



SHRINE
CATHOLIC
Grade School

Shrine Kids' Club Parent/Student Handbook

Shrine Catholic Grade School
1621 Linwood
Royal Oak, MI 48067
248-541-4622

At Shrine Catholic Grade School we exemplify Christ by praying, learning, and growing together.

The goal of this handbook is to clarify procedures and set policies for the program. It may not cover every eventuality. It may become necessary to update or amend portions. Parents will be given one week's written notice of any changes.

Program Philosophy/Mission

Our program is an extended-day care program, which supports the philosophy of Shrine Catholic Schools. Shrine Catholic Schools challenge our students to achieve excellence in academics, athletics, the arts, service to others and leadership, all while giving glory to God the Father and exemplifying the mission of Jesus Christ through the guidance of the Holy Spirit. At Shrine Catholic Grade School we exemplify Christ through praying, learning, and growing together.

Program Goals

1. Provide a safe and relaxed environment where children's physical and emotional needs are met.
2. Provide an environment where children can develop enthusiasm for learning, exploring, and creativity.
3. Establish an atmosphere of respect for self and others as well as respect for equipment and materials.
4. Help children develop self-control and a clear understanding of expectations.
5. Help children learn how to function in multi-age groups.
6. Provide opportunities to become independent and responsible through self-directed and individualized activities.
7. Encourage parent involvement and open communication while using tact and discretion.
8. Provide a means for the children to resolve conflicts using conflict resolution skills.

Calendar

We operate according to the Shrine Catholic Grade School calendar. We will offer latchkey on most half days of dismissal. If school is closed according to the schedule, or due to weather or other emergency, extended day care will not be available. Parents will need to make other arrangements on these days.

Facilities and Licensing

Shrine Catholic Grade School latchkey is licensed by the State of Michigan. Each family must have a contract and schedule with Shrine in order to use latchkey.

We are licensed for "drop-in" care, though parents still need to complete contract forms for each child attending (available from Kids' Club personnel). Parents will be charged for the day at the regular rate. We will still need a signed contract to legally care for your child.

There is an exception made for parent's picking up car riders late at dismissal. Any children not picked up by 3:30 will be sent down to latchkey and parents will be charged according to regular rates. Parents arriving after 6:00 will be charged \$10.00 for every ten minutes late.

Admission Policy

Any student enrolled at Shrine Catholic Grade School in Preschool-Grade 6 is eligible. Students in Grades K-6 will attend latchkey in the cafeteria in the Grade School building. Students in Preschool and Junior Kindergarten will attend latchkey in the Early Childhood Center. Enrollment is limited to the number for which a site is licensed. When the program is full, a waiting list will be created; parents will be notified when space is available.

Withdrawal Policy

A child is automatically withdrawn from the program when the child is no longer enrolled at Shrine Catholic Grade School. A decision to withdraw eligibility may be made if the account is in serious arrears. If you plan to withdraw your child from the program, please notify latchkey in writing as soon as possible.

If a staff member feels that a child should be withdrawn from the program, the following steps will be taken.

1. Staff will meet to discuss reasons for which they feel the child should be withdrawn.
2. The Program Director will meet with parents to decide on a probationary plan of action that would be most beneficial for the child and others in Kids' Club.
3. If the probation period comes to an end with no resolution of the problem, parents will receive written notice for withdrawal.

Non-Discrimination Policy

No person shall, on the basis of race, color, religion, national origin, sex, marital status or handicap, be excluded from reasonable participation, denied benefits, or otherwise be subjected to discrimination in any educational program, activity, or employment practice at Shrine Catholic Grade School.

Staff

Lead staff has state certification, training, and experience. At least one experienced and certified staff member will be available during operation. Staff members may not transport children to or from the program. Parents are responsible for the arrival and departure of their children. All staff members have updated background checks on file and have completed the course, "Protecting God's Children."

Registration

Parents must complete and submit all Registration paperwork, including a Child Care Contract, Child Information Record, Parent/Student Handbook Agreement, and Health Statement. Children must be enrolled in Shrine Catholic Grade School, and must be re-enrolled in the program every year. All health and immunization records must be kept up-to-date, and an emergency card listing at least three emergency contact persons must be on file prior to the first day of attendance.

Fees and Sessions

Billing is sent via email. Fees are assessed according to our sign in and out sheets. Payment will be made through FACTS. Shrine Catholic Grade School latchkey is a self-sustaining program. Our fees are kept comparative to and competitive with other programs offered in the area. We charge for blocks of time, and offer a choice of sessions and fees as listed.

Fees and Sessions (Continued)

A.M. Care

7:00 – school begins \$5.00

P.M. Care

3:10 – 4:00 \$ 6.00

3:10 – 5:00 \$ 9.00

3:10 – 6:00 \$12.00

Program Schedule

A.M. Care is a self-directed activity time. We do not provide breakfast, but children can finish breakfast brought from home.

P.M. Care has a scheduled program, which allows children to relax after school, then to get a start on homework. It is still the responsibility of the parent to check and enforce homework completion.

Tentative Schedule (subject to flexibility)

Time	K-1 st Grade	2 nd -3 rd Grade	4 th -6 th grades
3:10-3:40	Handwashing/Snack	Handwashing/Snack	Handwashing/Snack
3:45-4:20	Outdoors or Gym	Gym or Outdoors	Homework
4:20-5:00	Activity Time	Homework	Outdoors
5:00-6:00	Activity Time	Activity Time	Activity Time

Snack

We have a daily snack after school. **Families are asked to provide individual snacks for each of their children that will be attending.** Please try to keep it a favorite healthy snack. (eg. Crackers, pretzels, pudding, fruit cups, etc.)

**** Because of the increased number of children with peanut allergies, we ask that you provide PEANUT-FREE snacks for your child.**

Outdoor Play

Children will go outside daily whenever possible. Please send appropriate clothing and footwear. Parents should make other childcare arrangements for children too ill to participate in regular outdoor activities.

Attendance and Tardiness Policies

Your contract for time is very important. It helps us plan supervision and ensures that both school and home know where your child is. Parents must call the school office to report an emergency drop in situation.

Children must report directly to the cafeteria when school is over. Children attending a sponsored after-school activity must report to the cafeteria when the activity (KIH, band, clubs) has finished.

Schedule Changes

For the safety of all children, each child's whereabouts must be accounted for each afternoon. If your child will be absent from afternoon Kids' Club for any reason on a day when he/she is expected to attend, please do one of the following:

- Contact the school office and they will leave a message for Kids' Club
- Drop a note at the school office

Signing In/Out

Parents are responsible for coming into Kids' Club in the evening to pick up their children. Children can be taken from Kids' Club only by the parents or other persons listed on the emergency form, unless we receive written notice of a change. (The written notice must include the person's name and the date of the change.) All persons picking up a child must SIGN THEM OUT. When a person other than the parent is picking the child up, these guidelines must be followed.

1. We must have prior written permission from the parent.
2. The person must be at least 16 years old.
3. The person must present picture identification to the staff member in charge.

If you discover that you will be late, please contact a person on your emergency list, then contact Kids' Club to let us, and your child, know who will be signing your child out.

Coaches, tutors, teachers, or special arrangement pickups must be made known to the Kids' Club Staff. Note: Children participating in an after school event, such as a sporting activity, may not be released without proper adult presence to continue supervision.

Late Pickup Fees

Kids' Club ends at 6:00 p.m. Parents arriving after 6:00 will be charged \$10.00 for every ten minutes late.

Behavior Expectations

1. All school rules will apply to the latchkey program
2. Appropriate movement throughout the school is expected. No running, shoving, etc. will be allowed.
3. Good manners are expected.
4. Behaviors which limit the physical or psychological freedom of another person in latchkey will not be allowed.
5. Sharing of program equipment is promoted among all children. No toys from home are allowed. If something was brought for use during the school day, it must remain in the child's bag while attending latchkey. We are not responsible for lost or damaged personal items.

Behavior Management Policy

The staff at Shrine Catholic Grade School latchkey will provide positive guidance methods, which encourage self-control, direction, self-esteem, and cooperation.

Medical Policy

State regulations require us to maintain an immunization record on each child. This information must be on file with the school office before your child can attend Kids' Club. It is the responsibility of the parent to keep the school informed of any new immunizations or changes, which should be noted on your child's health form.

Illness

When a child becomes too sick to participate in regular activities or shows symptoms of a contagious illness, parents will be contacted to take their child home immediately. If the parents cannot be reached, the emergency contact person will be called to take the child home immediately. Ill children will be separated from the other children until parents can arrange to pick them up. See illness exclusion policy in the Shrine Catholic Grade School Parent/Student Handbook.

Emergency Procedure

We will follow the Shrine Catholic Grade School disaster procedures that are contained in the Latchkey School Safety Response Guide. If evacuation is necessary, we will follow the procedures in the guide. If shelter in place is necessary, we will do so in the cafeteria.

Allergies

We require a written statement of allergies from a physician. The statement must include: the name of the allergen, severity of the allergy, and emergency procedures if necessary.

Medication

Both the physician and the parent must complete a Release for Dispensing Medication Form. Children are not permitted to transport medication to or from school. Medication must be given to the Program Director or the school office. Medication must be in the original container. The label must indicate the physician's name, child's name, and instructions for administering the medication. We will not have access to the medication kept in the main school office, so please ask the physician for a split prescription if the medicine is to be taken during school hours too. A designated school employee will administer the medication only when all criteria are met.

As part of this agreement you agree to indemnify and hold harmless Shrine Catholic Grade School, the latchkey program, any and all affiliated organizations, their employees, agents and representatives, including volunteers, from any and all claims, including negligence, arising from or relating to the supervision of taking medication.

Health care Policies and Resources

1. Children and staff hand washing.
2. Handling children's bodily fluids.
3. Cleaning and sanitizing of all equipment toys and other surfaces.
4. Controlling infection, including universal precautions.

Health related resources:

1. Health Department- 248-858-1280
2. websites www.oakgov.com/health www.webMD.com
3. Beaumont Hospital 248-898-5000