

**Corpus Christi Academy**  
**Eagles Before and After Care Family Handbook**  
**2024 – 2025**  
**(440) 449-4244 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 to 7:30 am and After Care is in session from 3:00 pm to 6 pm on all days that school is in session. Before Care and After Care is only for registered Corpus Christi Academy students and families who wish to participate in the program must complete a Before Care/After Care family registration. Students may not attend the program unless there is a family registration on file.

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.

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.

Children who attend Before Care will be released to the cafeteria for breakfast at 7:30am.

### **Fees**

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

Before Care Rate: \$5.00 flat fee per child

After Care Rate: \$6.00 per child per hour with a \$15 maximum per day

A minimum of \$200.00 is due at the beginning of the school year for any family that is planning to use the program on a daily basis.

A minimum of \$100.00 is due for any family planning to use the program on an occasional basis.

Once a family is registered, an account will be created and balance monitored according to usage. It is the responsibility of the parent/guardian to always have money in the account; monthly statements of your extended care usage will be provided.

To ensure that your child(ren) can participate in extended care services, it is crucial to maintain a positive balance in your account. A positive balance will guarantee that your child(ren) can continue to enjoy these valuable services without interruption. In the event that your account incurs a negative balance, you will receive notification. A negative balance will affect your

child's ability to attend extended care services until the balance is corrected. We encourage you to regularly review your account and address any outstanding payments promptly.

### **Pick-Up**

**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.**

Child(ren) will be released to authorized adults indicated on the registration form. When picking up your child, please pull up to the Pre-K doors at the East end of the gym, marked "F" or the cafeteria doors marked "E", ring the doorbell near the entrance.

### **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 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).

### **Absence Policy**

Parents must notify the Corpus Christi Academy Office if/when there is a change in the scheduled days of attendance. Please call the school office at 440-449-4244 to report the change by 2pm.

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 extended care on a non-scheduled day**

If your child needs to utilize Before Care or After Care on a date not originally scheduled on the monthly calendar, please contact the school office as soon as possible but no later than 2:00 pm for After Care to have your child(ren) added to the schedule for that day. 440-449-4244.

## **Homework and Snack Time**

Children are provided with quiet homework time following snacks at the beginning of After Care. Once a child completes his/her homework, he/she 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

Candy, fast foods, soda, and other types of junk food are not acceptable snack items for children.

No items that contain nuts or nut products should 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 take responsibility for his/her own behavior while working on exercising self-control. Staff members are responsible for the discipline of the children who are assigned to them. **Discipline rules as outlined in the Corpus Christi Academy Handbook also apply to the Eagles Before and After Care Program.**

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.

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 gray 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 condition.

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**

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 her 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.