



PARENT HANDBOOK

2014

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www.careafterschool.com

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PHILOSOPHY AND GOALS

CARE AFTER SCHOOL (CAS) is the result of an effort by PTA representatives from Brookside, Liberty, and Worthington Hills Elementary Schools to offer an alternative for parents whose children otherwise would be home alone after school.

CAS, established in 1984, is organized as a nonprofit corporation. The program is self-supporting and located in the Worthington elementary schools. Our purpose is to provide safe, enjoyable, and affordable out-of-school experiences for children enrolled in elementary school in the Worthington City School District.

Our goals are:

- To provide a flexible, developmentally-appropriate play and success-oriented curriculum which complements the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring and professional staff who understand and meet the needs of the children in group child care.
- To provide frequent and open communication with parents to provide support and encourage involvement.

CAS maintains a working relationship with the Worthington Schools but is not sponsored or supported by the Worthington Schools.

LICENSE TO OPERATE

CAS is licensed by the Ohio Department of Job & Family Services (ODJFS) as a school age child care center. Please see page 16 for valuable licensing information, provided and required by ODJFS.

BOARD OF TRUSTEES

CAS is governed by a Board of Trustees composed of professionals from the community and parents of enrolled children. Meetings are held on a monthly basis during the school year.

Your input into the decision-making process is greatly appreciated. Any time you have a suggestion or concern, please talk with your site director, or contact one of the following administrators or board members:

CAS Board of Trustees:

Lisa Kaiser, President	766.2343
Jill Brandt, Vice President	888.1001
Susan Jacobs, Treasurer	436.8656
Gretchen Petrucci, Secretary	436.3196
Jill Macko	781.1008
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CAS Administration:

431.2266

info@careafterschool.com
Kathy Rayner Director
Debbie Kittredge, Coordinator
Leslie Rubinoski, Coordinator
Kathy Bush, Office Manager
Suzanne Reinbolt, HR/Accounting Specialist

PROGRAM SITES

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Worthington Hills*

Denise Bayless, Site Director
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Worthington Park

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*AM program offered

DAYS/HOURS OF OPERATION

The CAS program is held in the cafeteria of participating sites from the end of the school day until 6:00 PM. A before school program is held in the cafeteria of selected sites from 7:00 AM until the start of the school day.

The CAS program follows the Worthington Schools' calendar and operates on days when school is in session. The program begins on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates.

- **SCHEDULED EARLY RELEASE DAYS:** CAS will be in session for all scheduled early release days.
- **EMERGENCY DELAYS, DISMISSALS & CLOSINGS:** Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc. In these situations:
 - **If Worthington Schools are closed for the day, CAS is closed.**
 - **If the start of school is delayed, the CAS before school program is closed.**
 - **If the middle schools or high schools are dismissed early for an emergency, CAS closes at 4:00 PM.**
 - **If the elementary schools are dismissed early for an emergency, CAS is closed.**

- Parents must make alternate arrangements for days when CAS is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellation, delay, and early dismissal information. A message concerning school will be placed on the district's website, www.worthington.k12.oh.us, and also on the Care After School phone line, 431-2266 and website, www.careafterschool.com.

ATTENDANCE/SIGN IN/SIGN OUT

- **ARRIVAL PROCEDURE:** After school, children are to immediately report to the cafeteria or other designated area to check in with staff. Children are greeted by staff as they arrive and attendance is taken. CAS cannot assume responsibility for a child until he or she has checked in.

Before school, children must be accompanied into the building no earlier than 7:00 AM and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child before sign-in. Children who do not arrive at the before school program on their scheduled day will not be traced. (See trace procedure below.)

- **TRACE PROCEDURE:** If your child will be absent on an afternoon he or she is scheduled to attend, please inform CAS by notifying a staff member prior to the absence, or by emailing or leaving a voice mail message at your site ***before 2:00 PM***. (See page 2 for site phone numbers.)

If a child is absent on an afternoon he or she is scheduled to attend, and CAS has not been notified, the CAS trace procedure will be followed. Staff will first check the child's classroom and the school office, then call the parents to determine the child's whereabouts. Once parents are contacted, they are responsible for locating the child with the assistance of CAS staff. If attempts to contact the parents are unsuccessful, messages will be left and the emergency contacts will be called. If no contact can be made, the police may be called to report the missing child.

- Because the trace procedure takes a staff member away from the group for an extended period of time, a \$10 trace fee is assessed for failure to notify the CAS staff of an absence. CAS reserves the right to suspend and/or terminate enrollment for recurrent unnecessary traces.
- **DEPARTURE PROCEDURE:** Written permission is necessary for a child to leave the CAS program to attend other activities in the building. Forms are available on-site and on-line at www.careafterschool.com.

At the end of the day, parents are encouraged to help the child transition from CAS to home by joining in the conclusion of an activity and/or helping with clean up of the child's area. The person who picks up the child must inform a staff member that they are leaving and sign out on the attendance sheet. Parents are responsible for the supervision of their child after sign-out.

- **RELEASE AT PICK-UP:** Children will be released only to those persons specified on the registration form. At least one emergency contact listed on the Child Enrollment and Health Information form must also be listed for emergency pick-up situations. Designated pick-up persons must be in grade 7 or above. If a person not listed on the registration form must pick up the child in an emergency situation, parents are to provide an email from the address on file with CAS, or a signed note giving the person permission to pick up the child. Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they are aware we must see a photo ID before releasing the child.

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority!

Children in grades 4-6 are permitted to walk home with written permission on file from the parent. Younger siblings are not permitted to accompany them. Parents are asked to pick up their child(ren) in person at least once a week, and are responsible for obtaining information from the parent table. Please read the CAS Walker Policy which is available on the 'Forms' page of our website, www.careafterschool.com

Due to the importance of greeting children and hearing about their day, parents are asked to finish phone conversations before entering the building.

- **CUSTODY ISSUES:** All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up his/her child on any day that CAS is in session and will be permitted to designate others to pick up his/her child on any day that CAS is in session -- unless CAS is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Site Director is apprised of the court order or decree.

For parents with joint or shared custody, either parent will be permitted to pick up the child on any day CAS is in session and to designate others to pick up the child on any day CAS is in session.

If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided to CAS supports such a determination.

STAFFING AND SUPERVISION

CAS staff are well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child's self-image. All staff members have a sincere interest in children and complete 15 hours of in-service training each year on topics such as child development, health & safety, guidance & discipline, developmentally-appropriate activities, etc. Site Directors have at least two years of college training or experience working in a licensed child care center and a minimum of four courses in child development.

A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures.

Care After School will not exceed the staff:child ratio of 1:18 and maximum group size of 36 for school-age children required by the state. Maximum group size is defined by the number of children in one group that may be cared for at any time, excluding snack time, outdoor play or special activities. Because we desire to provide a higher level of quality care, we strive to provide continuity of care and to maintain a staff:child ratio of 1:14. We intend that no child will be left alone or unsupervised with the following exceptions:

- Running errands inside the building
- Using the restrooms
- Helping a teacher (with permission)
- A group of no more than six children in grades 4-6, may be engaged in safe activities inside the building without a staff member. A staff member will be able to see or hear the children at all times and will check on the children every five minutes.

CURRICULUM

The CAS curriculum, designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and games, music, dramatic play, building and transportation, cooking, science and discovery, math and literature, fitness & wellness activities, special interest areas, and special events. Activities are planned to meet the needs and interests of the children. A calendar of events is available each month at the parent table.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times may vary at each site but a typical schedule is:

BEFORE SCHOOL

7:00 - 7:45	Breakfast available
7:30 - 8:00	Homework and activities
8:00	Departure for school

AFTER SCHOOL

Dismissal-4:00	Arrival of students: outdoor play; LEAP; snack; group meeting time; homework
4:00 - 5:00	Activity Time (choice of scheduled small group activities): <ul style="list-style-type: none">• Creative Arts Activities (arts & crafts, drama, music, etc.)• Physical Activities/Sports (fitness, team games, dance, etc.)• Special Interest Activities<ul style="list-style-type: none">• Enrichment activities (science & nature, math, literacy, etc.)• Hobbies (cooking, electronics, sewing, construction, collections, etc.)• Special events (celebrations, performances, special guests, etc.)
5:00-5:30	Free play
5:30-6:00	Clean up and preparation for departure
6:00	Program ends

OUTDOOR PLAY

Outdoor play periods are required for the children each day as the weather permits. In inclement weather, indoor large muscle activities will be provided in the gym. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather. Children will stay indoors if the temperature is 15°F or below or the wind chill factor is 0°F or below, or if the temperature is 95°F or above or the heat index is 100°F or above. Outdoor play will not be provided when there are non-weather related safety issues outside. When an air quality alert is issued, children will not remain outdoors for extended periods and strenuous outdoor activity will be avoided. Please see that children are dressed appropriately for active play for both indoors and outdoors. This includes appropriate shoes for active play, and hats, gloves, and boots for winter snow play.

LEAP

LEAP (Living Everyday with Active Play) is CAS' commitment to promote healthy lifestyles by focusing on physical activity and nutrition. Through LEAP every child participates in at least 15 minutes of physical activity each day at CAS. Some examples of LEAP activities are: walking, relay races, group games, yoga, calisthenics, jump rope, running, dance, and other fun physical activities.

SNACK

A snack which provides nutritional value in addition to calories and contains at least one food from each of two of the four basic food groups will be available each morning and afternoon. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more food, please feel free to send a healthy snack with your child. A monthly snack menu will be emailed and posted at the parent table.

MOVIES

Only G and PG rated movies will be shown to the children. Parents must specify on the registration form which movie ratings their child has permission to see. CAS is licensed for the public performance of copyrighted motion pictures.

FIELD TRIPS/TRANSPORTATION OF CHILDREN

Children may enjoy periodic field trips away from the site, which are frequently scheduled for early release days. Transportation will be provided by contracted school buses. Parents will receive specific information before each field trip, including the destination, the means of transportation to be used and the staff/child ratio that will be followed on the trip. Written permission from a parent/guardian is required for all field trips and swimming activities.

During field trips, each child will wear an information tag which includes the program's name, address, and emergency phone number. A person trained in first aid, CPR, and management of communicable disease, a first aid kit, and emergency forms and health records for each child will be available on all trips.

Each CAS staff member will have specific children they are responsible for supervising during the trip. Attendance will be taken before departure from CAS, upon arrival at the field trip destination, periodically at the field trip site, before departing from the field trip site, and upon returning to CAS. Adult volunteers may also be in attendance to assist with field trip, but are not directly responsible for the supervision of the children. Swimming field trips to area pools will be supervised by certified lifeguards or water safety instructors and CAS staff.

Since all staff are needed for field trip supervision, if a child cannot attend a scheduled field trip, parents must make other child care arrangements for that day. No credits or refunds will be given in this situation.

HOMEWORK POLICY

CAS is not an academic extension of the school day but we appreciate all the demands on school age children and their families and have a commitment to their academic learning. Although CAS believes that homework is ultimately the child's responsibility, we will do all that we can to encourage children to work on it at CAS. Our daily schedule includes 20-30 minutes of quiet time Monday through Thursday for homework or reading. During this time, CAS staff will be available to provide some assistance if needed, but cannot be expected to check children's work for accuracy or completeness or to provide individual tutoring for children. Please check with your Site Director for more detailed information about your site's homework time.

CHILD GUIDANCE & MANAGEMENT POLICY

The CAS child guidance and management policy and Rule 5101:2-12-22 of the Ohio Administrative Code apply to all staff, parents, and children while they are at the program. The goal at CAS is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times:

- Show respect for people and property.
- Follow good safety practices.
- Follow directions the first time they are given.

In addition, each site will have specific rules which will be posted and discussed with the children. School rules will also be in effect to provide consistency for the children throughout their day.

The environment of the program will be structured to help children remember limits. Children will be treated with respect so they may in turn learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the CAS group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control.

Parents will be informed of their child's behavior at CAS and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special behavior management plan, which meets the requirements of Rule 5101:2-12-22 OAC. The specifications of this rule apply to all employees of CAS.

- **INCIDENT REPORTS:** In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior result in damage to any CAS owned or leased property, CAS reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the incident report will be given to the parents and a copy will be sent to the CAS office. Please remember that it is not acceptable for a parent or legal guardian to engage in an argument with or threaten CAS staff and/or children. Examples of such behavior include but are not limited to loud voices,

foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in disenrollment from the program.

- **SUSPENSION:** In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. Payment will be due for the time a child is suspended (not to exceed five school days). After suspension, if the child's behavior continues to be inappropriate, the child may be dismissed from the program.

DISENROLLMENT: If, at any time, CAS determines that a child is unable to benefit from the program, unable to abide by the CAS rules, or the child's behavior is unsafe or unmanageable, he or she may be disenrolled from the program. In such cases, CAS would communicate with the parent or legal guardian prior to disenrollment. A child who has been disenrolled from the program, for any reason, may not seek entrance in future years. (See Termination of Enrollment on Page 13 for additional grounds for disenrollment.)

BULLYING - Bullying behavior will not be tolerated at CAS. Certain conditions need to exist to define a situation as bullying. Children may joke around with each other, call each other names, or at times engage in some physical contact and yet these incidents are not labeled as "bullying" when they occur between certain children. The difference lies in the relationship of the bully and victim, and in the frequency and intent of the interaction. Bullying includes more than one intentional act of one child towards another that causes the other child mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive environment for the other child. If it is determined by CAS that a child is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspensions and/or disenrollments.

ACCIDENTS, EMERGENCIES & SAFETY OF CHILDREN

The safety of the children is of greatest concern at CAS. Several procedures have been devised to assure the safety of the children:

- A telephone is available at each site for emergencies (Phone numbers are listed on page 2.)
- A staff member trained in first aid, communicable diseases, CPR, and child abuse/neglect recognition and prevention is on-site at all times.
- In the case of a minor accident/injury, CAS staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the emergency squad will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of application.
- A written incident/injury report will be completed and given to the person picking up the child whenever a child:
 - has an illness, accident or injury which requires first aid
 - receives a bump or blow to the head
 - is transported by the emergency squad
 - is involved in an unexpected event which jeopardizes safety

If a child requires emergency transportation, the report will be available within 24 hours. Reports for serious incidents or injuries will be sent to ODJFS as required by licensing regulations.

- If transportation is required for an emergency situation, it will be provided by the emergency squad, school buses, or the parent depending on the nature of the emergency.

- Monthly fire drills and periodic tornado and safety drills will be conducted for all children and staff. A written plan explaining the action to be taken in case of fire, severe weather alerts, or general emergencies will be followed. This plan includes a diagram of evacuation routes and is posted in each area used by CAS. In the event of an environmental threat or threat of violence, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation allows.
- In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children may walk or be transported by school bus to a designated emergency destination (listed below). A sign will be posted at the CAS site indicating the location where you can pick up your child. Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

CAS SITE	EVACUATION SITE
Bluffsview	Phoenix Middle School
Brookside	Phoenix Middle School
Colonial Hills	St. Michael's School
Evening Street	Thomas Worthington High School
Granby	McCord Middle School
Liberty	Sutter Pre-School
Slate Hill	Leaders Moving & Storage
Wilson Hill	Worthington Christian High School
Worthington Estates	Worthingway Middle School
Worthington Hills	Granby Elementary School
Worthington Park	Lazelle Woods Recreation Center

MANAGEMENT OF COMMUNICABLE DISEASE

A staff member who has completed a six hour training course on the prevention, recognition and management of communicable disease will be on-site at all times. Staff receive training in hand-washing and disinfection procedures prior to working with children.

A Communicable Disease Chart, which will be followed for appropriate management of suspected illnesses, is posted at the program. Parents will be notified of exposure to a communicable disease by email or by a sign at the parent table. Staff members who have a communicable disease or are unable to perform their duties due to illness will be released, and a substitute staff member will replace them.

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend CAS:

- temperature of 100°F in combination with any other sign or symptom of illness
- diarrhea (three or more abnormally loose stools within a 24 hour period)
- severe coughing causing the child to become red or blue in the face or to make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- untreated, infected skin patches, unusual spots or rashes
- unusually dark urine and/or grey or white stool

- stiff neck with an elevated temperature
- evidence of untreated lice, scabies, or other parasitic infestation
- sore throat or difficulty in swallowing
- vomiting more than one time or when accompanied by any other sign or symptom of illness

If a child becomes ill with any of the above symptoms while at CAS, the parent or guardian will be notified to immediately pick up the child. The child will be separated from the group, supervised within sight and hearing of an adult, and made as comfortable as possible on a cot until the parent arrives. Cots are disinfected after each use. If a parent does not arrive within one hour after contacted, the late pick-up fee of \$10 per five minutes will be assessed.

Children who are not feeling well, but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities of the program the parent will be called to pick up the child.

The child will not be readmitted to the program until he or she is symptom-free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious. A child who is absent from school for illness will not be permitted to attend CAS that day. No credit or refunds will be given for days missed due to illness.

MEDICATION POLICY

Due to storage and safety concerns at CAS, it is strongly recommended that all medications be administered at home or during the school day. If this is not possible, CAS will administer medication, food supplements, modified diets, or sunscreen only with the completion of a Request for Administration of Medication Form. Medication forms are available on-site and on-line at www.careafterschool.com, and must be updated each school year. Medications must be given directly to the Site Director and will be stored in a designated area inaccessible to the children.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at CAS with the appropriate forms on file. The parent must sign a Request for Administration of Medication form and provide verification that the child has permission to carry the inhaler during the school day. The child must keep the inhaler in his or her possession at all times while at CAS and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a CAS staff member. It is recommended that the parent provide a second inhaler as a back-up for emergencies.

SPECIAL NEEDS POLICY

It is the intent of CAS to provide group child care services to children, without regard to disability. Enrollment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that the child will **not**:

- constitute a direct threat to the health or safety of himself or herself or others in a group child care setting, or
- require supervision, educational services, and/or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities, or
- require specialized equipment not present in or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents will need to provide all pertinent information regarding the child's special needs, and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Site Director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the Coordinator at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

PARENT PARTICIPATION

Parents are welcome to visit and observe the program at any time, and are encouraged to participate whenever possible in the activities at CAS. You may wish to attend field trips and special events, share a special interest with the children, help with various projects, or simply stop in to enjoy the daily fun! When visiting, please notify the Site Director of your presence. The Site Director is available to discuss a child's needs and parents are encouraged to share any thoughts and information about their child at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with the Site Director whenever it is necessary to engage in lengthy conversations. The hours the Site Director is available for conferences is posted at the parent table.

Parents are encouraged to inform CAS of any questions, suggestions, or concerns they may have. Concerns should first be addressed on-site with the Site Director. Every effort will be made to resolve it at this point. If the situation cannot be resolved on-site, the CAS office may be contacted and a conference may be arranged. If a solution is not found, parents may address their concern in writing to the CAS Board of Trustees. CAS staff members are also to follow the same chain of command.

To keep parents advised about CAS, information will be shared through informal discussions, conferences, emails, newsletters, and via the parent table. The parent table includes posted information and a folder for each family. Please check daily for mail and messages.

Parents may request contact information for other parents/guardians with children at CAS by notifying the Site Director. Contact information will not include the name, telephone number, or email address of any parent or guardian who indicates on the enrollment forms that they do not wish to participate.

ENROLLMENT POLICIES AND PROCEDURES

To participate in the CAS program, children must be toilet-trained and registered in one of the Worthington City School District's participating elementary schools in grades K-6. Children participate in the CAS program at their school of attendance.

A child is considered enrolled at CAS only after the non-refundable registration fee of \$35 per family has been received, the availability of space has been confirmed, and all required records (including enrollment and health records, emergency transportation authorization, permissions, letter of agreement, etc.), are received. A Medical/Physical Care Plan is required for children with health conditions. CAS also requires that parents execute the release of liability and hold harmless agreement included in the registration packet as a prerequisite to enrollment.

Generally, children may begin attendance only during the 1st and 3rd school week of each month. To allow time to process the application and to prepare for the child's arrival, completed enrollment forms and the first tuition payment must be received by the CAS office by Monday of the week prior

to the child's first day of attendance. Please visit the CAS website (www.careafterschool.com) for specific start dates.

Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate disenrollment. Any changes in enrollment information must be communicated to CAS immediately so that current information is always on file.

Priority Enrollment - Priority registration for the following school year is given to CAS families who currently have space reserved for specific days, and whose fees are paid in full. Priority registration is not available to families who participate only on a drop-in basis. CAS makes every effort to keep families together. Siblings of currently enrolled children are given priority over new families, however enrollment is limited at each site and sibling enrollment is not guaranteed.

Families on the current year's waiting list who have not been accommodated also have an opportunity for priority registration. Families who do not respond during the priority enrollment period must apply through open enrollment.

Transfers – Every effort is made to work with current families to accommodate their transfer requests however, transferred services are not guaranteed. Transfers are dependent upon the current enrollment and waiting list of the site requested. If a currently enrolled family requests a transfer during the current family registration period, they will be enrolled at the new site, after current families and before waiting list families. Current families, who request a transfer after the current family registration period, will be enrolled at the requested site if space is available. If space is not available, they will be added to the waiting list in the order their request is received.

Worthington Schools' Open Enrollment – CAS accepts applications for only one CAS site, therefore, families who apply for open enrollment to attend a school outside their regular attendance area must choose one CAS site for registration. Once they are notified which school their child will attend, they should notify the CAS office immediately. If the child will attend a different CAS site than the one where they are currently registered, the child's enrollment will be transferred to the new site if space is available. If space is not available, they will be added to the waiting list in the order their request is received.

New Family Enrollment - Families new to the program have an opportunity to register each spring. If more new family applications are received than spaces available, a lottery is conducted to give equal chance to all applicants for spaces in the program and on the waiting list.

Waiting Lists – Enrollment at each site is limited. The length of the waiting list and its movement varies from site-to-site and year-to-year. Openings are offered as space becomes available throughout the year. CAS cannot guarantee or predict when space will become available. If you are on a waiting list and are offered service, you may choose to either accept the service or be moved to the bottom of the current waiting list (one time only). If there is no waiting list, you will be asked to contact CAS when service is needed. Please visit www.careafterschool.com for more information on waiting list procedures.

TERMINATION OF ENROLLMENT

A child's enrollment may be terminated or enrollment may be denied by CAS for any of the following reasons:

- Tuition or other fees are more than seven days past due
- Recurrent late pick-ups, unnecessary traces, or late payments
- Falsifying information on registration forms or required paperwork

- CAS determines that the child is unable to abide by the CAS rules, or the child's behavior is unsafe or unmanageable, or the child is unable to benefit from the program, or the program is unable to meet the needs of the child
- CAS determines that the behavior of the parent is inappropriate or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem or the parent is unwilling to accept the resolution of the staff or the Board of Trustees as to any matter

A child, whose enrollment has been terminated for any reason, may not seek entrance in future years. If a child's enrollment is terminated due to the behavior of his/her parent, the parent may be precluded from the CAS premises and/or from enrolling his/her children in the future, and this decision is entirely at the discretion of CAS.

WITHDRAWING/CHANGING DAYS OF ATTENDANCE

CAS must be notified in writing by the 15th of the month to withdraw from the program or to change days of attendance for the following month. Forms are available on-site or on-line at www.careafterschool.com. No refunds will be made for withdrawal from the program. If notice of withdrawal is not given by the 15th of the month, half of the next monthly payment is required. Changes in days of attendance will be made if space in the program permits and will be effective the first week of the following month. Please email info@careafterschool.com or call the CAS office at 614-431-2266 as soon as possible to withdraw or to request changes.

Due to the great demand for full-time spaces, part-time spaces are limited in number. Full-time participants may drop to part-time attendance only if openings for the selected days are available in the spaces designated as part-time. Likewise, part-time participants may change to full-time only if an opening is available in the designated full-time spaces. Please let us know as soon as possible of any future requests for changes.

DROP-IN CARE

Drop-in care is available at most before school programs and a limited number of drop-in spaces may be available for students who are enrolled part-time in after school programs. Please contact your Site Director at least 24 hours in advance to check availability for the days you would like your child to attend. This short notice will enable CAS to have the needed supplies and snack available for your child, and to make sure the required staff to child ratios are maintained. Payment is due the day of attendance unless your family participates in Tuition Express, in which case the electronic tuition payment will be adjusted. The fee for drop-in service is \$10 per child per day for AM and \$15 per child per day for PM.

TUITION/PAYMENT INFORMATION

A non-refundable registration fee of \$35 per family is due at the time of application. Tuition is an annual rate divided into nine monthly installments. The amount of the payment due each month is the same, regardless of the number of days of school or attendance. Holidays and other scheduled school days off are not included in the calculation of the annual rate. There will be no credits or refunds for calamity days or absences. A space will be reserved every day of the week for full-time participants. For part-time participants, only those two or three days of the week specified at the time of application will be reserved.

The first monthly payment is due upon confirmation of enrollment and must be received prior to attending the program. Thereafter, payments are due the first Monday of each month, October

through May. A tuition payment schedule listing tuition rates and dates due is available on the CAS website at www.careafterschool.com.

Tuition payments may be made electronically (our preferred tuition payment method) by registering for Tuition Express. More information and application forms are available on the "Costs" page of the CAS website: www.careafterschool.com. Tuition may also be made by check or money order, made payable to Care After School, Inc. Please write your child's name and the site's initials in the memo portion of your check. Cash will not be accepted.

FINANCIAL ASSISTANCE

Financial assistance may be available for families who qualify for the National School Lunch program. Please contact the CAS office at info@careafterschool.com or 431-2266 for information about how to apply for assistance.

RECEIPTS/FEDERAL IDENTIFICATION NUMBER

Parents may print tuition receipts on-line from Tuition Express. Receipts are also available from the CAS office upon request. An annual statement of tuition paid, although not required by law, will be distributed as a courtesy to currently enrolled families for tax purposes in late January. Former participants may request a tax receipt by contacting the CAS office. The CAS federal identification number is 31-1123932.

ADDITIONAL CHARGES

- **LATE PAYMENT FEE** - Tuition payments are due the first Monday of each month October through May. A late fee of \$10 will be assessed for any payment that is not received by the last school day of the week tuition is due. Accounts which are not paid within seven (7) days of the due date may result in additional penalty fees and dismissal of the child from the program until the account is paid in full. At that time, if space is available, the child's enrollment may be reinstated, with the payment of an additional \$35 registration fee.
- **LATE PICK-UP FEE** – CAS staff members have evening responsibilities and are not expected to remain past 6:00 PM. Although no child would ever be left unattended, a fee of \$10 will be assessed for each five (5) minute increment after 6:00 PM a parent is late (e.g., 6:01 arrival = \$10 fee; 6:06 arrival = \$20 fee). If a child has not been picked up by 6:30 PM and attempts to contact parents and emergency contacts have been unsuccessful, the police and Franklin County Children's Services may be called. CAS reserves the right to suspend and/or terminate enrollment for recurrent late pick-up. The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc.
- **RETURNED CHECK FEE** - A fee of \$30 will be assessed for each returned check or non-sufficient funds notification. The amount of the returned check plus the \$30 fee must be paid by **money order**. Should there be a second returned check, all future payments will be required to be made by money order only.
- **TRACE FEE** - If your child will be absent on a day he or she is scheduled to attend, you must inform CAS **prior to 2:00 PM** the day of the absence. This can be done by writing in the parent notebook on-site and notifying a staff member, or by emailing, or by leaving a message on your site's voice mail. (Site phone numbers and email addresses are listed on page 2 and on the CAS

website, www.careafterschool.com.) A penalty fee of \$10.00 will be charged for an unnecessary trace (i.e., parent was aware of the absence, but did not inform CAS). Please see page 3 for more information on the trace procedure. CAS reserves the right to suspend and/or terminate enrollment for recurrent unnecessary traces.

ADDITIONAL INFORMATION

- Unless the parent or legal guardian informs CAS, in writing, to the contrary, the parent or legal guardian gives CAS permission to use and/or publish your child's photograph and/or likeness, your child's name, and/or your child's work (including but not limited to art work, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.
- The CAS telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the CAS staff, and parents are asked to call their children only when it is absolutely necessary.
- CAS is a cell phone-free area. Due to the importance of greeting children and hearing about their day, parents are required to finish phone conversations before entering the building. Children and staff are not permitted to use personal cell phones at CAS.
- Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the program, but if they are lost, stolen, or broken, CAS cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at CAS only during homework time and on scheduled dates. Please check with your Site Director for more information.
- CAS reserves the right to search the child's belongings if the need arises.
- In an effort to provide consistency for the children, the CAS staff will have on-going communication with the school staff. By enrolling your child at CAS, you consent to this communication.
- Employment of CAS staff members by parents for personal child care services is at the parent's own discretion. Parents have the sole responsibility to determine whether a person has the skills and attributes to properly attend to their children and may in no way rely upon CAS to make that determination. CAS is not responsible in any way for the actions of employees beyond CAS program hours or off CAS premises. Parents are required to complete a Personal Child Care Release of Liability form, releasing CAS from liability, before a CAS staff member begins employment with their family.

THANK YOU

Thank you for choosing Care After School as your child care provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with CAS.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

****This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.***