

**OUR MOTHER OF SORROWS SCHOOL
DAYCARE
PARENT HANDBOOK**

REV. October 22, 2008

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OMOS BEFORE AND AFTERSCHOOL DAYCARE PROGRAM

State Inspection Reports are available, upon request, for Our Mother of Sorrows Daycare Center

This facility is regulated by the Arizona Department of Health Services
Office of Child Care Licensure
400 W. Congress, Suite 100 (520) 628-6540

PROGRAM DESCRIPTION

Our Mother of Sorrows Daycare Center is established as a childcare alternative for parents whose children attend Our Mother of Sorrows School. It will operate during the school year only.

Its goal is to provide a safe, healthy, and caring environment, which assists in developing positive self-concept, appropriate social and play skills, increased physical coordination and creativity. The program provides activities that are active and quiet, educational and recreational, indoor and outdoor, adult-directed and self-directed. The Christian values that are an integral part of the school program are carried over into the daycare program. Participants respect adults, other children, and all facility property.

HOURS OF OPERATION

During the school year, the center will operate as a before and after school care program. The center will only be open on school days. It will not operate on non-school days.

The hours of operation will be:

Mornings			
Monday – Friday	7:00 a.m.	to	7:30 a.m.
Afternoons			
Monday – Thursday	3:10 p.m.	to	6:00 p.m.
Friday	1:10 p.m.	to	6:00 p.m.

ENROLLMENT / ADMISSION REQUIREMENTS

All students from grades kindergarten through eighth grade are eligible to register for the before and after school program. Applications will be taken for daily attendance, for intermittent attendance, or emergency attendance. During the school year all children regardless of the type of attendance, will be allowed to use the program. The director reserves the right to refuse admission or services to a child because of behavioral problems or for non-payment of fees. All other children will be served, unless there is an extraordinary reason, which will be determined by the school administration.

FEES FOR SERVICE

BEFORE SCHOOL PROGRAM:

Parents are not required to sign their child(ren) in; therefore, a signed waiver must be on file in the Daycare office allowing the child(ren) to walk into the morning program and sign themselves in. At 7:30 students are released from the program to attend school.

The following rates apply for attending any part of the 7:00 a.m. to 7:30 a.m. hour:

- 1st child - \$3.50 per hour
- 2nd child - \$2.45 per hour
- 3rd child - \$1.40 per hour
- 4th child - free.

AFTER SCHOOL PROGRAM:

The following rates apply for attending any part of an hour in the after school program:

- 1st child - \$3.50 per hour
- 2nd child - \$2.45 per hour
- 3rd child - \$1.40 per hour
- 4th child – free

Attending any part of one hour will be billed as one hour. There is a grace period of six minutes. At sixteen minutes past the hour, a second hour will be billed.

Example-

3:10 p.m. until 4:10 p.m. is billed as one hour

3:10 p.m. until 4:16 p.m. is billed as two hours

ADMISSION AND RELEASE PROCEDURE

Upon arrival, each child is checked into the program by the daycare staff member in charge of that particular group. Students are grouped by grade. The date and time of arrival is entered into the computer by the immediate supervisor. We are currently using “Maggie” a program specifically designed for daycare centers. At the end of each day, the parent or parent designate must check out by signing the daily log and showing ID. The signature of the adult who checks the child out is required by law. A daycare staff member supervises this process. A pick up slip is filled out by the employee at the desk designating the child’s name, date, and initials of the employee. This certifies to the staff receiving the slip that one of the following has occurred:

1. The adult picking the child up is known by the employee and that this person has picked up the child before.
2. The child being picked up has had his/her blue information card pulled to verify that the individual picking up is designated as a person who may pick up the child **AND** their license photo identification has been checked.
3. A note is at the desk, signed by the parent indicating that the person may pick up their child **AND** their license photo identification has been checked.
4. A call is made to the parent to verify pick up **AND** the individual’s license photo identification has been checked.

All children must be picked up by 6:00 p.m. At 6:06 p.m., a \$15.00 charge is assessed. At 6:30 p.m. an additional \$15.00 late charge is assessed. Additional assessments will be made for each additional half-hour that passes until the child is picked up.

BILLING

Fees are due on the Monday they are received and are considered delinquent by that Friday. A \$5.00 late fee will be charged on accounts past due. Printed bills are delivered to the youngest child's classroom each Monday. A list of balances due is available in the daycare office, multi-purpose room and at the school office. Payments are due despite failure to receive the bill from your child.

DESCRIPTION OF ACTIVITIES AND EDUCATIONAL PROGRAMS

Homework period: a quiet work time in which students independently complete as much homework for the day as possible. The staff member's job is to give assistance to students; however, it is not a tutoring session. The homework period occurs immediately after check-in and snack time.

Table games: used for recreational/relaxation purposes. Students are assisted in selecting games that are age appropriate. Socialization and group play skills are encouraged.

Skill Center: activities are intended to develop gross-motor skills in students. When students are engaged in this activity, they may use any part of the skill center. Rules of safety and fair play are taught during this activity.

Organized sports: a game that has a set of rules known to all participants. These sports include: basketball, trench, soccer, and kickball. Football is not allowed.

Movies: shown on Friday afternoons and as a "rainy day" plan. All movies are educational or recreational in nature and carry a "G" or "PG" rating.

Recess: a time when students may engage in physical activities of their own choosing, such as tag, jump rope, or shooting baskets. The field and the basketball courts are used for this activity. Students must remain in control during this "free play."

JOB DESCRIPTIONS

Program Director: The Program Director answers directly to the Principal. The Director is responsible for the daily operation of the hour-by-hour program. The decision to change the program for the day is up to the Program Director. The Director oversees the operation of the program and the performance of the staff.

Any issues related to the program or staff performance are discussed with the Principal as they occur. The Program Director is also responsible for procuring necessary supplies and equipment, and for the upkeep and cleanliness of the program area.

Recess Teacher-Caregiver: The rules and regulations which apply to school recess time apply to after school recess time as well. The staff member, in an alert state, watches for safety and fairness of play. Students should be allowed to be active to the level of their choice provided it is within the rules of the recess period. Failure to obey a rule or inability to relate appropriately will result in a time-out. The student should remain physically close to the staff member. Time-out is completed when the student has been able to maintain appropriate behavior for three minutes, not to exceed ten minutes. The student must be controlled enough to re-engage in the activity.

JOB DESCRIPTIONS (CONTINUED)

Table Games Teacher-Caregiver: The table games supervisor is responsible for assisting the students in selecting games that are age appropriate. The staff member takes the game out from the game storage area and is responsible for replacing it acceptably in its original area. During the activities, the staff member is walking about supervising the activities. Any behavioral problems are dealt with by verbal reconciliation or in severe conflict, a time-out in an area designated by the caregiver. Failure to obey a rule or inability to relate appropriately will result in a time-out. The student should remain physically close to the staff member. Time-out is completed when the student has been able to maintain appropriate behavior for three minutes, not to exceed ten minutes. The student must be controlled enough to re-engage in the activity.

Organized Sport Teacher-Caregiver: Organized sports may be played in gender-separated groups or in mixed groups. Organized sport is defined as a game that has a set of rules known to all participants. These sports can be (depending on the assigned area) basketball, trench, soccer, or kickball. Football is not allowed. The caregiver is responsible for gathering and replacing equipment, the initial set-up of the activity, and the supervision of behavior and safety. The caregiver is neither a participant nor a referee. If a student in the assigned group does not want to participate in the activity, he/she either observes or engages in another organized sport. It is not a recess period where students are standing or sitting idly by. This is a period of organized activity, which has a different purpose and objective than recess.

Homework Teacher-Caregiver: Homework period is a quiet work time in which students sit independently and complete as much homework for the day as possible. It is important that students work independently and quietly. The homework period is scheduled Monday through Thursday. Since written homework is not given on Friday, there is no need for a scheduled period on this day. The caregiver's role is to maintain quiet and attention to task. Therefore, it is necessary for the caregiver to be up and walking about the homework area. The caregiver may give assistance to a student if something is not understood but this is not a tutoring session. The caregiver's role is to be quietly available to all students. When a student has completed his/her homework, the student is to quietly read a book or do a worksheet. Students are grouped in homework rooms according to grade levels.

DISCIPLINE

Each staff member is responsible for the children assigned to their group. A positive environment is created by activities that meet the developmental and energy level of those particular children. Rules for the activities and general behavioral rules are clearly stated to the children before the activity begins.

If a child breaks a rule, has troublesome behavior, or is not interacting appropriately, the staff member gives a verbal warning. The second incident results in a time-out. "Time-out" is defined as being physically separated from the group but in close visual and physical proximity with the caregiver. Within three minutes of the child regaining control, the staff will interact with the student, discuss the behavior, have the student suggest other alternatives they may have pursued, and allow the student to return to their area. A time-out will not exceed 10 minutes without interaction with the student regarding the behavior. Upon the third incident, the child will be sent to the supervisor in the daycare office. At this time, the child's name will be entered in the "Behavior Log." After three entries, a Behavior Deficiency Report (form enclosed) will be mailed to the parent. If a child receives three deficiency reports, he/she will no longer be allowed to attend the before/after school program.

TRANSPORTATION / FIELD TRIPS

The O.M.O.S. Daycare Center does not provide transportation to and from the center. It is the parents' responsibility to safely transport the children to and from the center. The center does not take field trips of any kind.

PARENT INVOLVEMENT

Parents are encouraged to be involved and voice their concerns, if the need arises. In the OMOS Daycare Center, parents and the center staff are expected to work in a cooperative manner. The needs, problems or concerns about a child are shared in a positive and confidential manner. If parents need to communicate with the staff they can do so by:

1. Written note
2. Telephone call
3. Private discussion
4. Formal appointment

Center staff is encouraged to use the same methods of communication. If important matters need to be relayed to other staff members, it is noted in the logbook for permanent record.

LIABILITY COVERAGE

During the school year, each child is enrolled in a limited medical policy that is paid for by the school. The center is insured through the Our Mother of Sorrows Roman Catholic Church of Tucson for liability.

VISITORS

Our Mother of Sorrows School and Daycare Center is a closed facility. This means that all visitors must sign into the operating office. A visitor is given a nametag and is escorted to their area of visitation. All exterior doors of the school are posted with warning signs informing visitors of their responsibility for reporting their presence.

RELEASE OF CHILDREN

Children will only be released from the center to the custodial parent. If a person other than the custodial parent is to pick up the child(ren), written notification must be on file at the center on the blue "Emergency, Information & Immunization Record" card. (Form enclosed) A photo-identification must be presented. The check out process as outlined on page 2 must be followed.

If for some reason, the custodial parent cannot pick up the child(ren), the parent may phone in permission for someone else to pick up the child. This permission is recorded and is valid only for the designated day, unless otherwise specified by the custodial parent. Again, the check out process as outlined on page 2 must be followed.

EMERGENCY/CRISIS PROCEDURES

The Diocese of Tucson has a handbook, instructing center staff on how to deal with the following situations:

1. Weapons on campus
2. Bomb threat
3. Evacuation of buildings
4. Fire, flood, explosion, chemical accident, or man-made disaster
5. Civil disturbance – fighting, gang activity, hostage, or major disturbance on campus
6. Medical emergencies, epidemics and contagious disease
7. Death or suicide of student or staff
8. Lost, missing or unaccounted for student

This handbook is intended to give directions to staff members. Its purpose is to create the safest environment for your child in all circumstances. The handbook is available for your review at the check-out desk.

ACCIDENT NOTIFICATION

In case of an accident or illness, an accident/illness form must be filled out and given to the parent(s) within 24 hours. A parent must be notified verbally within 30 minutes by the immediate supervisor if medical attention is needed for the child. The child must be picked up by the parent immediately. In the event of an evacuation, the parents will be notified by cellular telephone which is in the possession of the immediate supervisor at all times. In case of **any** emergency, evacuation, or illness, the parent will be notified within 30 minutes.

MEDICATIONS

Prescription or non-prescription drugs may only be administered to children enrolled in OMOS Daycare by the immediate supervisor. The supervisor is responsible for the administration of all medications in the facility, including storing, supervising a child's ingestion of the medications and recording all medications administered to a child. Written authorization that includes the following information must be on file in the daycare office: (form enclosed).

1. First and last name of child
2. Name of medication
3. Prescription number, if any
4. Instruction for administration specifying:
 - Dosage and route administration
 - If indicated, starting and ending dates of the dosage period
 - Time and frequency of medication
5. Reason for medication
6. Date of authorization

The supervisor must administer a prescribed medication provided by a parent only from a container dispensed by a pharmacy, prepackaged and labeled for use with the child's name, and not a medication that has been transferred from one container to another. No injections shall be given at OMOS Daycare.

FOOD

Breakfast is available, for a fee, to those students arriving before 7:40 a.m. Snacks are available, for a fee, to those students attending the after-school program. Purchasing these items is optional. Students may bring food from home.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices belonging to students are to be kept off in Daycare. Students may not carry cell phones on their persons during the day. If a cell phone is an absolute necessity, students must keep the cell phone in their backpacks. For that reason, cell phones are discouraged from being brought to campus. As an option, parents are asked to consider having their children use the school office phone to communicate with them.

Any use during the school day of any electronic device may cause the device to be confiscated. Students may use cell phones or other electronic devices on school property before or after school hours **ONLY IF GIVEN PERMISSION** by school staff. Failure to comply may result in the electronic device being confiscated.

**OUR MOTHER OF SORROWS SCHOOL
DAYCARE
DEFICIENCY REPORT**

**CHILD'S
NAME** _____ **DATE** _____

CAREGIVER(S) _____ **SUPERVISOR** _____

REPORT #1 #2 #3

SUMMARY _____

COPY 1 – PARENT COPY 2 – PRINCIPAL COPY 3 – DAYCARE

IF YOUR CHILD IS RECEIVING THIS REPORT, HE/SHE HAS ALREADY BEEN SENT TO THE DAYCARE OFFICE FOR THREE SEPARATE BEHAVIORAL INCIDENTS. AT THOSE TIMES, YOUR SON/DAUGHTER WAS GIVEN A “TIME-OUT” AND SPOKEN TO REGARDING HIS/HER BEHAVIOR.

IF YOUR CHILD RECEIVES THREE BEHAVIOR DEFICIENCY REPORTS, HE/SHE WILL NO LONGER BE ALLOWED TO ATTEND THE O.M.O.S DAYCARE BEFORE **OR** AFTER SCHOOL PROGRAM.

**SUPERVISOR'S
SIGNATURE** _____

PRINCIPAL'S SIGNATURE _____

MEDICATION FORM

DATE _____ NAME _____

MEDICATION _____ PRESCRIPTION # _____

STARTING DATE _____ ENDING DATE _____

DOSAGE _____ TIMES(S) TO BE ADMINISTERED _____

REASON FOR MEDICATION _____

AUTHORIZED BY _____ DATE _____

RECORD

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

DATE _____ TIME _____ ADMINISTERED BY _____

O.M.O.S. DAYCARE REGISTRATION BEFORE / AFTER SCHOOL PROGRAM

BEFORE SCHOOL (7:00 – 7:45 A.M.)

**AFTER SCHOOL (M – TH 3:10 TO 6:00 P.M.)
(F – 1:10 TO 6:00 P.M.)**

Family discounts are as follows:

- 1st child - \$3.50 per hour
- 2nd child - \$2.45 per hour
- 3rd child - \$1.40 per hour
- 4th child - free

The after school program operates from the time of dismissal until 6:00 p.m. on days that school is in session. A \$15.00 late fee will be charged after 6:05 p.m. An additional fee of \$15.00 will be added for each half-hour thereafter.

DAYCARE BILLS ARE DUE EACH MONDAY

Payments may be made in the daycare office, school office or to the homeroom teacher in an envelope marked “Daycare.” Balances are available in the daycare office at any time. Printed bills are sent to the homeroom each Monday.

**IT IS THE RESPONSIBILITY OF THE CLIENT TO MAKE PAYMENTS ON TIME!
LATE FEES WILL BE ASSESSED ON OUTSTANDING ACCOUNTS.**

DISCIPLINE GUIDELINES AND METHODS

If a child breaks a rule, has troublesome behavior, or is not interacting appropriately, the staff member gives a verbal warning. The second incident results in a “time out” for no more than ten minutes. Upon the third incident, the child is sent to the supervisor in the daycare office. At this time, the child’s name is entered in the “Behavior Log.” After three entries a “Behavior Deficiency Report” is mailed to the parent. If a child receives three deficiency reports, he/she will no longer be allowed to attend the before/after school program. State daycare regulations will not allow us to keep children in the program who are physically disruptive, verbally or physically aggressive, or defiant in nature (7.1,36-883).

**I HAVE READ THE ABOVE INFORMATION ON OMOS DAYCARE RATES AND
THE POLICY REGARDING BEHAVIOR**

PARENT SIGNATURE _____ **DATE** _____

STUDENT NAME(S) _____ **GRADE** _____

_____ **GRADE** _____

_____ **GRADE** _____

_____ **GRADE** _____

Morning Program Permission Waiver

School Year 200__ to 200__

I give permission for my child(ren) to be dropped off at the school office entrance to Our Mother of Sorrows School and to check themselves into the Before School Program located in the multi-purpose room. I understand that without this waiver, I “will” have to personally escort my child(ren) into the program and sign them in.

Names of child(ren)

1. _____

2. _____

3. _____

4. _____

5. _____

Signed :

Signature of Parent or Guardian

Date:
