



2020-2021 GUIDELINES

Metropolitan School District of Pike Township
Loving Care Office
Located inside Nathaniel Jones Early Learning Center
7839 New Augusta Road
Indianapolis, Indiana 46268
Phone: (317) 388-7836 (business office)
Fax (317) 387-7139

M.S.D. OF PIKE TOWNSHIP
L♥VING CARE
CHILD CARE PROGRAM
2020-21 GUIDELINES

1. INTRODUCTION

Welcome to the Loving Care Program. As a part of the Metropolitan School District of Pike Township, we provide before and after school child care at all Pike Township elementary schools. We also offer child care during school breaks, holidays, intersessions, and vacations. The curriculum for our program encourages the completion of homework assignments and provides both educational and recreational activities for those children enrolled. We are pleased that you have chosen us to care for your child, and we pledge to take that responsibility very seriously.

2. GOALS

The purpose of the Loving Care Program is to provide a safe and caring environment in which children can work and play with adult supervision in those hours before and after school when there is no one at home. Children make new friends and develop lifeskills as they are guided to cooperate and share with others.

Our program provides supervised homework time, and allows students to choose from a variety of activities, including arts and crafts, recreational games, computer lab time, outdoor play, and more!

3. ELIGIBILITY

The Loving Care program is open to any child who is currently enrolled in a Pike Township School, is in Kindergarten through Grade 6, and is not older than 12 years old.

4. REGISTRATION & WAITLISTS

Our program has a one-time registration fee of \$35.00 for new families. To enroll your child, please contact our business office at 388-7836.

When you register for our program, you reserve a space for your child **through the end of the current school year**, unless you complete a written request to withdraw him or her earlier. If you wish for your child to continue to attend our program during future school years, you must complete a new registration form each year. Each year in April, we begin the process of registering students for the following year's Loving Care program. At that time, returning families will have the first opportunity to re-enroll before we open enrollment to the general public. To do so, you will need to complete a registration form and pay a re-enrollment fee (\$15.00 prior to July 1st, \$25.00 after July 1st). Be sure that you do not miss this important re-enrollment period, because many of our programs do fill up very quickly. If you find that you will not need care for the upcoming school year, and have already paid your re-enrollment fee, please notify our bookkeeper at least two weeks prior to the start of the school year so that we may refund your enrollment fee.

5. PROGRAM LOCATIONS

Central Elementary 7001 Zionsville Road Indianapolis, IN 46268 Principal: Erica Porter School Office: 298-2778	College Park Elementary 2811 Barnard Street Indianapolis, IN 46268 Principal: Stephane Bordelon School Office: 347-7400	Deer Run Elementary 5401 North High School Road Indianapolis, IN 46221 Principal: Raimeka Graham School Office: 299-1266
Eagle Creek Elementary 6905 West 46 th Street Indianapolis, IN 46254 Principal: Pam Guevara School Office: 291-1311	Eastbrook Elementary 7625 New Augusta Road Indianapolis, IN 46268 Principal: Shara Gardner School Office: 298-2784	Fishback Creek Public Academy 8301 West 86 th Street Indianapolis, IN 46278 Principal: Lisa Steele School Office: 387-8470
Guion Creek Elementary 4301 West 52 nd Street Indianapolis, IN 46254 Principal: Subhashini Balagopal School Office: 298-2780	New Augusta Public Academy-South 6250 Rodebaugh Road Indianapolis, IN 46268 Principal: Larry Huff School Office: 388-7800	Snacks Crossing Elementary 5455 West 56 th Street Indianapolis, IN 46254 Principal: Fabrice Decaudin Phone: 295-7200

6. HOURS OF OPERATION

We are open Monday through Friday during the following hours:

	Central, College Park, Deer Run, Eagle Creek, Eastbrook Guion Creek & Snacks Crossing Elementary	Fishback Creek Public Academy & New Augusta Public Academy South
Before school care:	6:30 a.m. – 8:00 a.m.	6:30 a.m. to 8:50 a.m.
After school care:	3:00 p.m. – 6:00 p.m.	3:40 p.m. to 6:00 p.m.

7. SCHOOL BREAKS & HOLIDAYS

Loving Care offers child care during most school breaks. For specific dates during the current school year, see the calendar in the next section. In order for your child to attend during school breaks, ***advance reservations are required***. In addition, there are extra fees associated with such dates. Reservation forms will be available at your site prior to the dates in question. We schedule our staff based upon the number of reservations we receive. Therefore, if you fail to make a reservation, staffing may prohibit our being able to provide care for your child. During school breaks, we often take students on field trips. When we do so, we transport students via Pike Township school buses. You will be notified in advance of any upcoming field trips. (Note: Field trips are currently prohibited due to Covid-19 safety precautions.)

8. 2020-21 LOVING CARE CALENDAR

August 11 th	School begins
September 7 th	Labor Day/Loving Care CLOSED
September 17 th & 18 th	Conference Days (students dismissed from school 30 minutes early)
October 21st – 23rd	Fall Break -Loving Care will be open at COMBINED SITE LOCATIONS. (Locations to be determined).
November 3rd	E-Learning Day -Loving Care will be open at COMBINED SITE LOCATIONS if interest is sufficient. (Locations to be determined).
November 26 th & 27 th	Thanksgiving Recess – Loving Care CLOSED
December 18th – January 1st	Winter Break – Loving Care will be open at COMBINED SITE LOCATIONS (locations to be determined), except closure dates noted below <i>Loving Care CLOSED December 24th & 25th in observance of Christmas Eve & Christmas Day</i> <i>Loving Care CLOSED December 31st & January 1st in observance of New Year's Eve & New Year's Day</i>
January 18th	Martin Luther King, Jr. Day – Loving Care will be open at COMBINED SITE LOCATIONS (locations to be determined)
February 15th	Presidents' Day (no school) – Loving Care will be open at COMBINED SITE LOCATIONS (locations to be determined) (Note: If school is dismissed for snow more than TWO days, students will attend school on Presidents' Day)
February 18 th & 19 th	Conference Days (students dismissed from school 30 minutes early)
March 2nd	E-Learning Day -Loving Care will be open at COMBINED SITE LOCATIONS if interest is sufficient. (Locations to be determined).
March 26th	Flex Day (If a snow make up day is needed, this will be a regular school day. If a snow make up day is NOT needed, there will be no school on this date, and Loving Care will be open at COMBINED SITE LOCATIONS (locations to be determined))
March 29th – April 2nd	Spring Break -Loving Care will be open at COMBINED SITE LOCATIONS. (Locations to be determined).
April 5th	Flex Day (If a snow make up day is needed, this will be a regular school day. If a snow make up day is NOT needed, there will be no school on this date, and Loving Care will be open at COMBINED SITE LOCATIONS (locations to be determined))
May 25 th	Last Day of school

COMBINED SITE LOCATIONS ARE SUBJECT TO CHANGE.

Please note: During school breaks, the district Loving Care business office (located inside Nathaniel Jones Early Learning Center at 7839 New Augusta Road, 46268) will be open from 8:30 a.m. – 4:00 p.m., and closed on Wednesdays.

9. SITE LEADER TELEPHONE NUMBERS

If for any reason you need to contact one of our staff members, each Loving Care site is equipped with a telephone and voice mail.

<u>SITE</u>	<u>SITE LEADER</u>	<u>VOICE MAIL</u>
Central Elementary	Cynthia Johnson	387-8072
College Park Elementary	Betty Jennings	347-7420
Deer Run Elementary	Stephanie Scott	216-5220
Eagle Creek Elementary	Patricia Majors	216-5320
Eastbrook Elementary	Nadine Bobbitt	387-5920
Fishback Creek Public Academy	Kathy Aldin	347-5559
Guion Creek Elementary	Arthella Brown	216-5154
New Augusta Public Academy	Evette Gulley-Clayton	388-7844
Snacks Crossing Elementary	Ashley Holder	295-7260

10. ATTENDANCE

All children who are enrolled in Loving Care are expected to report to Loving Care immediately after school is dismissed for the day. On your child's first day of the program, please send written notice to his/her teacher indicating that he/she will be attending Loving Care, and the teacher will assist in getting your child to the program. If your child is involved in other after-school activities (choir, clubs, helping a teacher, etc.), please instruct him/her to check in with Loving Care first before going to the particular activity.

If your child will not be attending Loving Care after school on a particular day, it is important that you notify your Loving Care site leader of your child's absence by voicemail or by written note prior to 2:30 p.m. (see voice mail numbers in section 9). Failure to do so may result in a \$10.00 service fee. We expect your child every day. ***Absences without notification may be mistaken for missing children and result in unnecessary time spent in searching for the child.*** If a child does not arrive as expected, the site leader will check with the school office, and then contact the parent. If the parent cannot be reached, the child's emergency contact numbers will be called.

11. WITHDRAWALS

When withdrawing a child from our program a ***two-week notice*** is required. If a child is withdrawn without the required notification, the parent or guardian may be held financially responsible for an additional two weeks of childcare fees. Refunds of any prepaid fees will only be given when a two-week notice is received.

12. RATES

Rates are subject to change.

RATES – CENTRAL, COLLEGE PARK, DEER RUN, EAGLE CREEK, EASTBROOK,
GUION CREEK & SNACKS CROSSING ELEMENTARY

The Loving Care program does not offer part-time or drop-in care. Our flat weekly fees are as follows:

	Before school	After School	Before AND After School
Weekly fees – first child	\$40.00/week	\$50.00/week	\$65.00/week
Weekly fees – additional child(ren)	\$40.00/week	\$50.00/week	\$60.00/week
Reduced Rates* – first child	\$33.00/week	\$41.00/week	\$53.00/week
Reduced rates* – additional child(ren)	\$33.00/week	\$41.00/week	\$48.00/week
<i>Additional charges:</i>			
Conference Day (dismissal 30 minutes early)	Not available (After school care on conference days is available for afternoon students only.)	No additional charge (Regular weekly fees charged whether or not child attends.)	No additional charge (Regular weekly fees charged whether or not child attends.)
Full Days (Fall Break, Winter Break, Spring Break, Martin Luther King Day, Presidents Day, Flex Days, Intersession/Vacation Days)	\$20.00/day first child \$19.00 additional children	\$20.00/day first child \$19.00 additional children	\$20.00/day first child \$19.00 additional children
Full Days – Reduced Rates* (Fall Break, Winter Break, Spring Break, Martin Luther King Day, Presidents Day, Flex Days, Intersession/Vacation Days)	\$18.00/day first child \$17.00 additional children	\$18.00/day first child \$17.00 additional children	\$18.00/day first child \$17.00 additional children
2-hour Snow Delay (6:30 a.m. – 10:00 a.m.)	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay
2-hour Snow Delay – Reduced Rates* (6:30 a.m. – 10:00 a.m.)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay

***FAMILIES WHO QUALIFY FOR FREE OR REDUCED LUNCHES ARE ELIGIBLE FOR REDUCED LOVING CARE RATES.**

RATES – NEW AUGUSTA PUBLIC ACADEMY AND
FISHBACK CREEK PUBLIC ACADEMY

The Loving Care program does not offer part-time or drop-in care. Our flat weekly fees are as follows:

	Before school	After School	Before AND After School
Weekly fees – first child	\$45.00/week	\$45.00/week	\$65.00/week
Weekly fees – additional child(ren)	\$45.00/week	\$45.00/week	\$60.00/week
Reduced Rates* – first child	\$37.00/week	\$37.00/week	\$53.00/week
Reduced rates* – additional child(ren)	\$37.00/week	\$37.00/week	\$48.00/week
<i>Additional charges:</i>			
Conference Day (dismissal 30 minutes early)	Not available (After school care on conference days is available for afternoon students only.)	No additional charge (Regular weekly fees charged whether or not child attends.)	No additional charge (Regular weekly fees charged whether or not child attends.)
Full Days (Intersession/Vacation days, Fall Break, Winter Break, Martin Luther King Day, Presidents Day, Flex Days)	\$20.00/day first child \$19.00 additional children	\$20.00/day first child \$19.00 additional children	\$20.00/day first child \$19.00 additional children
Full Days – Reduced Rates* (Intersession/Vacation days, Fall Break, Winter Break, Martin Luther King Day, Presidents Day, Flex Days)	\$18.00/day first child \$17.00 additional children	\$18.00/day first child \$17.00 additional children	\$18.00/day first child \$17.00 additional children
2-hour Snow Delay (6:30 a.m. – 11:00 a.m.)	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay
2-hour Snow Delay – Reduced Rates* (6:30 a.m. – 11:00 a.m.)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay

***FAMILIES WHO QUALIFY FOR FREE OR REDUCED LUNCHES ARE ELIGIBLE FOR REDUCED LOVING CARE RATES.**

13. FEE PAYMENT POLICY

PLEASE NOTE THAT FOR INTERNAL AUDIT PURPOSES, WE DO NOT ACCEPT CASH PAYMENTS.

- 1 Your responsibility for payment begins with the first day your child attends and extends through Friday of the week of his/her withdrawal. In order to maintain a high standard of quality, we must budget for the daily cost of compensating our caregivers. When we schedule our staff, we do so expecting that your child will attend on every regular school day. ***Therefore, during regular school weeks, we charge a full week's tuition, even if your child is absent a portion of (or all of) the week. Please understand that payment credit cannot be given for illness, vacation, or absences.***
- 2 Our locked payment drop box is located on the parent sign-out table at each site. Checks and money orders should be made payable to **Loving Care**. **We do not accept cash payments.**
- 3 Credit card payments can be made via the Pike website. (Go to www.pike.k12.in.us, and select the "pay school fees" option, which will take you to a Certified Payments website.) You will need to know your child's student ID number (which can be obtained from your school office or the Loving Care bookkeeper) in order to use this service. ***A service fee will be applied to all online credit card payments. The fee varies and will be displayed before you authorize the payment.*** Note: Online payments are processed through Certified Payments. The payment is verified, then relayed to Pike Township after midnight, and does not register as a payment until the following business day. The payment must then be routed to Loving Care. Please be aware that this process can take up to 48 hours.
- 4 All checks are subject to deposit on the same business day. We cannot accept post-dated checks. Note: We use a third party "Telecheck" system for processing of checks. In the event that your check is declined by the telecheck system, you will be asked to provide an alternate form of payment and to contact telecheck to determine the reason for the denial. In the event of repeated declined checks, you may be asked to provide an alternate form of payment permanently.
- 5 Payment may be made weekly, biweekly or monthly as long as it is in **advance**. Payment for ***the upcoming week*** is due by 6:00 p.m. each Wednesday. If payment is not made by Friday at 6:00 p.m., a \$10.00 late payment fee will be assessed. If your child is absent on the date payment is due, please call your Site Leader or the Loving Care office to make payment arrangements.
- 6 If your account is in arrears, we reserve the right to withdraw your child from the program and place him/her on a waitlist until the account has been paid in full. Upon receipt of your payment, your child can be reinstated only if space is available. Outstanding balances which are not paid promptly will be transferred to a collection agency, at which time an additional \$5.00 charge will be assessed. After 45 days in collections, any balance which remains will proceed to the next phase of the collection process, and additional \$25 charge may be assessed.
- 7 All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during an audit, including unpaid charges from a third party payor (such as FSSA or DCS).
- 8 You will be given an opportunity to reserve full-day care during school breaks. Reservations must be made by the stated deadline in order to guarantee care. Once the stated deadline has passed, all reservations will be considered final, and your account will be charged for any dates that you have reserved, even if your child does not attend. Please note that we are unable to accommodate reservations during school breaks for families

with past-due account balances. If your account is past-due, please see your Site Leader to create a payment plan prior to returning your reservation form.

- 9 When withdrawing a child from the program, a two-week notice is required. If a child is withdrawn without the required notification, the parent or guardian may be held financially responsible for an additional two weeks of tuition fees. Refunds of any prepaid fees will only be given when a two-week notice is received.
- 10 Questions about your account can be directed to your Site Leader or our bookkeeper at 388-7840.

14. DROP OFF AND PICK UP

Children attending our morning session must be brought into the designated room by an adult no earlier than 6:30 a.m. ***Children must be signed in and out on daily attendance sheets by a parent or guardian in order to be admitted to and released from the Loving Care program. Please do not allow your child to walk in alone or leave him/her at the door. Your child's safety is important to us!***

At all Loving Care locations, entrance doors are secured at all times. When dropping off or picking up your child, please press the buzzer located at the Loving Care entrance. A staff member will view your image on camera and unlock the door for you. Please do not hold any door open for others – each family must enter independently.

Your child will only be released to you or to those people you have listed on your registration form as authorized to pick up him/her. Identification will be required of anyone with whom our staff are not familiar. Please do not be offended if we ask to see your ID. Our first concern is for your child's safety.

15. LATE PICK-UPS

Our program closes at 6:00 p.m. We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your child. However, we will assess a late pick-up fee of **\$10.00** every 15 minutes, beginning at 6:01 p.m. This fee will help to offset the extra staffing cost when our staff stays beyond closing time. Excessive late pick-ups (3 or more) will result in the child's dismissal from the Loving Care program.

16. NON-CUSTODIAL PARENT RIGHTS

When parents of a student are estranged, separated, or divorced, unless restricted or prohibited by a court order, both parents shall have the following rights:

- 1) View the child's school records
- 2) Receive school progress reports
- 3) Visit the child at school
- 4) Participate in Parent-Teacher-Student Conferences
- 5) Accompany the child on field trips
- 6) Upon request, the school shall provide announcements, notices, and newsletters to both custodial and non-custodial parents.

The parent with whom the student resides is known as the educational custodial parent, unless a legal document of signed parental agreement indicates otherwise. While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Written permission has to be given by the custodial parent to the school, allowing removal of the child by another person. In the event the non-custodial parent requests to remove the child from Loving Care without prior permission, Loving Care staff will verify the request to remove the child with the custodial parent. If permission can not be obtained, we will not release the child to the non-custodial parent.

It is the responsibility of the custodial parent to provide to the school current and accurate information about the custodial status of the child. *Efforts should be made to keep the school informed as soon as possible about any changes in custody and about all revisions or new court orders that are relevant to this matter.*

17. PARENT VOLUNTEERS

Parents are welcome to volunteer for daily activities or special events after completion of a background check. (Parent volunteers & visitors to our program are temporarily prohibited due to Covid-19 safety regulations).

18. CHANGE OF ADDRESS/TELEPHONE NUMBERS

Any address or telephone number change (home or work) should be submitted to your site leader as soon as possible. It is imperative that all contact phone numbers are kept up to date, in case we would need to contact you regarding your child.

19. SNACKS AND MEALS

A nutritious snack will be served each afternoon. Children who attend mornings may bring a sack breakfast, or breakfast may be purchased through the school cafeteria. On vacation days when lunch is not served at school, each child should bring a sack lunch from home. A morning and an afternoon snack will be provided on non-school days.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

20. PERSONAL ITEMS FROM HOME

Please do not allow your child to bring personal items (toys, games, jewelry, electronic devices, etc) from home to Loving Care. Loving Care cannot be responsible for lost or broken items.

21. WEATHER DELAYS AND EMERGENCY CLOSINGS

When Pike Township schools are **closed** due to inclement weather or emergency conditions, *the Loving Care program will also be closed.*

When school is **delayed** due to inclement weather or emergency conditions, Loving Care will open at 6:30 a.m. at all locations, and remain open until school begins. Students who are enrolled in the morning session of Loving Care may attend on a snow delay day. Additional charges will apply (see below). ***Please note that if a school delay is called and your child is dropped off in before school care, and school is subsequently cancelled due to worsening weather conditions, our staff will contact you and ask that you pick up your child.***

Due to staffing constraints, students who are not enrolled in the morning session of Loving Care are not eligible to attend before school on a snow delay day.

In the event of an early dismissal due to inclement weather, Loving Care will open at the time of dismissal and remain open until 6:00 p.m. (unless a county snow emergency is declared). On early dismissal days due to inclement weather, our staff will expect only those students who normally attend the after school session of Loving Care. (No additional charges will apply).

Due to staffing constraints, students who do not normally attend the afternoon session of Loving Care are not eligible to attend after school on a weather-related early dismissal day.

For additional information about weather related delays and closings as they happen, tune in to your local radio and television stations, check the Loving Care Twitter feed @PikeLovingCare, or ask your Site Leader how to sign up for text message alerts.

RATES	Before school	After School	Before AND After School
2-hour Snow Delay	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$5.00 if child attends during 2-hour delay
2-hour Snow Delay (Reduced Rates*)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay	Not available (Care during a snow delay is available for morning students only.)	Pay regular weekly fee (regardless of whether child attends) Add \$3.00 if child attends during 2-hour delay

FAMILIES WHO QUALIFY FOR FREE OR REDUCED LUNCHESES ARE ELIGIBLE FOR REDUCED LOVING CARE RATES.

22. SICK POLICY - DISPENSING MEDICATION

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. **Please do not send a sick child to Loving Care.** If you are not sure, call to discuss the situation first.

If your child becomes ill at Loving Care, we will isolate him/her and call you to pick up your child. Children who are ill should be picked up as quickly as possible, as we are not equipped with facilities to make a sick child comfortable. The decision regarding whether or not an ill child may remain at the program is entirely at the discretion of the site leader.

The following are symptoms identified by the Metropolitan School District of Pike Township for which children must be kept at home and taken to a doctor if symptoms warrant such action.

Fever (over 100 degrees)	Children must not return until they have had a normal temperature for 24 hours without Tylenol or Motrin. Children on antibiotics for contagious diseases such as tonsillitis, bronchitis, or pneumonia must not return to school until they have taken medication for 24 hours.
Nausea and/or vomiting	Children must stay home for 24 hours post vomiting.
Diarrhea	Children must stay home 24 hours post diarrhea.
Sore throat (pustules and/or blisters in throat)	Children must be fever free for 24 hours. Diagnosis by a physician will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
Rash	Diagnosis by a physician will determine if child is contagious or not. If child is contagious, he/she cannot return to school until prescribed treatment has been started.
Pink Eye or Discharge from Eyes	Children must stay home until a physician has made a diagnosis, antibiotic has been taken for 24 hours, and drainage from eye(s) has stopped.
Lice/Nits	Treatment should start immediately. Child is to stay home until nit free for 24 hours.
Open/draining sores	Physician needs to confirm if contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.
Ringworm	Diagnosis by a physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

In accordance with Indiana law and with the MSD of Pike Township's policy, medication may be dispensed at Loving Care only when the following conditions are met:

Prescription medication must be in its **original container** with the child's name, medication name, dosage amount, and time of dosage clearly marked. (Inhalers need to have this information on their canister, or be sent in their labeled box). **Prescription medication must also be accompanied by written instructions from the child's physician.** These instructions may be provided on a form which can be obtained from the program site leader, on a prescription blank, or on the physician's letterhead. In addition, the parent must complete a medication release form, to be obtained from the program's site leader. No out-of-date prescriptions can be administered.

Over-the-counter medications must be in the original manufacturer's container, and accompanied by a medication release form completed by the parent. Only the amount of medication for the length of distribution should be sent.

All prescription and non-prescription medications must be administered to students by designated Loving Care employees. Any medication brought to Loving Care without meeting these guidelines will not be dispensed. If any medication remains at Loving Care when it is no longer to be taken, it is mandatory that it be picked up by the parent/guardian. Medication that has not been picked up by the end of the school year will be destroyed.

23. ACCESS TO TECHNOLOGY

When Loving Care students use school computer equipment during before and/or after school hours, the M.S.D. of Pike Township Technology and Internet Acceptable Use Policy (as outlined in the student handbook) applies. Violations of this policy may result in consequences ranging from restrictions or loss of computer privileges up to and including suspension or expulsion.

Students are not permitted to access the internet during Loving Care time.

24. DISCIPLINE POLICY

The Loving Care program is an extension of the school day. Rules for use of the school building continue to apply to children enrolled in our program before and after school.

Rules established at school sites are designed to promote harmony among the children and to help them develop lifeskills. Minor disciplinary issues will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with the child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program.

Loving Care services may be terminated for any child who is repeatedly disruptive to the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- 1) Any actions that cause physical harm to another child,
- 2) Verbal or physical abuse directed toward a caregiver,
- 3) Disregard of the behavior guidelines of the school site.

Minor Behavior Offenses:

- 1) Disruptive of program
- 2) Profanity - includes "shut-up"
- 3) Restroom misbehavior
- 4) Horseplay
- 5) Throwing objects
- 6) Arguing with others
- 7) Name-calling or put-downs
- 8) Failure to follow directions of staff member

Disciplinary Action for Minor Behavior Offenses:

Step 1	Verbal warning/Redirection
Step 2	Second verbal warning/Redirection
Step 3	Time-out (5 minutes)
Step 4	Incident report; time-out (10 minutes); contact parent
Step 5	Incident report; conference with parent, child, & site leader
Step 6	Incident report; one day suspension
Step 7	Incident report; dismissal from program

Major Behavior Offenses and Disciplinary Action:

Offense	1st Offense	2nd Offense	3rd Offense
Arson	Dismissal		
Assault on Another Student	5 day suspension from program	Dismissal	
Assault on a Staff Member	Referral to law enforcement and Dismissal		
Battery on Another Student or Staff Member	Dismissal		
Extortion	1 day suspension from program	5 day suspension from program	Dismissal
Fighting	1 day suspension from program	5 day suspension from program	Dismissal
False Alarms	1 day suspension from program	5 day suspension from program	Dismissal
Gang Activity	1 day suspension from program	5 day suspension from program	Dismissal
Improper Sexual Behavior	1 day suspension from program	5 day suspension from program	Dismissal
Intimidation	1 day suspension from program	5 day suspension from program	Dismissal
Possession or use of Drugs or Alcohol	Dismissal		
Possession or Use of Tobacco Products	1 day suspension from program	5 day suspension from program	Dismissal
Possession or Use of Any Instrument of Combat	Dismissal		
Possession of a Deadly Firearm or Weapon	Dismissal		
Possession or Use of Fireworks	Dismissal		
Possession of Stolen Goods	1 day suspension from program	5 day suspension from program	Dismissal
Vandalism	Restitution & 1 day suspension from program	Restitution & 5 day suspension from program	Restitution & Dismissal

In extreme cases (i.e. possession of weapons, physical assaults, etc.) the Indiana State Statutes and M.S.D. of Pike Township Policies Affecting the Conduct of Students will apply.

The above chart is to be utilized in determining appropriate disciplinary action. However, discretion may be exercised by the program director and by M.S.D. of Pike Township Administration.

Definitions of Major Behavior Offenses:

Arson

Intentionally setting fire to any school building and/or school property.

Assault

Threatening to physically harm any student or staff member, and/or threatening to bring any weapon to school or threatening to use any against a student or staff member. (An assault occurs without the actual doing of the hurt threatened).

Battery

Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.

Extortion

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from a student or staff member.

False Alarms

Making a report, attempting to call or pull, or calling or pulling an alarm for fire or bomb when it does not exist.

Fighting

Engaging in a physical contact or struggle with one or more students. A disagreement, usually between two or more students, in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include, but is not limited to slugging, kicking, fist blows, and pulling hair.)

Gang Activity

Wearing or displaying of any gang symbol, insignia, emblems, shirts, any act or speech showing gang affiliation and/or any conduct in the furtherance of gang activity.

Improper Sexual Behavior

The act of making improper, unacceptable sexual advances/contact/exposure or sexual harassment which includes verbal statements, gestures or physical contact; an act not in accord with propriety, modesty, or good manners. This would include possession or distribution of pornographic materials, or the accessing of pornographic materials through technology.

Intimidation

The act of compelling or deterring by or as if by threats or to frighten. To make an individual fearful of an act.

Knowingly Possessing Tobacco Products

Having in one's actual and physical control any form of tobacco. (This includes but is not limited to chewing tobacco or other smokeless tobacco, cigarettes, cigars, pipe tobacco.)

Possessing, Using, Consuming, Transmitting, or Being Under the Influence of Drugs or Alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of a controlled substance.

- a. Possessing – Having in one's actual and physical control
- b. Using – Employing or availing one's self.
- c. Consuming – Having taken or eaten or drunk.
- d. Transmitting – To pass from one person to another.
- e. Being Under the Influence – Indulging in any degree to deprive one of that clearness of intellect and control which he/she would otherwise possess.
- f. Anything used or designed to be used for storage, processing, delivery, or consumption (paraphernalia).

(a-f) applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the aforesaid substances.

Possessing, Handling, Using, Transmitting, or Selling Any Object That Could Reasonably Be Used to Intimidate Inflict Pain, or Cause Injury (an instrument of offensive/defensive

combat) (This would include any knife but exclude school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function)

- a. Possessing – Having in one’s actual and physical control
- b. Handling – The act of holding
- c. Using – Employing or availing oneself of
- d. Transmitting – To pass from one person to another
- e. Selling – Transferring the property in a contract of sale

Possession of a Firearm

- a. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 2. The frame or receiver of any weapon described above
 3. Any firearm muffler or firearm silencer
 4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 5. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter
 6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device would be readily assembled.

Possessing, Using, Transmitting, or Selling any Explosive Including Fireworks/Firecrackers

- a. Possessing – Having in one’s actual and physical control
- b. Using – Employing or availing oneself of
- c. Transmitting – To pass from one person to another
- d. Selling – Transferring the property in a contract of sale
- e. Fireworks/Firecracker – A device for producing a reaction (as of light, noise, or smoke) by the combustion of explosive or flammable composition.

Stealing/Knowingly Possessing Stolen Goods

The act of taking or knowingly possessing an item (property) of the school or of another person

Selling Drugs or Alcohol

The act of transferring or the offer to transfer (written or oral), to another person in a contract of sale. Selling applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be one of the aforementioned substances.

Trespassing

Unauthorized or illegal intrusion of a building or grounds before, during, or after school.

Use of Tobacco Products

Using any form of tobacco products. (This includes but is not limited to smoking cigarettes, cigars, pipes, or chewing tobacco.)

Vandalism

Willful or malicious destruction or defacement of property.