



MSDLT

BEFORE AND AFTER CARE

PARENT HANDBOOK

INTRODUCTION

Before and After Care is available before and after the regular school day. Children in grades Kindergarten through sixth are eligible to participate. Childcare is provided at the elementary school or Early Learning Center your child attends. Annual supply fee per family is required.

GOALS

Before and After Care provides a safe and stimulating environment for all children. Children are provided opportunities to enjoy learning clubs, mentoring activities, movement, homework time, and fun-filled enrichment activities and community partnership experiences.

HOURS & DAYS OF OPERATION

Before and After Care is open Monday through Friday during the following hours:

AM Care	6:30 a.m. to 7:40 a.m.
PM Care	2:35 p.m. to 6:00 p.m.

NOTE: Hours may vary slightly with individual schools.

Thursday, August 3, 2017: First Day for Students; First Day for MSDLT Before and After Care.

The last day of school will be May 30, 2018.

Before and After Care will be closed the following days:

September 4th	Labor Day
September 18th	Parent Teacher Conferences
October 9th-13th	Fall Break
November 20th-24th	Thanksgiving Break
December 22nd-29th	Winter Break
January 1st-8th	Winter Break
January 15th	Martin Luther King, Jr. Day
February 16th	Snow Make-Up Day

February 19th	President's Day
March 22nd -23rd	Snow Make-Up Days
March 26th-30th	Spring Break
May 28th	Memorial Day

Snow Make-Up Days:

The 2017-2018 school calendar has built in snow make-up days.

Friday, February 16th	Snow Make-up Day
Thursday, March 22nd	Snow Make-up Day
Friday, March 23rd	Snow Make-Up Day

If there are no snow days to be made up, schools will close on these scheduled days.

STAFF/CHILD RATIO

All students are under the direction of an adult at all times. Staff/Child ratios must be posted at all times and shall be maintained during all hours of operation. The Site Leader or designee is responsible to maintain ratios while ensuring the continuity of care for all children. Adults with multiple responsibilities may be counted in the ratio only if their entire attention can be devoted to their group of children at the time of supervision.

LOCATIONS OF SCHOOL YEAR PROGRAMS

Amy Beverland Elementary

School Phone: 317- 964-4000

Principal: Jered Pennington

Site Leader: Kortney Jones

Phone: 317-964-4097

Brook Park Elementary

School Phone: 317- 964-4100

Principal: Alicia Gatewood

Site Leader: Angelia Eubank

Phone: 317- 964-4197

Crestview Elementary

School Phone: 317-964-4200

Principal: Kim Brown

Site Leader: Tess Jones

Phone: 317- 964-4297

Forest Glen Elementary

School Phone: 317- 964-4900

Principal: Jerome Lahlou

Site Leader:

Phone: 317- 964-4997

Harrison Hill School of Inquiry

School Phone :317- 964-4300

Principal: Natalie Stewart

Site Leader:

Phone: 317-964-4397

Mary Castle Elementary

School Phone: 317-964-4600

Principal: Carla Johnson

Site Leader: Shante Owens

Phone: 317-964-4697

Skiles Test Elementary

School Phone: 317- 964-4700

Principal: Justin Hunter

Site Leader: Nakiesha Howard

Phone: 317- 964-4797

Winding Ridge Elementary

School Phone: 317- 964-6800

Principal: Alicia Harris

Site Leader: Angela Gray

Phone: 317-964-6897

Early Learning Center @ Brook Park

School Phone: 317- 423-8215

Principal: Erika Radford

Site Leader: Marilyn Williams

Phone: 317-423-5391

Indian Creek Elementary

School Phone: 317- 964-4400

Principal: Kevin Kemper

Site Leader: Donna Tonnis

Phone: 317-964-4497

Oaklandon Elementary

School Phone: 317- 964-4800

Principal: Jennifer Sheets

Site Leader:

Phone: 317-964-4897

Sunnyside Elementary

School Phone: 317-964-4500

Principal: Tierney Anderson

Site Leader: Romell Williams

Phone: 317 964-4597

Early Learning Center @ Amy Beverland

School Phone: 317- 423-8214

Principal: Erin Sughrue

Site Leader:

Phone: 317-423-5346

Early Learning Center @ Mary Castle

School Phone: 317- 423-8216

Principal: Candace Nortey

Site Leader: Channel Folsen

Phone: 317-964-5434

Early Learning Center @ Winding Ridge

School Phone: 317- 423-8217

Principal: Conni Davis

Site Leader: Doug Whitcomb

Phone: 317-964-5458

RATES

SUPPLY FEE:

\$25.00 NON-REFUNDABLE per family

Due annually along with annual enrollment forms.

AM CARE:

\$25.00 per week, per child

PM CARE:

\$65.00 per week per child for the first child

\$50.00 per week for additional children

AM & PM CARE

\$70.00 per week per child for the first child

\$60.00 per week for additional children

SERVICE FEES:

Late pick up fees begin at 6:01pm at \$10.00 for every 15 minutes you are late picking up your child.

\$10.00 service charge for late payment. Charges to account on Thursday mornings.

\$20.00 service fee for returned check

CCDF (Child Care Development Fund)

We are pleased to accept a CCDF child care voucher which is a federally funded program to help offset the child care fees. If a family receives CCDF, it is their responsibility to check their student in and out on the CCDF machine daily for the hours attended. The minimum amount of hours required per week for K -6 is 10 hours per student. If you do not reach the 10 hours, then the remaining balance will be the parent's responsibility.

MSDLT Before and After Care services are provided for the 180 days that the children attend school during the instructional year.

National Holidays are not counted in the 180 days.

FEE PAYMENT POLICY

NOTE: CASH IS NO LONGER ACCEPTED

- a. Your responsibility to pay begins with the first day your child attends through the Friday of the week of withdrawal. Payment credit will not be given for absences or LEAP program. You must pay for the days to which you have committed, which may not always be the days your child attends.
- b. Credit for vacation time is not given during the school year session. Normal weekly fees must be paid to hold your child's spot.
- c. Payment may be made weekly, bi-weekly or monthly as long as it is paid in ADVANCE. Payment is due by 6:00 p.m. each Wednesday for the following week. A \$10.00 late fee will be charged to all accounts Thursday if payment is not received by Wednesday at 6:00 pm. If payment is not made by 6:00 p.m. on Friday for the following week, your child will not be allowed to return on Monday until fees are paid.
- d. Checks should be written to MSDLT.
- e. Checks returned to Before and After Care because of non-sufficient funds must be replaced with either money order or credit card payment. A service fee of \$20.00 will be charged for each returned check. After two returned checks, all payments must be made by money order or credit card through the end of the school year.

RECEIPTS

Payments will be receipted within 24 hours. Check with your site leader to receive your copy. Please save all receipts for tax and reimbursement purposes.

IMPORTANT ACCOUNT INFORMATION:

THESE POLICIES WILL BE STRICTLY ENFORCED.

MSDLT BEFORE AND AFTER CARE WILL BE FOLLOWING THE LISTED SCHEDULE BELOW IN ACCORDANCE WITH YOUR BEFORE AND AFTER CARE CONTRACT.

- All accounts will be billed on Tuesday.
- All fees are due for the following week on Wednesday by 6pm. If you need to pay on Friday, it will need to be received the Friday before the Wednesday payment is due.
- Accounts with an outstanding balance will be charged a \$10.00 Late Payment Fee on Thursday.
- Accounts with an outstanding balance on Friday will be given a notice of discontinuation of childcare services effective the following Monday.
- If you receive CCDF and have a co pay; the above payment schedule is followed and copay must be paid by Wednesday, for the following week.

- If you receive CCDF you must swipe your child's hours daily.
- You will receive a statement of hours swiped on Wednesday, to ensure you meet your required hours by Friday.
- If required hours are not swiped by Friday; the weekly fee is the parent's responsibility.
- Accounts with an outstanding balance and or not enough hours will be given a notice of discontinuation of childcare services effective the following Monday.

PAYMENT SCHEDULE

WK	Week of	Due Date	WK	Week of	Due Date
1	8/3 & 8/7/2017	7/26/2017	18	1/9/2018	1/3/2018
2	8/14/2017	8/9/2017	19	1/15/2018	1/10/2018
3	8/21/2017	8/16/2017	20	1/22/2018	1/17/2018
4	8/28/2017	8/23/2017	21	1/29/2018	1/24/2018
5	9/4/2017	8/30/2017	22	2/5/2018	1/31/2018
6	9/11/2017	9/6/2017	23	2/12/2018	2/7/2018
7	9/18/2017	9/13/2017	24	2/19/2018	2/14/2018
8	9/25/2017	9/20/2017	25	2/26/2018	2/21/2018
9	10/2/2017	9/27/2017	26	3/5/2018	2/28/2018
	BREAK		27	3/12/2018	3/8/2018
10	10/16/2017	10/11/2017	28	3/19/2018	3/14/2018
11	10/23/2017	10/18/2017		BREAK	
12	10/30/2017	10/25/2017	29	4/2/2018	3/28/2018
13	11/6/2017	11/1/2017	30	4/9/2018	4/4/2018
14	11/13/2017	11/8/2017	31	4/16/2018	4/11/2018
	BREAK		32	4/23/2018	4/18/2018
15	11/27/2017	11/22/2017	33	4/30/2018	4/25/2018
16	12/4/2017	11/29/2017	34	5/7/2018	5/2/2018
17	12/11/17 &12/18,19,20&21 2017	12/6/2017	35	5/14/2018	5/9/2018
	BREAK		36	5/21/18 & 5/29/18	5/16/2018
	BREAK				

ATTENDANCE

Before and After Care begins as soon as your child enters the Before and After Care area. All children enrolled in the program are expected to go to the designated area immediately after school is dismissed for the day. Please send written notice to your child's teacher of his/her

enrollment in Before and After Care and the teacher will assist in getting your child to the program. Written permission must be received from parent or guardian to release your child to attend any before or after school activities such as choir, math pentathlon, tutoring, etc. You must notify the Loving Care at your school prior to 1:30 p.m. of your child's absence failure to do so will result in a \$10.00 service fee. Absences without notification may be mistaken for missing children and result in unnecessary time spent in searching for the child. If a child does not arrive as expected, the Site Leader will contact the parent. If the parent cannot be reached, the child's emergency person will be called.

DROP OFF AND PICK-UP

Children attending the morning session must be brought into the designated area by an adult. Please do not bring children earlier than 6:30 a.m., our opening time. Children must be signed in and out in Procure by a parent or guardian in order to be admitted to and released from the Loving Care program.

Your child will only be released to you or to those you have authorized to pick up. Identification will be required of everyone.

In the case of joint custody, the child will be released to either parent. A non-custodial parent may pick up only with written authorization from the custodial parent. It is recommended that a copy of custody agreements be kept on file with the Before and After Care.

LATE PICK-UPS

All children are required to be picked up by 6:00 p.m., our closing time. An overtime fee of \$10.00 per child for every 15 minutes late after 6:00 p.m. will be assessed for late pick-ups. Time is determined by school clocks in the pick-up area. Late fees will be charged as follows:

6:01 p.m. to 6:15 p.m. - \$10.00 per child

6:16 p.m. to 6:30 p.m. - \$20.00 per child

6:31 p.m. to 6:45 p.m. - \$30.00 per child

6:46 p.m. to 7:00 p.m. - \$40.00 per child

After three late pick-ups within one school year, parents will be asked to make other childcare arrangements. It is the parent's responsibility to ensure that someone (either parent, emergency or alternate pick-up person) is available to pick up the child on time.

If a child is not picked up by 6:30 p.m. and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police will be notified to place the child in protective custody. This step will only be taken after staff has consulted with the Principal.

PROGRAM DESCRIPTION

The program provides developmentally appropriate activities for children. In addition to daily homework, learning clubs, movement, mentoring, balanced play, and free choice are offered daily.

SNACKS

A nutritious snack will be served each afternoon.

EXTRACURRICULAR ACTIVITIES

In the event of extracurricular activities, you will be informed prior to the activities.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

The rules of Before and After Care are the same as the rules of the school. Site Leader and adults will review the rules and explain how each rule is followed in Before and After Care. Rules are established to promote a safe and nurturing environment where ALL students can thrive while in Before and After Care. Minor problems will be handled promptly by our staff with kindness and understanding but with the expectation that students will follow the rules. Serious problems will be discussed with the Site Leader and Principal of the school. A conference with the parent may be needed to resolve the issue. It is always the intention of Before and After Care to restore the relationship with the child to the staff and students so that the student can remain in the program. However; sometimes it is determined that the Before and After Care program is not an appropriate place for a child who continues to break rules.

Within the framework of school rules, the following is a guide to the discipline protocol of Loving Care:

Minor problems (examples but not limited to):

- Disruptive behavior such as shouting, yelling or constant unnecessary movement
- Profanity
- Name-calling or put-downs
- Not following directions
- Inappropriate use of materials or equipment

For the safety of all, students are expected to follow the directions given by the adults. Being bored, distracted or unwilling to do an activity is not an excuse to disregard the directive of the staff. The student may speak to the adult or Site Leader at any time if he/she has a concern or suggestion for an activity.

Consequence for Minor Problems

- Conversation with student – student will be given an opportunity to tell his side of the story
- Restriction from activity – student may be given a cool down time away from the group with an adult or Site Leader

- Incident report and parent contact
- Incident report and parent conference with child and Site Leader
- Plan of action written to change behavior

If minor offenses continue, it may result in a removal period from Before and After Care or termination of Before and After Care.

Major problems (examples but not limited to):

- Stealing
- Computer trespass (using another's password or files without consent)
- Weapons and or dangerous objects that are intended to harm, intimidate or threaten another person
- Students making threatening comments to harm or kill children or staff
- Physical assault on a staff member or child
- Possession or distribution of drugs, alcohol or tobacco

While the above problems are rare, students need to know the seriousness of such actions. All attempts will be made to assist the child who engages in the above by informing the school principal. Before and After Care is not equipped to handle major problems of this nature and will therefore suspend a student who engages in these kinds of problems. The suspension may be temporary or permanent and is at the discretion of the school principal.

Consequences for Major Problems

- Student will be immediately removed from group
- Parent will be called and told of incident
- Parent will come to get child
- Conference will be scheduled with the parent, child, school principal and Site Leader.
- At the conference, it will be determined if a temporary or permanent suspension will be given

Sexual Harassment

The definition of sexual harassment is improper touching of another person in a sexual way or using words in a sexually intimidating manner that are either unwelcome, uninvited or unwanted. This type of harassment is a violation of MSD Lawrence School Board Policy on Sexual Harassment. The incident will be reported to the school principal. Student may be suspended pending investigation.

*****Parents/Guardians, please note: If a problem arises concerning your child or another student, please let your Site Leader know and she/he will work with you to resolve the

situation. Keep in mind that children are present and that a loud voice and inappropriate or threatening language is not acceptable. Any parent or guardian who is physically or verbally abusive risks losing their child's placement in the program.

POLICY TO RELEASE A CHILD TO AN IMPAIRED OR INTOXICATED PERSON

If an authorized intoxicated or impaired person insists on removing children from the center, the center shall immediately report the incident to the local police agency. All efforts will be made by Before and After Care to make sure that such individuals do not sign out their child(ren).

FIREARMS, ALCOHOL, ILLEGAL SUBSTANCES

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

SICK POLICY

If your child becomes ill at Before and After Care, we will isolate him/her and contact you for pick up. Parents are required to pick up an ill child within 30 minutes of phone notification. If a parent is contacted but cannot pick up his or her child within the 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone from the child's emergency contact form. If a parent cannot be reached, the staff will call those persons listed on the child's emergency list to make the necessary pick-up arrangements. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the Site Leader.

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. PLEASE, DO NOT SEND A SICK CHILD TO BEFORE AND AFTER CARE.

It is imperative that parents keep updated work and home phone numbers on file with Before and After Care in the event of a child's illness or an emergency.

DISPENSING MEDICATION

Prescription medication may be dispensed at Before and After Care when in the original container with the child's name on the label and written instructions from the parent are received. Over the counter medicines may also be given when in the original container and accompanied with written instructions from the parent or guardian. No out-of-date prescriptions or medicines will be administered. We cannot supply aspirin, antacids, ointments, cold remedies or other over-the counter medications for children.

COMMUNICABLE DISEASE

Whenever exposure to disease has occurred in Before and After Care, control measures shall be implemented as follows:

1. The disinfection of toilet facilities, furnishings, toys or other articles that may have been used by a person with a communicable disease.

2. The disposal of bodily discharge containing infectious material in a manner that would protect handlers from contact with the material.

When any person working, volunteering or attending Before and After Care is known to have a communicable disease, they shall be excluded from attendance at the child care center for such time as prescribed by the person's physician or the local health officer.

Before and After Care shall determine when the person is well enough to return to work.

Before and After Care will follow the Child Care Communicable Disease Chart for appropriate management of suspected illness.

SUSPECTED CHILD ABUSE

Before and After Care is required by law to report any suspected child abuse or neglect to Child Protective Services.

CONFIDENTIAL POLICY

All information pertaining to admission, health, family or discharge of a child is confidential.

TRANSPORTATION PERMISSION

In the event of a field trip or other such activity, you will be informed with a parent permission information/slip for your signature. Students will be transported through the MSDLT District Transportation System. The day, time, year, location of the field experience will be included on the parent permission form.

WEATHER AND EMERGENCY CLOSINGS

* If school is closed for bad weather or emergency conditions, Before and After Care will also be closed. Parents are encouraged to have a backup plan in the event this should happen.

* If school is delayed for bad weather or emergency conditions, Before and After will open at their normal time of 6:30 a.m. to provide childcare until the start of school.

* If school is released early, Before and After Care staff will be in by dismissal time to provide childcare. Parents are requested to have children picked up as soon as possible on these days.

For information concerning school delays/closings, listen to your local radio and television stations for emergency announcements. Closings or delays will also be posted on the district website www.itschools.org.

TOYS AND PERSONAL ITEMS FROM HOME

Due to the risk of damage, sharing issues, and possible loss, children are not permitted to bring toys, games, or personal items to Before and After Care from home except on special occasions. Parents will be notified in advance of those times. When items are brought to Loving Care, they must be labeled with the child's first and last name. Before and After Care will not be responsible for lost or stolen items.

PARENT INFORMATION

Newsletters/informational flyers/ Procure notes will be available at each Before and After Care site to inform parents of upcoming events and any changes in schedules.

Continued enrollment in Before and After Care is contingent upon the parent's adherence to the policies and procedures as outlined in this handbook, including, but not limited to, timely payment of all fees.