

DICKSON COUNTY SCHOOL EXTENDED CHILD CARE PROGRAM



2011-2012

PLEASE SIGN THE LAST SHEET AND RETURN TO THE SITE DIRECTOR

DICKSON COUNTY'S EXTENDED CHILD CARE PROGRAM
(BEFORE AND AFTER SCHOOL CARE)

PARENT
AND
INFORMATION MANUAL

DICKSON COUNTY BOARD OF EDUCATION

EXTENDED CHILD CARE PROGRAM

SITE DIRECTORS

Centennial Elementary	Luci Gentry	740-5821
Charlotte Elementary	Donna Allen	740-5811
Dickson Elementary	Carol Chandler	740-5839
Oakmont Elementary	Deretha Epley	441-4838
Stuart Burns Elementary	Crystal Hannah	446-2398
The Discovery School	Lana Hogin	441-4163 866-7370
Vanleer Elementary	Janice Corbin	740-5762
White Bluff Elementary	Laurie Parker	740-5777

PARENT MANUAL

The Extended Day Care Program provides safe, educationally, enriching, quality care for young learners during the hours when there may be no adult supervision in the home. Children will have the opportunity to engage in activities which will benefit them emotionally, physically, and educationally. The program includes crafts, sports, games, snacks and many other creative activities. A special time each day will be allotted for homework and tutorial assistance if it is needed.

The program is:

- 1) Conducted and planned by a staff trained to meet the needs of children and to provide positive adult role models.
- 2) Designed to supplement and support the child's experiences at home and school.
- 3) Not babysitting, but a quality program designed with the working family in mind.

There is flexibility enough to accommodate children from different age groups.

All employees of the Extended Day Care Program have on file an acceptable medical report, references and background clearance.

We want to know how you and your child feel about the program and how we might better meet the needs of your community. All questions concerning policies and procedures of the Extended Day Care Program should be addressed to the Director of Elementary Education. Should you have questions or concerns about the program, please feel free to call the Central Office at 446-7571.

POLICIES AND PROCEDURES

WHO MAY ATTEND THE EXTENDED CHILD CARE PROGRAM?

The child should be enrolled in the Dickson County School System. The program is for students K through 5th grade. All students must be potty trained. Elementary age dependents of parents employed in Dickson County may be enrolled in the summer childcare program if special permission is received from the site director and county supervisor. Children in custody related issues of parents who normally use our service may attend our program during intercessions. A reference letter from the child's teacher or principal must be attached to the child's application before an acceptance decision will be rendered by the district. The letter should address the child's behavior or conduct. All other exceptions must be approved by the county supervisor. Students admitted with special permission will be expected to display exemplary conduct at all times, in all situations.

HOW MUCH DOES IT COST?

An annual \$25.00 registration fee is charged per child. Summer registration fee for new applicants (not attending during regular year) is \$15.00.

	1st Child	2nd Child (<i>1/2 Price</i>)
Morning Only \$10 per week	\$5 per week	
Afternoon Only	\$35 per week	\$15 per week
Before and After	\$45 per week	\$20 per week
Drop-In-Rate	\$4 per morning per child \$10 per afternoon per child	

Sixteen (\$16.00) will be charged for full day sessions (snow/vacation days, summer, etc.) The charge for a second child will be \$8.00. We can keep a student on a drop-in-rate of \$20.00 per day per child. A child may be a drop-in for three (3) times afterward the parent must either pay the registration fee or start paying a twenty-five (\$25.00) a day drop in rate.

HOW DO I PAY?

All weekly fees should be pre-paid on Monday and must be paid on Friday for the current week. Please **make checks payable to the Dickson County Board of Education** and give your checks to the Site Director. If you prefer to pay cash, it should be given to the Site Director. You will receive a receipt for each payment. YOU MUST HAVE ALL DAYS PAID FOR THE PRIOR WEEK BEFORE THE CHILD CAN BEGIN A NEW WEEK, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

On days we combine day care sites, the staff is scheduled according to the number of students signed up for attendance. If a parent indicates in writing the expected attendance of their child/children, a fee will be charged, even in the event of an absence. If a student attends who is unexpected, the drop in rate will be charged.

DO I RECEIVE CREDIT FOR ABSENCES?

The ECCP cannot deduct single days missed. Your fee pays for direct operating costs, i.e., Child Care staff, snacks, craft and program supplies which must be available for the number of children we have in the program. It is necessary for you to let us know on Mondays the days your child will attend. You will be charged for those days only; however, **if your child drops in without prior arrangements made on Monday; the Drop-In-Rate will be charged.**

RETURNED CHECKS

You will be notified should an “insufficient funds” check be returned to us. We will be happy to send it through again at your request, or exchange it for cash. A \$15.00 fee will be charged for a check returned due to “insufficient funds.” After two (2) returned checks, we will accept cash or money orders only.

HOURS OF OPERATION

The Extended Day Care Program will operate on the following schedule during regular school days:

6:00 - 7:30 A.M.	3:00 - 6:00 P.M.
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During full-day sessions, snow days, and school holidays, the program will be available from 6:00 a.m. to 6:00 p.m. to meet the needs of parental work schedules. Some sites may not be opened during all operational hours if student numbers do not justify cost of operation. Parents will be notified of these situations in advance.

FALL & SPRING BREAK 2011/12

Fall Break – The Discovery School & Vanleer Elementary –CLOSED

Spring Break – The Discovery School, Dickson Elementary and Vanleer –CLOSED

HOLIDAYS

The Extended Day Care Program will not operate on the following holidays:

Labor Day (September 5), Thanksgiving Day and the following Friday, Good Friday, Memorial Day, December 24 and July 4th.

Sept. 6, 2011 & Jan. 2, 2012: Centennial Elementary

Nov. 23, 2011: Centennial Elementary & White Bluff Elementary will be opened.

Dec. 19, 20, 21, & 22, 2011: Centennial Elementary will be the only site opened.
Daycare closed Dec. 23, 2011.

Dec. 26, 27, 28 & 29, 2011 Centennial Elementary & Stuart Burns Elementary will be open. (If numbers justify two sites to be opened.)

Jan. 17, 2012: (Martin Luther King Day) Oakmont Elementary will be the only site opened.

Feb. 20, 2012: (President's Day) The Discovery School will be the only site opened.

MEALS AND SNACKS

Children will be provided an afternoon snack each day. During full-day sessions, children will need to bring a bag lunch and a canned drink; the program will provide both a morning and afternoon snack on these days.

WHAT HAPPENS IF I AM LATE PICKING UP MY CHILD?

The ECCP closes promptly at 6:00 p.m. If you arrive later, you will be charged an additional fee of \$5.00 for each 15 minutes, or a portion thereof, after the 6:00 p.m. sign-out time for each child in the family. After the third tardy, the charge will be \$10.00 for each 15 minutes per child. Also, the Board of Education will be notified of the third tardy. The parent will be contacted by the Extended Child Care Program Supervisor.

WHERE DO I DROP OFF AND PICK UP MY CHILD?

Please check with the Site Director for the specific location for children to be dropped off and picked up. You must escort your child inside the building when bringing him/her to the program. He/she must be personally checked out by the child care staff member in the afternoon by means of a sign-out sheet. CHILDREN WILL NOT BE ALLOWED TO WAIT FOR PARENTS IN THE PARKING LOT.

Children **WILL NOT** be released to any person other than the parent or other persons authorized to call for the child. Notify the Site Director **IN WRITING** if a person other than those authorized will be picking up your child.

ILLNESS

The program cannot provide for sick children. Please do not send your child to the program if he/she is ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event he/she becomes ill while at the program.

DISCIPLINE

All children enrolled in the ECCP will be expected to follow rules established by the staff for the purpose of safety and smoothness of the program. Children with continual behavior problems may be asked to leave the program.

The Extended Child Care staff is committed to positive reinforcement. If a major discipline problem occurs, you will be contacted by the Site Director. Please cooperate with us in this, stressing the importance of good behavior patterns with your child. We want to keep the program fun - for everyone!

SUSPENSION POLICY

In dealing with a chronically disruptive student, if behavior modification techniques and parental intervention fail to correct undesirable behavior, a student is subject to suspension from the ECCP. Infractions such as assault, weapons, drugs or alcohol will result in suspension from the program indefinitely. Other behaviors will generally be addressed as:

- 1st suspension - one (1) day
- 2nd suspension - three (3) days
- 3rd suspension - five (5) days
- 4th suspension - remainder of school year, the following summer session, and possibly on a permanent basis

Employment packets for daycare employees are filed at the Board of Education. The application, references and educational background sections are available for viewing. All employees are required to submit an acceptable medical statement. An FBI/TBI background check is initiated on all prospective employees.

DICKSON COUNTY DAYCARE AT RISK POLICY

If a custodial parent who appears to be impaired comes to pick up their child, employees are required to take the following steps:

- Offer to call another adult to come to the site to transport the student.
- If offer is denied by the parent, law enforcement will be contacted immediately. The incident will be reported to the Board of Education.

If the adult involved in this type of situation is not the custodial parent, the daycare will not release custody of the student.

This policy is required by the Department of Education and is for the protection of students.

HOLIDAYS AND SNOW DAYS

The program will operate:

- (1) On the days the public school is in session.
- (2) Full day schedules on snow days.
- (3) On other designated Vacation days.

Children should bring their lunches; however, morning and afternoon snacks will be provided. If children are released early from school because of snow, the program will be held at the school site as usual. Please check with your Site Director for specifics on these days.

Inclement weather sites: Oakmont, Stuart Burns and White Bluff Elementary

These three sites will open for business when schools are not in session due to inclement weather. The decision to open daycare when school is not in session will be made with safety being the priority.

EARLY DISMISSAL POLICY AND PROGRAM CLOSURE POLICY

In the event of school closing(s):

- In most cases we will stay open until 6:00 P.M.

We will not stay open until 6:00 P.M. in the event of:

- Icy conditions are forecasted before or close to 6:00 P.M.
- Unique safety risk (possibly gas leak, escapee, close proximity to a dangerous situation, etc.)
- If a tornado is forecasted and we have time for parents to safely arrive to pick up students and arrive home.

Parents will be notified by text or email and a telephone call when the program plans to close early.

If Dickson County Schools do not open because of severe weather conditions or any reason that threatens the security and safety of students and employees, the daycare program will not open.

Parents should monitor the local news and/or snow line 441-1994, to verify this situation.

We cannot plan precisely for every possible emergency situation, but the published policies should provide a plan of action for possible events. We understand that when daycare closes early, it presents a burden for some parents. Especially, for those who work out of town or work in an environment that depends heavily on your presence. If this is your situation, we ask that you have a back up plan that allows for another individual to pick up your child from daycare on short notice.

PARENT INVOLVEMENT

The exchange of information about a child from the parent's and the staff's perspective can be very helpful to the family and the Child Care Program. The staff will be able to meet the needs of your child better if we are aware of things such as an illness in the family, a change of residence, special fears, etc. Please keep all data on your child's information form current.

We will keep you informed about special activities. Working together, we can be our BEST!

INSURANCE

Parents are encouraged to have medical insurance in case your child is injured in an accident.

PARENT'S RIGHTS

PARENTS HAVE THE RIGHT TO:

1. Know their children are in a safe environment where they are free to select from a variety of activities.
2. Know what types of programs and activities are being planned and be offered feedback on the kinds of activities the children enjoy.
3. Share concerns with the staff at any time about anything they do not feel is in the best interest of the children.
4. Know if their child is misbehaving, and to spend time talking with the staff concerning a solution.
5. Know if their child does not report to the program as intended.
6. Know when the children will be going to a location other than where the program is usually held.
7. Voice special concerns and considerations not covered in this manual, and to discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

PARENT'S RESPONSIBILITIES

PARENTS HAVE THE RESPONSIBILITY TO:

1. Let the staff know if their child will not be attending for the day.
2. Observe the rules of the Extended Child Care Program as set forth in this manual and in any additional policy statements.
3. Share concerns with staff members if the program is not meeting their child's needs.
4. Listen to concerns that staff members have about their child's behavior, and to work

through an agreeable solution to any problems that might occur.

5. Know about any change in policy or procedure.
6. Replace any equipment that their child is responsible for misusing.
7. Sign child in and out at the beginning and end of the day; to notify a staff member when taking a child from the center, and to notify a staff member when another authorized person is picking up a child.
8. Inform staff if their child has been exposed to a contagious illness.
9. Notify staff of absences.
10. Notify staff of withdrawal at least one week in advance.
11. Pay fees on time.
12. Keep the child's record up to date with changes in phone number and addresses.
13. Pick up the child on time.

CHILDREN'S RIGHTS

CHILDREN HAVE THE RIGHT TO:

1. Safe and reliable equipment.
2. Use of all the equipment and space on an equal basis; to find equipment where it is intended and in functioning condition.
3. Have their ideas and feeling respected.
4. Discipline that is fair, equal, and respectful of them.
5. Express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
6. Express their creative ability.
7. Explore and discover.
8. Continue developing skills.
9. Have a safe environment free of hazards.
10. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, exploration.

11. Have a right to voice their opinions on the rules and activities.
12. Have staff members who care about them, enjoy being with them, and help them grow.

CHILDREN'S RESPONSIBILITIES

CHILDREN NEED TO BE RESPONSIBLE FOR:

1. Learning to accept the consequences for their own actions.
2. Respecting the rules that guide them during the school day; for controlling their feelings so that their actions do not harm anyone in the program.
3. Not willfully destroying or harming any equipment or property in the building or anyone else's while they are in the program.
4. Sharing equipment and facilities with all children in the program.
5. Remaining with a staff member at all times and notifying them if they need to go to another area.
6. Coming immediately after school, unless staff members have been advised otherwise by parents or teachers.
7. Respecting the rules of the Extended Child Care Program.
8. Dressing appropriately for indoor or outdoor play.
9. Returning materials and equipment to the proper place.
10. Carrying out an activity to which they are committed.

PARENT/STAFF AGREEMENT

I have read the parent's manual and understand the policies and guidelines of the Extended Child Care Program.

Circle One:

I do or do not want my child to participate in the homework session.

Circle One: Yes or No

During the summer library program, my child may check out library books. I agree to be financially responsible for any lost or damaged books.

CHILD'S NAME

Parent's Signature

Date

School

PLEASE SIGN THIS PAGE AND RETURN TO THE DAYCARE SITE DIRECTOR

Received copy of Handbook Yes or No
Received copy of child care requirements Yes or No