

RCS SUMMMER CARE



School Age Summer Care
PROGRAM HANDBOOK



Welcome to RCS Summer Care for School Age Children

We are happy you have chosen Rochester Catholic School Summer Care for School Age for your child!

The School Age Care program is offered on the beautiful Lourdes High School campus. The faculty and staff, work together to establish a loving, safe, and structured community in which your child will develop strength of character, mind, body, and spirit. Our trained and dedicated staff aim to cultivate confidence, compassion, and an enthusiasm for all great studies in God's creation.

Please take some time to learn about our program's purpose and content, practices, procedures, and guidelines. The PROGRAM HANDBOOK serves as a great resource to a variety questions that may arise throughout your child's RCS preschool experience.

*****PARENTS ARE REQUIRED TO ACKNOWLEDGE THAT THIS HANDBOOK HAS BEEN MADE AVAILABLE AND THAT ALL TERMS HAVE BEEN REVIEWED, UNDERSTOOD, AND ACCEPTED.*****

We must receive acknowledgement, via the registration supplement form, prior to your child's first day of participation in the program.

Thank you for your partnership and we whole-heartedly welcome you to the Rochester Catholic School community!

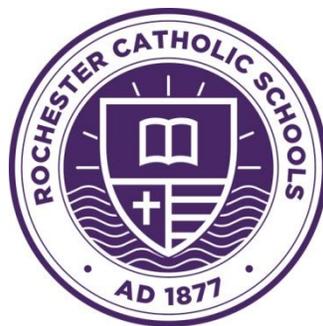


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SECTION 1: MISSION

EDUCATIONAL MISSION OF THE CATHOLIC CHURCH

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.” (Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, §2, 2005)

DIOCESE OF WINONA CATHOLIC SCHOOLS MISSION STATEMENT

The Catholic Schools in the Diocese of Winona are learning communities rooted in the teaching mission of the Catholic Church offering academic excellence and Gospel values in a diverse and nurturing environment.

ROCHESTER CATHOLIC SCHOOLS MISSION STATEMENT

Rochester Catholic Schools develops the spiritual, social, emotional, and academic growth of young people. RCS partners with parents and the Catholic faith community to nurture the development of a Christ-centered learning environment that fosters a culture of excellence where students grow in wisdom, courage and character. Rooted in Gospel values, RCS students are challenged and supported to become critical thinkers, collaborative problem solvers, creative visionaries and servant leaders who bring hope to the world.

SUMMER SCHOOL AGE SUMMER CARE GOALS

The School Age Summer Care Programs Goal is to provide a balance of academic emphasis and physical activity. The School Age program will pay attention to the development of social, physical, cognitive and recreational skills. Curriculum for the School Age summer care program will be based on the following developmental goals:

1 Personal Discipline: Developing responsibility for one’s own actions, setting limits, respecting rights and property of others, forming friendships, and using community resources responsibly.

2 Social Development and Psychological Health: Forming friendships, mastering a variety of human interactions such as compromising self with peers and being an interactor in social situations, not just an observer

3 Physical Skills: Developing a sense of confidence in dealing with the physical environment through games, hobbies and exercise, learning to be content with personal abilities through competition.

4 Intellectual Development: Developing problem solving and creative thinking skills, positive thinking, listening, vocabulary development, productive thinking, and independence.

SECTION 2: OUR PROGRAM

PROGRAM LEADERSHIP

Director of Teaching and Learning: Christine Gregory
cgregory@rcsmn.org

Qualifications:

- MEd Curriculum and Instruction
- 2017 Director of Teaching and Learning, Rochester Catholic Schools
- 2010-2013 Adjunct Instructor. Teaching Tech Pk-12 and Methods. University of Minnesota.

School Age Program Coordinator: Kim Illg
summercare@rcsmn.org

Qualifications:

- 2015-2016 Before and After School Care Program Coordinator: St Pius and St Johns
- 2016-2018 Paraprofessional, In House substitute teacher, Business Instructor: Lourdes High School
- MHA, St Mary's University of Minnesota, 2012
- Program Chair, Health Care Administration, MSB. 700 hours college instruction

Program Lead

The Summer Care School Age **Program Lead** facilitates weekly themed lessons and activities in collaboration with a program assistant/aide.

Program Aide/Assistant

The Summer Care School Age **Assistant and/or Aide** support the Program Lead

PROGRAM RATES

Full Day Summer Care Option

\$165 per week for each child

(Field trips, snacks, and lunch are included in the cost of care.)

Three Day Summer Care Option

\$120 per week for each child

(Field trips, snacks, and lunch are included in the cost of care.)

There will be a non-refundable deposit of \$75 (per family) due at the time of registration. This deposit will reserve your spot and be applied toward your first week's billing statement.

PROGRAM LICENSURE

2017 Minnesota Statute: 3454.03 Subd.2 section 12

STAFF AND PARTICIPANTS

Ratios (Staff to Child)

1. Only qualified staff persons working directly with the children shall be counted in the staff to-child ratios.
2. The minimum ratios of staff to children shall be: Grades 1-6: 1-15
3. For children in grades 1 to 6 a maximum group size shall be no more than 30.

Substitute Staff

1. Substitute staff is used when regular staff is not available.
2. Short-term substitutes are used for 10 consecutive working days or less than 10% of scheduled working days per year. Existing staff may move up one position to fill in for each absent staff.
3. Long-term substitutes are used for more than 10 consecutive working days or more than 10% of scheduled working days per year. A person designated as a long-term substitute must meet the qualifications of the staff person being replaced.

Rationale for Recommended Ratios and Staff Distribution:

The ratios recommended for school-age care programs are necessary due to the nature of activities involved and the developmental needs of children who are in a group setting for extended periods of time.

Volunteer Requirements

Although parent volunteers are not widely used in School Age Care, all volunteers at RCS must successfully complete the Diocese of Winona Safe Environment training: Virtus and a Criminal Background Check. You can sign up for Virtus training by visiting www.virtusonline.org.

PROGRAM SUMMARY

- School age children spend a large part of their day in a structured academic setting.
- The programs will offer a wide variety of self-directed learning activities that allow children to develop a sense of competence in controlling their environment and leisure time. In order to meet the wide variety of developmental levels that exist in these programs, a wide variety of choices need to be made available.
- In order to provide a balanced day, children will be provided opportunities for physical activity, outdoor time, quiet time, time with friends, time to be alone, time to reflect and pray and time to discuss, debate, problem solve and explore.
- Keeping the best interest of the children in our program is at the heart of all of our decisions. We make a conscious effort to meet the needs of all learners. If we are not able to meet the needs of a child after all interventions have been followed, we may ask the family to consider alternative educational settings supportive of the child's needs and will offer support in the facilitation of this transition

PROGRAM CONTENT

The 2018 School Age Summer Care will be held June 11th - August 17th. **NO CHILDCARE** on Independence Day, Wednesday, July 4th. Subject to change.

Week	Dates	Theme	Field Trip <i>Tentative</i>
Weekly	6/15-8/17 Fridays only	Canvas and Kool-Aid	None
Week 1	6/11-6/15	Spend a week with an artist	None
Week 2	6/18-6/21	Nature week	Quarry Hill
Week 3	6/25-6/29	Aviation week	Private Airport
Week 4	7/2-7/6 Closed 7/4	Books, Books, and more Books	Public Library
Week 5	7/9-7/13	The mascots we love	Honkers Game
Week 6	7/16-7/20	We love animals	Oxbow Park
Week 7	7/23-7/27	Swimming in the Summer	Outdoor Pools
Week 8	7/30-8/3	Toot your own horn	Rochester Symphony Orchestra
Week 9	8/6-8/10	Junior Achievement Week	HyVee west circle drive LHS concession stand
Week 10	8/13-8/17	Bon Appetite	Taher/LHS kitchen

PROGRAM SCHEDULE

Morning Schedule

6:30-8:00	Welcome Time and Free Play
8:00-8:30	Breakfast
8:30-9:00	Faith Formation
9:00-10:30	Themed Activity.
10:30-11	Clean up time Get ready for Lunch
11:00-11:45	Lunch

Afternoon Schedule

11:45-12:45	Recess
12:45-1:30	Rest/Relax/Read
1:30-3:00	Themed Activity
3:00-3:30	Snack Time
3:30-4:30	Outside as weather permits
4:30-6:00	Free time Media Time Good bye and good night

SECTION 3: REGISTRATION

STEP 1: Program Registration

Register for School Age Summer Care Program can only be done via the RCS website. No paper registrations will be accepted

STEP 2: Submit Your Schedule

After completing your registration, submit your schedule

1. Choose a scheduling option

OPTION A: I would like to submit my schedule for the entire summer.

WEEKS 1-10: June 11 - August 17

OPTION B: I would like to submit schedules for participation periods known at this time.

WEEKS 1 & 2: June 11-15 | June 18-22

WEEKS 3 & 4: June 25-29 | July 2-6

WEEKS 5 & 6: July 9-13 | July 16-20

WEEKS 7 & 8: July 23-27 | July 30-August 3

WEEKS 9 & 10: August 6-10 | August 13-17

For each week, indicate: Full Week, 3 Days, or No Need*

*If you are *not in need of care* for any week, it is required that you still submit a schedule. Simply select NO NEED for that week. Not submitting a schedule does not imply NO NEED. You will be billed at the weekly rate of your registration selection (full, partial, or combined) if we do not receive an indication of NO NEED

2. Participation Periods and Deadlines for Submission

If you know your scheduling needs for *the entire summer*, please submit all 10 weeks at one time. Otherwise, schedules may be submitted *per participation period*. Deadlines for schedules and/or changes per participation period are as follows:

Participation Period	Dates	Schedule Due Date
Weeks 1 & 2	June 11-22	Monday, May 28
Weeks 3 & 4	June 25-July 6 <i>Closed July 4</i>	Monday, June 11
Weeks 5 & 6	July 9-20	Monday, June 25
Weeks 7 & 8	July 23 - Aug 3	Monday, July 9
Weeks 9 & 10	August 6-17	Monday, July 23

Program “Subject to Enrollment” disclaimer

Planning for summer childcare begins several months prior to the closing of the current school year. While great efforts will be made to provide care for several children of multiple ages at Lourdes High School, low or sparse/inconsistent enrollment could cause sites to change or enrollment to be limited. If change should become necessary, families will be notified as soon as possible.

Program Rates:

- There is a non-refundable deposit of \$75 (per family) due at the time of registration. This deposit will reserve your spot and be applied toward your first week’s billing statement
- 3-day rate (\$120) for 3 days or less
- 5-day rate (\$165) for 4 or more days
- The School Age Summer Care Program does meet the requirements for depended care FSA

STEP 3: Information Checklist/Necessary Forms

After completing your registration and submitting your summer schedule provide the necessary forms. The forms needed on the first day of care are as follows:

Necessary Forms:

Registration supplement which contains

- Student information
- Parent/guardian information
- Authorizations
- Health and History Information
- Emergency Contact
- Program Agreements
- Acceptance of Responsibilities

School Health Information Form

Student Immunization Form

Authorization for Administration of Medication (if applicable)

2018/2019 Parent Student Calendar

Participant “Good Standing” Requirements

School Age Summer Care registration is subject to the following:

- If currently enrolled in childcare, you are in good standing with billing and payment policies.
- If currently enrolled in childcare, you are in good standing with drop-off/pick-up times.
- If currently enrolled in childcare, you are in good standing with the behavior guidance plan.

Program Withdrawal

Parents/Guardians may want to withdraw their child from School Age Summer Care at any time. Please notify the Director or Coordinator if you plan to withdraw so we can properly close your account once all incurred charges have been paid.

Program Exit Interview

As a summer program, we will not be holding Parent-Teacher Conferences, as our time together is short, however, if you choose to leave the program we would like to conduct an exit interview. An exit interview will be a time for you to tell us about our program. Parents and children are invited to be a part of the exit interview.

Changes to Account Information

- It is the responsibility of the primary contact adult/guardian to maintain up-to-date contact information throughout the duration of enrollment with RCS School Age Summer Care.
- **In order to uphold best safe and secure practices, it is imperative that any change in physical address, email address, phone number, emergency contact, or authorized pick-up persons be reported.**
- Forms will be available in the classroom or you may email the School Age Summer Care Coordinator at summercare@rcsmn.org. You will receive email confirmation of the changes.

SECTION 4: BEHAVIOR GUIDANCE PLAN

“THE WAY OF LIFE” IN OUR CLASSROOMS

- We take good care of the people in our room.
- We take good care of the things in our room.
- We listen carefully when others are talking.
- We use quiet voices.
- We move quietly and slowly.

RESPONSIBILITIES AND EXPECTATIONS

As it is the goal for all program participants to have a positive experience in our preschool and childcare programs, the children are expected to:

1. Be safe - take care of self, others, the classroom materials and environment.
2. Be respectful of the rules - follow directions and work together.
3. Be respectful of space - control body and keep hands to self.
4. Be responsible - use materials appropriately and help keep order (return to proper place).
5. Practice peace - use words and actions that do not offend or express violence.

GENERAL BEHAVIOR REQUIREMENTS

- All children at RCS Preschool will be provided with a positive model of acceptable behavior.
- All policies and procedures at RCS Preschool will be tailored to the developmental level of children ages 3-5.
- We will use redirection and acceptable alternatives when dealing with problem behavior.
- Children at RCS Preschool will be taught to use acceptable alternatives to problem behavior.
- Our policies are set to protect the safety of the children and staff at RCS Preschool.
- All consequences for a child’s behavior will be immediate and directly related to that child’s behavior.

PERSISTENT UNACCEPTABLE BEHAVIOR

The focus of behavior guidance is to teach children how to use acceptable alternatives to that behavior and attempt to redirect behavior into a constructive activity. If the behavior continues, the staff may choose one of the following alternatives:

- provide positive reinforcement for appropriate behavior and immediate consequences for inappropriate behavior.
- guide children by setting clear, consistent, fair limits of classroom behavior.
- guide children to resolve conflicts and model skills that help children learn to solve their own problems.
- explain to the child why such behavior is not acceptable and have a “timeout” period which is documented. When necessary, staff will ignore attention-seeking behaviors, allowing the child to make positive choices, and model pro-social behaviors.
- Children are never subjected to corporal punishment or emotional abuse.

Persistent behaviors occurring at a high-frequency, extensive duration, or with intensity will be documented. Examples of these behaviors include but are not limited to:

- destruction of property or pain imposed upon self or others (physical and/or emotional)
- repeated negative behavior targeted at a specific individual or group of children (bullying)
- leaving the group space or running from staff
- repeated offensive language
- violent or harmful actions toward others
- any behavior that impacts the well-being of other children and/or staff

If a child exhibits persistent unacceptable behavior that requires an increased amount of staff guidance and time, a plan to address the behavior will be developed in conjunction with the parents, teacher and staff. A timeline (generally 6 weeks) will be established for parents and staff to implement the plan, check-in, make adjustments if needed, and hold a follow-up meeting. At the end of the trial intervention period (if the behaviors have not lessened in frequency, duration, or intensity) we are not able to meet the needs of a child after all interventions have been followed, we may ask the family to consider alternative educational settings supportive of the child's needs and will offer assistance in the facilitation of this transition.

SEPARATION FROM THE ACTIVITY/GROUP AND UNACCEPTABLE BEHAVIOR

Separating a child briefly from the activity group will not be used unless:

- All the previously listed methods have been used unsuccessfully in altering the unacceptable behavior.
- The behavior threatens the safety or well-being of the child or other children.

When a child is separated from the group, the child will be within continuous sight and hearing of the staff, and will remain in the classroom. Separation is used to teach the child that a behavior is unacceptable.

As soon as the child can alter or stop the undesirable behavior, the child will be returned to the group.

Use of separation will be documented in the daily log and include the following information: child's name, staff person's name, time, date, other less intrusive methods used to alter behavior, how the behavior continued, and how the behavior was threatening to the child or other children. Parents will be notified if a child is separated from the group three or more times in a day, and this notification will also be documented in the daily log. If a child is separated 5 times or more in one week or 8 times or more in two weeks, the plan for persistent unacceptable behavior (above) will be followed.

PROHIBITED BEHAVIOR ACTIONS

RCS School Age Summer Care Program believes in the value of each and every child and their right to be treated with dignity and respect. The staff will never use or direct another to use any of the following methods to address behavior issues:

- Corporal punishment such as, but not limited to, spanking, rough handling, shoving, pulling, shaking, slapping, kicking, biting, pinching and hitting.
- Emotional abuse including but not limited to name calling, ostracism, making derogatory remarks about the child or family, using language that threatens, humiliates, or frightens the child.
- Separation from the activity group, except as stated under the behavior guidance plan.
- Punishment for lapses in toilet habits.

- Punishment by use of withholding food, light, warmth, clothing, or medical care.
- Use of physical restraints such as ties or straps. Securely holding a child within a teacher's arm is permitted when necessary to protect the child or other children from injury or harm.

BULLYING

Bullying is prohibited and is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the child engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a child's educational opportunities or performance or ability to participate in functions or activities.

- a) physical intimidation or assault
- b) extortion
- c) oral or written threats
- d) teasing
- e) put downs
- f) name calling
- g) threatening looks
- h) gestures or acts of aggression (overt and covert)
- i) cruel rumors and false accusations
- j) social isolation
- k) bystander behavior

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. administration, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school director for further investigation.

In cases of reported bullying, the administration or designee shall interview all students involved (i.e. the aggressor(s), the bystander(s), and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any child who retaliates against another for reporting bullying will be subject to appropriate consequences, which could include suspension or expulsion.

Consequences for children who bully others shall depend on the results of the investigation and may include:

- counseling
- parent conference
- detention
- suspension and/or expulsion

Depending on the severity of the incident(s), the director may also report incidents of bullying to law enforcement if appropriate.

MONITORING PROGRESS

- Individual progress in the areas of intellectual, social, emotional, and physical development will be documented in the children's records.
- If, at any time, a student is not making adequate progress towards these goals, the school will work with the family to determine the best course of action. Depending on the nature of the concern, the school may elect to follow our progressive **behavior guidance plan** or work with the School Age Director or Coordinator to determine next steps.

SECTION 5: Program Practice

HOURS OF OPERATION

Monday - Friday, 6:30am - 6:00pm. Program is closed on 7/4/2018.

MEAL PROGRAM AND NUTRITION

As a part of the program, the children attending, will be provided breakfast, lunch, and an afternoon snack. Dinner will not be served

The meals served will be provided by Taher, their approach to nutrition is as follows:

"Our approach is chef-based, which means everything we do revolves around our chefs' passion for fresh, high-quality ingredients, meals cooked from scratch, and globally inspired recipes." Additionally, Taher's licensed dietitians "stay current on advancements in nutritional knowledge" and work to incorporate initiative (such as increasing whole grains and completely phasing out all trans fats) into their menus.

Taher's emphasis on health pairs well with the RCS Guiding Principle to "grow together in mind, body, and spirit." In order to nourish the mind and spirit, the body must be nourished as well!

True to our core values of service, integrity, respect, and community, students will:

1. Help prepare the space for mealtime
2. Offer prayer of thanks and praise before "breaking bread" together
3. Offer prayer of thanks after the enjoyment of "good food and good company"
4. Contribute to clean-up after mealtime

Snacks

Your tuition fee includes all snacks. We serve nutritious foods accompanied by milk, water or unsweetened fruit juice.

While great efforts will be made to provide care for several children of multiple ages at two sites (preschool at St. Pius X and school-age at Lourdes High School), low or sparse/inconsistent enrollment could cause sites to change or enrollment to be limited. If change should become necessary, families will be notified as soon as possible.

Late to pick up child

Please let us know if you need to pick up your child late. We are happy to watch them until you arrive. The charge for late pick up will be \$1 per minute

Absence Notification Procedure

Please notify the Program Coordinator via phone at or in the school office (507) 282-5161 or email the coordinator *and teacher* if a child is absent due to illness, appointments, or vacation.

Drop off/Pick up Policy

Child Drop Off by Parents or Guardians

- The school age child care drop off entrance is door#3 at Lourdes High School.
- The athletic doors and fine arts doors are not the entrance for the school age care program.
- Children must be escorted into the building

Parents/Guardians dropping their child/children off for school aged care are asked to do the following:

- Please park, or pause, and escort your child/children to door #3 at Lourdes High School
- Please sign in your child/children with the morning attendant
- Once your child is signed in for the program, they will not be allowed to leave.
- Any child/children needing non-regular drop off, will need to make arrangements with their child's program lead and /or the program coordinator prior. Last minute changes are hard to manage
- Safety is the #1 priority

Child Pick Up by Parents or Guardians

- The school age child care pick up entrance is door#3 at Lourdes High School.
- The athletic doors and fine arts doors are not the exit for child/children attending the school age care.

Parents/Guardians picking up their child/ children from school aged care are asked to do the following:

- Please park, or pause, and pick up your child/children through door #3 at Lourdes High School.
- Please sign your child/children out with the afternoon attendant
- Once your child/children are signed out of the program, they will no longer be in the care of the school age care program.
- Safety is the #1 priority

Non-parent or guardian pick up

- Parents/Guardians are asked to indicate on the emergency form the names of the non-parent or guardian person(s) authorized to pick up their child.
- If an unauthorized individual attempts to pick up a child, the staff will not release the child without getting parental permission. Therefore, it is necessary for the parents to let the teacher know by phone call or signed note if a different person will be picking up their child.

- A court order is needed to keep a parent away from their child. If this is the case, we need a copy of the court order on file at the school.
- If someone who is incapacitated attempts to pick up a child, all efforts will be made to convince that person to call a cab or let us call someone. The proper authorities will be notified if necessary.

Emergency Event Procedures

School Age Care conducts fire drills, tornado drills, lock down drills and emergency preparedness drills according to Minnesota State law. Children are expected to abide by the rules of the particular drill. Program Leadership is trained in the event of an emergency and will be the primary people responsible for children and their care during a particular drill. Program leaders will also teach their children the proper procedures associated with each drill. The plan is available for review by families.

Tornado: In case of a tornado warning or sighting, the children will be kept at school in our designated tornado shelter area with staff until all danger from weather has passed. We will follow our tornado drill procedure. .

Fire: In case of fire, the class will evacuate the building according to our fire drill procedure. Fire drills will be practiced and documented.

Inclement weather: Children will be dismissed upon parental request when severe weather warnings are announced. If we decide to close school early because of inclement weather or other unusual circumstances, RCS will send an email and/or parents will be called to pick up their child and take the child home.

Field Trips Procedures

Learning is extended outside of the classroom on field trips. Field trips are a privilege planned by teachers and approved by school administration with educational purposes as the primary objective. RCS School Age Care Program will follow the Minnesota Department of Transportation guidelines requiring seat belts and the use of booster seats when using the school van. You may be asked to chaperone on school outings or class trips, and your support is most appreciated. Chaperones must take VIRTUS training, (Protecting God's Children Awareness Session), as required by our Diocese. Program Leaders will take first aid kits and necessary medications with them on class outings. At least one staff member will be present that is CPR and First Aid trained.

Liability Insurance Policy

RCS Liability Insurance is provided by the Diocese of Winona Self-Insurance Program. The school and the School Age Program are not liable for accidents, health difficulties, etc. which occur on the property or during school hours. The level of liability insurance carried by RCS can be obtained in the RCS Director of Schools office.

Missing Child Policy

Children at RCS School Age will be supervised at all times. If, by chance, a child would be noticed as missing, the head teacher would conduct a search of the building while the administration checks the outside area. If the child has not been found within three to five minutes, the police and parents will be notified. All attempts will be made to locate the child.

Parent Grievance Policy

Parents who have a grievance are asked to follow these steps:

- Meet with the teacher to discuss the issue. The teacher will respond with a written summary of the meeting and a description of steps which will be taken to resolve the conflict.
- If parents are dissatisfied with the process in Step A, they will arrange to meet with the principal of the school the child is attending and/or the program coordinator. The principal or coordinator will respond with a written summary and action steps.
- If parents are dissatisfied with the process in Step B, they will arrange to meet with the next level of Administration.

Parental Permission Policy

RCS School Age Programs shall obtain parental permission in writing before allowing any research, experimental procedure, or public relations activity involving their child to take place.

Pet Policy

RCS School Age Programs have an open procedure dealing with pets. Visits from pets must be arranged beforehand and occur outside of the school building. If there are any problems or questions, please contact us immediately.

SECTION 6: GUIDELINES

Coordination of programs and events on the LHS campus

There are several other programs taking place on the Lourdes High school campus during the summer months. Children can sign up for, and attend, other LHS summer programs while attending the School Age Summer Care Program. Children who are involved in other, or overlapping programs, on the LHS campus will need to seek the permission of one of the Program Leadership before leaving the care of the School Age summer care program to attend the other programs offered at LHS. This is for the safety and tracking of all children while in the LHS building.

Dress Code

- Children dress in manner that does not create a disruption or safety hazard while at the School Age Summer Care Program. Children whose appearance disrupts the daily activities will be referred to the Program Coordinator and as needed to the Program Director.
- Children will not be allowed to wear items of clothing that are deemed inappropriate or that display profanity, makes reference to drugs, alcohol, tobacco, gang activities and sexual behavior, or promotes behavior that is illegal.
- Shorts of appropriate length are acceptable. Hats, bandanas, and pajamas are not to be worn unless a special activity allows such dress code has been planned and pre-approved.
- Shoes with roller blades are not suitable footwear and are not to be worn. Shoes that are appropriate for summer wear are acceptable.
- We try to play outside each day, weather conditions permitting. Please dress your child appropriately.
- Children will be notified of clothing that will be needed for an activity not previously noted.

- No extra clothing will be available in the event that child does not wear acceptable clothing. If a child has worn unacceptable clothing according to the previously defined, they will be asked to leave and to return with appropriate clothing.
- Children may bring extra clothes to change into as needed. This clothing will not be kept on site.

Lockers

Children attending the School Age Summer Care Program will not have access to the lockers at the Lourdes High School facility.

Parent Visits

Parents are welcome to visit School Age Care Program at any time. Please arrange visits directly with Program Leadership.

Classroom Communication

Communication between the parents, child and School Age Summer Care Program Leaders is imperative. This communication can be via phone call, email or face to face at any time during the School Age Summer Care Program.

Media Center

School Age Summer care children will have access to the Lourdes High School Media Center. No LHS books will be allowed to be “checked out” for take home

Lost and Found

The lost and found box is located in the LHS school office. Items that are lost will be placed there until found. At the end of the School Age care program all remaining items will be donated

SECTION 7: HEALTH & MEDICAL

Administration of Medication

If a child requires medication during school hours, written instructions must be provided by a parent. Medications must be in their original containers bearing the original label with legible information. Non-prescription medications must be administered according to the manufacturer’s instructions, unless there are written instructions for their use provided by a licensed physician or dentist. All medication will be kept out of the reach of children. Please request a medication policy/permission form from the teacher if your child needs medication at school.

Child Injury/Illness

Each parent is asked to complete an Emergency Form for their child at the beginning of each school year. This form contains information for the school on what action should be taken in case of accident or illness. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted.

In case of non-threatening illness or injury, the child will be kept under supervision separate from classmates until transportation can be arranged. Minor first aid will be handled by staff.

Each parent will receive a listing of reportable contagious diseases upon the enrollment of the child into school. If their child contracts any of these diseases, they must notify the school within 24 hours. Parents must notify the school within 24 hours of diagnosis of lice, scabies, impetigo,

ringworm, or chicken pox. After we receive the notification, we will notify the other parents of children in that class by a letter sent home with the children.

Emergency Medical Care

As previously indicated, in case of emergency, 911 will be called and we will abide by their decision to call an ambulance. If an ambulance is needed, the child will be transported for emergency care to the nearest facility.

First Aid and CPR

First Aid and CPR certification is required for all teachers and assistant teachers. A staff person trained in CPR and First Aid must be present during all hours of operation and on field trips. A Red Cross first aid manual and first aid kit are available in the classroom area. If the injury or illness is minor, it will be handled by the staff or by calling the parents. If there is an indication that the situation is serious, 911 will be called, and parents will be contacted.

Health and Immunization Forms

Parents are required to submit an immunization form prior to their child's attendance of the first program session. This form must be signed by a parent, physician, or public health clinic, and must be kept up-to-date. Medical or legal exemptions to the immunization requirements must be submitted prior to entrance.

In addition, a Health Care Summary signed by a physician or their representative must be submitted within 30 days of enrollment for each child. All children must have had a physical exam after they have reached 33 months of age.

The signature of a physician or public clinic is required on the immunization form if the child has not received all of the immunizations required by law for child care. A signature from a physician will also be required if the child has not had the Chickenpox Vaccine (Varicella), but has had Chickenpox.

Illness

Parents are often faced with making a decision to keep their child at home or send him/her to school. If a child remains at home and has the care he/ she needs when first becoming ill, the length of the illness is often shortened.

Staying home and resting permits the body to combat the illness more quickly. If your child is coming down with a communicable disease remaining at home may prevent infecting the rest of the children.

It is required that children remain at home if they have the following symptoms:

- Severe colds, coughs, or sore throats
- Eye infections, especially if discharge is present
- New skin rashes - unless medical opinion states rash is non-communicable
- Temperature of 100 degrees or more with or without symptoms
- Nausea, vomiting, diarrhea, or abdominal pain
- Any other sign of acute illness
- We strongly recommend you keep your child home until throat culture results are known. Child must be on antibiotics for 24 hours following a positive culture

- Chickenpox - Child must remain at home until all blisters have dried into scabs, usually 6-7 days after the rash first appears

Children may return to School Age care when free of symptoms

SECTION 8: SAFETY AND SECURITY POLICIES

Sexual Misconduct/Abuse Policy

Sexual misconduct or abuse by personnel of RCS is contrary to Christian principles and is outside of the scope of the duties and employment of all personnel. All personnel must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct or abuse and with the policies defined in the personnel manual of the Rochester Catholic Schools.

All employees of the school have received a Sexual Misconduct Policy Manual and are required to complete a signed pledge of commitment to uphold the policy at all times.

According to state law, all Preschool staff are mandated reporters of suspected child abuse and/or neglect.

Drug and Alcohol Policy

RCS Preschools prohibit employees, subcontractors, and volunteers who are directly responsible for children from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. RCS Preschool staffs, volunteers or any subcontractors, will be trained about the drug and alcohol policy.

Physical Activity Policy – Policy 4105

Rochester Catholic Schools recognize the physical, social and developmental benefits of regular physical activity for young children. Rochester Catholic Schools is dedicated to promoting the health of children through physical activity policies and practices. Rochester Catholic Schools has made a commitment to adhere to best practice recommendations for physical activity in School Age care by creating the following:

I. Active Opportunities

- Time for structured (teacher-led) physical activity and unstructured play is provided
- There are opportunities for outdoor active play every day (weather permitting)
- Children are not seated for periods of more than 20 minutes and will not be required to remain (awake) on resting cots for childcare longer than 30 minutes.
- Rare use of videos will be for educational or developmental purposes only

II. Play Environment

- There is space for outdoor activities
- There is an indoor space for activities
- A variety of play equipment including fixed (slides, climbing, ladders) and portable (balls, mats) is provided
- Equipment is maintained

III. Staff Behavior

- Staff joins children in active play
- Staff encourages children to be active
- Active playtime is not withheld for misbehavior

IV. Physical Activity Support

- There is visible support for physical activity in classrooms and common areas (books, posters, pictures)
- There are no televisions or electronic games in the classroom; the use of any electronic technology will be implemented for intentional teaching strategies only and will be managed and monitored by staff at all times

V. Physical Activity Training

- Physical education is provided to children at least once per week.

Mal Treatment of Minors Mandated Reporting Policy

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 507-328-6400 or local law enforcement at 507-328-6810.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning

suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:

- related policies and procedures were followed;
- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by school principal. If this individual is involved in the alleged or suspected maltreatment, the Director of Schools will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

ACKNOWLEDGEMENT: I, the undersigned, have read the information and understand all the policies, procedures, and guidelines in the RCS School Age Summer care handbook. I acknowledge that the above listed persons may pick up my child from RCS School Aged Child Care. My child is permitted to attend field trips. I authorize RCS SACC to help my child apply sunscreen as needed. I give permission for my child to watch – age appropriate, G and PG rated movies. I understand the RCS SACC occasionally post, publishes appropriate photos and videos of RCS SACC participants. By signing below, I release Rochester Catholic Schools, including School Aged Summer Care, from any possible liability. I understand the above-mentioned will remain in effects during the duration of the current handbook.

(Primary Contact) Parent/Guardian Signature _____ **Date** _____

Summer 2018

June 11, 2018 - August 17, 2018
For children ages 5-12

Program Hours

Monday - Friday
6:30am - 6:00pm
Closed on July 4, 2018

Lourdes High School

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