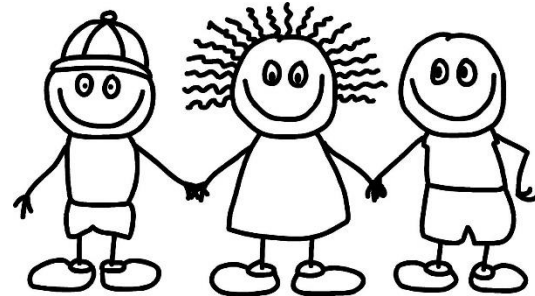


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CARDINAL CLUB SCHOOL AGE CHILD CARE HANDBOOK 2023-24



CARDINAL CLUB SCHOOL AGE **CHILD CARE HANDBOOK**

MISSION STATEMENT

The mission of Cardinal Club is to provide safe, affordable, quality school age child care for registered children, 33 months – the completion of 6th grade.

FEES

Activity Fee:

\$50.00 Annual Summer Activity fee per child, due in May (starting May 2023) This fee covers field trips, special in house fun days for the entire summer as well as the Cardinal Club t-shirt required for summer.

RATES: (Rates changes will be given with 3-month notice)

SUMMER RATES:

***No partial day rates**

Preschool age (starting at 33 months to 5 years of age):

- \$30/day for 4-5 days a week
- \$32/day for 2-3 days a week
- \$35/day for 1 day a week

School-Agers Kindergarten to Completion of Grade 6):

- \$27/day for 4-5 days a week
- \$29/day for 2-3 days a week
- \$30/day for 1 day a week

SCHOOL RATES:

School-Agers Kindergarten to Completion of Grade 6):

- \$5/day for after school care
- \$5/day for before school care
- \$27/day for no school days/snow days

Cardinal Club HOURS

Cardinal Club is open from 6:00 a.m. to 6:00 p.m. Monday through Friday, year around, excluding holidays. Starting July 3rd Cardinal Club is open 6:00 a.m. to 5:30 p.m.

LOCATION

Cardinal Club is located in the Lewiston-Altura Early Childhood Learning Center, located at 115 South Fremont Street.

SCHEDULING

A calendar **MUST** be completed and turned in by the 25th of each month covering the days and hours your child will be attending the program. Any calendars not received by the 1st of the month will be charged a \$5 fee every week until it is in.

Accurate scheduling (when & where of extra activities) is **very important** for budget and staff planning. A 7-day notice must be given to a staff member if there will be a change in your schedule or you will be charged for the scheduled days. Please call the Cardinal Club room 522-3245, the school office 523-2194 **OR** notify staff of **ANY** changes to your schedule.

Late pickup fee - \$10.00 charge starting at 6:01 p.m. (as of July 3rd it will start at 5:31 p.m.) plus an additional \$15 for every fifteen minutes late. Late fee payment is parent/guardian responsibility to pay.

BILLING CYCLE

Bills will be issued on a biweekly basis. They must be kept current. Bills will be available on Monday and payments are to be paid by that Friday.

Accounts that are delinquent over 3 weeks will be suspended until the balance is paid in full. Any accounts that are delinquent more than 2 times must pre-pay for future services.

There will be a \$30 handling fee for all returned checks. When an NSF check is received you will have 7 days to repay the check with cash. If payment is not received within 7 days your account will be suspended until payment is made. After a second NSF is received only cash or credit card will be accepted.

Our web-based billing program allows families to check and pay their account from anywhere.

SNACK TIME

A morning and afternoon snack is provided. These snacks are designed to curb your child's appetite --- not fill them up.

LUNCHES

Please send a cold lunch, please make sure the lunch you send is satisfying and filling for your child. Please no candy or soda.

DRESS AND PERSONAL BELONGINGS

Children should be dressed appropriately for the weather. You will be notified if any activities will require specific clothing items. It is recommended to send an extra set of clothes in their backpack.

Toys, electronics, or personal belongings are not to be brought to Cardinal Club unless requested for a special event. We cannot guarantee protection of these items.

Sunblock and Sun Protection

Students are encouraged to have sun block applied when they arrive. Cardinal Club Staff will re-apply sunblock as needed throughout the day. We use 50+SPF child safe brands. Sunglasses and hats are also allowed for outside use.

ARRIVAL AND RELEASE OF CHILDREN

Children will be released only to their parents/guardians or authorized persons noted on your child's registration form. Persons picking up children **need to make contact with a staff member** and sign out the child before leaving. When dropping a child off, please sign your child in and **leave your child with a staff person.**

Please notify the Cardinal Club Director know about an Order for Protection or Custody Order and a copy of this order must be on file at the school.

Cardinal Club must have a written note or phone call from a parent/guardian in order to release a child to someone other than those identified on the registration form. Cardinal Club staff may call you to confirm that someone else is picking up your child. Help assure your child's safety by giving Cardinal Club staff a written note identifying who will be picking up your child.

ABSENCES

It is very important that you contact the Cardinal Club program at 522-3245 or 523-2194 when they are absent.

ILLNESSES OR INJURIES AT CARDINAL CLUB

Parents have been asked to sign permission forms for Cardinal Club staff to take whatever emergency measures are judged necessary for the care and protection of each child while in Cardinal Club care. Every effort will

be made to contact parents in the event of an illness or injury. However, in the event of an emergency that is life endangering or a child has physical injuries, Cardinal Club staff may need to contact local emergency resources prior to contacting parents. Parents are responsible for any medical costs incurred.

If your child becomes ill, staff will attempt to notify you immediately. Parents or an authorized adult will need to pick up the sick child within 90 minutes of our call. If your child has a contagious rash or "itch", they cannot return to Cardinal Club without a physician's note.

Reasons for exclusion:	When they can return:
Fever of greater than 100.0 F	Must be fever free for 24 hours. Taking medications to control fever DOES NOT count.
Vomiting	At least 12 hours and when symptoms subside
Diarrhea	At least 12 hours and when symptoms subside
Loose stools which cannot be contained by child	At least 12 hours and when symptoms subside
Strep Throat	24 hours after beginning medication (Antibiotic)
Matterly Eyes	Needs to be evaluated for pink eye. If positive, needs to stay home 24 hours after starting medication
Active Lice	At least 12 hours, and after being treated (no live lice present)

Head Lice

Please let staff know if you have a case of head lice in your home. It allows us to monitor at Cardinal Club. Staff will do head checks at any time it is deemed necessary. We will also notify parents if there are any cases or cause for concern.

MEDICATIONS

DO NOT SEND ANY MEDICATIONS TO CARDINAL CLUB WITH YOUR CHILD. PARENTS MUST BRING ANY MEDICATIONS AND WRITTEN AUTHORIZATIONS TO STAFF AT CARDINAL CLUB.

Cardinal Club follows #857 school district policy and procedure regarding dispensing medications. We may administer only prescription medicine from a **pharmacy labeled bottle** with the child's name and directions for administration. The parent must give this to the staff and provide the authorization form signed by BOTH parent and physician. If your child is taking medication on a daily basis, it is your responsibility to keep Cardinal Club adequately supplied.

Bodily Functions Policy

When a child's personal hygiene is comprised due to vomit, urination, defecation, or other bodily function, it is necessary for children to be clean before returning to the Cardinal Club. Cardinal Club staff will guide a child to change their clothes when needed. If the incident is so severe that staff cannot properly clean the child, the parent or guardian will be called to take the child home, clean them, and return him or her to Cardinal Club.

- If the child has diarrhea or has vomited they will need to be home at least 24 hours per our illness policy.

COMMUNICATION BETWEEN PARENTS AND STAFF

Our staff is committed to making your child's time with us a safe, healthy and positive experience. Clear and regular communication between parents and staff is essential in providing your child with the best childcare experience. Let us know if you have any questions, comments or feedback. Parents are welcome to visit at any time! You may request a conference at any time with the on-site staff or with the Cardinal Club Director.

ACTIVITIES

You will be billed an additional fee at the beginning of summer to cover all field trips. All students attend the field trips and special activities, unless noted.

There will be a calendar that will outline any activities planned for the week.

POOL

We will be visiting the pool on a weekly basis as our calendar and weather permits. Your pool fee will be added to your weekly bill. Be sure to send along all needed items to visit the pool. For safety concerns, **we DO wear our Cardinal Club shirt over our swimsuit in the pool.**

Please label suits and towels.

SUMMER REC ACTIVITIES

Dates and times of Summer Rec activities must be listed on your calendars. Children will be escorted by staff to and from Summer Rec functions. If children are able to walk unescorted to and from Summer Rec functions, you must sign a permission slip for them to do so. We might be able to transport for non-Summer Rec. functions. Please ask ahead of time.

Preschool Summer Program:

All children 33 months and up may attend. Students are asked to bring an extra set of clothes, a lap sized blanket for nap time, appropriate gear for outside.

PLEASE NOTE OUR BODILY FUNCTIONS POLICY

Nap Time is for all preschoolers; they do not need to nap but they do need to rest quietly until 1:50.

BEHAVIOR GUIDELINES

Our behavior guidelines are for both parent and students. It is the goal of the Cardinal Club School Age Child Care Program to provide a SAFE, KIND, NURTURING AND ENRICHING atmosphere for all children. We will "problem solve" with each parent and child to address any behavior concerns and develop a common plan to solve each concern. **WE WANT CHILDREN TO BE SUCCESSFUL AT CARDINAL CLUB!!**

We feel it is important that children are constantly learning and making choices. At Cardinal Club, children are learning how to get along with a group – sometimes with children of varying ages. When a behavior needs to change in order to get along in the group, staff will give children a series of warnings and consequences. We hope by doing this that we will help children become self-disciplined – using good judgment and problem solving skills. Cardinal Club staff will treat children with firmness combined with dignity and respect.

It will help us if parents review the sequence of "warnings" that children will receive if there are behaviors that need to be changed. Cardinal Club staff will also be reviewing this information with the children.

BEHAVIOR GUIDANCE PLAN

1st warning – Child is personally reminded of the rule and told what he/she is expected to do in private. Staff will give positive reinforcement for desired behavior. Staff may need to talk with all children involved in order to listen to concerns and help them brainstorm a solution.

2nd warning – Staff discusses the situation with the child and a logical consequence is determined; staff may need to provide education about boundaries and appropriate behavior. This includes having the child state:
*What the child did and what rule they broke. *Why they did the act.
*What are they going to change for the future?

3rd warning – Child will be removed from the situation in order to calm down. Staff will discuss/solve problem with the child. Child will be asked to write or draw pictures, which will include having the child state: *What the child did and what rule they broke. *Why they did the act. *What are they going to change for the future? Staff will keep copies of anything written or drawn by a child. Parents will be verbally notified about their child's behavior and the plan developed between staff and child. Parent and child will be notified that if occurs again, a behavior incident report will be completed.

DISMISSAL POLICY

For serious behavior concerns, staff may at any time begin the process of completing Behavior Incident Reports (explained below).

If a child is having trouble getting along in the group, Cardinal Club may not be the best childcare setting for your child. Since we are concerned with the well-being and safety of a large group of children, we need to have a mechanism in place for removing a child from the program if serious behavior concerns are evident.

A BEHAVIOR INCIDENT REPORT is completed by staff when a serious behavior incident occurs. Behavior such as violent outburst, willfully hurting other children, throwing objects without regard to safety, profane language, leaving the room/building/group without notifying a staff person, verbal or physical abuse towards staff, students, or others, inappropriate sexual behavior, or the inability to conform to the rules of the program will be considered behavior concerns.

1st Behavior Incident Report: Following completion of a first behavior incident report, parent/guardian, staff and child will discuss the incident to develop a written behavior plan (such as a behavior modification plan; identifying a safe “cool down” area for the child; cues between staff and child to alert child to change behavior, etc.).

2nd Behavior Incident Report: Parents/guardian and child will meet with the staff and the Cardinal Club Director. The behavior plan will be reviewed and modified as necessary. Parent/guardian will be informed that if action is repeated, the child will need to take a three to five-day leave of absence from the program with no refund of payment.

3rd Behavior Incident Report: Parents/guardian will receive a telephone call from the Cardinal Club Coordinator about the need to immediately pick up their child from the Cardinal Club Director about the need to immediately pick up their child from the program, the reason why a leave of absence from the program is necessary and the length of the leave of absence. There will be no refund of payment for the leave of absence.

4th Behavior Incident Report: Parents/guardians will receive a telephone call from the Cardinal Club Director that their child needs to be picked up from the site immediately and will not be able to return to the program.

DEPENDING ON THE SEVERITY OF THE CONDUCT, IMMEDIATE REMOVAL FROM THE PROGRAM MAY BE WARRANTED **FOR PARENT OR STUDENT**. IMMEDIATE DISMISSAL WILL BE AT THE DISCRETION OF THE CARDINAL CLUB DIRECTOR WITH INPUT FROM THE STAFF.