

# ST. ALOYSIUS SUMMER CARE

## Parent Handbook

2020



1957 Stuart Avenue  
Baton Rouge, LA 70808  
(225) 343-1338  
E-Mail: [smason@aloysiusccc.org](mailto:smason@aloysiusccc.org)  
Website [www.ccc.aloysius.org](http://www.ccc.aloysius.org)  
Fed Tax ID # 72-1078794

## **WELCOME TO SUMMER CARE**

Welcome to St. Aloysius Summer Care! We hope you enjoy our program. Our goal is to give your children a relaxed and stress free summer, with lots of opportunities to explore through science, art and other age appropriate games and activities. We plan to play – to “go out and play” and to “stay in and play”. Play is a child’s work. Children learn about their world and their place in it through both interactive play with friends and quiet play alone.

Thank you for trusting St. Aloysius Summer Care with the care of your child. We look forward to getting to know your family better and sharing the experiences and excitement of the summer with you. We have an open door policy here at St. Aloysius and welcome your feedback, so please do not hesitate to let us know if we can do anything to make your child’s experience a positive one.

Sincerely,

Sharon Mason  
Director  
St. Aloysius Child Care Center

## **CALENDAR**

St. Aloysius Summer Care is open May 11 through July 30, 2020, with the exception of May 25 and July 3<sup>rd</sup>. We will be closed in observance of Memorial Day and Independence Day.

You will be notified by phone and/or email if Summer Care is closed due to bad weather or other emergency conditions.

## FEES & FINANCIAL POLICIES

A \$ 30.00 non refundable registration and one month tuition per child is due with the registration form.

Tuition for the months of June and July will be due on the first day of the month. Tuition payments should be given to the director, assistant director or bookkeeper. Checks should be made payable to St. Aloysius Child Care Center (SACCC). Summer Care Tax ID number is 72-1078794.

Summer Care themes sessions are as follows:

Passport Around the World –	Going Green
Bugging' Around –	Ancient Egypt
Fun & Fitness –	Food Art
Louisiana Adventure –	Around the World
Red, White & Blue –	Young Chefs-
Camping through America –	<b>MAY- \$525.00</b>
Space is the Place –	<b>JUNE- \$700.00</b>
-	<b>JULY- \$700.00</b>

## WHAT TO BRING ON YOUR CHILD'S FIRST DAY

1. Tuition payment.
2. An extra set of clothing including socks and underwear in a zip lock bag. Mark all clothing with your child's name.
3. If your child will be entering Pre-k or Kindergarten they can bring a blanket to use at rest time. You may also bring a small" snuggly" for your child to have at rest time. No sleeping bags please.
4. Child's immunization record.

## POLICY ON WHO CAN AND CANNOT PICK YOUR CHILD UP FROM THE CENTER

1. Only those persons listed on the Application as ***"Persons authorized to pick up my child from summer care"*** can pick a child up from Summer Care. If anyone other than those authorized on the Application is to pick up a child, written permission must be given to the Director or Assistant Director by the registering parent/guardian. Written permission must include the person's full name, date, contact information, and name of child to be picked up and signature of authorized parent or guardian.

2. Every child enrolled in Summer Care must have an Application on file. It is the parent/guardian's responsibility to inform Summer Care of any changes on this form.

3. Parents or authorized persons picking children up at the Center must sign the child out of Summer Care with the staff on duty at the time.

## SUMMER ENRICHMENT PROGRAM

Happy Feet, a professionally developed child fitness soccer program based on 25 years of youth coaching experience and a developmental movement and music class, will be available to your child throughout our Summer Care. The costs of these programs are included in your child's tuition.

#### **LATE PICK-UP FEE**

There is a **late fee of \$3.00 per minute** for children left at the Summer Care after 5:30pm. Parents who insist on being tardy may be asked to withdraw their children from Summer Care.

#### **MISCELLANEOUS POLICIES AND PROCEDURES**

1. Summer Care prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in Summer Care classrooms, on the playground, or on the Campus of St. Aloysius Parish.
2. Summer Care prohibits the use of tobacco in any form in indoor areas of Summer Care, on the playground, or on the Campus of St. Aloysius Parish.
3. All children should be transported to and from Summer Care in a safe and legal manner. Parking is provided in the parking lot in the front – convent side of the campus. Children should enter and leave Summer Care by the Primary Building entrance.
4. All parents who drop off their children should check in with the staff member in charge by putting the time the child arrives at Summer Care on the sign in sheet. Parents and/or authorized adults must sign a child out of Summer Care. Parents and/or authorized adults must sign their full name and the time the child leaves Summer Care on the sign out sheet.
5. Parents or authorized adults should check by the daily sign out sheets for art work, notes going home, and soiled clothes. Soiled clothing should be replaced the next day with clean ones. Blankets go home on Friday to be washed and returned on Monday.
6. If your child is having a wonderful day at Summer Care or if his day is not just right, we may give you a call. Not every call from Summer Care should be taken as an emergency. We like to keep in close contact with our families so that we might better understand the children enrolled at Summer Care.
7. Children are allowed to bring books, tapes, or other special belongings only if these items are put away until the proper time for them to be shown to the class. We **DO NOT** allow whistles, "squish" pillows, ropes, balloons, guns, or knives
8. Children should wear clothing and shoes (no flip flops) that are appropriate for play and creative exploration. If the weather permits (no severe weather warnings, and no air quality warnings) **WE WILL TAKE THE CHILDREN OUTSIDE TO PLAY**. Label all clothing and belongings (including shoes and socks) with your child's name. Each child should have at least one set of weather appropriate extra clothing at Summer Care. This clothing should be brought on the first day of summer camp and after sent home dirty. We will mark any unmarked clothing.
9. We will have a splash day at least once a week for each class. Only sprinklers, buckets, and sand and water tables are used on splash day. No pools over the depth of 2 feet shall be used on splash days. Swimsuits and towels should be brought to Summer Care on splash day.
10. A mid-morning, mid afternoon snack, and mid day meal will be served to the children. All children will be offered meals and snacks from our kitchen.
11. Refreshments for special occasions such as birthday parties and holidays may be brought to Summer Care with prior approval from the Director. No other food may be brought to Summer Care. No peanuts or peanut product may be brought to Summer Care. Summer Care is an "**Allergy Aware Zone**".
12. Parents or guardians are encouraged to be a part of their child's Summer Care experience. If

you have a special talent or interest which you would like to share with the children, please contact the Director or your child's teacher.

13. We will show only "G" rated movies at the Summer Care. If your child brings a movie to share with his/her friends, it must be rated "G".
14. Blankets should be taken home every Friday, to be washed. Blankets should be returned on Monday
15. "*Germ Notes*" are posted on classroom bulletin board. These notes will keep you updated on any illnesses.
16. At Summer Care, our rule is that "Only teachers and adults open gates and doors". Children are not allowed to open gates and doors.
17. Plans for the upcoming week and any announcements for parents will be posted at the main entrance to the primary building.

## **COMPLAINT PROCEDURE**

St. Aloysius Summer Care is licensed to operate by the State of Louisiana through the Department of Social Services – Child Care Licensing and Regulatory Section. Parents with any significant unresolved licensing complaints may call or write:

Department of Social Services  
Bureau of Licensing  
P.O.Box 3078  
Baton Rouge, LA 70821-3078

Phone: 225-342-9905  
Fax: 225-342-9690  
Web address: [www.dss.state.la.us](http://www.dss.state.la.us)

## **OPEN DOOR POLICY**

Parents or guardians are welcome to visit Summer Care at anytime during regular hours of operation as long as their child is enrolled at Summer Care. However, staff cannot visit or hold a conference with a parent or guardian while caring for the children. If you wish to schedule a conference with the Director or other staff person, please call the office (343-1338) to arrange a meeting.

## **DISCIPLINE POLICY**

We will use a firm positive approach to discipline, stressing consistency. Each child shall be shown love, fairness, and honesty. We will make suggestions more often than commands in redirecting a youngster's energies. We will let the child know that we disapprove of the action, not the child. Wherever possible, redirection of a child's attention or playtime will be used to encourage co-operation and positive relationship among children.

Time out (one minute per age of child) will also be used to discourage inappropriate behavior. A child put into time out will be within sight of a staff member. No child will be deprived of meals or any part of meals for disciplinary reasons. No child will be allowed to discipline another child. No cruel, severe, unusual or unnecessary punishment will be used for disciplinary reasons. No corporal punishment will be used. Discussions about families or specific children will be held in the proper place and time. These discussions will not be held in front of children.

If a child is having excessive problems with behavior, he/ she will be taken aside, talked with, and given a quiet time to think out the problem. If the inappropriate behavior persists, a parent-staff conference will be scheduled to discuss the situation. Our staff is prepared to work with children whose behavior or development is not within normal range. However, if through mutual efforts, we are unable to resolve these problems, a parent may be asked to withdraw a child from Summer Care.

We ask that you inform our staff of any changes in your child's routine. This will enable our staff to better understand your child.

Any suspected abuse and/or neglect of a child enrolled in our Summer Care will be reported in accordance with Louisiana Revised Statute 14:403. Abuse or neglect can be reported by calling Child Protection – 855-452-5437

## **NON-DISCRIMINATION POLICY**

St. Aloysius Summer Care admits children of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at Summer Care. Summer Care does not discriminate on the basis of race, color, creed, sex, national, or ethnic origin, handicapping condition, or ancestry in the administration of the Summer Care program.

## **ELIGIBILITY/ ADMISSION**

Summer care serves children entering pre-k through 2nd grade. Application forms can be obtained online at <http://ccc.aloysius.org>

Completed application forms should be returned to the Child Care Center located at 1957 Stuart Ave-70808.

**Each child must have a current immunization record on file with the Child Care Center office.**

## **DIS-ENROLLMENT OF A CHILD FROM THE CENTER**

The following situations may cause a child to be dis-enrolled from the Summer Care:

- Unusual and/or extreme behavior on the part of a child or family of the child may result in dis-enrollment of a child from the Summer Care (see Discipline Statement).
- Failure by the child or the child's family to follow the policies and procedures found in the Summer Camp Handbook may result in dis-enrollment of a child from Summer Care.
- Parents who insist on being tardy at pick up time may be asked to withdraw their children from Summer Care.
- Failure to keep tuition current may result in a child being asked to leave the Summer Care. (See Fees and Financial Policies)

## **FIELD TRIPS AND TRANSPORTATION**

St. Aloysius Summer Camp does not provide transportation to or from Summer Care for children. Summer Care does not take field trips away from the campus of St. Aloysius Catholic Parish. Children may be taken on walks around the St. Aloysius Church, School, or Child Care Center campus by Care staff during the course of a child's day at Summer Care.

## **HEALTH/ IMMUNIZATION POLICIES**

1. The state requires that each child enrolled at Summer Care have an immunization record signed by a physician or designee. This form is due on the first day of care.

2. Occasionally a child will become ill while at SACCC. Staff and parents understand the risk of

contracting an illness from other children in a group situation is common. If your child becomes ill during camp hours, you will be contacted and will be expected to come for your child. Your child may be sent home if he/she:

- a .Is running a fever above 101 oral or 100 auxiliary,
- b .Has two or more loose bowl movements,
- c .Has a contagious disease,
- d .Is vomiting,
- e. Has a persistent cough (one that disturbs sleep or does not seem to be controlled by medication),

3. If a child is sent home from Summer Care with one of the above conditions, he/she must be free from symptoms of illness including fever without Tylenol, for 24 hours and must have a doctor's note stating that the child is not contagious before returning to the Center. Without a doctor's note the child must be away from Summer Care for 48 hours free of symptoms and without Tylenol.

4. In some cases of illness, an evaluation by a physician may be necessary before a child may return to Summer Care. If an antibiotic is prescribed for your child, he/she must be on the antibiotic for at least twenty four hours before returning to Summer Care.

5. If you are called to pick up your sick child during the day, we will not accept the child back until the twenty four hour waiting period with a doctor's note or forty eight hours without a doctor's note, has expired.

6. Tuition refunds will not be given for those days when the child is ill.

7. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, Summer Care staff will try to reach the persons listed on the child's emergency information sheet as emergency contacts. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

8. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:

- Blood not contained in an adhesive strip
- Head injury
- Human bite that breaks the skin
- Any animal bite
- An impaled object
- Broken or dislodged teeth
- Allergic reaction
- Skin changes e.g. rash, spots, swelling etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 101 oral, 102 rectal, or 100 auxiliary
- Any injury or illness requiring professional medical attention.

9. All parents, guardians, children and staff are asked to wash their hands when arriving at Summer Care.

## **MEDICATION POLICY**

1. No medication will be given to your child while he/she attends Summer Care. The only exception to this rule will be breathing treatments, some asthma medications, EpiPens, and/or Benadryl or steroids prescribed in the case of severe allergies.

2. Emergency medications shall be accompanied by a clear written explanation defining when

the medication is to be administered. A plan of action for children with special health care needs (i.e. allergic reactions, breathing treatments) describing how to use the emergency medication or procedure and the signs and symptoms of when to use the medication shall be maintained and on file at Summer Care. An "action plan" signed by the prescribing physician along with the emergency medication should be kept by the classroom teacher at Summer Care. A onetime signature by the parent or guardian is required to authorize use of emergency medication. Emergency Medication shall be kept in the Primary Building in a locked box.

3. Parents must provide a written statement from a medical authority when the child requires a special diet. No food or drink may be brought into the Center unless the parent has authorization from a licensed health care provider (physician, dentist, nurse practitioner).

4. Parents must provide a statement from a licensed health care provider (physician, dentist, nurse practitioner) informing the Care staff of a child's food allergy. Summer Care will make accommodations for the child's allergy whenever possible.

## **EVACUATION PLANS**

Fire drills are practiced monthly at the Summer Care. When the alarm sounds, children are walked from the classrooms as quickly as possible. Children are to leave with their teachers through the nearest door and away from the building. Children are accompanied by their teacher at all times. Roll is taken as quickly as possible after the building is evacuated. The fire alarm system is monitored and fire department will be notified immediately.

For other emergencies which do not require evacuation of the building but instead required that we "shelter in place" the children will be brought into the hallways. If we are advised to evacuate instead of shelter-in-place, we will follow the evacuation route and designation assigned by the Parish, City or State authorities.

If Summer Care closes for an emergency or weather-related reason, you will be notified by phone, email, radio and/ or television. When the announcement is made that St. Aloysius Child Care Center is closing, Summer Care will be closed.

## **CONFIDENTIALITY OF CHILDREN'S RECORDS**

Children's record shall be the property of Summer Care and shall be kept in the Child Care Center office. The director shall supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized use. Children's record shall be held in confidence. No employee shall disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person. Summer Care staff will obtain written, informed consent from the authorized parent or guardian prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

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