

# Resurrection Lutheran School



*ESCaPE*

*Extra-curriculars, Student Care, and Programs for Education*

*Childcare Program*

*Parent Handbook*

**2018 - 19**

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## **ESCAPE STAFF DIRECTORY**

Personal cell numbers & email addresses are available in the hardcopy version.

Mark Renner, Principal	605-880-8739	principal@resurrection-wels.org
Diane Thompson, Coordinator	282-8280	dthompson@resurrection-wels.org
Deb Hofland, Scheduling	282-8280	secretary@resurrection-wels.org
Bob Shultz, Billing on TADS	990-0955	finadmin@resurrection-wels.org
ESCaPE (direct lines)	251-3308 (cell) <input checked="" type="checkbox"/>	285-9706 (all building phones ring)
Holly Gronholz, AM Caregiver	507-382-9253	hollsie@hotmail.com
Sarah Capek, PM Caregiver		
Stephanie Taylor, PM Caregiver	507-513-3175	giggles61667@gmail.com

This cell is only turned on during ESCaPE hours (2:30-6:00pm).

## ***OUR PROGRAM***

### **Goals**

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1. To provide a safe environment for children and the development of their emotional, social, and physical needs.
2. To provide a variety of appropriate activities that will encourage a happy, enjoyable environment for all involved.
3. To support and work with the Resurrection Lutheran School (RLS) teachers to provide an environment where children may learn and grow.
4. To provide a quality service to the parents/guardians of our RLS family.

### **Administration / Funding**

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The RLS School Board oversees the ESCaPE program. All program costs are fully funded with fees paid by registered participants. If the program is not meeting the standards of a self-supporting program, it may be discontinued.

### **Program Standards / Staffing**

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The ESCaPE program is staffed with caring individuals with experience in caring for children. Staff to child ratio is 1:12. This provides a safe environment for all involved. On occasion, this ratio may be a little higher for short periods of time. As numbers (of students) allow, there may be separation of grades to match age-appropriate activities with groups.

### **Registration / Enrollment**

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Before and/or after school care is available to families of Resurrection Lutheran School with students meeting the following requirements:

- Entering Kindergarten through 8th Grade.
- Completed and turned in the Registration Form and pay the \$10 family fee\*
- Provide a one-week notice of enrollment so we can evaluate staff-student ratio. If additional staffing is required, a longer waiting period may apply.

NOTE: This fee is waived for families using ESCaPE the first week of school only or on Resurrection Only *No School* Days, see next page.

### **Information Changes**

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For your child's safety, changes to registration or contact information must be immediately submitted to the school secretary ([secretary@resurrection-wels.org](mailto:secretary@resurrection-wels.org)).

## ***OPEN OR CLOSED, HOURS, SCHEDULES***

### **Program Hours & Availability: August 27, 2018 – May 31, 2019**

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School Year Program:

Before school (no drop-ins!): 6:15-7:30am  
After school: 2:40-6:00pm

Resurrection-Only *No School Day* 6:15am-6:00 pm  
**Fri, Feb 15; Mon, Feb 25; Fri, Apr 19; Mon, Apr 22**

No RPS bus transportation on these mornings and afternoons  
**Mon, Nov 26 & Fri, March 1**

Scheduled Early Release Day  
**May 31 (Last day of school)** 11:15am-6:00pm

Inclement Weather Days (follow Rochester Public School closings or late starts; KTTC-tv)

No School Due to Weather: ESCaPE closed  
Late Start Due to Weather: ESCaPE open 2:40-6:00pm  
Early Release Due to Weather: ESCaPE closed

Other Non-School Days: ESCaPE closed  
Aug 31, Sept 3, Oct 18 & 19, Nov 2, 21-23; Dec 24-Jan 2, Jan 18 & 21, Mar 22-29, May 28

### **Schedule Options**

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- **Set Days**: Schedule remains the same each week (exceptions are sent in)
- **Varied**: Schedule may change weekly.
  - Submit changes by **noon Friday for the coming week**.
  - Email our scheduling assistant [secretary@resurrection-wels.org](mailto:secretary@resurrection-wels.org).
- **Special**: Children who need care on those days when RPS transportation is unavailable; submit needs one week before. Watch email for reminders.
- **Drop-in**: We realize that there may be sudden needs for drop-in care on a certain day. These needs will be met in a way that allows for the safety of all children.
  - The Program Coordinator must have sufficient time to line up proper staffing.
    - A child may attend as long as adequate staffing is available.
    - If adequate staffing is unavailable, attendance will not be allowed.
  - Contact the scheduling assistant as soon as you know of the need (preferably the day before).
  - ESCaPE Registration and Health forms **must** be filled in by a parent when picking up a drop-in child.
  - After School drop-in care is at a rate \$1.00 more/child than regular care.
  - Drop-in care is **NOT available for the Before-School program**.

## **Schedule & Changes**

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Varied schedules and any changes must be submitted by **noon on Friday for the coming week** to the scheduling assistant (preferably by email, phone or in person); confirmation of your change will be sent via email.

- If a schedule is NOT submitted, we may be unable to care for your child the following week.
- **Absence on a scheduled day:** There is no charge if your child was scheduled to be at ESCaPE but is absent, away from school or plans change.

After school “day-of” schedule changes can be e-mailed or phoned; we will ALWAYS confirm your e-mail; if you do not receive a confirmation for a last-minute schedule change; please call to be sure your child gets to the right place!

Adding a child to the day’s ESCaPE roster any time during that day is considered a *drop-in* and you are charged an additional \$1 per child.

## **Before School Childcare Option: Morning ESCaPE**

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Your child must be registered specifically for this option prior to the day needing care. Contact our scheduling assistant (282-8280, [secretary@resurrection-wels.org](mailto:secretary@resurrection-wels.org)).

Scheduling options are Set Days and Varied (see p. 3 for definitions). **There is NO option for “drop-in” for morning care.**

If your child will be absent from morning care and you know in advance, please notify the scheduler as soon as possible (phone or email); she will inform the morning caregiver. Our scheduler is in the office on school days from 7:15am – 3:45pm.

If your child’s absence is sudden/unexpected (night before or morning of), please text or call our morning caregiver directly as soon as possible.

Breakfast is available if your child arrives for morning care prior to 7:15 and you request it for your child. The caregiver will escort your child to his/her classroom door at around 7:30am.

Parents must bring the child into the building (buzz in at Door #10) and sign our Sign-In/Out register, marking the time-in. The caregiver will mark the time-out when she escorts them to classrooms.

## **Absences / Family Vacations**

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- If a child will be absent from ESCaPE due to illness or other reasons, call or email the school secretary/scheduling assistant; we will relay that information to the caregivers.
- Please turn in schedule changes by **noon on Friday** for the coming week.

### **Inclement Weather Days**

When Rochester Public Schools (RPS) announces a school closing prior to the start of the school day OR during the school day, our ESCaPE programs (morning or afternoon) will be canceled.

If RPS closes after Morning ESCaPE has opened, parents will be called to return to our location to pick up their children as soon as possible.

### **Non-School Days**

“All day” care is available on specified Resurrection-Only *No School Days*. See page 3 for those specific dates for this school year.

Our scheduler will send out an email approximately two weeks prior to the “no school” dates, as a reminder, to find out if your child will require care on that day. You must sign-up ahead of time for these days. Care is not available on other non-school days.

Caregivers will expect children to arrive with one or two books to read, a cold lunch and beverage. Caregivers try to break up the routine with a special activity on these days, too. We will provide morning and afternoon snacks.

### **Checking In for After School Care**

Upon dismissal from their classroom, all children who are scheduled for After School ESCaPE care--no matter what grade level--gather quietly in the Kindergarten room on the first floor where they meet the caregivers. Children wait quietly with their backpacks, coats and other gear while a staff member takes attendance based on the roster provided by the scheduling assistant. Children are escorted as a group to the ESCaPE room.

## *SIGN-IN & -OUT PROCEDURES*

### **Sign-In and Sign-Out Procedures**

These procedures are in place for the safety of each child and the caregivers.

- **Sign-In:** A parent or an authorized adult must buzz and enter the building via Door #10 and sign the child into care with a caregiver and indicate the sign-in time. This applies for Morning Care and Resurrection-Only *No School Days*.
- **Sign-Out:** In the afternoon, a parent or an authorized adult must also buzz and come into the building via Door #10; sign out the child and indicate the pick-up time. Parents must get acknowledgment from at least one staff member that they are now taking their child.

*NOTE: All children—even if there for only a minute or two—must be signed in/out.*

### **Special Release**

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Children will be released only to those people authorized on the Registration form. If an emergency presents itself, a parent must call and authorize another adult to pick up the child. That person will be required to show picture identification at pick-up time.

Call 282-8280 during school hours or 251-3308 after 3:45pm.

### **Late Pick-Up Policy**

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Resurrection ESCaPE closes at 6:00pm according to the site clock.

After 6:00pm, parents are assessed a late fee of **\$1.00 per minute per child**. The amount will appear on your monthly bill. A caregiver will complete the Late Pick-Up Fee Assessment form and indicate the date, time of late arrival, and the fee assessed. Parents sign the form upon arrival to pick up the child.

The late fee was put in place to discourage tardiness and also to provide care in an **emergency** situation only. If a child cannot be picked up by 6:00pm, the parent must notify the caregiver to authorize release of the child to another adult by 6:00pm and thereby prevent a late fee.

## ***FEES & BILLING***

### **2018-2019 Childcare Fees**

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		<b>Scheduled</b>	<b>Drop-In</b>
Regular Days	Before school (6:15-7:30am)	\$ 6.00	NA
	After school until 4:30pm	\$ 6.00	\$ 7.00
	After school until 6:00pm	\$10.00	\$11.00
Scheduled Full *Days	Less than 6 consecutive hours	\$15.00	NA
	More than 6 hours	\$25.00	NA

All fees are for each child. There is no family discount.

### **Miscellaneous Fees**

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Registration fee	\$15.00/family*
First week of school (morning or afternoon)	\$ 5.00/child
<del>Non attendance on a scheduled day</del>	<del>\$ 1.00/late notice charge</del>
Pick-up after 6:00pm	\$ 1.00/minute

\*Note: The registration fee is waived for families using ESCaPE only on “Resurrection-Only No School Days”. These dates are noted on page 3.

### **Billing**

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- The sign-in/out sheets are used to determine billing amounts and any miscellaneous fees.
- Bills for the past month are sent via TADS our on-line management system.
- Billing questions should be directed to our billing assistant ([finadmin@resurrection-wels.org](mailto:finadmin@resurrection-wels.org))

***Thank you!*** Last year was our first year of billing for childcare via TADS, and we appreciate your patience as we worked out the details and the complexity.



## **DAY-TO-DAY INFORMATION**

### **Program Structure**

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Children may participate in a variety of activities including arts, crafts, games, individual play, indoor and outdoor time, reading or quiet time. They will also be given time and encouraged to do any homework.

### **Programs for Education**

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Nothing offered at this time.

### **Clothing**

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Dress that meets Resurrection Lutheran School guidelines is required. Weather permitting, ESCaPE children go outside daily and should be properly attired—especially in winter. Snow-pants, boots, mittens/gloves and headgear are expected during cold weather.

### **Electronics/Toys/Personal Property**

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Children may NOT bring electronics or toys for their own use or for sharing except on special “share” days arranged in advance.

### **Field Trips**

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If the Program Coordinator and caregiving staff plan any off-site activities, parents or guardians will receive a permission slip indicating the purpose and cost. These must be returned for the child to participate.

### **Food & Snacks**

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Breakfast (before school) and a snack (after school) are included in the daily fees. Parents must request breakfast for their child and the child must be here by 7:15. NO other snack items may be brought due to the possibility of food allergies.

A cold lunch must be brought by those attending on Resurrection-Only *No School* days. Snacks in the morning and afternoon are included in your program fees for those days, too.

### **Groupings**

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Children may break into age-appropriate activities but are otherwise located in the same space.

### **Outdoor Play**

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Children go outside almost every day, even in winter. Dress accordingly, including footwear. At the discretion of and in the company of the caregiver(s), the children may walk to one of the nearby neighborhood parks.

### **Visitors**

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Children may not bring friends or guests to the program. Parents and guardians are welcome to visit the program at any time. As a courtesy, please notify the Principal or the Program Coordinator the previous day if you plan to visit.

## **HEALTH-RELATED INFORMATION**

### **Illness**

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When a child becomes ill while attending ESCaPE, s/he will be moved to a quiet location for some time to recover. If s/he does not improve after a short rest, parents will be called to immediately pick up the child. If parents cannot be contacted, the emergency contact will be phoned for pick up.

### **Injury**

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Children are encouraged to tell or seek assistance from a caregiver immediately following an injury. An injury report form will be completed by the caregiver. Parents will be called or told at pick-up time of any injuries.

- If a child receives a **minor injury**, staff will administer basic first aid and inform the parent at pick-up time.
- If a child incurs an **injury requiring medical attention**, staff will contact a parent immediately so that the child may receive necessary medical treatment. This would include a head injury unless the injury would be classified as an emergency.
- In an **emergency** when **immediate medical attention** is needed or an incident is perceived by staff to be **life threatening**, staff will call 911 and then immediately contact the parent/guardian.
  - When the ambulance arrives, emergency medical personnel will determine the appropriate course of action.
  - If the child requires emergency medical treatment, s/he will be taken to the nearest available medical facility unless otherwise stated on the Registration form.
  - Parents are responsible for all medical charges.
  - ***At no time will Resurrection ESCaPE or school staff transport an injured child to a medical facility.***

NOTE: If transportation is necessary, and parents and emergency contacts cannot be reached, an ambulance service will be utilized and parents are responsible for all fees incurred.

### **Medications**

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If at all possible, please work around ESCaPE hours in scheduling medication times. If your child must take medication during ESCaPE times, the Program Coordinator and care-giving staff must have proper medication authorization forms.

## ***DISCIPLINE & BEHAVIOR ISSUES***

### **Discipline Policy**

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It is the goal of the ESCaPE program to provide a safe atmosphere for all involved. Program and caregiving staff will work with parents to find solutions to behavior problems. However, if behavior problems cannot be corrected, dismissal may be necessary.

Discipline techniques may include the following:

- verbal prompts
- positive encouragement
- redirection

Staff will attempt to discuss the situation with the child first and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation.

Parents/guardians may be called to discuss the situation further. Inappropriate behavior may require additional follow-up or may warrant a Behavior Incident Report.

### **Persistent Unacceptable Behavior**

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1. If a child exhibits inappropriate behaviors, a Behavior Incident Report will be completed and parents will be notified.
2. If a child is separated five times or more in one week or eight times in two weeks, the caregiver will inform the Program Coordinator for review and discussion.
3. Principal and/or Program Coordinator will meet with caregivers to discuss the child's behavior and review effective guidance methods.
4. The Program Coordinator and caregivers will meet with or telephone the parent(s) to discuss what intervention is appropriate.
5. If there is no improvement, the Principal and/or Program Coordinator will determine if release/dismissal is necessary.

## ***EXPECTATIONS***

### **Expectations & Responsibilities of Children**

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This program expects that children will:

1. Be responsible for their actions.
2. Follow directions at all times.
3. Remain in supervision of caregivers at all times.
4. Use appropriate language and voice with caregivers and other program staff.
5. Respect the same building rules that guide them during the school day.
6. Respect the rights of others - keep hands and feet to self.
7. Respect ESCaPE property and that belonging to others.
8. Return equipment to appropriate locations after use.
9. Assist in clean-up during childcare and prior to leaving the site.

### **Parent or Guardian Responsibilities**

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Active participation in the following areas is required or expected:

1. Read and understand this Handbook.
2. Inform the school secretary of any changes in Registration or contact information.
3. Submit schedule changes by noon Friday for the coming week (or earlier if it is a short week).
4. Read emails, newsletters, announcements, permission slips; respond to and meet deadlines.
5. Check the classroom Information Board for reminders (at drop-off or pick-up).
6. Call the scheduling assistant if your child will not be attending for the day.
7. Sign-in (mornings or on late-start days) or sign-out each day.
8. Be prompt in picking up your child.
9. Communicate concerns, questions, suggestions or compliments to staff. Share with the staff any information in the best interest of your child.
10. Listen to concerns of and work cooperatively with staff members to improve any problems with your child's behavior.
11. Treat all staff with respect and encourage your child to do so as well.
12. Do not allow or bring snacks or toys from home except on special "share days."
13. Inform the Principal or School Secretary immediately if your child has been exposed to a communicable disease.
14. Encourage your child to clean up after playing with or using program equipment.
15. Pay bills promptly.