

Norwalk Catholic School

Flyer Clubhouse

Child Care

Handbook

2011 - 2012

77 State Street
Norwalk, OH 44857

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The Norwalk Catholic School's Flyer Clubhouse was designed to meet the needs of NCS students (preschool through 6th grade) and their working parents during the school year. The purpose of the Clubhouse is to provide a child-centered program in a safe, stimulating and happy environment which allows children to interact freely with others. In addition to all other policies established by Norwalk Catholic School, the following items are also in effect for all who participate in the Flyer Clubhouse.

Admission All children must be enrolled as a student at Norwalk Catholic School in order to be registered to attend the Flyer Clubhouse. (All preschool children must be potty trained.) A child is considered to be enrolled in the Flyer Clubhouse after the registration form has been received, the \$10.00 per family registration fee has been paid and the administrator confirms the availability of space. Registration forms are available at the Early Childhood Center (ECC) and NCS Elementary offices and on line.

Attendance Your child must be registered before he/she can attend. A child is considered registered when all paper work is complete and a \$10.00 per family registration fee has been paid. Parents are required to sign their children in and out each day; this is not the responsibility of an older sibling.

When school is closed for a snow day or vacation days, the Flyer Clubhouse is also closed. If there is enough interest, the Clubhouse may be open on in-service days. **The Flyer Clubhouse will not provide child care on a drop-in basis; a 24 hour notice is required for those needing to use child care on a limited basis.**

Bus Service Norwalk City Schools provide transportation for school age children (first through sixth grade) to the St. Paul campus in the morning. A Norwalk Catholic School bus transports the children from the Norwalk Catholic School elementary to the ECC in the afternoon. In order to ride the bus, a permission form must be completed prior to admission to the Clubhouse. The Norwalk Catholic School, Diocese of Toledo Catholic School Services and any associated person or agency are released from any claims of ordinary negligence, in consideration for the opportunity to ride the bus.

Change of Information If you move during the year, it is important to send your new address immediately to the Flyer Clubhouse. This applies to change of telephone numbers and change of parents' or guardian's names and emergency numbers. You may add names to the authorized pick up list at any time. Further, if you go out of town, please notify the school. Your baby-sitter's name should be given, as well as anyone who should be called in case of emergency. Also, inform the Clubhouse of your return date.

Communication with staff Parents are expected to send all communication in writing. If a parent needs to speak with a child care worker, they must make an appointment to do so. Staff members must have their full attention on the children at all times and are not available for conferencing with parents when there are children present.

Cost The cost for one child is \$3.60 per hour. If your child is in session 6 hours or more a flat fee of \$20.00 per day is charged. A discounted rate is available for more than one child attending the Clubhouse. A late fee of \$1.00 per minute will be charged when a child or adult remains in the building past that time. (See "Family Discount")

Discipline Rules are established to enable children to know what is expected. Children are not allowed to hurt other children or adults, put themselves in danger or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed and when they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, and language use are carefully chosen to assist children with difficulties in coping in a social

setting. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden.

The following Behavior Management Discipline 3301-37-10 is from the State of Ohio Guidelines and is practiced by the Norwalk Catholic School Early Childhood Center.

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. *There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.*
 2. *No discipline shall be delegated to any other child.*
 3. *No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.*
 4. *No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.*
 5. *No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.*
 6. *Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.*
 7. *Techniques or discipline shall not humiliate, shame or frighten a child.*
 8. *Discipline shall not include withholding food, rest or toilet use.*
 9. *Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.*
 10. *The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.*
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All staff members shall receive a copy of the center's discipline policy for review upon employment.

Emergencies and Accidents During the course of everyday play, minor accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately. Members of the NCS Early Childhood Center staff are certified to administer first aid and periodically attend classes to keep this certification current. Should an accident occur or an emergency arise, parents will be notified immediately. Each child's records must contain the home, cell and work numbers of both parents and guardian so that they may be contacted in the event of an emergency. If neither parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact person is available and within a reasonable driving distance to pick-up your child if necessary.** When minor accidents occur, parents/guardians are required to provide emergency transportation.

A serious incident, injury, or illness is defined as any situation occurring which requires emergency medical treatment, professional consultation or transportation for emergency treatment. If permission is granted to transport the child, NCS has the authority to contact emergency transportation for a child in the event of a serious accident.

Parents are required to complete an Emergency Transportation Authorization form for every child in attendance. Under no circumstances will a Norwalk Catholic School Early Childhood Center staff member transport a child.

An Emergency Operation Plan is available in the office. It outlines the procedure to be followed in the event of any situation that would pose a threat to our students.

Family Discount is available. For 2 siblings attending the hourly fee is \$6.00 per hour; for 3 siblings, the hourly fee is \$7.00 per hour; for 4 or more siblings attending the Clubhouse, the fee is \$8.00 per hour. A late fee of \$1.00 per minute will be charged when a child or adult remains in the building past 6:00 pm..

Goals The goals for the childcare program are to:

- ❖ Foster an environment of care and love,
- ❖ Cherish and respect life in all its forms,
- ❖ Respect the dignity of all persons,
- ❖ Respect and accept differences in race, color, creed, and ethnic origins,
- ❖ Create an environment where children learn Christian values,
- ❖ Provide a program that is developmentally appropriate for children.

Homework The afterschool program provides help for children's homework. Please instruct your child to inform the child care provider of what homework is to be done while at the Clubhouse.

Hours of Operation During the school year, child care in the Flyer Clubhouse is open Monday through Friday from 6:30 am to 6:00 pm for children in preschool through 6th

grade. Child care is not available when the school is closed for vacation days. (Please see the school calendar for current dates.)

The center closes promptly at 6:00 pm. A late fee of \$1.00 per minute will be charged when a child or adult remains in the building past that time. The Clubhouse will send a statement showing the late pick-up fee which will serve as a written notice. After three notices during the school year, the Director reserves the right to terminate child care services to the family. *Please call if you are going to be late.* This does not waive the late fee; however, it allows us to reassure your child that you are on your way to get them. The Clubhouse will make every effort to contact parents/guardians or the emergency contact person when your child is not picked up. When such persons cannot be reached, the Clubhouse staff member will contact Children's Services or the police for advice and assistance.

Illness and Communicable Diseases The Norwalk Catholic School Early Childhood Center staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases. When a child is too ill to remain in school, the parent will be notified and the child will be sent home or other appropriate action will be taken. The child should be fever free for 24 hours without medication before returning to the Clubhouse.

Licensing The Norwalk Catholic School Early Childhood Center Programs are licensed by the Ohio Department of Education. The child care licensing component requires compliance to inspections by the health, building, and fire departments as well as licensing evaluators from the Ohio Department of Education. Our license is posted in each classroom.

All complaints and reports concerning the operation of program regulations by this chapter of the Administrative Code and sections 3301.52 and 301.58 of the Revised Code may be reported to the department ombudsman or the Office of Early Childhood Education (614.466.0224) or toll free at 877.644.6338. Any concerns regarding the program may also be directed to the NCS Early Childhood Center Director at 419.668.8480.

Meals A continental breakfast and a hot lunch are available for an additional charge. Preschool students who are staying for child care are expected to have a packed lunch or purchase lunch in the cafeteria. Students cannot charge their lunches. The lunch price includes milk or milk can be purchased separately. The lunch menu is on the weekly Friday Flyer, the Future Flyer, the school web site, and in the Norwalk Reflector newspaper.

Lunch money can be sent in daily or weekly; please place the money in an envelope marked with your child's name and the day(s) he/she is buying.

Please let us know in writing if a child has special dietary needs or allergies such as an allergy to milk, eggs, or other foods.

Nap time All preschool children will be given an opportunity to rest during their time at the Flyer Clubhouse. Mats are provided for this rest time; however, you may provide a small blanket and pillow which can be stored at the ECC that will make your child more comfortable and ready to rest.

Notification Please call the Flyer Clubhouse if your child will not be attending child care. This helps us to determine the whereabouts of children who are scheduled to arrive from another program, but are absent.

Outdoor Play We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 22 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. **Please send your child with the proper clothing** so they may be comfortable and safe whenever they are outside.

Payment Bills are sent out weekly. Please check your child's book bag or the mail for your bill. **Payment is expected when the bill is received.** Please make payments by placing your check in the payment box hanging on the wall outside the Flyer Clubhouse room. If your account has an outstanding balance of two weeks and payment arrangements have not been made with the Director, your child will be temporarily withdrawn from the Clubhouse until payment is made in full. There are no exceptions to this rule.

Release of a Child Staff members will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check I.D.'s of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture I.D. and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contact will be called to transport the child home. Police will be notified if necessary.

Snacks Nutritious snacks are provided in the morning for preschool children and in the afternoon for all children. Snacks are included in the price of child care.

Supplies All children registered for the Flyer Clubhouse are required to provide 2 boxes of Kleenex.

Termination of Services The Director shall retain the right to terminate services to a family. The reasons for termination include, but are not limited to:

- ❖ Unpaid fees,
- ❖ Consistent late pick-up after 6:00 pm,
- ❖ A pattern of disruptive or abnormal behavior of the parent or child as determined by the Director,
- ❖ Other serious infractions as determined by the Director.

Toys from Home Bringing toys to the Clubhouse from home are discouraged. Items from home often are lost or broken, and your child may find it very difficult to share a favorite toy with others.

Transitions When your child transitions from before care to preschool, preschool to after care, or comes to the ECC from another program, staff will communicate with parents/guardians if any problems or concerns arise. We want your child to experience smooth and uneventful daily transitions.

Unlimited Access Parents/guardians have unlimited access to their children. Please go to the office and notify an administrator upon entering the premises.

Vacations Please notify the Early Childhood Center at least two weeks in advance if your child will be going on a vacation.

Weather Throughout the school year there will be inclement weather days when school is either delayed or closed. Please listen to a local radio or TV station or you may participate in the One Call system.

If a delay of any length occurs, the morning preschool classes will attend school from 10:00 am to 12:00 noon. The afternoon classes will be open from 1:00 to 3:00 pm. Please note: On early release days, the preschool sessions are cancelled.

If there is a delay, the Flyer Clubhouse will remain open regular hours (6:30 am – 6:00 pm.); however, if school should be delayed and then closed, you will need to come to school and pick up your child as the Clubhouse will close at 9:30 am.

When the schools are kept open in such weather, it is then a parent's judgment as to whether or not to send the child to school. School buses may run late in this type of weather.

Withdrawals Parents wishing to withdrawal their child may do so at any time. A one week notice in writing is appreciated.

Please complete the following 5 registration pages and return them and a \$10.00 per family registration fee to: Norwalk Catholic School Early Childhood Center
77 State Street

Norwalk, Ohio 44857
Flyer Clubhouse Registration

Norwalk Catholic School – Early Childhood Center
2011-2012

(Please complete one registration for each child)

Student's Name _____ Grade 2011-12 _____
Last First M.I.

Male _____ Female _____

Date of Birth _____

Lives with (check one): Both Parents _____ Mother _____ Father _____ Other _____

Father's Name _____

Address _____ City _____ State _____

Home Phone _____ Cell Phone _____ Work Phone _____

Mother's Name _____

Address _____ City _____ State _____

Home Phone _____ Cell Phone _____ Work Phone _____

Please indicate the approximate days and times your child will be requiring childcare services.

Please circle: Mondays Time _____

Tuesday Time _____

Wednesday Time _____

Thursday Time _____

Friday Time _____

Flyer Clubhouse Policy Agreement

I understand it is my responsibility to contact the Flyer Clubhouse if my child will be absent from the program.

I understand if my child care payment falls one week behind, I will be asked to withdraw my child from the Clubhouse until payment is made.

I understand that when a child is left past closing time, emergency contacts on the child's enrollment form will be called until 6:15 pm. When such persons cannot be reached, the Clubhouse staff member will contact Children's Services or the police for advice and assistance.

I understand that a late fee of \$1.00 per minute will be charged when a child or adult remains in the building after the Norwalk Catholic School Flyer Clubhouse designated closing time of 6:00 pm.

I understand that parents/guardians will be held financially liable for property damage caused by their child. This includes, but is not limited to any property owned or possessed by Norwalk Catholic School and any personal property of others.

I understand that the Flyer Clubhouse will not provide child care on a drop-in basis.

I understand that if there is a delay, the Flyer Clubhouse will remain open regular hours (6:30 am - 6:00 pm.); however, if school should be delayed and then closed, I will need to come to school and pick up my child as the Clubhouse will close at 9:30 am.

I have read the Clubhouse handbook and included a \$10.00 per family registration fee.

Parent/Guardian Signature _____

Date _____

For students in first through sixth grade:

I grant my child, _____ permission to ride school bus transportation to and from the Flyer Clubhouse at the Norwalk Catholic School Early Childhood Center. I release The Norwalk Catholic School, Diocese of Toledo Catholic School Services and any associated person or agency from any claims of ordinary negligence, in consideration for the opportunity to ride the bus.

Parent/Guardian Signature _____

Date _____

Norwalk Catholic School
Early Childhood Center
Authorized Pickup List

For your child's protection, please fill out the name and phone numbers of the persons authorized to pick-up your child from the school. These are the only persons, other than yourself, to whom your child will be released.

1. Please include parent/guardian.
2. Please list at least 3 other persons authorized to pick up your child. List the person who will usually be picking up your child first.
3. Then list the next most likely persons who will be picking up your child.
4. Notify us whenever any changes are in order. The Ohio Department of Education mandates that this list is on file by the first day of school.

Child's Name _____

Name:	Relation To Child:	Home Phone:	Work Phone:
	Parent/Guardian		
	Parent/Guardian		

Parent/Guardian Signature _____

Date _____

Please list three people to be contacted in the event of an emergency if the parent/guardian cannot be contacted:

Name _____	Name _____
Street Address _____	Street Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Relationship to child _____	Relationship to child _____
Phone _____	Phone _____

Name _____

Street Address _____

City _____

State _____ Zip Code _____

Relationship to child _____

Phone _____

Please list the physician and dentist to be called in the event of an emergency.

PHYSICIAN:

DENTIST:

Name _____	Name _____
Street Address _____	Street Address _____
City, State, Zip Code _____	City, State, Zip Code _____
Phone _____	Phone _____

Emergency Transportation Authorization

Please complete either part I or part II below. Do not complete both parts.

Part I Permission to Transport Child

I, _____ give Norwalk Catholic School my permission to transport my child, _____ to _____ (Hospital/Clinic) for emergency care or to _____ (Dentist/Clinic) for emergency dental care or to the nearest available source of assistance or to _____ (Medical Specialist).

_____ (Parent Signature)

_____ (Date)

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

-----OR-----

Part II Refusal to Grant Permission

I, _____ do **not** give permission to Norwalk Catholic School to transport my child, _____ for emergency medical or dental care. In the event of an illness or injury which requires emergency medical or dental treatment, I wish the following action to be:

_____ (Parents Signature)

_____ (Date)