

School Age Childcare Programs

6:30 a.m. – 6:00 p.m., Monday – Friday (during school year)

7:00 a.m. – 6 p.m., Monday – Friday (Summer)

Otsego Elementary School, 18505 Tontogany Creek Rd., Bowling Green Ohio 43402

Central Office Phone: 419-823-4381 OES Extended Care ext. 4408

Program Director: Elementary Principal, Program Coordinator: Senior Team Leader

*Scheduled field trips will leave the school at various times but will attempt to return to the school before 5:00 on any given day. There may be an admission charge for the field trips, depending on the location, as well as being charged an hourly rate for childcare.

Current rates: \$3.50...1st child, \$2.00....2nd child., \$1.50...3rd child (and any additional children)...The hourly rate is billed to the quarter hour.

Parent Information

Hours/Licensing

The OES Extended Care center is in operation Monday-Friday and is located at Otsego Elementary School. The center follows the school calendar with some cancellations during bad weather. Our center observes the following staff/child ratios and small group sizes maintained for each age group:

Staff/child ratio: 1/18 (ages 5 and above) Small group sizes- up to 36

The OES Extended Care Program does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

Policies and Procedures

Facilities

Our school features a large parking lot and playground area. Parents will drive up to the main entrance to drop off or pick up their children. All parents must sign children in and out for each session. The gym and adjacent rooms will be utilized for the program.

No refunds for calamity days, illness, miscellaneous absences, or allergy related issues.

Registration

Students who attend Otsego Elementary School are eligible to attend Extended Care. Students need to be registered by parents/guardians. OES extended care is available for students age 5 thru the summer before entering 6th grade. A registration fee of \$10.00 per family, is collected and an emergency medical authorization must be on file before students can utilize the program. The registration and fee are in effect from June 1 to June 1 of the following year.

Student records are kept confidential and will be made available to OES Extended Care staff only, not other students.

Instructors

Instructors are employees of the school district. An assistant will be employed when a session exceeds a

1-18 ratio (school-age).

Hours of Operation

As listed on cover page. Hours (except cancellations due to weather) when school is in season will be 6:30 a.m. to 6:00 p.m. Summer hours are 7:00 a.m. to 6:00 p.m.

Visiting the Program/Signing Children in & out

When you pick up your child, please come in and sign him/her in & out. We encourage parents to occasionally come in and talk with the instructors.

Notes to Teachers

If your child attends OES Extended Care during school, please inform your child's teachers as well as Extended Care staff (write a note or email extendedcare@otsegoknights.org) what days he/she will attend.

Public and Non-profit entities we cooperate with for programming

Students may participate in Reading Tutoring, BGSU tutoring, and occasionally others. Students may sign in at OES Extended Care and then leave the program for tutoring, lessons, etc. however, this arrangement must be mutually agreed upon by parents and supervisors. **A written agreement must be on file for this arrangement.**

Transportation Policy

Children may leave the school and/or the OES Extended Care Program to attend programs or specific activities with mutual agreement of parent(s) or guardian and program coordinator. OES Extended Care is not responsible for transportation to/from other programs.

Absences

Please notify us by calling the OES Extended Care Program at 419-823-4381 ext. 4408, sending a note or email to Extended Care (extendedcare@otsegoknights.org), or contacting the Elementary School office to leave a message if your child will not be attending the OES Extended Care Program or if there is a change in the usual pattern of attendance.

School Closings

OES Extended Care will remain open on 2 hour weather delays that change to a closing. However, when school is closed before 6:30am for weather, OES Extended Care will also be closed. The Summer Program will remain open for approximately 10 weeks each summer with the exception of 3 days over the 4th of July holiday and Juneteenth **and in cases where no students are in attendance by 10:00 am on a given day.**

Breakfast and snacks

All students will have the opportunity to eat breakfast. The school serves breakfast for a small fee or the parents may pack a breakfast. Parents must send a snack and lunch with their child for the days that the school lunch is not offered (Summer and weather delays/closings when program is open). Names should be on all food items brought to OES Extended Care. OES Extended Care and staff promote healthy snacks.

Communicable Disease Policy

1. All staff will be trained in signs and symptoms of illness and in hand-washing and disinfecting procedures.
2. Substitute personnel will be hired should the-OES Extended Care staff have a communicable disease.
3. A child shall be discharged from the center with the following symptoms:
 - a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
 - b) Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
 - c) Difficult or rapid breathing
 - d) Yellowish skin or eyes
 - e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
 - f) Temperature of 100 degrees F taken by the auxiliary method
 - g) Untreated infected skin patches
 - h) Unusually dark urine and/or gray or white stool
 - i) Stiff neck with an elevated temperature
 - j) Vomiting more than one time or when accompanied by any other sign or symptom of illness
 - k) Sore throat or difficulty swallowing
 - l) Evidence of untreated lice, scabies or other parasitic infection

Isolation of students: Students who are ill will be isolated from the other children by placing them in the health area away from the other children. A Communicable Disease Chart is posted on the wall.

4. Parents or guardians receive immediate notification when their child is exhibiting signs of symptoms of illness or has been exposed to a communicable disease through verbal or written contact by the staff.
5. The administering of medication requires completion of a form signed and completed by the physician and parent. All medication must be in its original container and labeled appropriately. Medicine is kept in a locked file. Except in cases of an emergency, parents will give the first dose of all newly prescribed medication to observe the child's reaction.

Curriculum

The OES Extended Care curriculum will be developmentally and age appropriate. The activities may include, but are not limited to the following:

1. Intervention and homework assistance
2. Reading/writing
3. Independent playing and games
4. Special projects recognizing special holidays and events
5. Computer
6. Arts/Crafts
7. Guidance program featuring self concept activities
8. Free play
9. Special films and videos
10. Technology (as directed by staff)
11. Current events

12. Games
13. Planned physical education activities
14. Trips and programs planned in cooperation with local university and community facilities.
15. Special guests visiting the program
16. Nature walks
17. Dance contests
18. Hobby days
19. Sports clinics
20. Academic games
21. Life skills
22. Drama
23. Listen/play music
24. Social Development
25. Physical Skills
26. Health and Safety skills

Note: We will attempt to create cozy play areas and centers for exploring, reading, and creative/dramatic play.

Emergencies and Accidents

We will take the following action in case of an emergency or accident. Children will be transported to the source of emergency medical or dental care by parent and/or person listed on the child's emergency medical authorization form. EMS will be called should the child need immediate medical attention and the parent cannot be reached or in a life threatening situation. Accident report forms will be filled out by the supervisor in the event of an accident. Copies will be sent to the principal's office and home with the student. In the case of a head injury, parents will be contacted by telephone.

Parent Permission Slips

Parent permission slips and/or sign up sheets will be posted or sent home indicating field trip locations. You will be informed of destination, time, date, and method of transportation through our parent newsletter or posted near sign-in on the day of the field trip.

A custodial parent, custodian, or guardian of a child enrolled in the program shall be permitted unlimited access to the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator or designee of his/her presence.

Hand Washing

All student's and staff's hands will be washed before and after food service according to the rules governing school-aged childcare programs.

Homework

We encourage children to finish homework, however, we will not be responsible for unfinished homework.

Late pick-ups

The afternoon session concludes at 6:00 p.m. Students must be picked up by 6:00 p.m. An additional fee of \$1.00 for every minute after 6:00 p.m. will be charged for late pick-ups. You may want to have an

emergency number you can call to arrange for a pick-up if you are delayed. Be sure to indicate this person and number as an authorized person to pick up your child on the Student Information/Authorization Sheet.

Parent participation

Parent Participation Information:

The OES Extended Care Program encourages open communication between parents and the childcare center staff. If a problem occurs, please, feel free to contact any childcare staff member (assistants, supervisor, coordinator). If your problem is not resolved at this level, you may contact the Principal at 419-823-4381. If your problem is not resolved at this level, you may contact the Superintendent of Otsego Local Schools at 419-823-4381.

Parents are welcome to visit the center at any time. Individual conferences may also be arranged by contacting any staff member. Parents may be asked to participate in various OES Extended Care activities. This is a good way to become involved with the center's program. Annual parent surveys will be offered to provide feedback from parents and assist with programming revisions.

Parents are encouraged to observe their child, ask questions regarding progress and concerns, and express needs to supervisors.

Accident reports will be kept on file and given to parents in the event of an injury.

Release forms need to be filled out on student information sheet to authorize release of children to adults other than parents at sign out time.

Parents will be asked to provide feedback at least annually regarding the effectiveness of the OES Extended Care Program.

We encourage you to visit and talk with our child-care staff. Please contact the center to arrange a specific time and date.

Field Trips

Parent permission in writing will be requested for field trips. Field trip locations will be posted near the sign in area prior to the field trip. At this time no provisions are made for students not attending a planned field trip. Transportation will be on school buses.

Payments

Hourly rate will be calculated at the end of each week to the next quarter hour. Every 2 weeks an invoice is emailed to the email address you provided on the credit card from on the Registration Packet. At the same time you receive your Invoice, we will pay your balance with the credit card that is on file. Credit card fees will be the parent's responsibility. You will receive a receipt by email when that payment is posted.

Similar to other services that require deposits, we will be requiring a credit card on file. This card will be used to pay your invoices every 2 weeks. Credit cards on file will be secure and allow us to collect payments in a timely manner.

Checks should be made payable to **Otsego Board of Education**. Children will not be able to continue to attend OES Extended Care if accounts become delinquent for a month or more. There will be a minimum \$15.00 charge for any returned checks. Contact the OES Extended Care Coordinator, or the Principal, if you have any questions regarding your bill.

Program and Equipment

The following program and equipment goals have been established:

Discipline:

As a general rule, the Student Code of Conduct for Otsego Elementary School will be followed. We expect all children to follow the rules and regulations of good behavior. The instructor will be guiding children to socially acceptable behavior through an assertive discipline plan. This plan includes the following:

1st offense = Conference with student explaining the proper rules and procedures to follow

2nd offense = 5 minute break period

3rd offense = 10 minute break period

4th offense = Student referred to Extended Care Coordinator and parents will be informed

Continued disruptive behavior could lead to removal from the program. Every effort however, will be put forth to keep parents informed of disciplinary problems. We operate on a three strike system. A verbal warning will be granted upon the first physical/excessive behavior incident. Parents will be informed and the child will have a discussion with the Supervisor(s). Additional Strikes will then be given for any excessive and/or continuous behaviors including but not limited to hitting, pinching, kicking, unsafe actions, etc. while in attendance at the Otsego Extended Care Program. We will communicate with parents and work together to try to remedy the situation. However, getting three strikes will result in removal of the program for the remainder of the ~~school year~~ contract year, which runs from June 1st to May 31st.

- The school-age child care program shall redirect, separate students from ongoing problem situations, talking with the child about the situation and praise for appropriate behavior.
- All staff members shall receive a copy of the program's discipline policy for review upon employment.
- The program shall provide in-service training to staff regarding the written discipline policies and procedures before the program begins and /or before staff members begin working with children.
- The parents of all children enrolled in a program shall receive copies of the program's written discipline policies.
- Each staff member shall be responsible for the discipline of all children in his or her care.
- Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child or separation from problem situations.

- Exclusion from the program for disciplinary reasons shall be addressed in the policies and procedures.
- The program shall not abuse or neglect children and shall apply to all persons on the premises and shall be restricted as follows:
 - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
 - No discipline shall be delegated to any other child;
 - No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control;
 - No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle;
 - No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
 - Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents;
 - Discipline shall not include withholding food, rest or toilet use;
 - Techniques of discipline shall not humiliate, shame or frighten a child; and
 - Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.

Social Development: Students will learn how to develop and maintain friendships and master a variety of human interactions such as comparing self with peers and being an inter-actor in social situations, not just an observer. Our program stresses that each child is special with their own special feelings and needs. Instructors will work on improving the self-image of the child and let them learn more about their inner self. Learning to cope with peer pressure will also be stressed through play-acting, games, and talks. Finally, fair play and decision-making skills will also be addressed.

Physical Skills: Students will develop a sense of confidence in dealing with the physical environment through games, hobbies, and exercise. They will also learn how to be content with personal abilities through competition by being involved in a variety of games, hobbies, and exercise. Through a variety of games, students will learn that they should try to do the best they can while having fun.

Health and Safety Skills: Students will develop a variety of independent living skills such as self-protection, safety, nutrition, and respect for developing healthy lifestyles. Students will have the opportunity to handle small medical emergencies and will learn what to do should a major emergency occur.

Program Philosophy and Goals

Philosophy

We believe that children deserve the right to be supervised in an environment that is safe, free of worries, and offers a multitude of enriching activities. The Otsego OES Extended Care program is a place in which quality child-care and programming is available for all school-aged children.

Goals

1. To meet the needs of school-aged children and their parents by providing child-care during the summer,

before and after school, and on calamity days.

2. To minimize the stress on young children making transitions to a different child-care environment or who lack supervision at home due to working parents.
3. To help meet the social and emotional needs of school-aged children.
4. To offer enrichment activities and provide homework opportunities that will enhance each child's experience.
5. To ease the burden placed on working parents and make child-care financially affordable.
6. To improve school-community relations and offer a program that can attract young families and new businesses to the Otsego area.

Supervision Plan

The OES Extended Care Program will typically follow the guidelines established in the Ohio Revised Code. There will be a minimum of one supervisor present for every 18 children (school age).

School age:

Children will be allowed to run errands and/or use the restroom inside the building in groups of not more than six without adult supervision as long as they are within hearing distance of a child care staff member, if the staff member knows the whereabouts of the children at all times. The child care staff member will make checks and document every fifteen minutes.

Safety Policy

1. No child will be left alone or unsupervised.
2. The staff has immediate access to a telephone at all times.
3. Fire drills will be held quarterly at varying times and a record of these drills will be maintained at the center.
4. The fire emergency and weather alert plans are posted.
5. A permission slip will be sent home to cover all field trips and special outings. Guidelines will be followed as suggested by the Department of Education.
6. A person trained in first aid shall be available on each field trip, special outings, and at the center.
7. An incident report will be completed when an accident or injury occurs or when an incident necessitates administering syrup of ipecac.
8. Spray aerosols shall not be used at any time when children are present at the center.
9. The administrator and each employee are required to immediately notify the local public Children's Services Agency when they suspect that a child has been abused or neglected.
10. Morning Session: Parents are to bring their children to the school. All students must be signed in by a parent or guardian.
11. After school Session: Students check in with a supervisor as they are dismissed from their classrooms. Should a student who routinely attends the program not check in with a supervisor, the office staff will be consulted as to the child's whereabouts or notes/phone calls from home regarding that student. Please inform Extended Care of any changes to a routine (through a note or email).

Special Needs Children

Enrollment of special needs children are welcomed in the OES Extended Care Program. No child shall be discriminated against due to any physical or educational handicap. OES Extended Care instructors will consult with special education staff regarding any modifications that may be needed with the curriculum. If applicable, IEP's will be placed in the child's cumulative folder at OES Extended Care.

Outdoor Safety

When children are playing in two separate groups away from each other, (ex: outside and inside) The supervisors will have communication with each other for safety purposes. Should the supervisors need to communicate with each other, they will use two-way radios or cell phones.

Children will stay with the supervisor at all times. Street crossing is permissible only with direct supervision and assistance of OES Extended Care personnel. Field trips and outdoor activities follow the same disciplinary rules as indoor play as outlined in the elementary student handbook. Parents will be informed of severe behavior.

Swimming Precautions

Parents need to inform OES Extended Care personnel of swimming concerns and limitations. Students will be under constant supervision of OES Extended Care employees and certified lifeguards, however, parents are asked to alert workers each swimming day of any concerns to ensure safety at all times.

Meal Policy (Summer/2 hour delays/closures)

Meal preparation is not a service provided by our Extended Care program, should a child forget their packed lunch, a parent will be called and asked to bring in a lunch for that child.

Written Communication Plan and Parent Concerns:

The OES Extended Care program encourages cooperation and dialogue between its instructors, students, parents, and cooperating schools within Otsego. Various forms of communication will take place including memos, news releases, notes, parent/teacher conferences (upon parent request), telephone conversations and informal dialogue. A special emphasis will be placed on determining the needs of each child with their regular classroom teacher. This information will be kept in each child's cumulative folder at OES Extended Care. If parents have complaints/concerns that they feel are unresolved after talking with the OES Extended Care Supervisor—the OES Extended Care Program Coordinator and/or the Elementary Principal may be contacted by calling the school office.



Apply for healthcare:

- online at Benefits.Ohio.Gov,
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

Find your local office at
JFS.Ohio.Gov/County.

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at
Medicaid.Ohio.Gov.

Ohio | Department of
Medicaid

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at Medicaid.Ohio.Gov/Healthchek,
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.