

**PIKE TOWNSHIP
LOVING CARE**

SUMMER 2025 GUIDELINES



METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP
4301 West 52nd Street
Indianapolis, IN 46254
Phone: 317-388-7836

PIKE TOWNSHIP LOVING CARE SUMMER 2025 GUIDELINES

1. HOURS & DATES OF OPERATION

We will be open between the hours of 6:30 a.m. and 6:00 p.m. Monday through Friday. The calendar for the summer session is as follows:

Thursday, May 22 nd	Last day of 2024-25 school year
Friday, May 23 rd - Tuesday, May 27 th	CLOSED for summer setup/meetings/Memorial Day
Wednesday, May 28 th	First day of summer Loving Care
Thursday, June 19 th	CLOSED in observance of Juneteenth holiday
Friday, July 4 th	CLOSED in observance of Independence Day
Tuesday, July 22 nd	Last day of summer Loving Care
Wed., July 23 rd –Wed., July 30 th	CLOSED for fall setup/meetings
Thursday, July 31 st	First day of 2025-26 school year

2. LOCATIONS OF SUMMER PROGRAM

Fishback Creek Elementary
8301 West 86th Street
Indianapolis, IN 46278
Phone: 317-347-5559
(for students from Central, College Park, Eastbrook, and Fishback Creek)

Guion Creek Elementary
4301 West 52nd Street
Indianapolis, IN 46254
Phone: 317-216-5154
(for students from Deer Run, Eagle Creek, Guion Creek, New Augusta South, and Snacks Crossing)

3. SUMMER FEES

Summer Supply Fee (due at the time of registration)
\$40.00 per child
\$20.00 per child for students attending only during Summer School dates.

<u>Standard Rates</u>	<u>Reduced Rates**</u>
\$110.00 weekly – first child	\$100.00 weekly – first child
\$100.00 weekly – each additional child	\$90.00 weekly – each additional child

Note: If your child will attend summer school classes from June 2nd – June 20th, Loving Care can provide child care before and/or after class. Bus transportation will be provided from your child's summer school location to his/her Loving Care location. Rates for care before and after summer school classes are as follows:

Standard Rates – Summer School Participants
\$75.00 weekly – before AND/OR after class (6:30 – 8:30 a.m. & 12:30 – 6:00 p.m.)

Reduced Rates – Summer School Participants**
\$65.00 weekly – before AND/OR after class (6:30 – 8:30 a.m. & 12:30 – 6:00 p.m.)

*****Families who qualify for textbook assistance and/or free or reduced lunches are currently eligible for our reduced rate. We also accept CCDF vouchers.***

4. FEE PAYMENT POLICY

- a. Except for a two-week vacation allowance (see section 10), payment credit cannot be given for dates that your child does not attend.
- b. Our locked payment drop box is located on the parent sign-out table at each site. Checks or money orders may be made payable to Loving Care. **We do not accept cash payments.**
- c. Credit card payments can be made via the Pike website. (Go to www.pike.k12.in.us, scroll to the bottom of the page and select “pay school fees.” from the “Families” menu). You will need to know your child’s student ID number (which can be obtained from your school office, Site Leader or the Loving Care bookkeeper) in order to use this service. ***A convenience fee will be applied to all online payments. The fee varies depending upon the type of card used, and will be displayed before you authorize the payment.***
- d. All checks are subject to deposit on the next 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.
- e. 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.
- f. 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 charge will be assessed.
- g. All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during an audit. Questions about your account can be directed to our bookkeeper at (317) 388-7840.
- h. When withdrawing a child from the program, a two-week notice is required. If a child is withdrawn without the required notification, the parent may be held financially responsible for an additional two weeks of fees. Refunds of any prepaid fees will only be given when a two-week notice is received.

5. ADMISSION

The Loving Care summer program is open to any child who is currently enrolled in a Pike Township school, and who has completed kindergarten, but is not older than 12 years of age.

6. TELEPHONE NUMBERS

If for any reason you need to contact a staff member at your child’s site, each Loving Care, the contact numbers are as follows:

Fishback Creek Elementary Loving Care – (317) 347-5559

Guion Creek Elementary Loving Care – (317) 216-5154

If you have difficulty reaching someone at that number, please feel free to call our business office at (317) 388-7836.

7. DROP OFF AND PICK UP

In order to be admitted to and released from Loving Care, children must be signed in and out daily by a parent or guardian. (Children who are coming to Loving Care directly from summer school classes will be signed in by a caregiver). Please do not allow your child to walk in alone. Your child's safety is important to us!

Your child will only be released to you, or to those people you have listed on your registration form as authorized to pick him/her up. Identification will be required of anyone with whom our staff are not familiar.

Children may not be dropped off before 6:30 a.m.

8. LATE PICK UPS

Our program closes at 6:00 p.m. An overtime fee of \$10.00 will be assessed every 15 minutes beyond 6:00 p.m. After three late pick ups, you will be asked to make other child care arrangements.

9. VACATIONS**

Children enrolled in the summer program are eligible for two-weeks of vacation, to be taken in 5-day increments, with no fees charged. Any additional vacation time beyond the two weeks allotted must be taken with the understanding that normal weekly fees will be charged, even if your child does not attend. Please notify your site leader of your scheduled vacation dates as far in advance as possible, so that we may properly adjust your fees.

****Students who are attending only from June 2nd– June 20th (during summer school dates) are not eligible for vacation time.**

10. 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 unsure, 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 an ill child may remain at the program is up to the discretion of the site leader.

Over-the-counter medications may be dispensed at Loving Care when in their original container and accompanied by a medication release form signed by the parent or guardian. Prescription medications require a medication release form to be signed by the parent, and written instructions from the child's physician. No out-of-date medications will be administered.

11. 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.

12. WAITLISTS AND WITHDRAWALS

When all available positions for our program are filled, we will establish a waitlist. Parents will be contacted for placement as openings occur, in the order that their inquiries were received.

When withdrawing a child from the program, a two-week notice is required. If a child is withdrawn without the required two-week notification, the parent or guardian will be required to pay for an additional two weeks of care beyond the withdrawal date. Refunds of any prepaid fees can only be given when a two-week notice of withdrawal has been received.

13. ACCESS TO TECHNOLOGY

When Loving Care students use school computer equipment during non-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.

15. 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 summer program.

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:

- 4) Disruptive of program
- 5) Profanity - includes "shut-up"
- 6) Restroom misbehavior
- 7) Horseplay
- 8) Throwing objects
- 9) Arguing with others
- 10) Name-calling or put-downs
- 11) 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:

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
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.