



School-Age Care Parent Handbook

1120 N Ocoee Street
Cleveland, TN 37311

423-614-8409

leechildcare.com

Dear Parents,

As the Coordinator of Child Care for Lee University I would like to welcome you to our School-Age Care program. I invite and encourage you to visit anytime, as our door is always open. We welcome your involvement and participation in this program. You are your child's first teacher and we are honored that you allow us the opportunity to play a part in your child's development.

Lee University students, along with myself, will be caring for, keeping safe, and strengthening the developmental skills of your child in areas of social, cognitive, physical, and emotional growth. We will engage and interact with your child during inside free-play, small group activities, and inside/outside large motor activities. There is continuous interaction and supervision to ensure the safety and well being of your child. We strive to provide a high quality and enriching program that you and your child can depend on, with benefits such as low ratios, involved caregivers, and flexible (yet structured) consistent routines.

Let me know if you have any questions or concerns.

Sincerely,

Alicia Klepper
Coordinator of Child Care
423-614-8409
aklepper@leeuniversity.edu

Purpose

To provide quality childcare to Lee University's faculty and staff children in kindergarten up to age 10. This program offers school-age children the opportunity to interact with other children of the same age, while experiencing structured, yet flexible, planning with involved caregivers.

Hours of Operation

7:30am to 5:15pm

When public schools are closed and Lee University is open.

See calendar on last page.

Changes in Policies

Policies are subject to change. All changes will be posted, and all parents will receive changes in writing (possibly via email).

Open Door Policy

Lee University Campus Nursery maintains an open door policy during hours of operation. We invite parents to visit their child's class at any time. Anyone not on the Registration Information will not be permitted to visit with your child without prior notice.

Drop Off and Pick Up

Children need to be with the group no later than 9:00am. Children not arriving by this time may be asked to miss the day so as not to disrupt the flow of the day for other children. If a child will be tardy, arriving after 9:00am, please notify the center by 8:30am at 614-8409.

Parents or guardians should see that their child is safely with the group, in the presence of a staff member. It is the parent or guardian's responsibility to sign the child in and out. The drop-off and pick-up person must be at least 18 years of age. Any person other than the parent or guardian who is picking up a child will be asked to show photo identification.

Late Fee

School-Age Care are open from 7:30am to 3:00pm; please pick up your child promptly. Beginning at 3:05pm, there will be late fee of \$1.00 per minute per child. This fee will need to be paid before the child can attend the program again.

Calendar and Inclement Weather

Please be aware that the School-Age Care program follows Lee University's schedule. The enclosed calendar is subject to change. We will do our best to notify parents of changes to the schedule so that schedules may be adjusted.

School-Age Care may be offered in the event public schools are closed for inclement weather as long as the University maintains normal operating hours. If the University closes or delays due to bad weather, the program will also be closed. Please check your email and follow local television and radio stations.

Enrollment

Please fill out the documents provided in the registration packet and return the information upon the date requested. There is a Registration Fee of \$35.00 per child, due at registering. This nonrefundable fee may be paid with cash or check. Checks should be made to Lee University.

Please be sure the following forms are completed for registration:

1. Registration Application
2. Registration Informaion
3. Parent Agreement

Parents are responsible to inform the Coordinator in writing of changes in telephone numbers, addresses, or emergency information.

Meal Options

Lunches are not provided:

1. Bring your child's lunch daily in an insulated lunch box, including drink.
2. Pick your child up at 12 noon and return them 1:15pm, having fed them lunch.

Health and Illness

- Your child's health is important to us too. In order to maintain a healthy PDO environment please observe the following the illness policies.
- A child with a fever of 101° or higher, drainage from eyes, ears, or open sores, skin rashes, vomiting, diarrhea, severe cough, sore throat, or cold will require us to ask that you pick up your child within the hour.
- Your child may return to the center after being free of all symptoms for no less than 24 hours.
- A doctor's note may be required if the child's illness is questionable.
- You will be informed immediately of any communicable diseases that your child may have been exposed to while in our care.
- Parents should notify the Coordinator of any illnesses to which your child may have been exposed outside the center.

Medication

School-Age Care staff will not dispense medications.

Injuries

Accidents that cause a mark or bruise will necessitate that an Injury Report be filled out immediately by the supervising teacher and signed by the Coordinator. We will ask the parent to read and sign the Injury Report when picking up the child. A copy of the form will be kept in the child's file. A copy will be given upon request. All head injuries necessitate an immediate phone call to the parent to inform them of the incident.

Discipline Procedures

We believe discipline is the positive method of teaching a child appropriate behavior. It includes acceptance, listening, consistency, encouragement, rewards, praise, offering alternatives, controlling the environment, and redirection. Children are never subjected to discipline which is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking, “rough handling”, or other forms of physical punishment are specifically prohibited. We want your children to feel comfortable, confident, and welcome at this program. To promote this attitude, no child will be allowed to bully, intimidate, or emotionally or physically harm another child or staff member. We support removing the aggressor from the group and encouraging the child to use their words to express feelings in a calm and appropriate manner. In the unlikely event that the Coordinator believes a situation to be outside of her ability to control – meaning the class is being regularly disrupted or the child’s unmanageable behavior is not changing – the following procedures will serve as practical guidelines:

- First Incident – The Coordinator will speak with the parent about the incident. A “Behavioral Report” will be filled out for the parent to read and sign. The form will remain in the child’s file and a copy will be given to the parent upon request.
- Second and Third Incident – The parent will be called to pick up the child. The Coordinator may request a conference with the parent to discuss possible solutions.
- Fourth Incident – The parent may be asked to remove the child from the program.

Children’s Dress Code

We don’t need to tell you how much your child loves to explore. In the School-Age Care program we understand that exploration is an important part of development. That’s why we try to create a world in which your child is free to explore. Sometimes that exploration is a messy process. Please dress your child in play-clothes that can get dirty, or occasionally splotted with paint. Please put comfortable clothing on your child they can easily play in and use the restroom by themselves (age appropriate).

Children must wear shoes that cover the majority of the foot. Flip-flops or crocs (or similar style) will not be permitted. Sandals must have a back-strap.

School-Age Care Fall 2008 Calendar

Subject to change

Fall Semester

Thursday, August 7, 2008	Staff Development Day (Bradley County)
Monday, September 1, 2008	Labor Day (Bradley County & Cleveland City)
Friday, October 10, 2008	Parent/Teacher Conference Day (Bradley County)
Monday, October 13, 2008	Fall Break (Bradley County)
Tuesday, October 14, 2008	Fall Break (Bradley County)
Wednesday, October 15, 2008	Fall Break (Bradley County)
Thursday, October 16, 2008	Fall Break (Bradley County & Cleveland City)
Tuesday, November 4, 2008	Staff Development Day (Bradley County & Cleveland City)
Wednesday, November 26, 2008	Thanksgiving Holiday (Bradley County & Cleveland City)

Registration for the spring semester will take place in December.