

New Bedford Academy
Latchkey Program

Parent Handbook



SITE:

New Bedford Academy
6315 Secor Road, Lambertville, MI 48144

Hours:

6:00am - 7:30am
3:10pm - 6:00pm
734-854-5437

New
Bedford
Academy

We do not discriminate in the enrollment of the children upon basis of race, color, religion, sex, ability, or national origin.

Parent Information

The New Bedford Academy (NBA) staff would like to welcome parents and children to our NBA Child Care Program. We provide services for working parents of NBA students. We offer before and after school care.

Mission

New Bedford Academy's mission is:

New Bedford Academy is a fully accredited public school providing quality education through ability-based instruction in a safe and caring environment.

Vision Statement

New Bedford Academy's vision is:

To be the most prestigious K-12 school in Monroe and Lenawee Counties.

Purpose

The purpose of the NBA Child Care Program is to provide a safe and enriching program for school aged children, to promote self-image, physical fitness, and better social relationships.

Payment Policies

Tax ID #: 383422251

Child Care Must be Pre-Scheduled each week. Payment is due at the beginning of the week.

A late fee of \$10.00 per family will be assessed on payments received after one week of scheduled time. CHECKS, MONEY ORDERS, and CASH are accepted. If accounts are not paid to date, parents/guardians are in jeopardy of losing care and will not be able to re-enroll for future care until the balance is paid. The morning session is \$10/day for the first child, \$5/day for a second child, and \$3/day for each child after that. The after school session is \$13/day for the first child, \$5/day for a second child, and \$3/day for each child after that. The use of both sessions is \$20/day for one child, \$30/day for two children, and \$35/day for 3 children. Call for pricing for any additional children.

Returned Checks

There will be a \$35.00 charge to cover the amount the bank now assesses NBA for checks returned to our office marked "Non-sufficient Funds."

Permanent Disenrollment

Please give us a two week written notice if you need to unenroll your child/children from the program.

Late Pick-Up

Our program closes at 6:00pm. It is your responsibility to have your child picked up by that time. If your child has not been picked up by 6:00pm and you have not contacted us, the following measures will be taken:

- Our staff will contact the alternate adults on the child's enrollment form to come and pick up the child.
- If no one has picked up the child by 6:15pm, the local police or children's service agency will be called. We cannot stay here indefinitely waiting for someone to pick up the children.
- You will be expected to pay \$1.00 per minute per child late fee to help compensate our childcare workers.

If your child or children are repeatedly picked up any time after the 6:00pm closing time, even if you call each time, your children will be unenrolled from the program.

Supervision of Children

The center observes the following staff/child ratios and group sizes for each age group:

School-age: 5-12 years 1 staff to 18 children

For morning arrival, students will be dropped off at the gym doors and signed in by an adult. At 7:30am, students will be accompanied to their classroom for breakfast and the regular school day. In the afternoon, students will be dismissed from their classroom and the childcare staff will pick them up to walk them to the childcare area for the day. A sign will be put on the door or out front detailing which door parents will use to pick up their students. When picking up your child, please sign them out on the designated sign-out form. Upon each arrival and departure, please check in with a staff member so they know that which children are there and can greet or say good-bye to each child as they come and go.

Custody Agreements

If there are any issues regarding custody or restraining orders issued either for or against any primary guardian or immediate relative of the child enrolled in NBA Child Care, we must have a copy of those arrangements on file at the school. Custodial guardians will be notified in case of any issues or concerns, according to the arrangements on file.

Parent Visitation

Any custodial guardian of a child enrolled in our program shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the custodial guardian shall notify the administrator or staff member of their presence.

All children will be supervised at all times, with the exception of school children who will be supervised according to the following plan: all school age children will be allowed to use the restroom unescorted, one at a time.

Absent Child/"No Show" Procedure

Staff will take attendance within the first five minutes of children's arrival. If a child who is expected to be in attendance at the center (from school) does not arrive and the parent does not provide a verbal or written excuse, then the procedure will be:

1. Staff will note missing children expected to attend as they complete attendance procedure of children.
2. Staff will make a follow-up call to school office for verification of child's school attendance.
3. If child was in attendance during the day, childcare staff will contact school staff to determine the whereabouts of child.
4. Staff will contact parents for verification.
5. If parent is not accessible, the staff must make contact using the emergency numbers for verification of the child's whereabouts.

Emergency Release

Only those individuals listed on the enrollment form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the roster needs to pick up the child one day, a phone call directly to the site director or a hand-written note from the parent/guardian is acceptable. Necessary information will be required such as name of person, age, description, picture identification of person at time of pick up, and day he/she will pick up the child.

If a parent/guardian is unable to pick up a child due to unforeseen circumstances, the parent/guardian should make arrangements for another adult, who is already listed on the enrollment form to pick up the child. If this is not possible, and an adult must pick up the child who is not on the enrollment form, the parent should notify the school staff of this by phone. A description of the adult who will pick up the child will be taken over the phone and used to release the child. The adult will be required to show picture identification. Parents should make every attempt to list all adults who may need to pick up the child, along with their daytime phone numbers, on the enrollment form.

Transportation of Children

Medical Emergencies

The school will contact 911. If necessary, children will be transported by ambulance to receive medical treatment.

Field Trip Safety

Transporting children to and from any field trips will be provided for by bus. Written permission from parent or guardian is required for all field trips.

The first-aid kit will be taken on all field trips to administer first aid. All children will be required to wear appropriate identification tags that include the center's name, phone number and address in the event the child becomes lost. Children will be under the supervision of their assigned caregiver at all times. Staff/child ratios will be maintained throughout the trip. All transportation authorizations and health records will be transported with the child and first-aid kits will be available. A staff member trained in first aid, management of communicable disease, and CPR will be present on all field trips. Staff will take attendance before leaving, at the destination, through out the trip, & before returning.

School Arrival

Once a child is dropped off to their classroom in the morning the childcare caregiver is no longer responsible for the supervision of the child.

Procedures for Emergencies and Accidents

Incident/injury report will be completed by the childcare staff member in charge of the child when the following occur:

1. An illness, accident, or injury which requires first aid treatment; or
2. A bump or blow to the head; or
3. Emergency transporting; or
4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

Emergency Procedures

In case of severe emergency or accident:

1. Administer First-aid
2. Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants.
3. Stay with the child until released to the parent or emergency medical transportation.
4. Complete incident report and give to parent for signature.

Parents or guardians will be immediately notified in the event of any serious accident, injury, or illness, and notified if the child will be transported to a source of medical or dental treatment.

When an accident or injury occurs, or emergency transportation is provided for a child, the center will complete an incident report.

Emergency School Closing

If your child's school has a situation where they must evacuate and close the building in the middle of the day, you will be required to make necessary arrangements to pick your child up at the school. If school is not in session, there is no childcare.

Fire Drills

Fire drills are held quarterly to assure that fire emergency is understood and easily managed. A plan is posted in each childcare room in case of fire emergency or weather alerts.

Tornado

Tornado drill procedures are posted in the area of childcare. Staff is to review and practice this drill twice between April to October.

Serious Accident, Illness, Injury

Staff is to call parents/guardians and any medical assistance personnel and/or staff deemed necessary.

Evacuation/Bomb Threat

Should there be a need to evacuate the building for any reason, all staff and students will go to the parking lot of Maple Grove Golf Course located across Secor Road from the school or Faith Baptist Church located behind the school on Whiteford Center Road. The most likely site would

be the church because of the danger of crossing Secor Road, unless conditions of deep snow or heavy rains, or other dangerous conditions restrict passage to the church.

Homeland Security

In the event that there is a Threat Level Red declared by the United States Department of Homeland Security the following procedures will be followed:

Before School Hours: The Latchkey Program will close.

The Childcare Program will be closed. If your child is already in attendance at the school, you will need to make arrangements to get them picked up immediately.

During School Hours: The Latchkey Program will close.

School age children will remain in the school until the end of the school day. Parents will be required to pick them up at the school at the end of the school day or have them put on the school bus to be dropped off at home. There will be no after school care available in this circumstance.

Management of Illness

The symptoms for which a child shall be discharged:

- a. Temperature of one hundred degrees Fahrenheit, when in combination with any other sign or symptom of illness.
- b. Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- d. Difficult or rapid breathing.
- e. Yellowish skin or eyes
- f. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- g. Untreated infected skin patches, unusual spots, or rashes
- h. Stiff neck with elevated temperature
- i. Evidence of untreated lice, scabies, or other parasitic infestation
- j. Sore throat or difficulty in swallowing
- k. Vomiting more than one time or when accompanied by other sign or symptom of illness

An ill child will be isolated, supervised by a staff member and the parent/guardian or emergency contact will be called to pick up the child. Upon departure from the center, parents and/or guardians will be notified verbally or by written statement that the child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease. If the child is well enough to attend school, they may return to the childcare program. If the child has a communicable disease, a return note from the physician may be required.

Administration of Medication and Special Services

We will administer prescription medication only. In order to administer the medication, we must have the following:

- Parent/guardian must complete the *Request for Administration of Medication* form

- The medication must have a prescription label that includes the child's name, current date, and exact dosage, specific number of dosage times, and route of administration.
- Use of inhalers or other special medications by school age children must be discussed with and documented by the director.

Cleaning and sanitizing

The staff disinfects and sanitizes all tables, toys, and surfaces daily with approved disinfectant and sanitizer which will not cause any harm to children.

Pest Management

Currently, the school will notify parents/guardians by placing posted signs at the entrance of the building and send notification home if there is any indoor application.

Possession of a Weapon

A weapon includes guns, pellet guns, knives, pocketknives, or club type implements. It may also include a toy that is presented as a real weapon, or reacted to as a real weapon, or any object converted from its original use to an object used to threaten or injure another person.

If a child brings a weapon to or uses a weapon at the Childcare, the staff will follow the school's code of conduct.

Attendance

If your child does not attend school for any reason, he/she may not attend the childcare program on that day.

Safety and Insurance

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in our childcare program, please note that the childcare program does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

Enrollment Forms

Upon enrollment, each child must have on file current health records, emergency transportation information, and parent/guardian permission.

Parental Concerns

We want our families to feel that they can share their concerns. If parents or staff have any questions regarding the Childcare, please talk with the Director of the program or school administration.

If anyone has additional questions or concerns, please contact the administration at (734) 854-5437.

Parent Participation

Parent Participation and Family Events

Conferences may be scheduled to discuss your child's behavior, progress, social and physical needs, or any other pertinent matter.

Guidance and Management Policy

Philosophy

The approach to guidance at the center is positive which encourages self-control, self-esteem, and cooperation. Smooth, healthy functioning of the group requires limitations, which are clearly defined, consistent, and developmentally appropriate. Through preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the center, the need for disciplinary action will be limited.

Method

We will value mistakes as learning opportunities, and patiently remind the children of the rules and why they are important. We will guide children to resolve conflicts and model problem solving skills that will encourage eventual internalization of self-control. In addition, children will be given the opportunity to share their feelings and frustrations with an attentive adult. Inappropriate behavior will be directed to an acceptable activity. If this does not work, the child may be placed in a time-out. The time-out is never longer than the age of the child and allows the child to sit calmly and reflect on their behavior. If necessary and successful, behavior modification may be used such as stickers, awards, stamps, etc.

The program's methods of management and guidance apply to all employees of the program. Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishments, shaming, or labeling children. At no time will delegation of discipline from another child will be allowed. Children will not be deprived of meals, snacks, rest, or necessary toilet use as a source of punishment, nor will any child be confined in an enclosed area.

Removal from Program

The childcare reserves the right to remove a child from our program for any of the following reasons:

- Failure to pick up child from program in a timely manner.

- Failure of parent or guardian to pay weekly fees as outlined in this manual.
- The child's needs are not being met.
- Failure of parent or guardian to provide information and/or follow the guidelines required of the program.
- The child is a safety threat to himself/herself, other children, or staff. This includes behavior such as fighting, striking others, biting, and wandering away from the program. In the event of repeated inappropriate behavior by a child, any of the following actions may be taken:
 - a. An incident report completed and shared with the parent/guardian
 - b. Call the parent/guardian to have them talk to the child
 - c. Schedule conference with the parent/guardian to discuss how the parents/guardians can participate in resolving the situation
 - d. Request that the parent/guardian seek additional professional help such as counseling, or another type of intervention
 - e. Temporary suspension from the program
 - f. Permanent withdrawal from the program

It is our goal to make your child's time spent in the childcare a positive and successful experience. Therefore, a teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support, and follow through are not only appreciated, but also necessary.

Program Description and Sample Schedules

All activities planned for the children must meet one of the following purposes:

- To help children grow personally.
- To help children learn to clarify values.
- To help children improve personal and family relationships.
- To help teach children to appreciate diversity.
- To provide children with the opportunity to become leaders and supporters.
- To teach children specific skills.
- To allow children to have fun.

AFTER SCHOOL

3:10pm-3:30pm	Arrival, attendance, restroom use, and hand washing
3:30pm-3:45pm	Snack time
3:45pm-4:30pm	Outdoor play or gym time
4:30pm-5:00pm	Homework or reading time
4:45pm-6:00pm	Free Choice: Interest centers, arts and crafts, small group games, multi-cultural activities, construction (blocks or Legos), small group games and departure

Outdoor Play

The center shall provide outdoor play in suitable weather for children in attendance. Temperatures below 32 degrees or over 90 degrees, or any other inclement environmental condition (rain, snow, humidity, or wind chill) may prohibit outdoor play time.

Snacks

If parents want their child to have a snack after school, a nutritional snack needs to be provided by the parents or guardians. Samples of health snacks include, but not limited to: pretzels, fruit, veggies, crackers, popcorn, fruit juice, and yogurt. NO RED fluids please as they stain carpeting and clothing, sometimes clothing belonging to other children.

Health Related Resources

Red Cross (734) 289-1564

Library (734) 847-6747

Health Department (734) 240-7800

Poison control (313) 745-5711

Local and state police department (734) 242-3500

Fire Department (743) 847-2359

Local Hospitals St. Anne's Toledo, (419) 407-2663
Mercy Memorial, Monroe, (734) 240-8400

If at any time, there is a seminar or training available it will be posted on the board. Other information such as common childhood illnesses and anything else we feel would benefit our families will be placed on the parent board.