

Aftercare Handbook Topics

Accident And Emergency Care
Admission Procedure/Policies
Caring For Children With Special Needs Policy
Child Abuse and Neglect
Directory
Discipline
Emergency Procedures
Fees
Health Care Plan for Staff & Students
Handbook Signature Page
ICHAT And “Protecting God’s Children”
Illness
Immunizations
Mission Statement
Registration
Rules
Safe/Clean Environment
Schedule
School Calendar
School Closings
Snack
Volunteer Supervision Policy
Welcome
Wellness Policy
Written Screening Policy

Welcome to St. Edward Guardian Angel Aftercare Program

Dear Parents,

The staff of St. Edward on-the-Lake Catholic School would like to extend a warm welcome to the parents and children of St. Edward on-the-Lake and Guardian Angel Aftercare Program.

You, as parents, are an important part of our school as we strive to provide quality care, guidance and learning experiences for your children. We wish to support you by helping your children to develop socially, emotionally, intellectually, spiritually, and physically through an educational curriculum centered around each individual child.

This handbook is given to you because it is important for you to know the program and policies of our St. Edward Guardian Angel Aftercare Program. Please read this handbook then sign and return last page to the school office.

Once again, we welcome you! With the combined efforts of the parents and of the staff we can all share in the total well-being of each child.

Licensing inspection and special investigation reports for the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

MISSION STATEMENT

We at St. Edward on-the-Lake Catholic School,
work together with our families and community
to create a Christ-centered environment
which promotes
Catholic faith formation,
academic excellence,
and personal development.

Our students will have the opportunity to become
confident, independent thinkers, and life-long learners
who are responsible to God, to themselves,
and to society.

PHILOSOPHY

St. Edward on-the-Lake After School Care has been established for children who need a safe environment while their parents are at work Christ said: "Let the children come to me, for theirs is the kingdom of Heaven." (Luke 18:16) To you, we say with his words: Let the children come to us so we can care for them while you are working.

We want to provide the atmosphere where your child will be able to have a snack, enjoy games, do crafts, or finish homework.

For the total well-being of your child, we look forward to a good relationship between you, the parent, and our staff in our After-School Care.

Admission Procedures Policies

We often need to use photos of our students for brochures, ads our website, etc. Authorization for this is required. Please notify the office if you do not give permission to publish or post photos of your child(ren).

ICHAT and "Protecting God's Children"

Criminal History Background Checks – It is a policy of the Archdiocese of Detroit that all employees and volunteers who have unsupervised contact with children must have a criminal history background check (ICHAT) which is strictly confidential. Noncompliance with this policy will result in loss of volunteer position. This check is required for parents helping in the school, volunteering for field trips, lunch duty, etc. An ICHAT form will be sent home early in the school year for all new parents or those not previously checked.

Registration

The following steps are necessary to complete the enrollment of your child at St. Edward on-the-Lake After School Care.

- A. Complete the application form.
This includes return the complete Guardian Angel After School Care Contract.
- B. Turn in the Handbook Signature Page of this handbook.
- C. Letter of Good Health
- D. Complete Child Information Record Form

If you have any questions about the program or registration, please call us in the office at 810-385-4461.

REMEMBER – All paperwork listed above must be turned in and approved within the first two weeks of school.

Fees

\$50.00 per family, non-refundable registration fee (must be paid at the time of registration).
3:05 to 6:00 p.m.: \$10.00 per hour, per child
Late pickup will be charged an added \$35 fee.

Schedule

Our daily schedule will be from 3:05PM to 6:00PM

It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m.

School Closings

If school will not be held for some reason, such as weather, it will be broadcast early in the morning, on Detroit Channels 2, 4, 7 & 62, along with their websites. Families will also receive notification via email and text.

If school must be closed after the school day has started, the announcement will be put on the same stations and calling lists will be used.

Illness

If your child is ill, do not send him/her to school. It is not fair to him, his classmates, or his teacher.

1. If your child shows evidence of a **fever, vomiting, or diarrhea**, please **DO NOT SEND** your child to school for a **full 24 hours after symptoms have subsided**.
2. If your child had or has been exposed to a communicable disease, you must notify the school so that we can watch for symptoms in the other children.
3. First aid will be administered immediately to any child who suffers a minor injury. In the event of a more serious injury, the parents will be contacted without delay. If the injury requires further care, 911 will be called
4. If your child is prescribed an antibiotic, he/she needs to be on it 24 hours before returning to school. DO NOT send him/her until after 24 hours are up.
5. No fever masking drugs should be given to your child if he/she is planning on attending school. If your child is too sick to go out or participate in activities, he/she is too sick to come to school.
6. Emergency EpiPen's will be used if a child shows signs of anaphylaxis shock.

SAFE AND CLEAN ENVIRONMENT

St. Edward Guardian Angel Aftercare Program. has adopted the following Health Care Plan. Certain procedures are not applicable (diapering); however, the following procedures will ensure a safe and healthy environment for children and caregivers.

Hand Washing

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.

- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are **not** approved substitutes for soap and running water.

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid.
- Wash areas with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Spray the article or surface with a sanitizing solution.
- Let area/surface air dry.

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Children who have any type of communicable disease/condition will not be allowed in school or in After School Care.
- Children who become ill may be moved away from the children until they are picked up. Parents will also be notified.

Immunization

All students enrolling must have a health appraisal form filled out and signed by a physician and be up-to-date on all shots., this form needs to be completed and returned to the school office by September 15th. Waivers can only be issued by the county health department.

Snack

St. Edward Guardian Angel Aftercare Program will provide a snack for each child each day he/she is in attendance. Parent may also send snacks for their child.

Caring for children with Special Needs Policy

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences. St. Edward on- the -Lake/Guardian Angel Aftercare will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program. We will ensure that when a child with special needs is identified on the child care application form, the family will be given a form titled “Emergency Information Form for Children with Special Needs” to be filled out by the family and health care provider collaboratively with a member of the child care program staff.

Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, St. Edward on -the- Lake/Guardian Angel Aftercare may consult with agencies/organizations as needed, provided parental permission is granted. Staff will be trained on specific accommodations that any child in After School Care may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations. The individual written plan of care for children with special care needs will be followed in all emergency situations. St. Edward on the Lake/Guardian Angel Aftercare is responsible for making sure the plan shall be updated annually, at a minimum.

CHILD ABUSE AND NEGLECT

All employees of St. Edward on -the- Lake/Guardian Angel Aftercare will report suspected abuse and neglect. Suspected child abuse/neglect will be reported to Department of Human Services (Child Protective Services). The law requires that mandated reporters report suspected child abuse and neglect to the Department of Human Services. This report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter’s failure to make a report. Likewise, there is a civil and criminal immunity for someone making a report in good faith. To report actual or suspected child abuse or neglect call Child Protective Services at (855)- 444-3911

Discipline Policy

Our staff here at St. Edward on the Lake/Guardian Angel Aftercare will use positive methods of discipline which will encourage self-control, self-direction, self-esteem, and cooperation. If a rule is broken, the teacher or aide will remind the child of the rule and discuss it with him/her. If the rule continues to be broken, the child will be removed from the situation until he and the teacher or aide can discuss the rule more thoroughly. AT NO TIME, will physical punishment be used or will a child be deprived of a privilege. A Discipline report will be sent home.

If there is a continuous problem with a child, the parents will be called in to discuss a plan to decide if this is the right setting for your child’s needs. If you notice anything in your child's behavior that bothers you, please see the Principal or Preschool Lead Teacher.

St. Edward on the Lake/Guardian Angel Aftercare Guidance and Discipline

Staff will use **positive** methods of child management, which encourage self-control, self-direction, self-esteem, and cooperation.

Group Management Technique- Limiting the number of children in each area of the room avoids overcrowding and allows for sufficient materials and the opportunity for constructive interactions, which reduces opportunities for negative behaviors.

Positive Redirection- If a behavior is inappropriate, we will use positive redirection-redirecting the child to another area of the room. Your child's teachers will do every step necessary to positively guide your child in the right direction. You will be notified if a problem has occurred and will be responsible for following up on it.

Staff will NEVER and are prohibited from using any of the following forms of punishment:

- Hitting, shaking, biting, pinching spanking, or inflicting corporal punishment.
- Mental or emotional cruelty
- Confining a child
- Restricting a child's movement by forceful grabbing etc.
- Depriving of basic needs like food, bathroom and naps.

Parents are encouraged to talk to the principal and the director about any issues they have with discipline. Our staff will follow the child protective law to report any instance where there is reasonable cause to suspect child abuse or neglect.

EMERGENCY PROCEDURES

We will have fire and tornado drills in accordance to the licensing rules (one in April and another in October.) Accurate records of these drills will be posted in teacher's classroom. Our emergency routes are posted in each classroom on the information boards.

St. Edward on the Lake/Guardian Angel childcare staff has been provided with written procedures regarding the care of children and staff for each of the following emergencies:

- Fire
- Tornado
- Serious accident, illness or injury
- Crisis management, including but not limited to intruders, bomb threats, custody disputes, power outages, missing/lost, abducted children, drive by shooting

Emergency telephone numbers are posted and maintained in each room by the telephones **RELOCATION PLAN.**

Relocation Plan:

In the event that we are unable to return to the child care center, children will be relocated to the following location:

St. Edward on the Lake Catholic Church
6945 Lakeshore Rd, Lakeport, MI 48059

Children will be relocated by the following method:

1. The children will line up in a single line and the Lead Teacher will do a head count of the children. The Teacher will get the attendance and emergency cards and proceed to walk with the children to St. Edward on the Lake Church.
2. Once by at St. Edward on the Lake/Guardian Angel Aftercare Director will take roll call to account for all the children in attendance and keep the children calm and quiet.
3. The assistant will check the room for any children and get any medication.
4. The assistant will help the director keep the children calm and quiet.

Accommodations will be made accordingly for each child with special needs. As each child with special needs enters our After-School Care program,

The following methods will be used to contact parents:

1. Parents will be notified via mass email or text message system.
2. Staff will use emergency child information cards to contact parents for immediate pick up.
3. A sign will be posted in a conspicuous location that can be seen from the outside of the location site.
4. The school will contact the local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

FIRE:

1. Sound fire alarm.
2. Lead will line up children in a single line and do a head count of the children. Teacher will get attendance and emergency cards and proceed with the children out the door and go to the side of the building by the fence. Once at the fence the Teacher will take roll call to account for all children in attendance. The Teacher will keep the children calm and quiet.
3. The Principal and/or Program Director will contact the fire department. This person will do a quick check of lavatories, closets, under desks, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
4. The assistant will grab any medications, and do a quick check of the room for children.
5. The assistant will proceed to predetermined meeting place and help teacher keep children calm and quiet.
6. Accommodations will be made for children with special needs.

Tornado:

1. Sound tornado alarm.
2. The Program Director will line children up in a single line and do a head count of the children. Lead Teacher will get attendance sheet and emergency cards and proceed with the children in the hallway and have them sit down against the wall. Once the children are sitting, they will be handed a book to place over their heads and necks. The lead teacher will take roll and account for all children in attendance. The Teacher will keep the children calm and quiet.
3. The Program Director will do a quick check of lavatories, closets, under desks, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
4. The assistant will grab any medications and do a quick check of the room for children The assistant will proceed to predetermined meeting place and help teacher keep children calm and quiet.
5. Accommodations will be made for children with special needs

Illness Policy

We understand it is hard to find care for your children when emergencies come up, but please do not send your child to school when they are not feeling well. If children, staff and volunteers have a fever of 100 or above they are not allowed to come to school that day. Likewise, they may be sent home if they have **a fever of 100 or above, diarrhea or vomiting**, any undiagnosed rash, colored discharge from eyes, ears or nose and/or a persistent cough.

The health department requires that children with certain communicable diseases be excluded from school until a physician says they are not contagious. These diseases include:

- Chicken Pox
- Measles
- Mumps
- Pinworm
- Ringworm
- Impetigo
- Scabies
- Pink eye
- Lice
- Rash that has not been identified

If your child has been treated by a doctor, we will need a doctor's note to allow them back into class. We would also require that you notify your child's teacher of any communicable disease so we can take protective measures within the classroom.

If your child gets sick at school the parents will be contacted to pick up their child early. If we are unable to contact the parents, a number on your child's emergency card will be called. We will then keep the child in an isolated area as comfortable as possible until they are picked up. The child must be symptom/fever free for 24 hours before returning to school.

Accident/Injury/Incident Reporting

We will contact you if any accident occurs while in our care. In the event of an accident, an accident report will be completed. You will be asked to review and sign the report when you arrive to pick up your child.

Minor injuries (scrape, small cut, etc.) will be treated with basic first aid, including soap and water, band aids and ice.

Parents, guardians, or emergency contacts will be notified immediately by telephone of all head injuries, even those that are very minor. Parents, guardians, or emergency contacts will be notified immediately for accidents requiring further medical attention. If a parent, guardian or emergency contact cannot be contacted and the child needs immediate attention, employees will call an ambulance, accompany the child to the hospital, and stay with the child until the parent arrives.

FOR ALL SERIOUS INJURIES, 911 WILL BE CALLED.

HEALTH CARE PLAN For Afterschool Care

CHILD HEALTH GUIDELINES

- At initial attendance, the parent shall provide a certificate of immunization showing a minimum of at least 1 dose of each immunizing agent specified by Department of Community Health. Certificates of immunizations must be kept up to date. If immunizations are not updated on a regular basis, the child will be excluded.

Within 30 days of initial attendance, all children, preschool and younger must have a document signed by a licensed physician or his or her designee that a physical evaluation has been made within the preceding 1 year. Activity restrictions must be noted. This evaluation is required to be updated every 2 years.

- School aged children (K-6 grades) must have a signed statement by the parents that the child is in good health. Activity restrictions must be noted.

- Please be sure to inform your caregiver if your child is under a physician's care for current diagnosis and /or medication. We need this information available if there were a medical emergency.

STAFF HEALTHCARE GUIDELINES

- **FOR STAFF:**

1. Medical Clearance Request (BRS3704) declaring to the best of the physician's knowledge, the physical capability of the staff member to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment
2. The center shall have on file evidence that each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment per licensing rule R400.5104B (1) and (2).
3. Staff that has a communicable disease is expected to remain at home to protect their health and the health of the children and other co-workers. They shall report this diagnosis immediately so the parents and staff are aware of the exposure.
4. If a staff member has a condition which has been diagnosed contagious by a physician, they will be excluded from being with the children.

VOLUNTEER SUPERVISION POLICY ALL VOLUNTEERS WILL BE REQUIRED TO HAVE DHS CLEARANCE FOR VOLUNTEERING.

All volunteers of St. Edward on the Lake /Guardian Angel will work under the direction of staff and will be supervised by staff at all times while children are in care at the center. A staff person will provide the supervision. The staff person will have a line of sight observation at all times. The volunteers will not be allowed to take children out of the room alone, at any time. Volunteers will not assist any child in toileting.

*****Staff persons will receive training regarding the appropriate supervision of volunteers. (Our After-School Care is staffed by St. Edward on-the-Lake Catholic School personnel).

WRITTEN SCREENING POLICY

Our center will screen all potential employees by conducting the following procedures:

- Complete application
- Interview staff
- A criminal history check via ICHAT before an offer of employment is made to the person. A copy of the results will be kept on file at the center.
- FBI fingerprint clearance statement – A statement will be kept on file indicating the TCN number, and date of fingerprinting in the employees file in the center
- DHS Central Registry Clearance Letter. A staff member will not be present in the center until the letter is on file

A staff member shall not be present in the center if the ICHAT/Fingerprint result reveals that he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire

Rules

Ground Rules (Please review these periodically with your child)

Walk slowly and carefully at all times

Purpose: to gain control of body
to avoid accidents with people and activities

Use quiet voices

Purpose: to facilitate an environment conducive to concentration

Carry things one at a time

Purpose: to aid concentration
to avoid accidents
to gain strength and control of muscles

Use only one activity at a time

Purpose: to aid concentration
to facilitate good manners and develop a social conscience

“Interrupt” others by a quiet hand on the shoulder of the adult or other child

Purpose: to facilitate manners and develop a social conscience

Handle materials respectfully

Keep all work on a table or rug

Purpose: to aid order
to facilitate concentration

Only touch your own work unless invited by another

When an activity is at a table or rug, no one else may take or touch it

Purpose: to give children a sense of ownership and the rights of others
(later true sharing emerges)

Line time is quiet time

Purpose: to learn listening skills
to learn manners in a group

There will be additional ground rules to meet the needs of particular classrooms and situations.

This page must be signed and returned, as part of the registration process to the Principal or the School Office prior to your child starting After-School Care.

I have read the St. Edward Guardian Angel Aftercare Handbook and understand the policies.

Signature _____

Please Print Your Name _____

Date _____