

Sloan-Hendrix Schools

Greyhounds CARE Handbook

Before & After School Care and Summer Camp

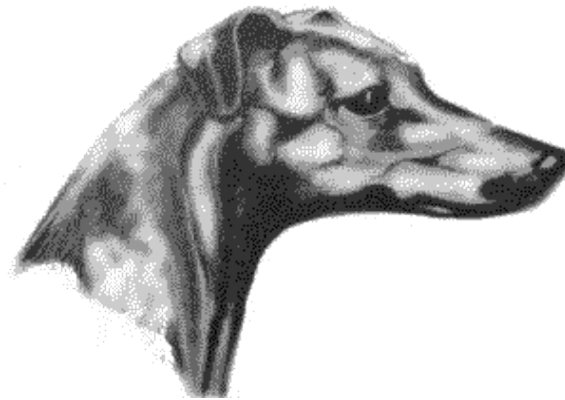
Hours of Operation: 6 am-6 pm

Operating on the Sloan-Hendrix Elementary Campus

2# Greyhound Circle

Imboden, Arkansas 72434

870-869-2101



Jennifer Grisham, Child Care Director

Clifford Rorex- Superintendent of Schools

Ligie Waddell- Elementary Principal

Greyhounds CARE Fees & Payment Policies:

- For children **new** to the child care program, an enrollment fee of \$10.00 per family, will be due at the time of registration. The enrollment process will not be completed until this fee is paid.

- **The first week's payment is due before the program's starting date.**

<p><u>Before School Care hours:</u> 6:00 am-7:30 am</p> <p><u>After School Care hours:</u> 3:15 pm-6:00 pm</p> <p>EARLY Pick up in the afternoon: 3:15-4:15 After Tutoring on Tuesday & Thursday 4:15-6:00</p> <p>Rate available <u>\$5.00 per day.</u></p>	<ul style="list-style-type: none"> ● If your child attends before <u>and</u> after school care your total per day is \$10.00 ● If your child only attends the <u>Before School Care</u>, your total per day is \$5.00 ● If your child only attends the <u>After School Care</u>, your total per day is \$7.00
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Summer Greyhounds CARE Camp

<p><u>Full time rates apply to children who attend 4 to 5 days a week</u></p> <p>*One child: \$13.00 per day Each additional child: <u>\$10.00 per day, per child</u></p>	<p><u>Part time rates apply to children who attend less than 4 days per week</u></p> <p>* One child: \$15.00 per day Each additional child: <u>\$10.00 per day, per child</u></p>	<p><u>Drop-in rates apply to children who attend occasionally</u></p> <p>*One child: \$18.00 per day Each additional child: <u>\$10.00 per day, per child</u></p>
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Payments are to be prepaid at least one week in advance. Drop-in payments are due the morning a child attends. There will be a \$5.00 late fee added for fees not

paid on time. Children may be suspended from the program if fees remain unpaid for more than one week.

Vacation Days:

Parents and guardians are responsible for informing the director of upcoming ABSENT or Vacation days. No charges will be accumulated but this information is needed for staffing purposes and to ensure your child a spot in the program upon their return.

- **Fees may be paid with cash, check or money order.** Payments should be for the exact amount only. Cash is not kept on site and therefore we are unable to make change.
- Cash payments must be in an envelope with the child's name, amount of cash enclosed, and dates the payment is covering clearly written on the outside. Payments made by check or money order must also have the child's name and the payment dates written on them.
- There will be a \$25.00 in-house service fee, payable with cash only, for returned checks. This fee is in addition to what the bank may charge. In the event of a returned check, future childcare payments must be paid with cash or a money order. **Postdated checks will not be accepted.**
- **All childcare payments must be made by an adult.** Payment should never be brought in by the child. A locked payment mailbox is located on the sign-in/out table. Staff members cannot accept payments. Receipts will be issued upon request.

***The childcare program does issue end of year tax statements upon request only.**

Child Care and Camp Philosophy

The childcare program offers quality supervised activities in a stimulating environment for its participants as an alternative to just “baby-sitting”. The program will provide a variety of education, recreational, and development activities.

A concerned and caring staff will help the children become self-directed and self-disciplined individuals. Each child will be valued as a unique person, capable of worthy ideas and actions. A major action will be to provide a caring and supportive social/emotional climate to help children develop self-respect for their own ideas and abilities.

Admissions and General Policies:

The Sloan-Hendrix Public School Greyhounds CARE & Summer Camp is a fully licensed program and will operate weekdays during the school year with the actual opening and closing dates determined by the regular school calendar. Greyhounds CARE Summer Camps will be operate weekdays during the months of June and July. The hours of operation are from 6:00 am until 6:00 pm, **or until the last child goes home.** It will be closed one or two days for Independence Day, depending on each year’s calendar.

- **The Before/After CARE and summer program is open to all children who have had their 5th birthday and have not yet entered the 7th grade.**

Summer Campers will be divided into groups according to age for some activities and will be kept together for others. A staff/child ratio of 1 adult per 18 children, or less, will be maintained at all time.

A current completed enrollment form, signed discipline policy form, media release form and ability to apply sunscreen form, mosquito spray form, and field trip form must be on file for each child. These forms are periodically and randomly inspected by Department of Human Service Child Care Licensing.

- Since the Greyhounds CARE program operates on the campus of a public school, it is illegal for anyone, children or adults, to have a gun or any other weapon in their possession.

Threats of any kind, made by either adults or children, whether in earnest or jest, will immediately be reported to school officials who will then make the decision as to the proper legal action necessary.

- It is illegal for smoking to take place anywhere on the school campus. Children may not have tobacco, tobacco products, tobacco by-products such as matchers or lighter, or any drug (either legal or illegal) in their possession.

Withdrawal Policy:

A parent, may at any time, withdraw their child from Greyhounds CARE/Summer Camp if there is no longer a need for child care services. This withdrawal may be short or long term. NO re-enrollment or back fees will be charged if a child returns and if childcare was notified of the withdrawal. The parent must inform the staff of the return prior to their child resuming participation.

Discipline Policy:

According to licensing regulations corporal punishment (spanking) will not be used in any child care program.

- Children will be responsible for showing respect to all persons, including staff, visitors, fellow students, and themselves at all time.
- At the time of enrollment parents are required to read and sign a Discipline Policy Statement outlining the steps to be taken concerning misbehavior.
- **Any behavior which may result in personal injury, injury to someone else, damage to property or equipment will not be permitted. This includes verbal insults and abuse. RUNNING INDOORS, RUDENESS, AND ROWDINESS WILL NOT BE TOLERATED.**

BEHAVIOR RULES

1. All children must follow the directions of the teachers.
2. No cursing, teasing, or threatening will be allowed.
3. Each child must show proper respect to others and respect the rights and property of all students.
4. All materials must be returned to their proper place when an activity is concluded.
5. All children must keep hands, feet, and objects to themselves and should not interfere with others.
6. Children may not leave assigned area without permission.

POSITIVE CONSEQUENCES MAY INCLUDE

Verbal praise and immediate feedback

Positive comments to parents

Participation in special activities or events

Special privileges granted

NEGATIVE CONSEQUENCES FOR BREAKING THE RULES

Time out or time away from the group. Teachers and child may discuss the child's behavioral problems.

Child will lose play and/or recreational privileges.

Conference between child, parent, and teacher.

Dismissal from the program, immediate or with notice, at the discretion of the director.

Suspension/Expulsion:

A child may be suspended due to disciplinary actions or late payment of fees. The suspension period will vary from one to five days, depending on the offense. **NO REFUND** of fees will be made and all regular fees will be due upon returning to the program.

Pick Up/Drop Off

If a child is picked up after 6:00 P.M. there will be a late pick up fee of \$5.00 for EACH child per 15 minutes of ANY PORTION THEREOF. **Children can be dropped from the program after 2 late pick ups.**

- **Licensing requires that all children must be signed in and out each day by an adult that is on the pickup list.**
- Only those listed on the enrollment form will be allowed to pick up a child. A written note or telephone call from the parent will be required in the even that circumstances warrant someone, other than those listed, pick up a child. For safety reasons, if the person picking up the child is unknown, they will be asked to show identification.
- Only the main entrance will be used by parents and visitors. This is through the double glass doors located by the elementary office.
- Fire and emergency drills will be held monthly. A smoke detector first aid kit will be kept in all classrooms and a fire extinguisher will be located near all classrooms.

Members of the staff are:

1. CPR and first aid certified
2. Mandated reporters of child maltreatment
3. Have had Arkansas Criminal Background & Child Maltreatment Central Registry checks.

Greyhounds CARE Summer Camp Policies

ALL personal items should be clearly labeled with the child's name. This includes all clothing, swim gear (towels, swimsuits, etc.), and resting materials (pillows, blankets). Personal items will only be allowed if they are brought in a backpack. **Greyhounds CARE IS NOT RESPONSIBLE FOR LOST OR BROKEN PERSONAL ITEMS.**

The staff has the final say in what kind of personal items, including toys, books, and electronic games may be brought.

Schedule/Activities:

- All children attending summer camp will have quiet time immediately following lunch. Campers wishing to rest may bring a blanket and a small pillow. **These items are to be labeled with the child's name and are to be stored in a zippered pillow case.**
- Campers will go outside every day, weather permitting. The heat index will be taken into consideration.

Field Trips:

- Each week the children will have the opportunities to participate in off-site activities. All trips will be within 30 miles of Walnut Ridge.
- Childcare fees DO NOT cover the expenses of off campus activities and parents will be responsible for their child's admission and concession expenses.
- SEPARATE payment, cash ONLY for field trip expenses and MAY NOT be included in weekly fee payments.
- Children who do not participate must be picked up 1 hour before the scheduled departure time.

Insurance:

The school carries supplemental accident insurance which provides coverage only after personal policies have paid.

Emergency & Medical:

Children who take medications regularly during the school year for conditions such as ADD, ADHD, ODD, & OCD will be required to remain on these medications on all days they attend.

****It is against the law for children to have legal or non-legal drugs in their possession while on a school site.**

- Prescription and non-prescription medication can only be administered after a medication request form has been completed and is on file. (These request forms can be obtained from the director and **MUST** be handed directly to a staff member along with the medication which **MUST** be kept in a locked cabinet while on site.
- There is not a nurse or trained health professional on site, although the staff is trained in CPR & first aid.

Children who are running a fever, vomiting, have an upset stomach, earache, or headache will be sent home.

- If a child becomes ill, the parent or guardian will be contacted to pick the child up.
- More serious emergencies requiring the attention of a physician will result in the parents or guardians, being notified to take the child for treatment.
- 911 will be called in case of a serious or life-threatening emergency. Parents will be responsible for all medical fees and expenses incurred.
- **Required immunizations must be up to date before a child may attend a licensed child care program. If the child attended school in the Sloan-Hendrix district their immunization records will be on file and nothing further will be necessary. All other children must provide a complete shot record at the time of enrollment.**
- Children who are found to have head lice (bugs) will be sent home **and not allowed to return to Greyhounds CARE until treated.** Upon returning to camp

the child will be rechecked and **proof of treatment** (empty shampoo bottle & box) will be required.

Dress Code:

Dress code for Greyhounds CARE is the same as the S.H.E.S. Student Handbook. Shorts or jeans, and t-shirts or blouses should be worn by child while at Summer Camp. the only logos or pictures allowed will be those appropriate for young children (no vulgar language, tobacco products, alcohol products, etc...).

Caps, hats, and sunglasses may be worn outside only.

Greyhounds CARE Breakfast and After School Snacks:

Children who arrive for the before school care may bring a sack breakfast or can wait to eat in the cafeteria at 7:30 am. Students will be walked over and provided the opportunity to eat breakfast. An afternoon snack will be provided.

Meals/Snacks for Summer Camp:

Campers who arrive before or during the breakfast time (7:30 am - 8:30 am) will be provided the opportunity to eat breakfast.

Lunch and an afternoon snack will also be provided.

Students may bring sack breakfasts, lunches, and snacks from home if they desire, but refrigeration will not be available. Parents wishing to treat campers with special store bought snacks are encouraged to do so. They should check with camp staff for details.

SCHOOL CLOSING:

In the event of an emergency school closing, the procedures listed below will be followed:

Greyhounds CARE program will not be held when all other school activities have been cancelled due to an emergency or inclement weather. The decision to close the school is made by the Sloan-Hendrix Public School Superintendent and is based on the safety risk involved for students and staff to reach the school building.

If school is dismissed during the school day due to bad weather, Greyhounds CARE students will be sent home at the same time all other students are released.

If school is cancelled the night before or in the early morning before school begins because of bad weather, both Before and After School Care **will be closed**. Parents will receive the call from our School Reach telephone system. Parents should also watch for the school closings that will be listed on the television station KAIT TV and their web site at www.kait8.com.

PARENT QUESTIONS OR COMMENTS:

Parents who need to contact the director, Jennifer Grisham, may do so anytime during the school day by e-mailing or leaving a message with the school. Your call will be returned as soon as possible.

Greyhounds CARE phone numbers during the school day & after the school day ends :

Sloan-Hendrix Elem. 870-869-2101

Jennifer Grisham-Director

You may also email Jennifer Grisham jgrisham@sloan-hendrix.com.

Staff and/or the director will be available if parents wish to schedule a conference. Parents may call the program whenever necessary. Parents are encouraged to participate in the program. Suggestions to improve the program are always welcome.

Greyhounds CARE Daily Program Schedule

Before School Care

6:00 a.m. Drop Off	Students will be signed in by parent/guardian
6:00-6:15	Bathroom and Handwashing
6:15-7:15	Quiet Activity Time
7:15-7:30	Bathroom/Handwashing
7:30 a.m.	Walk to Cafeteria for breakfast sign out to Sloan-Hendrix School Staff

After School Care

3:15 p.m. Greyhounds CARE Staff member pick up students from Elementary.	Check in Students. Students will be signed by Greyhounds CARE staff member.
3:15-3:30	Bathroom and Handwashing
3:30-4:00	Snack Time
4:00-5:30	Activity Time
5:30-6:00	Bathroom and Handwashing Parent/Guardian Pick Up/Sign out

