pm on Thursday.*

If notification is not given, you will be charged for the day

6. **Closing time and late fee:**

Child care hours: (School Year) 6:30 am-8:00 am & 3:20 pm-5:30 pm
(Summer) 6:30am-5:30pm

Children picked up after 5:30pm will be charged a late fee according to the schedule below:

Time	Late Fee
5:30-5:35	\$5.00 per child
5:35-5:50	\$10.00 per child
5:50-6:05	\$15.00 per child
and so on...	

(A late fee of \$5.00 per child will begin at 5:35 pm. For every 15 minutes after 5:35 pm you will be charged an additional \$5.00 per child until your child (ren) is picked up.

This fee is to be paid immediately to the child care service staff person on duty.

Payment must be received before your child (ren) will be re-admitted into the program.)

If you are more than an hour late, and the child care services staff has not heard from you, and if the staff cannot reach the emergency contact person(s), a staff member will call the police department for assistance.

Child care services will be terminated in the event of reoccurring or extreme tardiness.

In extreme weather conditions MSTM staff will remain with the children until all the children are picked up by their parents. Parents will be expected to contact the daycare center as soon as possible to advice of their inability to pick children up.

If we do not hear from you, you will be charged a late fee as is shown above.

7. **School delays and closings:**

The program will be in operation every day of school except when school is cancelled without any delays due to inclement weather.

- a) On scheduled and unscheduled early dismissal days child care services are provided. An additional fee of \$2.00 per hour, per child, will be added to the standard fee.
- b) All day child care services will be provided during school vacations, conferences, in-service days and summer vacation. The cost is \$22.00 per day. Drop-ins cost is \$25.00 per day.

- c) If you have signed your child up for all day child care services and need to cancel, we need notification the day before by 5:00 pm or you will be charged for a full day of child care.
 - d) Child Care Services will not operate on days when school is closed due to inclement weather. However, if school has a delay and then is cancelled the daycare *will remain open*.
8. **Winter Clothing:** During the winter months, we encourage all children to have coats, hats, snow pants, gloves and snow boots in order to play safely and comfortably outside. We also need your child to wear or bring a pair of tennis shoes for gym time. The children will be allowed to go outside as long as the temperature, including wind chill, reach 15 degrees.
9. **Breakfast, lunch and snack:** A nutritious breakfast, lunch and snack will be served. Meals are offered at the following times.

Breakfast	7:30am - 8:00am (summer/school year)
Lunch	11:00am - 11:20am K-2 grade (summer)
Lunch	11:30am - 11:50pm 3-6 grade (summer)
Snack	3:30pm (school year/summer)

10. **Parent Communication File:** Each child will have a folder with his/her name on it. The folder will be located right next to the “sign in and out” book in a box labeled “Parent Communication”. If a problem has occurred, a form called, “There’s been a Problem” will be placed in your child’s folder. This must be read before leaving and signed by the parent or guardian and returned to the child’s folder. The staff will also use your child’s folder for other forms of communication as well.
11. **Visitors:** You are welcome to visit and observe the child care program. We appreciate your interest! Siblings and other children may visit if accompanied by an adult. Please check in with the lead staff person when entering the child care area.
12. **Drop-ins:** Because of daily scheduled activities, drop-ins need to notify the child care staff person(s) by 5:00pm the day before during summer, winter & spring breaks and on scheduled or unscheduled school outs.
13. **Toys:** Toys from home are allowed at designated times. We are not responsible for any lost or stolen toys.
14. **Gymnasium:** Gym shoes are required. NO stocking feet. If Gym shoes are not provided for your child he/she will sit out.
15. **Gum:** Gum chewing is not allowed in the daycare center.
16. **Food:** No outside food or drink may be brought into the daycare center or bought from the vending machines during the school year for breakfast or snack. If your child has a special condition that mandates he/she eat or drink other than what we provide at the daycare center, a written request must be signed by the child’s physician and given to the Director to place in the child’s file.
17. **Excusing pupils from recess:** A parent may request in writing that their child stay inside for recess. A written request will be honored for only (3) three days. If it is to be for a longer time, there must be a request signed by a physician.

HEALTH POLICY

1. If your child becomes ill during a childcare session, you will be contacted. Parents or designated person will be responsible for picking up the child within one (1) hour after being contacted. We do not have proper facilities or staff to care for a sick child.
2. Parents must sign an emergency medical release.
3. MSTM daycare will administer medication when necessary. However, we encourage you to utilize the services of the school nurse whenever possible during the school year. A medical release form must be signed and given to the lead childcare staff person when it is necessary for your child to receive non-prescription or prescription medication. **Non-prescription and prescription medication must be brought in the original container with instructions for its use written on the outside.**
4. Parents are to notify the MSTM staff whenever a child is exposed to a communicable disease. In turn, we will notify the other children's parents.
5. *Your child must stay home if he/she:*
 - vomiting
 - has diarrhea
 - has pink eye
 - has swollen glands
 - has unexplained rashes
 - Severe continuous coughing
 - has a temperature of 100 degrees or above within the past 24 hours
 - is under the doctor's care, which requires a doctor's approval to return
 - Head lice: scalp must be treated and all lice & nits removed
6. Staff will wash hands after any restroom activity. Hands will be washed and gloves will be worn before any food services activity. They will wash hands and wear gloves before and after administering non-emergency first aid.
7. Staff will use universal precautions in handling blood or body fluids.
8. Children's hands will be washed after restroom use and before each meal.
9. Medical Emergencies: If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If the contact is not made the staff will call the emergency contact persons listed on the Emergency Medical Authorization form. If no one can be reached the staff will call 911.
10. Life Threatening Emergencies: In a life threatening emergency situation, emergency services will be phoned first and then parents/guardians will be notified.

SAFETY

1. Parents must use the “sign in and out” book when children arrive and depart from the center.
2. No child shall be left unattended while on school grounds.
3. Emergency numbers will be posted.
4. All staff will be certified in CPR and First Aid.
5. Tornado drills will be practiced as required by law.
6. Fire drills will be practiced as required by law.
7. No smoking is allowed within the facility, vehicles, or on the playground.
8. First aid kit is clearly labeled and is available within the center, in the outdoor play area and on fieldtrips.
9. We travel by school bus with an authorized bus driver. In all activities we take emergency numbers, first aid kit and telephone.
10. The center provides written incident reports when necessary.

PARTICIPATION AGREEMENT

Staff Responsibilities

1. Provide a safe and caring environment for your child.
2. Communicate regularly with the parent concerning your child.
3. Serve as a positive role model for your child.
4. Notify you if your child fails to report to daycare.

Parent Responsibilities

1. Sign child in and out each day.
2. Keep child's records current.
3. Respect the 6:30am opening and 5:30pm closing times.
4. Notify the staff in writing or by phone when another person will be picking up your child.
5. Inform staff if the child has been exposed to a contagious disease.
6. Notify child care staff person(s) if child will not be attending for the morning, afternoon or all day child care by 5:00pm the day before.
7. On a day when school has been delayed, due to inclement weather, and then cancelled you must call the daycare center to let us know that your child will not be coming (*if he/she was originally signed up for the day.*)

If you do not call you will be charged for the day.

Child's Responsibilities

1. Learn to take consequences for child's own actions.
2. Respect the rules.
3. Control feelings so that actions do not harm another child or staff person.
4. Remain with the group and caregiver at all times.
5. Store games, athletic equipment and other materials before you go on to another activity.
6. Run only when it is part of an activity. (except on playground)
7. Use outdoor equipment safely. Rocks, dirt, wood chips stay on the ground.
8. Do not use foul language or put downs.
9. Be respectful to child care staff person(s), other children and the games you are allowed to play with.

DISCIPLINE PROCEDURES

Conduct Expectations:

Because social growth is so important during elementary years, Martensdale-St. Marys Child Care will focus on children learning appropriate behavior. The Child Care Center will use a Time-out procedure. A Problem Report will be filed for recording disciplinary action. This will be found in your child's Parent Communication file. This form must be signed before you leave and left in the child's folder.

1. Chronically disruptive behavior is defined as a continuous, uncontrollable, verbal or physical harassment of one or more children involved in childcare. It also includes being disrespectful to the caregivers by ignoring or disobeying the rules of the childcare program.
2. If a child is chronically disruptive to the functioning of the program, his/her enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made within the first thirty- (30) days of attendance. However, upon the recommendation of the staff, and after consultation with the parents, and childcare director, services may be terminated. The following procedures will be the guidelines for terminating a child from the program.
 - a) The first offence the child will be given a ten (10) minute time-out period to determine what he/she did wrong and to think about what action or behavior needs to be changed. Time-out periods are always supervised.
 - b) A second time-out in the same day will be for fifteen (15) minutes and after a third time-out in one day the parents will be verbally informed. After the third time-out a behavior report will be written by the caregiver. This report will be given to the parent/guardian to read and sign. The report then remains with the caregiver.
 - c) If a child has four (4) written behavior reports, a meeting will be set up between the parents, caregivers, and director of the center to try to establish an effective answer to the situation. If the situation continues, throughout the thirty- (30) days the child will be terminated.
 - d) When the severity of a problem is great enough that it could endanger the safety of staff and children, termination will be effective immediately after consulting with the Director who will notify the parents.
 - e) The childcare director reserves the right to suspend or terminate a child from the program if a child continues with disruptive behavior or has had physical contact with staff or other children attending the daycare.

COMMUNICATION

It is important to establish a line of communication with the child care staff. If you have a concern that needs to be discussed privately, please call the child care center at (641) 344-9889 or talk to a staff person one on one. You can reach the director or staff person by phone from 6:30 am - 5:30 pm Monday through Friday. Conference times can always be arranged for you.

ACKNOWLEDGEMENT OF READING HANDBOOK

I, _____, acknowledge that I have read, understand, and will comply with all of the policies in the Before and/or After and Summer Child Care Parent Handbook.

Signatures are required by both parents, if applicable.

Signature _____ Date _____

Signature _____ Date _____

ENROLLMENT IN BEFORE AND/OR AFTER SCHOOL & SUMMER CHILD CARE CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES IN THIS HANDBOOK.

IMMUNIZATION

We need a current copy of your child's immunization care to include in your child's file.

If your child at any time receives any other immunizations you are required to submit an updated copy as soon as possible.

It is required by the State of Iowa Department of Human Services.

Thank you!!!!

EMERGENCY MEDICAL AUTHORIZATION
Release Form

I, _____, parent/guardian of _____, date of birth _____, do hereby give permission and/or consent to the Martensdale-St. Marys Daycare Provider to secure and authorize such emergency medical care and/or treatment as my child (above named) might require while under the supervision of said Daycare Provider. I also authorize said Daycare Provider to administer emergency care or treatment as required, until emergency medical assistance arrives. I also agree to pay all the costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

NOTE: Every effort will be made to notify parents immediately in case of emergency. In the event of an emergency, it would be necessary to have the following information:

Name of physician to contact: _____
Address: _____
Phone: _____

Preferred hospital: _____
Address: _____

Home Phone: _____
Home Address: _____
Mother's Work Phone: _____ Father's Work Phone: _____
Email Address: _____ (used for billing (if requested), newsletters, and other communication)

Health Insurance Co.: _____
Policy #: _____ Group #: _____
Name of Insured Parent: _____

Other relatives or persons to contact in an emergency:

Name: _____
Phone: _____ Relationship: _____
Name: _____
Phone: _____ Relationship: _____

Parent/Guardian Signature

Date

Travel & Activity Authorization

I give permission for my child, _____, to leave the MSTM Daycare with supervision for trips in a car, bus or public transportation for field trips, nature walks, shopping trips, ect.

Restrictions on such trips: _____

Parent/Guardian Signature

Date

Pick-up Release for Minors

I, _____, give my permission for my child to be picked up by _____ throughout the summer. I acknowledge that the MSTM daycare center assumes no more responsibility once my child has been signed out. I also acknowledge that I will contact a daycare staff person if this person (minor) will be picking up my child from the daycare **before** he/she arrives.

Parent/Guardian Signature

Date

PICK-UP PERMISSION FORM

Martensdale St. Marys Daycare

390 Burlington Ave, Martensdale, IA 50160

641-344-9889

Child's full name: _____

I hereby give permission for my child to leave the center with the following person(s) named below. It is the responsibility of the parent/guardian to notify the center, in writing, of any changes.

<u>Name</u>	<u>Relationship</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there a separation or divorce custody problem of which we should be aware?
Please explain:

Name of person(s) who may not pick up the child:

Parent/Guardian Signature

Date

SIGN-UP SCHEDULE FORM

Martensdale St. Marys Child Care

Week of _____, 2010/2011

Child (ren's) Last Name _____

Mark an "x" on days your child will be attending the M. ST. M. Daycare program throughout the week. If schedule changes notification needs to be given or you will be charged for the time marked.

Name		Monday	Tuesday	Wednesday	Thursday	Friday
	AM					
	PM					
	AM					
	PM					
	AM					
	PM					

We cannot express enough how important it is for you as parents/guardians to contact the daycare center if your child will be absent. **DO NOT CALL THE ELEMENTARY OFFICE!**

We can be notified by calling (641) 344-9889 from 6:30 am - 5:30 pm.

If we are not contacted by phone, in person (at daycare) or by a message you will be charged for the day.

Weekly Sign-up Schedules will be provided for you every Thursday. We need these returned by Friday of the same week so we can plan accordingly. If your schedule is not turned in on the last day of the week your child will be attending, and your child is absent the following Monday, you will be charged for everyday your child does not attend unless we are contacted.

If your child is a drop-in we need notification of attending by 5:00pm the day before.

Parent/Guardian Signature

Date

