



St. Bernard After School Care Handbook

PHILOSOPHY

Saint Bernard After School Care (ASC) is a ministry that continues to nurture the Christian values and attitudes of our children. The ASC staff will strive to be appropriate role models who assist the Saint Bernard children in character development. Self-discipline, self-esteem, along with respect of self and property, are important values that will be addressed. ASC seeks to complement the job of the home, the school, and the parish community by joining this partnership in support of our children.

MISSION STATEMENT

After School Care (ASC) is here to provide the children of St. Bernard's School (Preschool through 6) with a safe environment. It is designed for children whose parents work outside the home. We provide opportunities for the children to develop friendships, and to grow spiritually, physically, and mentally. Most of all, it is of vital importance that the children feel comfortable and have a great time in an organized and secure atmosphere

AFTER SCHOOL CARE STAFF.

**Director of Early Childhood Education and
Director of After School Care**

Mary Jean Huelsman

Childcare Providers

Carol Allgeier	LuAnn Dobson
Donna Bruno	Jean Brussell
Barbara Cannon	Margaret Mills
Lynda Hook	Lisa Smith

All staff members are responsible for a minimum of 15 hours of child care training. The state requires all child care givers to submit to a Criminal records check, CAN check, and receive a T.B. risk assessment.

PHONE NUMBERS

Mary Jean Huelsman
Office - 239-5178 Ext. 117
E-mail – mjhuelsman@stbernardlou.com

After School Care (Preschool Bldg. phone) 239-5178 Ext. 132 (2:30-6 p.m.)

St. Bernard FAX – 239-9025

DISCIPLINE

Saint Bernard After School Care (ASC) is a Christian community where all members are called to treat each other with love, dignity and respect. We are a Peace Builders School. The primary purpose of discipline is to assist our children in the development of self-control and the ability to assume responsibility for their actions.

Our ASC staff will provide the children with opportunities to discuss their problems, and compromise or resolve their differences. The staff will be observant, consistent, and respectful of the children and their needs and will expect the children to show respect for their position and authority as child care provider.

PEACE BUILDERS PLEDGE

I Pledge...

- **To Praise people**
- **To give up put-downs**
- **To seek wise people**
- **To notice and speak up about hurts I have caused**
- **To right wrongs**

DAILY ROUTINES

Children will be dismissed to ASC at 2:40 p.m. Children will be checked in on the daily attendance schedule. Kindergarten thru Second Grade will be walked to the Preschool area by their teachers. Grade 3 through 6 will walk to the ASC Building with staff.

All children are offered snacks and drink each day. We encourage a child to eat and drink at snack time.

An opportunity for the children to change clothes is also provided. Please label all belongings. We are not responsible for lost items. Please leave toys at home.

Study hall for Grades 5 and 6 is provided by Saint Bernard in a quiet room with the assistance of a teacher from 3:00 until 4:00. Grade 3 & 4 will be provided study hall from 3:00 until 3:30. It is important that the children take advantage of this time and use it wisely.

A variety of activities are available: organized gym time, outdoor play, games, cards, centers, toys, music and movement, arts and crafts, etc...

SIGN OUT

Children must be signed out by their parent/guardian or person over sixteen years of age. No child shall be sent home with anyone other than those authorized by the child's parent/guardian on the Registration form without written documentation.

If other plans are arranged for your child on a day he/she is scheduled to attend ASC, please send a note. If there is an emergency, a note may be faxed to St. Bernard at 239-9025.

A note is required if your child will be leaving early from ASC for an activity. The note needs to state the activity and the name of the person picking up your child. That person will need to sign out your child before he/she will be allowed to leave. If your child is in an activity immediately following the school day and is coming late to ASC, the person in charge of the activity must see that your child gets signed in when he/she arrives. This procedure is, of course, for the safety of the children.

STUDENT RECORD INFORMATION

Please notify ASC when any registration information changes. Such information includes changes in address, telephone numbers, places of employment of parent or guardian, emergency numbers, transportation that is temporary, marital status, and/or custodial rights.

CHILD ABUSE

Kentucky law requires that Child Caregivers report any and all suspected child abuse to the appropriate authorities. ASC's staff will accept their responsibility and act accordingly.

NOTICE OF NON-DISCRIMINATORY POLICIES

ASC admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies, scholarship, or other parish administered programs.

ILLNESS POLICY

Should a child become ill in after school care, he/she will be isolated in a supervised area away from the other children. A parent or authorized person will be contacted immediately. Any child showing signs of a communicable illness will not be admitted to ASC.

MEDICATION POLICY

No medicine will be given to a child unless prescribed by a licensed physician along with a medication form signed by the parent of the child **each day** medication is necessary. ASC will keep a written record of all medication given. Prescriptions must be in the original container and properly labeled with the child's name. Refrigeration is available. Non-prescription (over the counter) medicine cannot be dispensed.

INJURY/ACCIDENT POLICY

All treatable injuries and accidents will be reported on an Accident Form that must be signed by the parent and returned to ASC. In the case of a serious injury, the child's parent would be contacted immediately.

LICENSING

ASC operates under the guidelines and regulations of the Kentucky Cabinet for Children and Families. Our License must be renewed annually after an inspection by a C.H.R. representative. This visit is unannounced. We are reviewed in these areas: general administration and records, staffing, staff/child ratio, physical facilities and equipment, and health and safety regulations.

FIRE AND SAFETY REGULATIONS

Fire drills will be conducted each month so the children will be ready to evacuate the building. We respond to all weather watches and warnings. During a tornado drill, the children will be taken to the main hallway where they will kneel on the floor facing the wall and cover their heads with their hands. For an earthquake, children will move away from the windows and take shelter under the tables. In the case of a man-made disaster where evacuation is required, arrangements will be made to transport the children to a "safe" place. Other man-made disasters may require the children to remain in the building or exit the building to a safe place on the school grounds. Parents will be notified as soon as possible.

EMERGENCY CLOSINGS FOR ASC

The decision to close schools due to weather conditions will be announced via local radio and television stations. When the announcement is "All Catholic Elementary and Catholic High Schools in Jefferson County are closed," **ALL** activities at Saint Bernard for the day and evening including ASC, athletic events, meetings, Mass will not be held.

DAYS OF OPERATION SAINT BERNARD ASC

Saint Bernard After School Care follows the Saint Bernard School calendar. **When Saint Bernard is open, ASC will be open and when Saint Bernard is closed ASC will be closed.** After School Care **will not** be open when school has an early dismissal.

SAINT BERNARD TAX I.D.# 61-0644954

Saint Bernard After School Care
2009-2010 Rates
Registration (Nonrefundable) - \$40.00

Full Time

One Child\$2133/\$237 month for 9 months
Two Children.....\$2736/\$304 month for 9 months

Three Children.....\$3240/\$360 month for 9 months

Permanent Part Time

One Child.....\$15 a day
Two Children.....\$20 a day
Three Children.....\$25 a day

Full time payments will be made on a monthly basis, September through May. Part time payments may be made at the end of the month.

No payment is made in August.