

# Dickson County School Extended Child Care Program



**2018-19**

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



Updated July 10, 2018

# Parent/Staff Agreement

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

All staff in the Dickson County Extended Childcare Program are trained in the prevention, detection, and reporting of child abuse, neglect, and child sexual abuse as required by the Department of Education Day Care Licensing Unit. The topic of child abuse is a component of our educational program and includes training for staff and parents. Students enrolled in our school system receive education from our school counselors on how to keep themselves safe from harm in various situations. If you have questions regarding this information, please contact the site director.

**Check One:**

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

Cut here and return to Site Director.

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Child's Name

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Parent's Signature

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Date

School

PLEASE SIGN THIS PAGE AND RETURN TO THE CHILD CARE SITE DIRECTOR

Received copy of Handbook Yes or No

Received copy of child care summary requirements: Yes or No

# Extended Child Care Program Site Directors

## **Centennial Elementary**

Luci Gentry 615-740-5821

## **Charlotte Elementary**

Cindy Akin 615-740-5811

## **Dickson Elementary**

Carol Chandler 615-740-5839

## **Oakmont Elementary**

Cheryl Eads 615-441-4838

## **Stuart Burns Elementary**

Crystal Hannah 615-446-2398  
615-543-0863

## **The Discovery School**

Laurie Parker 615-441-4163

## **Vanleer Elementary**

Angela Shock 615-740-5762

## **White Bluff Elementary**

Janette Daugherty 615-740-5777

# Parent Manual

The Extended Child 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.

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## *The program is:*

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- 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 Child 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 school community. All questions concerning policies and procedures of the Extended Child Care Program should be addressed to the Director of Elementary Education. Should you have questions or concerns about the program, please feel free to speak with the site director or call the Central Office at 446-7571.

## 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 feelings respected.
4. Redirection 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 staff members who care about them, and enjoy being with them.

## 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. Retuning materials and equipment to the proper place.
10. Carrying out an activity to which they are committed.

## 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 having problems following rules, and to spend time talking with the staff concerning a solution.
5. Know when the children will be going to a location other than where the program is usually held.
6. 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 withdrawal at least one week in advance.
10. Pay fees on time
11. Keep the child's record up to date with changes in phone number and addresses.
12. Pick up the child on time.

# 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 5<sup>th</sup> grade. Kindergarten students must be 5 years of age to attend daycare program. If student Pre-K numbers are sufficient, Pre-K students may enroll in the program during the school year. We will accept Pre-K students if we have ten full time students. Students should be able to participate safely in the program. Additionally, we require that students be potty trained in order to participate in the program. However, we will evaluate each child on an individual basis. 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. We would prefer not to release child care students to individuals less than eighteen years of age. An exception can be made for older siblings with a written note from parent.

## 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 \$20.00.

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
Morning Only	\$15 per week	\$2 a day
Afternoon Only	\$40 per week	\$20 per week
Before and After	\$50 per week	\$25 per week
Drop-In-Rate	\$6 per morning per child \$12 per afternoon per child	

Twenty (\$20.00) will be charged for full day sessions (snow/vacation days, summer, etc.) The charge for a second child will be \$10.00. We can keep a student on a drop-in-rate of \$25.00 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 thirty dollar (\$30.00) a day drop in rate.

## How do I pay?

All weekly fees should be pre-paid on Monday or 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. 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. We will accept payment in the form of a check, money order or cashier check. We will not be able to accept cash payments on a regular basis.

On days we combine child 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 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 cashier checks or money orders only.

## Hours of Operation:

The Extended Child Care Program will operate on the following schedule during regular school days: 6:00 – 7:30 A.M. 3:00 – 6:00 P.M.

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 2018-19:

### Closed

**Fall Break** – The Discovery School, Vanleer Elementary, & Charlotte Elementary Dickson Elem. will open, if numbers justify.

## 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. unless doing so will present a safety risk.

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

- Icy conditions are forecast 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 forecast 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 child care program will not open, this includes the Inclement Weather sites. Parents should monitor the local news and school district website 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 child care 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 child care 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.

## 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 disenrollment from the program indefinitely. Other behaviors will generally be addressed as:

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

## Dickson County Child Care 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 rejected 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 child care 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, unless noted.
- (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 inclement weather, the program will be held at the school site as usual. Please check with your Site Director for specifics on these days.

### **Inclement Weather:** Oakmont & Stuart Burns

These two sites will open for business when schools are not in session due to inclement weather. The decision to open child care when school is not in session will be made with safety being the priority. Icy weather conditions will normally be the standard for child care closure. Please check our website ([www.dicksoncountyschools.org](http://www.dicksoncountyschools.org)) for information regarding inclement weather situations.

## Closed

**Spring Break** – Centennial Elementary, The Discovery School, Charlotte Elementary and Vanleer Elementary

## Holidays

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

Labor Day (September 3)

Thanksgiving Day and the following Friday (November 22 & 23)

Winter Break (December 24, 25, & 26, 2018)

New Year's Eve and Day After (December 31, 2018 and January 1, 2019)

Good Friday (April 19)

Memorial Day (May 27)

4<sup>th</sup> of July

**The following Extended Child Care sites will be opened on the dates listed:**

Sept. 4, 2018: Centennial Elementary & Stuart Burns Elementary will be opened.

Oct. 29, 2018: Centennial will be opened.

Nov. 21, 2018: Centennial Elementary will be opened.

Dec. 21, 27, & 28 2018 & Jan. 2, 3, & 4, 2019: Centennial Elementary & Stuart Burns Elementary will be open.

Jan. 7, 2019: Centennial & Stuart Burns Elementary will be opened.

Jan. 21, 2019: (Martin Luther King Day) Oakmont Elementary will be opened.

Feb. 18, 2019: (Presidents Day) The Discovery School will be opened.

## Meals and Snacks

Children will be provided an afternoon snack each day. During full-day sessions, children will need to bring lunch and a drink; the program will provide both a morning and afternoon snack on these days. During the summer months, sites that qualify will receive lunches at no charge from the Nutrition Division.

### **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. If a student misses school due to illness they should not report to daycare in the afternoon.

## Extended Childcare Employees:

**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.**

## Suspension and Disenrollment Policy

The Dickson County Board of Education Extended Childcare Program seeks a solid partnership with our families as a basis for their children's success within our program.

All children enrolled in the ECCP will be expected to follow rules established by the staff and Board of Education for the purpose of safety and efficient operation of the Program. Our mission is to provide safe, educationally, enriching quality care for students before and after school hours, during intercession breaks, and during the summer, when school is not in session.

As the center develops strategies to address inappropriate behaviors by students, options will include redirection, one on one conversations, think time, changes to structure of activities and grouping. Parents will be notified of any consistent inappropriate behavior.

Disenrollment will be considered after all remedial actions have been exhausted by the staff or when the safety of other students is at risk. The following actions will be considered immediate cause for disenrollment:

### Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time.
- Ongoing physical or verbal abuse to staff or children.
- Ongoing uncontrollable tantrums/angry outbursts.

### Parental Actions:

- A parent/guardian fails to abide by Dickson County Extended Childcare Program policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of the Extended Childcare Program (ECCP).

### Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to ECCP staff, children, or anyone else at the ECCP.
- Potentially dangerous or highly inappropriate behavior by a parent or child

### The Board of Education will not disenroll a child based solely on the following:

- Making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reporting abuse or neglect occurring at the center.
- Questioning the center regarding policies and procedures.

If a decision is made to disenroll a child, the Board of Education will maintain on file a record of the circumstances, parental notification, and corrective action taken.