



## **PAYMENT POLICY (Please read carefully.)**

ACH Withdrawal will be the mandatory form of payment for all SGCC programs. You will be given an Automatic Withdrawal Authorization Agreement, and this agreement must be completed and returned along with the Registration/Medical Form in order for your child to attend. SGCC will withdraw funds on the Monday after the week your child attends After School Care. The amount will depend on the number of days your child/children attended the week prior. In the event your withdrawal is returned, SGCC must charge a \$15 service fee; the following Monday, SGCC will withdraw two payments plus the overdraft fee.

## **LATE CHARGE PICK-UP FEE**

**\*\$1.00 per minute after 6:00 P.M. NO EXCEPTIONS!**

- \*There will be no adjustments on fees if your child/children are involved in extracurricular activities during After School hours.
- \*At 6:05 P.M. we will begin calling authorized persons to pick up your child/children.
- \*All fees will be based on the time that appears on the clock at the sign-out desk.
- \*Late fees will be automatically withdrawn along with your weekly fee the following Monday.

## **ENROLLMENT AND RELEASE OF CHILDREN**

A parent or other authorized individual must sign out all children. If any changes occur regarding persons authorized to pick up your child/children, the staff **MUST** be notified in writing, and identification will be required upon pick-up. No phone authorizations for release of child/children will be accepted. Also, notes for release of children brought in by unauthorized persons cannot be accepted.

If a biological parent is not allowed to pick up his or her child/children, a Certified Copy of Record from Jefferson Family Court must be submitted to the director. Both biological parents may authorize persons to pick up their child/children unless this court record is submitted.

Any persons authorized to pick up your child must be listed on the registration form, or a dated handwritten note by the parent or guardian must be sent to school and given to a staff member of St. Gabriel Child Care.

**Also, for your child's safety, the staff must be given handwritten permission in order for your child to attend any school activity on the premises, such as sports practices, Rosary Club, Art Club, tutoring, etc. We recommend that the "Parent Permission for After School Activities on the Premises" form be completed for each activity and session that your child will attend. Additional copies may be obtained at the center or on the St. Gabriel website. All children *must* sign-in at ASC before going to their practice or activity.**

If a child leaves school due to illness or behavior, he/she may not attend the ASC.

Children will not be released to anyone under the influence of alcohol or drugs, regardless of authorized pick-up approval.

## **MEDICATIONS**

In order for any medicines to be given, specific guidelines from the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care must be followed. The parent or guardian **must sign a daily medicine permission form or send a written daily note requesting that medication be given to the child.** If you do not sign the sheet or send a daily note, the child will not be given the medication. SGCC keeps a written record of the child's name, medication, dosage, date, time given, and person giving medication. All medications are kept in a locked box.

**Prescription Medication** needs to be in the original container. The child's name, type of medication and doctor's name must be clearly visible. The St. Gabriel Medication Form indicating the time and dosage that is to be given should also accompany the medication. All medication must have expiration date and this date **MUST** be current. The original container will be sent home when the prescription medication needs refilling. If medication prescribed is 1/2 or 1/4 of the tablet, then the medication sent to child care must be in 1/2 or 1/4 form. Medications sent to child care loose in a paper bag or baggy will not be given to the child.

**Non-prescription** (over the counter) medication needs to be in the original container and requires a St. Gabriel Medication Form to be filled out and signed by the physician and parent stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it and the dosage amount. This includes Tylenol, eye drops, cough drops, etc.

**Inhalers** that are sent to child care must be accompanied by a copy of the St. Gabriel Medication Form, filled out and signed by the physician and parent as to when and how many times the inhaler may be used. Children in Child Care are **NOT** allowed to carry inhalers on them. They will be stored in a locked box at all times.

**Paperwork must be on file for any child that requires medication or needs a Food Allergy Action Plan during after school hours. This must be done every year.**

## **IMMUNIZATIONS**

Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care requires that an immunization certificate must be kept on file at the center for each child enrolled at St. Gabriel Child Care. **All new students, or students who were not enrolled in St. Gabriel Child Care last year, or those whose immunization certificates have expired, must submit a copy of a current Kentucky immunization certificate to St. Gabriel Child Care before they will be allowed to attend.** (You must send the original certificate to the school office and a copy to the St. Gabriel Child Care Office.)

## **PARENT ROUTINE**

\*Enter the St. Gabriel Child Care Center for pick-up, located in the lower level of the newest addition to the school. You must use the outside steps leading down to the sunken courtyard and enter through the glass doors. Sign your child/children out daily with full signature and time.

\*Please do not use the sign-out book for personal correspondence (party invitations, notes to other parents, etc.).

**\*For safety reasons, do not allow your child/children to leave the building unattended.**

\*Check for announcements on the information signs at the check-out desk.

**\*Inform SGCC personnel of any new change of address, new phone numbers, etc. throughout the year. The school office does not always inform SGCC of these changes.**

\*If at any time during the day your child becomes ill, the parent will be notified and expected to come for the child.

If a parent cannot be located, the emergency person(s) will be notified.

**\*Because the After School Care does not require contracted days, it is important that your child and his/her teacher know which days he/she is to attend. Notify your child's teacher of any change in the regular schedule. It is also helpful if the Child Care office is notified.**

## **CHILDREN'S DAILY ROUTINE**

2:45 – 3:15-----Come to child care center upon dismissal and place belongings in designated cubbies.  
Listen for announcements (birthdays, reminders, etc.).  
Sign in, wash hands, eat snack.

3:15-----Dismiss from snack.  
Change clothes. Wash hands. (All children must again wash hands after outside play.)  
Choose from a variety of activities.

3:15 – 4:15  
(Monday – Thursday)-----Homework/study period for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> graders is in cafeteria or library, when available,  
and when at least 10 children sign up.

5:30-----Clean up.

All materials and/or equipment are to be cleaned up and/or stored in their proper place after use. All children are expected to care for items as if they were their own.

**If a child has written parental permission to attend an After School activity on the premises, he/she must first come to the ASC, sign in, and get snack. SNACK TIME ENDS AT 3:15 P.M.** In some cases where a child must attend activities immediately after checking in at ASC, snacks will be given upon the child's return to ASC.

## **CHILDREN'S RULES**

1. Keep hands, feet, and objects to oneself.
2. Play fair and share.
3. Be polite and respect others, as well as their ideas and property.
4. Use only appropriate language.
5. Stay in authorized areas.
6. Run only outdoors.
7. Clean up and put away all games and toys.
8. Remain seated during snack until dismissed.
9. Use good manners.
10. Enter restroom one child at a time.
11. Every 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grader will sign a Homework Contract.

## **MISCELLANEOUS**

\*Please notice and read the information signs at the check-out desk when picking up your child/children.

\*What to send:

- Play clothes, if desired
- Outdoor clothing appropriate to the weather, especially cold weather
- Homework materials

\*What not to send:

- Food
- Good clothes
- Toys and valuables

\*All articles brought by child must be labeled. At the end of each month, all items not labeled and left at SGCC will be taken to the general "Lost and Found" area in the school cafeteria.

\*Children will not be allowed to return to their classrooms after they have checked in at ASC.

\*Child Care personnel are not allowed to open classroom doors in order to get coats, books, folders, etc.

\*Injuries will be recorded on an Accident Report Form.

\*All personnel are trained in disaster/emergency procedures, CPR, AED, and First Aid, and they receive a minimum of 15 hours of in-service per year.

## **BEHAVIOR MANAGEMENT**

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her own actions. All staff will be responsible for disciplining children. The staff will use methods of anticipation, distraction, negotiation, and time-out for discipline. The staff will follow some basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement over negative when possible, respect the child as an individual, be consistent with procedures, and set a good example. Absolutely no corporal punishment will be used at any time.

Behavior problems are recorded by staff persons. If a child consistently displays inappropriate behavior, the site director and/or staff shall inform the parent. If the child's inappropriate behavior continues, the director shall be advised.

The director may determine that a child's behavior questions continued participation in the program and will request a conference with either or both parents. A probation will be contracted during such a conference. If the contract terms are not met, the child must be withdrawn from the program. Parents are encouraged to visit the program and to express questions or concerns.

## **EMERGENCY PROCEDURES**

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the room and all staff members are instructed on these procedures. In the event that an emergency requires extended evacuation of the children from our main building, emergency arrangements have been made and are posted on the SGCC information board that is located in the child care center near the office. Parents or designated persons will be contacted as soon as possible concerning such a situation.

Medical emergencies will be handled as follows: If a medical emergency arises, we will first attempt to contact a parent. If a parent cannot be located, we will call those persons authorized for emergency pick-up. In the event the parents or authorized emergency persons cannot be reached, we will call the child's physician and follow his/her orders. If, in the judgment of the St. Gabriel staff, immediate medical and/or hospital attention is indicated, the St. Gabriel staff will call 911 and then a parent or authorized emergency person.

A report shall be made to the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care at 595-4079 for any major emergency.

## **POLICY ON CHILD ABUSE/NEGLECT**

In the event that child abuse, neglect or dependency is suspected by a staff member, he/she will contact the Child Protection Hotline at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Child Care Services Branch, will be contacted at 595-4550.

## **DAYS CLOSED**

St. Gabriel Child Care is closed on Labor Day, Thanksgiving holidays, Christmas break, Martin Luther King Day, Derby Eve and Memorial Day.

St. Gabriel Child Care is open on various days throughout the school year when St. Gabriel School is closed. These days, known as Full Day Care, are offered with advance registration only. See Full Day Care sheet for more information.

*If possible*, St. Gabriel Child Care will have Full Day Care or After School Care when school is canceled or dismissed early due to snow. These will not require advance registration, and parents will be notified if child care is available via WHAS11.com, WAVE3.com, and email.

Email is a very important part of correspondence used by SGCC. Please provide us with your email address and check regularly.

## **PERSONNEL**

<b>Director</b>	Ms. Cindy Bowen
<b>Assistant Director</b>	Mrs. Sharon Benson

<b>Pre-Kindergarten Lead Teachers</b>	Miss Tabitha Shown Miss Megan Kolb	<b>Three-Year-Old Preschool Lead Teacher</b>	Mrs. Betsy O'Neill
<b>Pre-Kindergarten Assistant Teachers</b>	Mrs. Leslye Patton Ms. Julie Krebs Mr. Todd Anderson	<b>Three-Year-Old Preschool Assistant Teachers</b>	Mrs. Lisa Corbett Mrs. Mary Baish Ms. Christin Lynch

<b>ASC Staff</b>	Mrs. Dot Brandenburg
	Mrs. Mary Mudd
	Mrs. Sherry Seger
	Miss Jessica Benson
	Mr. Clayton Orman
	Miss Cassie Alstatt
	Mr. Chris O'Toole
	Miss Emily Heaverin
	Miss Kasey Revelette
Mr. Clint Otis	

<b>Substitutes</b>	Ms. Barbara Thomas
	Mrs. Mary Coomes

<b>Summer Staff</b>	Mrs. Kristin Revelette
	Mrs. Carrie Randall
	Miss Mindy Flynn

