

Murray County Central Afterschool Care Handbook

Monday-Friday 3:10-6:00pm

Kindergarten - 6th grade



www.mcc.mntm.org

507-836-6184 (School Office) 605-988-4569 (Larisa's Cell)
2420 28th St. Slayton, MN 56172

After-School Care Director - Larisa Smith
larisa_smith@mcc.mntm.org

Table of Contents

| | |
|---|----|
| Mission Statement..... | 2 |
| Philosophy..... | 2 |
| Admission..... | 2 |
| Hours of Operation..... | 2 |
| Rates..... | 2 |
| Payment Policy..... | 3 |
| Non-payment Policy..... | 3 |
| Late Pick-up Policy..... | 4 |
| Snow Days and Closings..... | 4 |
| Non-discrimination Policy..... | 4 |
| Privacy..... | 5 |
| Enrollment Process..... | 5 |
| Arrival and Departure Procedures..... | 5 |
| Attendance..... | 6 |
| Snack..... | 6 |
| Homework..... | 7 |
| Movies..... | 7 |
| Afterschool Care Behavior Guidelines..... | 8 |
| Discipline..... | 8 |
| Removal from the Program..... | 9 |
| Open Door Policy..... | 9 |
| Child Abuse Reporting..... | 9 |
| Health Care Policy..... | 9 |
| Medical Concerns..... | 10 |
| Illness..... | 10 |
| Hand Washing..... | 11 |
| Accident/Illness Policy..... | 11 |
| Daily Schedule..... | 12 |

Mission Statement

Our mission is to provide childcare in a safe and nurturing environment.

Philosophy

We provide a safe and nurturing environment in which children are able to play, build secure relationships, and get assistance with schoolwork.

Admission

Murray County Central School Afterschool Care Program accepts children in grades Kindergarten – 6th Grade

Hours of Operation

MCC Childcare is available from 3:10 pm- 6:00 pm Monday - Friday. Afterschool care **will not run** on half days or early release days.

Afterschool care is located in the Central Cafeteria

Rates

\$6.00 per day/per child

Payment Policy

*Billing will take place on a 2-week pre-pay basis. A calendar will be provided to schedule days and staffing.

***If a day is scheduled and then not needed, 24-hour notice must be provided to the director (Larisa) or the day will be charged.**

*Billing cycles will begin at the start of the program (or on a child's start date) and follow every two weeks. Payments will be due one week after the dated invoice. Payments can be brought into the office or mailed to school. Additionally, payments can be given to the after school care director during after school care hours.

Non-payment Policy

In the event of non-payment, a reminder will be sent out with the next invoice. The past due balance is expected by the next month's due date.

If the overdue balance in conjunction with the current balance is not satisfied there will be a suspension in program use until the balance is paid in full.

Late Pick-Up Policy

The Afterschool Childcare Program ends at 6:00 pm. Please pick up your child(ren) by that time. A fee of \$5 will be assessed for each 5 minutes late the child(ren) are picked up.

For example:

6:01-6:04 pm- grace period (no charge)

6:05-6:09 pm- \$5 fee

6:10-6:14 pm- \$10 fee

These fees will be added to your invoice.

Snow Days and Closings

If school is cancelled for any reason, the afterschool program will not run.

Non-Discrimination Policy

Murray County Central School, Afterschool Childcare Program will not deny any child admission on the basis of his/her race, religion, national origin, sex, handicap or any other protected classification. Staff at MCC childcare will do their best to accommodate children with special needs by taking necessary training, classes or workshops. MCC afterschool care does retain the right to deny admission if there are no available openings.

Privacy

Murray County Central Afterschool Childcare Program respects the privacy of the families enrolled in the program. All information concerning parents, children and families will be kept confidential.

Enrollment Process

In order to enroll your child, you must fill out the following documents:

- Enrollment form*
- Communication agreement
- Handbook recognition

Arrival and Departure Procedures

Each day attendance will be taken to sign your child in. When your child(ren) are picked up they **MUST** be signed out. Parents are to enter through the north or west doors of the Central building.

****If someone other than a legal guardian will be picking up your child(ren), **we must be notified in advance** and the person must be listed on your child(ren) 's information sheet. Please provide written notice at least 24 hours in advance. **Please always provide a photo ID for those other than a legal guardian picking up your child(ren).***

Attendance

Parents must call or text the program director (Larisa) BEFORE school dismisses to let us know your child(ren) will not attend the program on that given day.

An e-mail or written note to the director is fine as long as it's done before the end of the school day on the day of absence. The afterschool care director will be sure your child's teacher will know of attendance changes. Attendance messages cannot be relayed through teachers or the office. Parents must be the one to notify the program director.

Drop-in care is available for those currently enrolled in the program. Please notify the office and the program director before the end of the school day if your child needs to attend the program on an unscheduled day. However, prior notification is recommended to ensure a spot for your child(ren).

Snack

Snack will be provided for each child. Please inform us of any food allergies or sensitivities so we can ensure the safety of your child. Families are welcome to pack their own snack for each child. Please remember MCC is a nut-free zone. Snack donations are welcomed but not required.

Homework

Each afternoon we will try to have some time available for students to complete homework. However, we can't guarantee your child will finish his or her homework every time they are in afterschool care. **Please be sure to check on your child's homework.**

Movies

Sometimes we may watch a movie. These may be done for special occasions. Please be aware these will be age appropriate. If you have any questions or concerns, please feel free to contact the director.

Afterschool Care Behavior Guidelines

1. Listen to the lead caregiver and others in charge.
2. Respect school property (toys, games, furniture, etc.)
3. Respect others.
4. Practice safe behavior for yourself and others.
5. Clean up after yourself.

Discipline

Our goal at Murray County Central School Afterschool Care Program is to maintain a safe and comfortable environment where your child is properly cared for. It is important we establish rules and policies in the best interest of the children. The staff will try to redirect and help any child(ren) who may be having a hard time following the rules.

If a child does not follow the rules or is unwilling to cooperate with the lead caregiver, the following steps will be taken:

1. Staff will talk one on one with student about the disruptive behavior
2. Loss of privileges or cool down period.
3. Lead Caregiver will talk to parents and inform the principal about the child's behavior and set up a plan to work together on the issue.
4. Lead Caregiver and parents will talk with the principal about the student and the behavior. Next steps will be decided by the principal.

Removal from the Program

Reasons for removal from the program can include but are not limited to:

- Uncontrollable destructive and violent behavior.
- Inability to adhere to program policies.
- Non-payment.

Open Door Policy

The afterschool care program holds an open door policy. If parents ever have a concern or suggestions, please feel free to contact the director.

Child Abuse Reporting

MCC staff is mandated by state law to report any incidences of suspected child abuse/neglect, child endangerment or domestic violence. Our concern is always the safety and well-being of your child.

Health Care Policy

Law requires that MCC has the most recent immunizations record/ waiver on file in order to be enrolled. It is also required to have a written signature from parent or guardian stating that your child is in good health. This will be obtained from the elementary school office.

Medical Concerns

It is the responsibility of the parent/guardian to inform the MCC and Afterschool Care Director of any medical concerns. Medical concerns may include: if your child is subject to seizures, allergic to bees, has a peanut or other food allergy, or has any other condition that requires special attention and/or medication while the child is in our care. The medical procedures to be followed by school personnel should be put in writing and signed by the parent/guardian.

In the event your child may need to be administered medicine such as an inhaler parents or guardians need to provide written instructions for the afterschool care staff.

Illness

If a child is ill, he/she should remain home. Children who are well enough to return to school should be able to participate in regular school day activities.

Hand Washing

Staff will wash hands:

- Before snack preparation.
- Before and After eating.
- After using the restroom.
- After coming in contact with bodily fluids (urine, stool, mucus, saliva).
- Before and After washing tables.
- After outside activities.

Children will wash hands:

- After using the restroom.
- Before and After eating.
- Before any cooking activity.

- After blowing their nose.

- After outside/recess activities.

Accident/Illness Policy

If a child becomes ill during school or Childcare, a parent, relative or a person designated on the child's Emergency Card will be notified to pick the child up from school as soon as possible. In the event of a minor injury (slight scrape, light fall, etc.) a parent will be informed and an accident report will be filled out.

MCC - Afterschool Care Sample Daily Schedule

| | |
|---------------|---|
| 3:05 - 3:45pm | Check-In Restroom Breaks Hand Sanitation Healthy Snack Time |
| 3:45 - 4:15pm | Playground Activity/Outside Time |
| 4:15 - 4:45pm | Homework/Tutoring or Educational Activities |
| 4:45 - 5:30pm | Educational Activities, Games, Reading, Special Program Time Recreational Activities Outside Time (Weather Permitting) |
| 5:30 - 6:00pm | Clean-Up Dismissal |

***Daily schedules are subject to change. In the event a special activity requires materials from home, special clothes, etc. proper notice will be given to families.**

By signing below, I am indicating that I have read the Parent Handbook thoroughly and agree to abide by each of the policies. (Please detach and give to the Childcare director after signing.)

Child(ren)'s Name: _____

Parent Signature: _____ Date: _____