Sacred Heart After School Care Program Handbook

Msgr. Jack Harris (Church Rectory 354-4181)
Jennifer Roscoe – Principal (Sacred Heart 354-8113)
John Taylor – Director   (Sacred Heart 354-4416)
                             Cell 501-242-1859

Hours of Operation: After School – 5:30 p.m.

Purpose: To provide a safe and enjoyable atmosphere to benefit the development of the whole child. We offer activities for all children to enjoy. A snack will be provided each day.

Enrollment requirements: Anyone needing to use the program must fill out a registration form.   Each child is required to have a personal data sheet on file and also a signed discipline policy.

Tuition: Fees will be $5.00 per day per child. All students must be registered in the After School Program. This could be done the first day your child attends the program.

Admission Policy: Enrollment is open to any child attending Sacred Heart School. The program will strive to meet the needs of each child.

Discipline: Children should conduct themselves in an orderly manner at all times. They are to abide by the program rules.   They are to treat the person in charge, friends, and other property with respect. If a child consistently fails to follow the rules, they must have time-out. If this proves unsuccessful, the parents will be contacted for a conference with the child present. The absolute last choice will be to remove the child from the program. There are too many other children involved in the program who must be considered when one child consistently disrupts the group.

Daily Release: The parent must come in and sign the child out each day. If someone else is to pick up your child, please inform us of who it will be. Make sure we have names of the people who are authorized by you to pick up your child. The child(ren) will not be allowed to leave with anyone not on the list unless the After-School Care or Principal's office has been notified. If you are running late, please call and inform us.

Employee: Sacred Heart School will strive to have the best of quality care for all of the children involved. A substitute will be on duty if the Director is absent. Adult/Child ratio shall be determined depending on the size of the program. State laws provide for a 25/1 ratio.

Procedure for Reporting Abuse and/or Neglect: It is the responsibility of any child care worker in the State to report any suspected abuse/neglect of a child to the appropriate Child Protective Services Agency.

Discrimination Rights: Sacred Heart School does not discriminate against any race, color, ethnic or religious origin.

Medication: If any medication is to be administered, please sign a medication form. Make sure the medication is given to the adult in charge and kept away from the children. Please make sure it is clearly labeled with the child's full name and the directions for dosage.

Late Pick Up Charges: Please be prompt in picking up your child. Anyone arriving after 5:30 p.m. will be charged $1.00 per minute to be paid to the Director that day.

Location of the Program: The students will use the 5th Grade classroom unless they are on the playground. All students will be pickup up from the classroom or the playground.

Child Care Program Rules and Regulations

1. Rules and regulations in the student handbook also apply for after-school care.

2. Each child is unique and valuable, so every child will be treated with respect, love and concern.

3. Children with homework are required to sit down for thirty (30) minutes each day and work on it. There will be a person to help the child(ren) with any difficult questions. The other children will be required to ready quietly. After snack, the children will be taken to the playground, weather permitting. In inclement weather, students will either stay in the room or go to the gym.

4. Games and toys are to stay in the area they belong (they may not be taken from that area) unless instructed otherwise. Games and toys should always be treated with respect. If a child is mistreating a game or toy, he or she may be subject to the following: not being allowed to play with that particular item or not being allowed in that particular area the rest of the day (or possibly that week).

5. All children will be included in a group activity unless any child independently chooses to play with something else.

Sacred Heart After School Care
Parent Statement of Responsibility

I have read the handbook and I understand that my child must adhere to the regulations while he/she is in attendance at the After School Care Program. In the event that I am uncertain of some aspect of After School Care policy, I will contact the director for clarification.

_____   _____

parent signature   date

Discipline Policy

Sacred Heart After-School Care uses the following methods of discipline:

1. Verbal warning
2. Time-out
3. Parent contacted for conference
4. Dismissal from program

I have read and understand the discipline policy of the after school care facility. I give my permission for the center to use all methods set out above.

_____   _____

parent signature   date

Child's Personal Data Sheet

Child's Name _____ D.O.B. _____

Father's Name_____ Cell phone_____

Mother's Name_____ Cell phone_____

Address_____

City_____ State_____ Zip_____

Father's Place of Employment_____

      Phone_____ Hours_____

Mother's Place of Employment_____

      Phone_____ Hours_____

Date accepted to center_____ Date Withdrawn_____

___

Name of person to call if parents cannot be reached_____

Telephone_____ Relationship_____

Address_____

List all other adults who may take your child from the center.

Name_____ Relationship_____

Address_____ phone_____

Name_____ Relationship_____

Address_____ phone_____

Name_____ Relationship_____

Address_____ phone_____

___

Medical Information

Child's physician_____

Address_____ phone_____

Consent for emergency medical care:

I _____, mother/father/guardian of _____
do hereby request and give consent to the Director of the After School Care Facility, or his duly
appointed representative, for said child to receive such medical or surgical aid as may be deemed
necessary and expedient by a duly licensed or recognized physician or surgeon in case of an
emergency when the parents cannot be reached. Consent is also given for the Director or his
duly appointed representative, to transport said child for emergency medical treatment, if the
parents cannot be reached.

Witness_____ Signed_____

Date_____ Date_____