

# IMMACULATE HEART OF MARY AFTER SCHOOL PROGRAM HANDBOOK

## GENERAL INFORMATION

After School care is available for IHM students **EXTENDED DAY** Pre-School through grade 5. Care is provided from 2:10 p.m. until 6:00 p.m. Monday through Thursday and on Fridays 2:00-4:30 p.m. when school is in session. The After Care program is not open when school is closed due to holidays, inclement weather or emergency situations.

**\*NOTE\*: ANYTIME THAT SCHOOL IS CLOSED EARLY IN THE DAY DUE TO WEATHER, SCHEDULING, ETC... THERE WILL BE NO AFTER CARE. PARENTS WILL BE NOTIFIED TO PICK UP THEIR CHILD/CHILDREN IMMEDIATELY.**

**NOTE: THERE MAYBE SPECIFIC DATES DURING THE YEAR THAT THERE WILL BE NO AFTERCARE. PLEASE MAKE NOTE OF THESE DATES AND PLAN ACCORDINGLY. THIS MAY OCCUR WHEN THE CAFETERIA AND GYM ARE NEEDED FOR OTHER EVENTS. THESE ARE THE ONLY AREAS OF THE SCHOOL BUILDING THAT THE AFTERCARE PROGRAM IS LICENSED TO OPERATE.**

The objective of our program is to provide an enriching, nurturing environment for the children in our care. Our goal is to have happy, healthy children. The program is

regulated and follows the guidelines of the Commonwealth of Kentucky Cabinet for Human Resources.

Our staff is trained in First Aid and CPR and must complete 15 training hours annually in the areas of Child Development and After Care programs. **ALL STAFF MEMBERS ARE TO COMPLY WITH AND IMPLEMENT ALL THAT HAS BEEN TAUGHT AT ORIENTATION**

The IHM After Care program provides time for homework and various activities as well as the opportunity for outdoor/ activity center play. No toys, games, electronic devices, etc. may be brought from home.

### **FAMILY ACTIVITY**

The family activity for the After Care Program is an open house for families to come and visit the school and the school facilities. Parents are always welcome to visit during the school year as well.

### **FAMILY EMERGENCY FORM** **MEDICAL RELEASE FORM** **IMMUNIZATION CERTIFICATE**

The above forms must be completed for each child in the program. We must have the name, telephone number and

relationship of each person who may pick up your child in an emergency. We will not release a child from our care to anyone who is not listed on this form unless we have written permission or consent from the parent(s) or guardian.

**CHILD/CHILDREN MAY NOT ATTEND THE PROGRAM UNTIL THE ABOVE FORMS ARE TURNED IN.**

## **PAYMENT**

Billing statements for After Care will be issued on the first Monday of each month. **PLEASE DO NOT MAKE A PAYMENT UNTIL A BILL HAS BEEN ISSUED.**

Payment is dropped off at a “cash box” at the After Care program or may be dropped off at the front office. Make checks payable to IHM After Care.

**ALL AFTER CARE FEES MUST BE PAID IN FULL AT THE END OF THE SCHOOL YEAR ON FRIDAY OF THE SECOND LAST WEEK OF SCHOOL. FAMILIES WILL HAVE TO ESTIMATE PAYMENT FOR THE LAST WEEK OF SCHOOL. IF FEES ARE NOT PAID, STUDENT REPORT CARDS WILL BE HELD UNTIL PAYMENT IS RECEIVED**

## LATE FEES

Our closing time is 6:00 p.m. Monday-Thursday and 4:30 on Fridays. **AFTER THESE TIMES THERE WILL BE A LATE FEE CHARGE OF \$25.00 FOR EVERY 15 MINUTES THAT A CHILD IS LEFT IN OUR CARE. IN ADDITION, CHILDREN LEFT IN OUR CARE AFTER 6:00 P.M. MONDAY-THURSDAY AND AFTER 4:30 P.M. ON FRIDAYS MORE THAN 5 TIMES IN ONE SCHOOL YEAR WILL BE WITHDRAWN FROM THE PROGRAM. THERE WILL BE NO EXCEPTIONS.**

## DAILY SIGN IN/SIGN OUT

All children will be signed in to our care each day when they arrive from school. You must sign your child out when picking them up. **PLEASE BE ACCURATE WHEN SIGNING OUT YOUR CHILD/CHILDREN TO ENSURE PROPER BILLING.**

Enter the school from the cafeteria doors or the side doors by the gym in the lower parking lot.

## SAFETY POLICY

No child will ever be left alone. (A) Staff member(s) must be present if the children need to leave the play area for restroom or water breaks. A First Aid kit is on hand at all times. There is also a telephone available for emergencies. Children will only be released to persons

listed on the emergency form unless written/telephone permission is given from a parent or legal guardian.

## **MEDICATIONS**

**\*PLEASE BE ADVISED\* No medications will be dispensed to students while attending the After Care Program.**

## **CHILD ABUSE REPORTING**

The IHM After Care Program is committed to comply with the laws passed by the Commonwealth of Kentucky's Cabinet for Health and Family Services. Our staff will comply with the following state statute as taught in mandatory Orientation presented by the Cabinet for Health and Family Services. **LOCAL ABUSE HOTLINE #292-6340**

**KRS (KENTUCKY REVISED STATUTE) 620.030 STATES: (1) ANY PERSON WHO KNOWS OR HAS REASONABLE CAUSE TO BELIEVE THAT A CHILD IS DEPENDENT, NEGLECTED OR ABUSED SHALL IMMEDIATELY CAUSE AN ORAL OR WRITTEN REPORT TO BE MADE TO A LOCAL LAW ENFORCEMENT AGENCY OR THE KENTUCKY STATE REPRESENTATIVE; THE COMMONWEALTH ATTORNEY OR THE COUNTY ATTORNEY; BY TELEPHONE OR OTHERWISE.**

**(2) ANY PERSON INCLUDING BUT NOT LIMITED TO A PHYSICIAN, OSTEOPATHIC PHYSICIAN, NURSE, TEACHER, SCHOOL PERSONNEL ARE**

## **MANDATED BY LAW TO REPORT ANY SUSPECTED ABUSE OR NEGLECT.**

### **HEALTH GUIDELINES**

After care, day care and pre schools can be a source for the spreading of infection and disease unless careful procedures are followed. We will follow strict sanitary guidelines to insure that there are no unnecessary risks to the children. We ask that you abide by the following guidelines:

1. Each child's medical history, along with authorization for emergency transport and medical care, signed by the parent, must be on file BEFORE the child may enter the IHM After Care Program.
2. Current KY Immunization Certificate must be on file within (10) days of admission
3. **Because your child may become ill at any time, it is crucial that we know how to reach you at all times. If your child is or becomes ill we will contact you immediately to come and pick them up. Please keep emergency contacts current. We cannot be held responsible for the results of incorrect information.**
4. Children with respiratory illnesses or colds, presenting colored nasal discharge, will NOT be able to attend. Any discharge that is profuse and cannot be controlled by normal wiping is cause for a child to be sent home. The child may also be excused at the director's discretion if a runny nose is associated with fever, and infected throat, a persistent cough, congestion or irritability.

5. Diarrhea. A child with more than one loose or watery stool must be sent home. Children may not return until they have had at least one normal bowel movement.

## **DISCIPLINE POLICY**

Children are to show respect for each other and all those in authority at all times. Children are also expected to show respect for school and personal property, as well as all materials used during the After Care program such as school supplies, games, toys, etc. Children and parents will be responsible for the replacement or repair of any property that has been damaged due to improper care.

When a child's behavior is dangerous or threatens the safety or well being of another child, staff members will intervene. If unacceptable conduct cannot be corrected by verbal communication, parent(s) will be notified immediately. On occasion, if a behavior or situation is not resolved during Aftercare hours, the classroom teacher is notified to assist with behavior or collaborate with Aftercare directors and assistant directors on how to come up with a solution. This may result in a consequence from the classroom teacher since Aftercare is an extension of the daytime classroom.

Talking back and the use of improper language or gestures are ALWAYS unacceptable. In addition, there will be no hitting, fighting, kicking, shoving, or wrestling of any kind. IF THE ABOVE ACTIONS OCCUR,

PARENTS WILL BE NOTIFIED TO COME AND PICK UP THEIR CHILD/CHILDREN IMMEDIATELY.

Yelling and screaming are unacceptable in the parish hall restroom, or hallways. Inside voices are to be used except the gym or outside. There will be absolutely no running in the parish hall or in the hallways. Running can be done only in the gym or outside.

Disregard for our Discipline Policy or the Code of Conduct outlined in the IHM After Care Handbook may result in a child being sent to the school principal for reprimand, or possible dismissal from the program.

### **PLAY DATES**

If your child is bringing a friend home after school for a play date, arrangements must be made for the children to be picked up after school at 2:10 p.m. **NON-REGISTERED CHILDREN** can not attend After Care with your child.

### **OFF CAMPUS FIELD TRIPS**

If your child/children will be participating in any off campus field trips you **MUST** make the proper arrangements to have them picked up and taken home. **THEY ARE NOT TO RETURN TO AFTER CARE.** Although the program operates during the hours of 2:10 p.m. through 6 p.m., there could be the possibility that all of the children attending After Care have been picked up before 6 p.m. and therefore would no longer be any After Care staff members on the IHM premises. If



you child /children are signed out of After Care the staff of the program are no longer responsible for their care.

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I have read the IHM After Care Handbook and am willing to comply with the policies set forth.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Child's name \_\_\_\_\_

**PLEASE SIGN THIS PORTION AND RETURN**

**THANK YOU.**

**IHM EMERGENCY/ DISASTER PREPAREDNESS**

**PARENT INFORMATION FORM FOR REUNIFICATION**

IHM AFTER CARE PROGRAM 5876 VETERANS WAY  
BURLINGTON KY 41005 (859) 689-4303

**EMERGENCY CONTACT PERSONS:**

\*JEAN KRZYWONOS, director: (859) 630-9427 cell

\*KAREN CESCO, assistant director (859) 380-1984

\*JESSICA ROBERTS, assistant (502) 224-8723

Nancy Marcos, principal: (859) 803-3527

**OFF SITE EMERGENCY RELOCATION:**

Children will be walked to:

RC Durr YMCA 5874 Veterans Way Burlington, KY 41005

Contact Person: Nicki Roe (859) 534-5700

