

Merrillville Schools Extended Daycare

Parent/Student Handbook

Please be sure to keep this book available for future reference

Program Supervisor: Laticia Beatty

Office Phone Number: (219) 756- 5922

Office Hours: 12:00 pm - 2:15 pm

Mission Statement

"Merrillville Schools Extended Daycare is a school based program that exists to provide adequate and quality adult supervision and guidance for elementary children when they are not in school and their parents are at work."

Our Objectives for the Children:

1. To create a relaxed and trusting atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others.
2. To provide a caring staff, who show genuine respect for children and have confidence in each child's potential and promote each child's self esteem.
3. To create a stable environment that is inviting, comfortable, attractive, orderly, and manageable by the children and a happy and exciting place to be.
4. To provide children with a variety of developmentally appropriate activities, including expressive art, construction, active play, sports games, dramatic play, science, cooking, crafts and reading.
5. To provide a daily schedule that permits time for each child to observe, to reflect and to become absorbed in activities according to his/her own interests and talents.
6. To give individual guidance to children based on careful observation of each child's needs and in keeping with parent values and goals.

Goals for Parents:

1. To provide affordable care for the children of working parents from 2:30 p.m. to 6:00 p.m. when the children are not in school.
2. To assure parents that their children will be in a safe, healthy, environment, where their emotional, social and physical needs will be met.
3. To provide a quality program complimentary to the school experiences of their children.
4. To insure that parents are always well informed about the program and their children's experiences. In doing so, staff and parents can work together in meeting the needs of the children.

SECTION I: ACADEMIC INFORMATION

Homework Period:

Our program provides an hour each day for your child to do any homework he/she has. Our staff will provide any assistance they need during this time. However, if you DO NOT want your child to do his/her homework at extended care but rather at home, you will need to notify the extended teachers in writing about your wishes. They then can read a book, color, or do another quiet activity during the homework period.

Field Trips:

During the school year there are several $\frac{1}{2}$ days. Our extended care program may go on field trips on some of these days. You will be notified in advance of any field trips planned and permission slips will be sent home with your child (ren). Our field trip policy is as follows; "all children must have a permission slip signed by a parent, and returned with any money due, in order for your child (ren) to attend." There will be no exceptions made.

SECTION II: EXTENDED SCHEDULE

Extended Calendar:

Extended care starts and ends when school does. We provide after school care as long as school is in session.

Hours of Operation:

Extended daycare begins after school and closes promptly at 6:00p.m. If you are late, you will be charged a late fee. See "additional fees" for more information.

Daily Schedule/Snack Schedule:

Below is a summary of our after-school program. Please pay close attention to the times. School Ends approximately at 2:25p.m. Your child (ren) then are to report directly to the after-school program.

2:30p.m.-3:30p.m.—Homework Period
3:30p.m.-4:00p.m.—Snack Provided
4:00p.m.-6:00p.m.—Free Play/Outdoors when possible
6:00p.m.—Extended care closes

No School/School Breaks:

No Daycare services are available on days when schools is closed or non-student attendance days.

$\frac{1}{2}$ Days of School

During the school year, there are several $\frac{1}{2}$ days of school. On a $\frac{1}{2}$ day of school, your child will typically be dismissed EARLY, and are to directly report to the extended room. On these days lunch may not be served. Check the school menu to see if lunch is served or not. If it isn't, you will need to send your child to school with a sack lunch because **we do not provide lunch on these days.** ***There are no extra charges for half days, they are already figured into your tuition cost.***

SECTION III: CONDUCT AND DISCIPLINE POLICIES

Appropriate Conduct:

Appropriate conduct and behavior is imperative to a high-quality and safe environment for everyone. We expect all children to follow these rules so we will have a successful school year.

Violations:

We understand that children make mistakes. However, if they repeat any of the following violations, you will receive an "Oops Letter" (our discipline form) to discuss the problem with your child. This form must be signed, and returned to daycare to keep on file. Please go over these violations and consequences with your child.

Minor Violations:

1. Not keeping hands to his/her self.
2. Not doing his/her required homework.
3. Running indoors.
4. Not staying seated during required times.

Major Violations:

1. Being aggressive towards others.
2. Using inappropriate language/gestures.
3. Being disrespectful towards the teacher(s).

Consequences:

With the exception of serious or dangerous behaviors, your child (ren) will receive two chances on the same violation during a three-month period. If a third violation should occur, you will be required to have a conference with the director to discuss a possible solution. If the problem continues, you may have your daycare privileges suspended.

SECTION IV: RULES AND REGULATIONS

Health and Illness:

Children may not attend our extended care program when they are experiencing any of the following problems. They must be free of these symptoms for at least 24 hours before returning.

****We reserve the right to send your child home if they are brought to daycare sick.****

1. Fever 100 degrees or higher.
2. Vomiting
3. Diarrhea
4. Chronic cough.
5. Thick yellowish/green discharge from nose.
6. Pink Eye-Must have a doctor's release before returning.
7. Ring Worm-Must have a doctor's release before returning.
8. Chicken Pox-Must have a doctor's release before returning.

Medication:

State law prohibits anyone at the daycare from distributing any medication without your physician's consent. If the need does arise that your child needs medication during the day, be sure to bring a physician's order.

Injuries:

Should an accident requiring medical attention occur during after-school hours, the extended daycare teachers will immediately notify you. However, if we are unable to contact you, we will contact the persons listed on the emergency form. If no one can be reached, we will contact emergency personnel to transport your child to the nearest hospital.

Transportation:

It is the parent's responsibility to provide transportation to pick their child(ren) up from the after-school program. When picking up your child, it is mandatory that an ADULT sign them out before leaving the premises. Your child WILL NOT be released to a minor.

Emergency Closing:

Our daycare and extended daycare programs will close if Merrillville Community Schools are closed due to inclement weather. Please listen to the local radio stations for school closing information or check emergencyclosings.com or www.cancellations.com. In the event of an early dismissal due to weather conditions, there will be **NO EXTENDED DAYCARE**. Parents will be called to promptly pick up or make arrangements to have their child(ren) picked up.

Emergency Information:

It is imperative that you notify us if any information regarding your employment, home, or emergency contacts should change. In the case of an emergency, we must be able to make contact with someone.

Dress Code:

We require that all children must be appropriately dressed when arriving to our extended daycare program. We ask that you follow these guidelines.

1. Socks need to be worn with all shoes/sandals.
2. No shoes with a high heel or wedge should be worn.
3. Clothing and shoes should fit properly.
4. Jackets/Coats need to be worn when applicable.
5. Gloves/Hats/Boots need to be worn when applicable. ****Children should be prepared for outdoor play in cold weather with appropriate outerwear, gloves and boots.****
6. Tops and jackets with drawstrings are dangerous; please avoid sending your child in these garments.

Bringing Things from Home:

We ask that your child(ren) not bring toys from home. **Merrillville Schools Daycare and the extended daycare teachers can not be held liable if your child does bring an item from home and it is lost, stolen, or damaged.**

Absences:

If your child is going to be absent or not need daycare services on a particular day, we ask that you please call your student's school with that information. The school office will let us know and notify the extended daycare teachers as to their absence.

Property Damage:

We strive to provide an educational, clean, attractive, and safe environment for all the children. If the unfortunate circumstances of a child damaging our property should occur out of malicious behavior, the parents will be held responsible to fix, or replace the item(s). The only exception will be if the damage occurred by accident.

SECTION V: TUITION PAYMENTS

Payment Schedule:

A charge of \$155.00 will be posted your account on the FIRST of each month. Payments for daycare are to be paid at Adult Education and Community Services Office located at the school district's central office, 6701 Delaware Street. Office hours during the school year are 8:00 am until 4:00 pm. Payments must be made by CASH or CREDIT CARD only, (no checks) prior to the last business day of the month before daycare service is being provided. (Example: for November service, payment must be made by the last business day of October.). A late payment fee of \$25.00 will be charged to your account if payment is not made on time... Any account ten days delinquent will result in the student being suspended from services until a complete payment of all tuition and late fees is made. Your \$155.00 deposit at the start of the school year covers the costs of services for August and June; hence you will have a total of eight additional months to pay after making your initial \$155.00 deposit at the time of establishing your contract.

Receipts:

When you make your tuition payment, you will receive a receipt. Please keep ALL of your receipts for your taxes

THE FEDERAL TAX I.D. NUMBER IS

35-110-4431

Additional Fees: Late Pick Up

We reserve the right to charge your account an additional Late Pick-up Fee if applicable. Our late policy is as follows: Daycare hours are 6:30 a.m. - 6:00 p.m. We close promptly at 6:00 p.m. Failure to pick up your child (ren) on time will result in your account being charged a late fee. The late fee is: \$1.00 PER MINUTE, PER CHILD FOR THE FIRST 15 MINUTES. AFTER 15 MINUTES, THE RATE INCREASES TO \$2.00 PER MINUTE, PER CHILD. Failure to pay the late fees will result in a temporary suspension of daycare privileges until payment is made.

After THREE LATE PICK-UPS in one school year, the Supervisor has the right to suspend your daycare privileges, and the balance on your account is due immediately.

If your child is left at daycare past 6:30 P.M., Child Protective Services will be notified to come and pick up your child.

Outstanding Accounts:

Payments are due on a monthly basis. Any account ten days delinquent will result in the student being suspended from services until a complete payment of all delinquent fees is made. ***Suspension of services results in the loss of a guaranteed spot in the daycare for your child.*** All balances due shall be paid prior to re-establishing services. In the event of non-payment beyond 30 days, Merrillville Community School

Corporation shall be entitled to collect the delinquent amount and all costs associated with its efforts to collect the payment, including reasonable attorney fees.

Absences

There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends.

Withdrawal Notice:

If the need arises for you to withdraw your child from our program, **you must submit a TWO-WEEK WRITTEN NOTICE to the supervisor of Merrillville Schools Extended Daycare.** ***A TUITION CHARGE OF \$ 77.50 WILL BE APPLIED TO YOUR ACCOUNT IF NO NOTIFICATION OR INSUFFICIENT TIME OF NOTIFICATION IS RECEIVED.***

SECTION VI: GENERAL INFORMATION

Lost and Found Articles:

If your child should misplace or lose something, please check the lost and found box in the extended daycare room. If you still cannot find the item, then please contact his/her teacher for further assistance. Again, we strongly advise that you follow our "NO TOYS FROM HOME POLICY."

Change of Address/Emergency Information:

It is imperative that we always have current information on all the children in our program. If your address or emergency contact phone numbers change, please contact the Supervisor with the new information at (219) 756-5922 AND notify your child's school office of these changes.

Office Hours:

If you need to speak to the daycare supervisor in the Daycare Office located in the Merrillville Schools Central office, 6701 Delaware Street, our hours are 12:00p.m.-2:15p.m. Our voice mail at (219) 756-5922 is on 24 hours, so you can leave a message anytime before or after hours. We will return your call as soon as possible.

In Closing:

We strive to provide a safe, happy, and educational environment for our students. Our goal is for all the children to have an enjoyable experience during after school hours. You should be very pleased with our program. However, if something should arise that you are not happy about, please let me know so we can work through it. No problem can be solved when left unknown! Thank you, and have a great year!!

The Merrillville Schools Extended Daycare Program