

Trinity Catholic Childcare Program (TCCP) Handbook

PHILOSOPHY

The Trinity Catholic Childcare Program (TCCP) strives to meet the child's social, emotional, and physical needs in a warm and nurturing environment. The program offers the child the opportunity to express themselves through physical activities as well as crafts and games.

Program staff members recognize the individuality of each child and understand the needs of children in a sensitive and supportive way.

PURPOSE

The purpose of TCCP is to offer an alternative for parents whose children need care after school in a safe and secure place.

GOALS

- To meet the childcare needs of families in the Trinity Catholic community.
- To provide a safe and comfortable environment for the child.
- To provide activities which allow the child freedom of choice and promote courteous social interaction and learning.
- To employ a staff who enjoys and understands children and who fosters a loving atmosphere.
- To extend the Christian atmosphere of Trinity Catholic School to our program.

SCHEDULING

TCCP will be in operation starting the first day of school through the last full day of school. TCCP is not open on "snow days" or any other day that Trinity Catholic School is not in session.

The program will be in operation Monday through Friday from 2:35 until 6 pm.

The program will consist of activities that meet the developmental needs and interests of the children.

ENROLLMENT

Children will be enrolled without discrimination in regard to race, religion, sex, national origin, or special needs. Children must be in grades K-8 to be eligible for the program. All registration forms must be completed in full and on file before the child may attend TCCP.

ATTENDANCE SIGN IN/SIGN OUT

After school, the children are to report to the school cafeteria where attendance will be recorded. Once the attendance is recorded, they are considered counted in TCCP and fees are charged accordingly. TCCP cannot assume responsibility for a child until he or she has been checked in. The person who picks up the child must sign out the child with a member of the TCCP staff. A child is only released to an approved person listed on the registration form.

We require mutual agreement of the parent(s) or guardian and the program for school children to be permitted to leave the school child program for specific activities in accordance with the requirements specified in rule 3301-32-10 of the Administrative Code.

HEALTH

All medical, dental, and emergency forms must be completed and on file with the program.

Sick children should be at home for their safety and for the well-being of others in the program. Children cannot stay inside unsupervised due to illness.

A child suspected of having a communicable disease is to be within sight or hearing of a staff member.

A child suspected of having a communicable disease will be made comfortable in a warm, safe environment.

Children should not attend the program if they have any/all of the following symptoms:

- Fever
- Skin rash
- Diarrhea (more than once in a 24 hour period)
- Vomiting
- Evidence of lice
- Sore throat
- Stiff neck
- Severe cough
- Yellow skin/eyes
- Pinkeye

If a child is mildly ill, the staff will assess the child. The parent will be called, but if the child stays at the program, he or she will be kept comfortable with a staff member and will stay inside instead of going outside. The child will be kept away from other children until he or she is picked up.

First aid treatment is provided for minor cuts, scrapes, and bruises, and a record of all accidents and treatments is kept on file.

If a child becomes ill, they will be removed from the group, and the parent will be called to pick up the sick child as soon as possible.

A child with difficult or rapid breathing is to be isolated immediately and discharged to the parent.

A child with unusually dark urine and/or grey or white stool is to be isolated immediately and discharged to the parent.

A child with conjunctivitis is to be isolated immediately and discharged to the parent.

A child suspected of having a communicable disease is to be observed carefully for worsening conditions.

A child suspected of having a communicable disease is to be isolated in a room or portion of a room not being used in the school child program.

Linens and blankets will be disinfected as well as cots used by an ill child before they are used by another child.

MEDICATIONS

We prefer not to administer medications, but on a limited basis, arrangements can be made. We will allow a child to take only personal prescriptions filled by a pharmacist with a label bearing the doctor and child's name with directions for administration. The parent must hand over the medicine directly to a staff member, not the child. Over the counter medications cannot be administered.

SAFETY OF THE CHILD

The safety and well-being of the children is the primary concern in TCCP. To help ensure safety, the following guidelines will apply:

- No child will be left unsupervised. Children in 4th grade and up may be without direct adult supervision only if the adult is within hearing distance.

- Children may be without direct adult supervision in the area used by the program if the children are within sight or hearing of staff, a staff member knows the whereabouts of the children at all times, and staff will check on the children every five minutes and document the observation.
- Children may run errands or use the restroom without direct adult supervision if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes.
- When a group of children are outdoors, a staff member must be able to summon another adult without leaving the group alone or unsupervised. A school child fourth grade or older may leave the group to summon an adult.
- A staff member trained in first aid, CPR, communicable diseases, and child abuse/neglect recognition and prevention is always on duty.
- Written reports will be filed for any accidents or incidents. A copy will be given to the parent.
- There will be monthly fire and tornado drills.
- All plans of evacuation are posted.
- A phone is available for all emergencies.

DRESS CODE

Children may wear their uniforms to TCCP or can change into “play clothes” after our snack time. All clothes should be labeled with the child’s name to ensure possession. Personal belongings are the child’s responsibility including all electronic devices. The TCCP staff will not be responsible for any lost or misplaced possessions.

SNACK

A nutritious snack and drink is provided as part of the TCCP program. We usually offer an alternative snack if needed.

If there are any known allergies, it is very important that this information is conveyed on the child’s registration form as well as verbally to the staff.

BEHAVIOR

Appropriate behavior is expected and will be rewarded with verbal praise, rewards, and positive communication to the parents.

We ask that the children comply with the following:

- Show respect to the staff and other children (no name calling, hurtful comments, swearing, or negative talk).
- Keep hands, feet, etc. to yourself (no hitting, kicking, pinching, or biting).
- Walk, not run, to the designated areas.

- Follow all school playground rules.
- Take care of toys/equipment and put away when finished with them.
- Follow directions the first time given by a staff member.
- Separation, shall be brief in duration and age and developmentally appropriate.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, a box, or a similar cubicle.
- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not include withholding food, rest, or toilet use.
- No discipline shall be delegated to any other child.

TCCP rules and limits are set to prevent harm to self and others and to prevent damage to property. The rules are also to prevent infringement on the rights of others. The rules are in effect for ALL children at ALL times. Harassment of any type (verbal, non-verbal, or physical) demonstrates a lack of respect for another person and against our Catholic values.

Harassment, including harassment of another based on a person's race, religion, sex, national origin, personal appearance, or impairment is grounds for discipline. In the case of serious or recurrent incidents, parents may be called to pick up the child. The child could be suspended, and a parent conference may be requested. After suspension, if the child's behavior does not improve, the child may be dismissed from TCCP.

Children are a part of the rule setting process. They are developed and discussed with the children and are posted so that children can see them on a daily basis.

HOMEWORK

We have designated homework/quiet time daily. If a child does not have homework, they will be asked to use the time to read quietly. The TCCP staff will help with minor questions with homework.

CHILD PICK-UP

A doorbell is to the right of door #2 at the school. Please ring the doorbell and wait for a staff member to answer and buzz the door to allow you to come up to the cafeteria to get your child. Be sure to check out your child with a member of the TCCP staff. Children who are checked out of the program must leave the building with their parent or authorized person.

SPECIAL ACTIVITIES & CURRICULUM

Children participating in a club or sports activity may have a note written for the season stating which days the practice or meeting will take place. The coach or leader must sign out the child and then sign them back in when returning.

DAILY SCHEDULE

2:35-3:10	Attendance, snack, bathroom break
3:10-4:00	Playtime/Group Activity or Craft (outdoors if weather permits)
4:00-4:10	Bathroom/Drink Break
4:10-4:40	Homework/Quiet Reading Time
4:40-5:00	Homework Time/Quiet Play
5:00-5:45	Playtime
5:45-6:00	Clean Up

Curriculum: All activities will be age and developmentally appropriate and can and will be adapted to children with disabilities. Individual needs and personal interests will also be taken into account. Social development and emotional well-being will also be addressed. Examples would be puzzles, card games, movies, exercises, team building, art and crafts projects, reading, etc.

The curriculum also includes personal and group health and safety skills such as handwashing, covering mouths and noses when coughing and sneezing, scissor safety, not sharing clothing, shoe tying, etc.

The curriculum includes personal discipline that is age and developmentally appropriate. These skills include lessons on how to work and play with others; how to handle conflict resolution through communication skills; how to channel anger and frustration; how to ask the adult in charge for assistance and help in areas of discipline; and how to deal with time management in playing and doing school work.

Social development and emotional well-being are included in the curriculum that is age and developmentally appropriate. Lessons included are how to play with others; how to initiate and maintain friendships; how to express anger and fear; how to speak to appropriate adults when they are feeling sad; and how to deal with bullies.

Recreational skills will also be age and developmentally appropriate. They can include solo activities such as basketball, hula hoop, hopscotch, etc. Students will also be encouraged to play group recreational activities such as running in a group, basketball, dodge ball, volleyball, toss and catch, etc. In addition to exercise, the recreational skills of team building, group cooperation, and sportsmanship will be emphasized.

PARENT PARTICIPATION

Parents are welcome to visit and observe the program at any time. Parents are requested to address any problems with the on-site coordinator. Every effort will be made to resolve the situation. If necessary, a conference may be arranged with the administration and staff involved.

A survey will be conducted annually for parental input and parental suggestions will be logged and considered on an as needed basis.

THE STAFF

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COMMUNICATION BETWEEN THE SCHOOL AND AFTER CARE PROGRAM

The principal regularly monitors the After Care program in person and with the use of files and records. Teachers whose students attend After Care communicate with the After Care staff on an as needed basis to ensure that they are aware of anything that transpired during the day which can affect the child after school.