



**Our Lady Queen of Peace
After School Child Care Program
Handbook 2017-2018**

LOVE – RESPECT – CONFIDENCE

Our Lady Queen of Peace

After School Child Care Program

Our Lady Queen of Peace After School Child Care (ASCC) program welcomes your child with open arms into an environment that is safe, warm and enriching.

Philosophy

Our ASCC team recognizes the importance of meeting the needs of the “whole child.” We seek to provide social, emotional, physical and educational growth and development for the children in our care. We feel privileged to guide these children on their search for the special talents that God has given them.

Goals

Our main goal at Our Lady Queen of Peace ASCC is to provide parents with a quality child care environment for their children. We strive to achieve this goal by offering a safe, enjoyable and recreational learning program. Included in our program are experiences with art, music, literature, drama, computers, games and sports.

Admission

ASCC provides child care for children enrolled in Our Lady Queen of Peace School in grades K4 – 5. Our capacity is limited. A waitlist will be maintained once we are at capacity. Children will be added as we can accommodate them.

No child will be admitted into ASCC until all forms in the registration packet have been completed and returned to the school office. Parents can assume confirmation of registration by the director *before children arrive for care* unless notified by the director. ASCC ensures parents that all forms and information regarding their children will be strictly confidential.

Children are enrolled under probationary status for a period of twenty days. After that time, if the director feels any child requires an unusual amount of one-on-one attention for any reason, the parent will be asked to remove the child from the program.

Discrimination

ASCC does not discriminate on the basis of race, color, sex, creed, handicap, national origin or ancestry with regard to any employee or enrolled child and family except where it is a reasonable and necessary age requirement specified under admission rules.

Attendance/Check In

Children are checked in daily by an ASCC teacher.

PARENTS MUST CALL THE OFFICE OR EMAIL KATHY BALCZEWSKI OR HOLLI KIRCHNER, IF THEIR CHILD WILL NOT BE ATTENDING THE PROGRAM ON A SCHEDULED DAY. If no notice is given and a child does not check in, parents will be contacted immediately.

Fees & Payment Options

Three options are available for payment for the 2017-2018 school year.

1. Monthly prepay with 9 month agreement
 - a. \$275/month/child
 - b. Best option if your child(ren) are in ASCC everyday
 - c. Saves you \$234/child/year
2. Monthly billed with schedule
 - a. Parents send an email to Kathy Balczewski and/or Holli Kirchner with the schedule of days child will need after school care prior to the beginning of the month.
 - b. Monday = \$20/day and Tuesday – Friday = \$15/day
3. Drop in care
 - a. You email requesting days as you need them and are billed only for those days. Requests will be honored based on availability.
 - b. **You must call or email Kathy Balczewski and Holli Kirchner prior to drop off.**
 - c. Monday = \$25/day and Tuesday – Friday = \$20/day

Parents will be billed for all scheduled/requested days regardless of child's attendance due to staffing requirements.

Any changes or updates to your child's care must be sent **in writing to both Kathy Balczewski and Holli Kirchner.**

If children attend after school programs, sports, Homework Club, etc., and then attends ASCC, parents will only be charged for one program. Please inform ASCC of those dates and times as soon as you are aware of them.

Daily fees remain the same regardless of pick up time prior to 5:45pm.

Late Pick Up Fee

A late of fee of \$25 will be applied for children picked up after 5:45pm. Parents should allow extra time for driving in inclement weather. Inclement weather does not exempt parents from late fees.

If you are running late, please contact ASCC at 608-692-4448 to inform ASCC staff.

ASCC ends promptly at 5:45pm.

Snacks

ASCC will provide snacks for children daily. Examples of snacks are carrots, celery, apples, oranges, bananas, Jell-O cups, applesauce, fruit leather, Go-gurt, string cheese, crackers, pretzels, etc.

No snacks from backpacks or lunches will be allowed in ASCC due to a substantial number of food allergies.



2017-2018 Important Dates

No ASCC will be held on the following dates:

- August 29 – 1st day of school, early dismissal
- September 1 – ½ day of school, early dismissal
- September 4 – No School, Labor Day
- October 26 & 27 – No School
- November 8 – No School
- November 22 – ½ day of school, early dismissal
- November 23 & 24 – No School, Thanksgiving Break
- December 21 – ½ day of school, early dismissal
- December 22 – January 2 – Christmas Break
- January 15 – No School
- February 2 – ½ day of school, early dismissal
- February 23 – No School, Teacher In-service
- March 26 – April 2 – No School, Easter Break
- April 20 – No School
- May 11 – No School
- May 28 – No School, Memorial Day
- June 1 – ½ day of school, early dismissal



If school closes due to bad weather, ASCC will also be closed.

Withdrawal and Termination

If a parent wishes to withdraw a child from the program, they must notify the director in writing.

Our Lady Queen of Peace ASCC wished to provide a happy, safe and social learning experience for all the children enrolled. In order to achieve this goal, however, it may be necessary to remove a child from the program for one or more of the following reasons:

1. The child has special needs that cannot be accommodated by our staff or our facility.
2. Parents are uncooperative in regards to completing necessary forms, paying fees on time, picking up on time, or following the rules of the program.

If the director makes a decision to terminate a child's enrollment, any unused tuition will be refunded.

Release of a Child

Anyone authorized to pick up a child **MUST** come inside and check that child out. **NO CHILD WILL BE ALLOWED TO CHECK THEMSELVES OUT!**

No child will be released to anyone other than a parent, guardian or person listed on the enrollment form unless written permission is given in advance.

If a child is allowed to remain in a classroom or is involved in extra-curricular activities during the time he/she is scheduled to be in ASCC, written permission from the parent must be on file. This includes activities such as Girl Scouts, Boy Scouts, tutoring, Choir Rehearsal, Girls on the Run, Engineering for Kids, etc.

Medication

School policy requires parents to provide a signed permission form for the administration of any medication by ASCC staff. Please provide the medication in the original container. If your child carries medication with them (such as an inhaler or epi-pen) they **MUST** be registered with the school nurse. A medical plan must also be submitted upon registration.



Reporting Child Abuse

Our Lady Queen of Peace ASCC staff that know or have reasonable cause to suspect a child is being abused or neglected shall immediately inform the director.

Health

Any child who has a fever, vomiting or diarrhea within 24 hours should remain home.

Parents will be notified if their child has been exposed to a communicable disease or illness. If a child has a communicable disease, parents are responsible for reporting it to the director.

When a teacher observes a child in ASCC with one of the following symptoms, that child will be placed in a room so as to be isolated from the other children.

- sore throat, inflammation of the eyes, fever, lice, vomiting, diarrhea, ringworm, rash
- other illness having the potential to infect others

Accident or Injury

Accident reports will be written out for injuries such as bumps to head. Parents will be informed at pick up. Accident reports will be kept on file in the director's office.

In case of emergency, the ASCC teacher will call paramedics from the nearest health care facility by dialing 911. Parents will be contacted as soon as possible. If parents cannot be reached, the emergency contact person will be called. If necessary, the child will be transported by emergency vehicle to the hospital listed on the registration form.

Education

Our Lady Queen of Peace ASCC is a place where children learn to:

1. develop self-esteem
2. treasure their gifts from God
3. develop friendships and have fun with others
4. make their own choices
5. resolve their own conflicts and problem solve
6. develop new hobbies and interests
7. care about other people and become more sensitive to their feelings

We will provide both structured and unstructured learning and play opportunities. Activities can include art, music, reading, science, religion, drama and computer experience. Children will have access to building materials, games and sporting equipment. Each day the weather is favorable, children will have outside time to use large motor equipment.

Discipline

Our Lady Queen of Peace ASCC, together with the staff and children, will write the specific rules for behavior. Emphasis will be placed on respect for self, others and property.

When a child breaks a behavior rule, the following will occur:

1. The child will be removed from the activity and will be asked to not repeat the behavior.
2. The child will be given a 'time-out' if the behavior continues.
3. The child will have a conference with the parents and the director to write a behavior contract if the unacceptable behavior continues.

Playground Rules

1. All children will show respect to staff, others and property.
2. Children will play in playground areas only. No children will play near parked cars.
3. Bikes, skateboards and roller blades are not permitted. Baseball bats and balls are not permitted.
4. Food, gum and candy are not permitted in order to eliminate the risk of choking.
5. Games involving balls should be played on the blacktop. Balls must be larger than a tennis ball and soft.
6. Children may not bring personal items. (This includes Pokémon cards.)
7. No football, rugby, wrestling, piggyback rides, piling, karate or other rough games will be allowed.
8. No children will leave the playground without written consent.
9. Any child who breaks these rules or is uncooperative will not be permitted playground privileges.

Clothing

Children should wear comfortable clothing for active play. Tennis shoes are suggested. If children wear dress clothes to school, they may want to bring shorts or pants. If we are painting in art, we will provide aprons.

Children need non-marking tennis shoes to use in the gym. Gym days will be most Mondays. These shoes will not be worn outside. They can use their school "gym shoes."

All children should bring jackets or sweaters to be worn outside. After the first snowfall, jackets, mittens, hats, boots and snowpants are required daily.

Cleanliness

ASCC staff will follow universal precautions when exposed to bodily fluids. Gloves will be worn and hands will be washed.

All staff and children will wash hands with warm water and soap before and after snack and after using the bathroom.

Tables will be washed and sanitized before and after each use. Toys will be washed if soiled.

Emergency Procedures

Fire Drills will be conducted as required by the state. The following procedures will take place:

1. Quickly and quietly walk out of the room, following the directions of ASCC staff.
2. Proceed in a single file line through the exit.
3. Once outside, stay together and listen to directions.
4. All staff and children will remain outside until signaled to return to the building.

Tornado Drills are conducted annually. The following procedures will take place:

1. Children will walk quickly and quietly into the hallway.
2. As close to the wall as possible, children will kneel facing the wall with heads tucked and arms covering their heads for protection.
3. Children will remain in this position until instructed to return to the ASCC room.

Flash Flood Procedures

In the case of a flash flood warning, teachers and children will walk to a second floor classroom. A radio will be brought along for information. Parents will be called from the phone using the emergency contact book.

Contact Information

Holli Kirchner – ASCC Director, email: holli.kirchner@gopc.org

Kathy Balczewski – Office Administrative Assistant, Kathy.balczewski@gopc.org

ASCC Afterhours phone number - 608-692-4448 (This phone will only be answered during After School hours.)