

Eagles Before and After Care Policies and Procedures 2018 – 2019

1. Child(ren) Absence Policy

Parents must notify the Corpus Christi Academy School Office when your child(ren) will be absent from the Eagles After Care Program. The school office will then notify the After Care staff of the child(ren)'s absence.

If not notified, a staff member will make every effort to determine the whereabouts of the child by attempting to contact parents and emergency persons listed in the child's file.

Adding Child(ren) to Attend After Care on a Non-Scheduled Day

If a parent needs to utilize After Care on a date not originally scheduled from their monthly calendar, please contact the school office by 2:00 pm to have your child(ren) added to the Eagles After Care schedule for that day. The school office will then notify the After Care staff of the addition of your child(ren) to attend After Care.

2. Dismissal Procedures

Children will be released to the persons listed on the Emergency Medical Authorization Form, unless written restrictions are provided by the custodial parent.

- a. If an unlisted adult wishes to pick up the child(ren), Eagles Before and After Care must receive prior notice from the custodial parent.
- b. A photo I.D. will be required from any adult not familiar to the adult supervisor on duty.
- c. All children must be signed out before leaving Eagles After Care program or will be charged the \$12.00 maximum per day amount.
- d. With mutual written agreement of the parent and Eagles After Care administrator, a child may participate in an activity within the building not conducted by Eagles After Care and be dismissed from that activity (example: sports practice, drama practice, etc.)

3. Homework and Snack Time

Children are provided with 45 minutes of homework time at the beginning of Eagles After Care. Once a child completes his/her homework, he/she may read or participate in another quiet activity.

The afternoon snack is provided by Eagles After Care and is in compliance with the Diocesan Food and Beverage Policy. Parents may provide a snack that replaces or enhances the snack provided. No child is required to eat snack and, conversely, no substitute is offered to replace the snack of the day. If a child has allergies, parents are asked to provide his or her snack.

4. Discipline Policy

Discipline rules as outlined in the Corpus Christi Academy Handbook apply to Eagles Before and After Care Programs. We believe that children have the right to be safe and comfortable. In order to ensure those rights, rules and procedures have been implemented for the benefit of

both the individual and the group. Children failing to follow the rules may be disciplined by the following methods:

- Discussion with the program staff
- Removal from the scheduled activity
- Temporary “time-out” from the mainstream activities
- Temporary one (1) to five (5) day suspension from the program
- Same day dismissal from the program for extremely inappropriate actions by a child
- In extreme cases, after parent conferences and repeated attempts to work through the program, permanent dismissal from the program may be necessary.

5. Consequences of Non-Payment of Tuition

Parents understand and agree that any failure to pay Eagles Before and After Care bills on-time, will result in the following possible consequences at Corpus Christi Academy’s discretion:

- Student or parent may be denied access to Corpus Christi Academy computer network including the online gradebook.
- Corpus Christi Academy may withhold transmission of school records (including Report Cards) to student, parent/guardian or any third party.
- Student may not be permitted to attend classes, or field trips, after 24-hour notification of parent.
- Corpus Christi Academy may not allow the student(s) to participate in end of year activities, graduation ceremonies, and may withhold diploma and/or transcript.
- Student may be denied participation in Corpus Christi Academy or Parish extracurricular activities.
- Possibility of losing class placement for the following school year.
- If a family has outstanding bills from the previous school year, their child(ren) will not be permitted to start the new school year unless arrangements were made with the Pastors.
- Students may not be permitted to attend Eagles Before or After Care.

6. Communicable Disease Policy

Qualified substitute staff members are available and will be called in if any staff member becomes ill.

Children will be discharged from the program if displaying any of the following symptoms:

1. Diarrhea (more than one abnormally loose stool in a 24-hour period)
2. Severe coughing, causing the child to become red or blue in the face or making a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100 degrees Fahrenheit
7. Untreated infected skin patch(es)
8. Stiff neck
9. Unusually dark urine and/or grey or white stool

A child exhibiting the following symptoms will be isolated from the other children.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting
5. Evidence of lice, scabies or other parasitic infestation

An ill child will be made comfortable. The parent will be notified, and the child will be dismissed as soon as possible.

A child exhibiting minor cold symptoms, or who does not feel enough to participate in activities, will be made comfortable and observed closely for any of the symptoms listed above.

***** Eagles Before and After Care does not administer medication to any child *****

7. Emergency and Accident Notifications

- A parent will be immediately notified in the event of an accident, injury or illness involving his or her child(ren).
- In severe emergencies, children will be transported to the source of emergency care by local ambulance.
- The staff member in charge will arrange the 911 phone call, make arrangements to notify parents, obtain the child's file, and accompany the child to the source of care.
- The Eagles Before and After Care staff member will stay with the child until the child's parent/guardian assumes responsibility for the child's care.

8. Parental Access Policy

Any custodial parent, custodian, or guardian of a child enrolled in the program is permitted unlimited access to the program facilities during its hours of operation for the purpose of contacting their children, evaluating the care provided by the program, or evaluating the premises.

A parent who is not the child's residential parent is also permitted unlimited access under the same conditions. EXCEPTION: Access will be limited to conditions set forth in a court visitation order of decree. This order must be on file at Eagles Before and After Care and in the school office at Corpus Christi Academy.

The custodial parent retains the right to authorize adults to pick up the child(ren) from Eagles Before and After Care Program.

Upon entering the premises, adults must notify the administrator or her designee of his/her presence.

9. Parental Participation

Parents needing assistance with problems or solutions related to the program can arrange a time to meet with the Eagles Before or After Care administrator to discuss the situation.

Meetings between staff members and parents may be scheduled to discuss a child's needs and program, or to exchange information about the program. Parent conferences are available at the parent's request.

If you have any further questions regarding the Eagles Before and After Care program at Corpus Christi Academy, please contact Ms. Denise Smrdel, Billing Coordinator, at beforecare@corpuschristiacad.org.