

Corpus Christi Academy
Eagles Before and After Care Family Handbook
2023 – 2024
(440) 449-4242 Ext: 131

Welcome and thank you for your interest in the Eagles Before and After Care Program at Corpus Christi Academy. Our goal is to provide a safe and healthy environment for children outside of traditional school hours. The Eagles Before and After Care Program has an organized schedule that includes time for homework, snacks, puzzles, reading, art, and active play both indoors and outside.

Before Care is in session from 7:00 am - 8 am for Pre-K students and from 7:00 am - 7:40 am for K - 8th grade students. After Care is in session from 2:15 pm - 6 pm for Pre-K students and from 2:30 pm - 6 pm for K- 8th grade students on all days school is in session. Before Care and After Care is only for registered Corpus Christi Academy students. The program does not operate on school holidays, vacations, snow days or any other day when the school is closed.

Eagles Before and After Care programs are supervised by adult staff at a ratio of 1:14 for Pre-K students and 1:18 for K - 8th grade.

Dropoff

When you arrive for Before Care K - 8, please ring the doorbell at the **D** door for entry. When you arrive for Before Care in the Pre-K, please ring the doorbell at the **F** door for entry.

Please make sure your child has eaten and finished their breakfast before entering the building.

Fees

Registration Fee: \$25 per family (non-refundable)

Before Care Rate: \$4.50 per child per hour

After Care Rate: \$4.50 per child per hour with a \$12 maximum per day

A minimum of \$180.00 is due at the beginning of the school year to be used as your bank account for your child's care fees. Larger payments can be added to the bank account for parents' planned usage of the program. A \$10.00 late fee will be added to below minimum bank amounts or overdue fees for each month wherein payment is outstanding. Once a student is registered, an account will be created and regularly monthly statements of your care usage will be provided.

All children must be picked up no later than 6:00 pm. A \$2 per minute late fee will be charged for children left after 6:00 pm, as there are no additional accommodations for late pick up.

Absence Policy

Families must notify the Corpus Christi Academy Office when your child(ren) will be absent from 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 care on a non-scheduled day

If your child needs to utilize After Care on a date not originally scheduled on the monthly calendar, please contact the school office no later than 2:00 pm to have your child(ren) added to the Eagles After Care schedule for that day.

Dismissal Procedures

Children will be released to the persons listed on the registration 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 via phone, email or written note from the custodial parent.
- b. A photo ID will be required to be shown to the after care staff before the release of a child.
- c. All children must be signed out before leaving Eagles After Care.
- d. With mutual written agreement of the parent and the Eagles After Care administrator, a child may participate in after school activities (example: sports practice, drama practice, clubs, band, etc).

When picking up your child, please pull up to the **F** doors and ring the doorbell near the entrance. Family members are requested to stay in the vestibule area to greet your child(ren). After 5 pm students might be moved to accommodate CYO sports and should be picked up at the **D** doors. Signs will be posted with any changes.

All children must be picked up no later than 6:00 pm. A \$2 per minute late fee will be charged for children left after 6:00 pm, as there are no additional accommodations for late pick up.

Homework and Snack Time

Children are provided with quiet homework time following snacks at the beginning of After Care. Once a child completes their homework, they may read or participate in quiet activities.

It is the responsibility of the family to provide a balanced and nutritious snack each day for their child. Snack ideas include:

- cut up carrots/celery with dip
- pudding or jello
- fruit cups
- dry cereal
- string cheese
- yogurt
- cheese and crackers
- pretzels
- bagel with cream cheese
- raisins/craisins

Corpus Christi Academy seeks to promote good nutrition and there is a policy that gum, candy, fast foods, and soda are not acceptable items for children to bring for snack.

Eagles After Care requests that no items that contain nuts or nut products be included in snack items. As food allergies become more common, but no less threatening, we are taking precautions to protect the health of all enrolled children.

Discipline Policy

Our philosophy of discipline is one of guidance. We do not use shaming or physical force (nor will we permit others to do so in our facility). Children are taught to express their hopes, fears, happiness, frustration and needs without embarrassment or fear. Our program reinforces the positive characteristics of the child's self-worth and helps him/her to be able to take responsibility for his/her own behavior and be able to exercise self-control. Staff members are responsible for the discipline of the children who are assigned to them.

Specific methods include:

- Use developmentally appropriate techniques suitable to the children's ages and the circumstances
- Modeling appropriate behavior and interaction/mediation
- Use developmentally appropriate separation from the situation only as necessary
- Communicate and consult with parents or guardians in implementing any specific behavior management plan

In the event that all guidance methods have been exhausted, for the safety of the other children, the Eagles Before and After Care Program reserves the right to give notice of dis-enrollment from the program.

Discipline rules as outlined in the Corpus Christi Academy Handbook apply to Eagles Before and After Care Program.

In addition to the program's discipline rules, the following apply as outlined in rule 3301-35-15 of the Ohio Administrative Code:

- There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- Discipline shall not be delegated to a child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so that the child may regain control.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- Discipline shall not include the withholding of food, rest, or toilet use.
- Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.
- A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency in accordance with section 2151.421 of the Revised Code and a serious incident report is to be completed and submitted to the department within twenty-four hours.

Communicable Disease Policy and Management of Illness

A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s).

- Diarrhea (three or more loose stool in a twenty-four-hour period) if reported;
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool if reported;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestation;
- Sore throat or difficulty in swallowing; or
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

While isolated, the child shall be:

- Isolated in a room or portion of a room not being used in the school child program;
- Within sight or hearing of a staff member;
- Made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots or recovery/nurse station bed, shall be disinfected; and
- Observed carefully for worsening conditions.

If a child is mildly ill the staff members will allow the child to participate in the daily routine while monitoring symptoms to ensure they do not become worse. If a child's symptoms become worse, a staff member will contact the designated person(s) on the child's emergency form. Mildly ill is defined as experiencing minor common cold symptoms, but not exhibiting any of the symptoms in the previous paragraph, or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms of the above paragraph.

Emergency and Accident Notifications

A guardian will be immediately notified in the event of an accident, injury or illness involving their child(ren). In severe emergencies, children will be transported to the source of emergency care by local ambulance.

Administration of Medication

All prescription medicine must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be stored in a designated locked storage place, except that drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or nonprescription medication may be available to a school child with a special health condition with parental/guardian permission.

Eagles Before and After Care Staff follow the specific instructions from the parent as indicated on the prescribed form. Each time medication is administered a written record, or log including dosage, date, and time shall be made. The Director and staff members reserve the right to refuse to administer any creams, medications, vitamins, or modified diets at their discretion. Parents must inform CCA of all medications administered, even those taken at home.

Parental/Guardian Access Policy

During the 2023-2024 school year, no access will be granted beyond the entry vestibule for sign-in and sign-out, unless requested by the custodial parent or guardian of the child(ren). At that time a parent/guardian 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/guardian 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 of Corpus Christi Academy.

The custodial parent/guardian 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 the Designee of his/her presence.

Family Participation

Families needing assistance with problems or solutions related to the program can arrange a time to meet with the Eagle Before and After Care Administrator to discuss the situation.

Meetings between staff members and families may be scheduled to discuss a child's needs and program, or to exchange information about the program. Conferences are available per the families request.

Non-Payment of Tuition

Families understand and agree that any failure to pay Eagles Before and After Care bills on time, will result in consequences in accordance with the policies of Corpus Christi Academy.

Non-payment guidelines are outlined in the Corpus Christi Academy Handbook apply to Eagles Before and After Care Program.