

NORTH AMERICAN MARTYRS EXTENDED CARE PROGRAM

**1101 Isaac Drive, Lincoln, NE
402-476-7373**

402-641-6210 (during extended care hours)

PARENT HANDBOOK



**Sr. Janelle Buettner, M.S., Director
Monica Nagel, Supervisor**

2021-22

Welcome to North American Martyrs Extended Care

Program. We provide a supervised and licensed program before and after school, from 6:30 to 7:45 a.m., and from 3:15 to 5:45 p.m. for students enrolled in grades PreK-8 at North American Martyrs School. Our program is open on school days only.

SCHEDULE

BEFORE SCHOOL

6:30 am Students begin arriving and check in at the library door. Students may bring a simple breakfast to eat. Homework assistance is provided if requested. Students play board or card games with staff. Crayons and paper are available for coloring and drawing.

7:40 am Students walk to their classrooms.

AFTER SCHOOL

3:15 p.m. Students are dismissed from school and report to the parish hall. **All students' cell phones will be collected and placed in a canvas bag until student is checked out of extended care.**

3:25 pm Snack is served following the food program guidelines.

3:40 pm Students choose an activity:

- Playground outdoors weather permitting
- Homework room monitored by staff
- Cleanup duties in hall
- Group play in gym (depending on weather)
- Movie or crafts in parish hall
- Children may read or explore books
- Staff interacts with students through games and socialization

5:45 pm **Extended care closes.**

PARENT GUIDELINES

Parents wishing to enroll their children in the extended care program must complete and sign a Children's Record form and the Child Food Program Enrollment Form. A parent information brochure from the Department of Health and Human Services will be provided for each family; a receipt must be signed and returned to the school office.

Once you have arrived at school, parents picking up children will send a text from their vehicles to the extended care phone number, 402-641-6210. You may also call this number during extended care hours if there is an emergency or a change in pick up plans. All students' cell phones will be collected as they walk into extended care at 3:15 p.m. and placed in a canvas bag until the student is checked out of extended care. Please note that identification will be requested if persons other than parent are asking to pick up a child. A written note is required if a child is leaving the premises with an individual not listed on the contact sheet. Students leaving for sports practices, even when practices are held on school grounds, need to bring written permission from parents.

Students will wear school uniforms to the extended care programs, but will be allowed to change immediately before leaving for sports practices. Parents or coaches will supervise the restrooms while students change clothing.

Licensing questions or complaints can be referred to the Department of Health and Human Services, Office of Children's Services Licensing, 301 Centennial Mall South-Third Floor, P.O. Box 94986, Lincoln, NE 68509. Questions or concerns regarding the extended care staff or program can be addressed to Sr. Janelle Buettner, director.

Students who become ill during extended care will be sent home. Parents will be contacted and the child will be removed from the group. It is recommended that students

remain out of school 24 hours after their fever and vomiting is gone.

Fees

Charges for this service will be generated electronically by a new computer program and will be billed as follows:

Before School 6:30-7:45 am

One Child

\$3.00 for every 1-50 minute increment

Additional Child

\$2.00 per child for every 1-50 minute increment

After School 3:15-5:45 pm

One Child

\$3.00 for every 1-50 minute increment

Additional Child

\$2.00 per child for every 1-50 minute increment

A **late fee** of \$5.00 per child for every fifteen minutes will be charged if children are picked up after 5:45 pm.

Statements for extended care charges are sent by email every two weeks. The federal ID number is listed on the statements for tax purposes. If payments are behind, parents may be asked to make other arrangements for their children after school.

STAFF

All staff submit to a criminal history record and complete the Nebraska Child Abuse and Neglect Record and the State Patrol sex offender registry check. Yearly felony statements are completed. They enjoy working with children and many of them are teachers or are studying to work in a field involving children or families.

Employees are required to complete the Safe Environment online course.

All staff members are CPR and First Aid certified. All staff complete orientation training upon hire as well as annual training required by the Department of Health and Human Services. Topics include safety, learning environments, communication, family relationships, food handling, etc.

Our staff-to child ratio is one adult staff for every fifteen children in care.

Staff members have current immunization records and have been deemed healthy and physically able to perform all duties associated with the program. Staff will be excused when ill to avoid spreading illness among the students.

DISCIPLINE:

Children need firm, consistent discipline. A brief, supervised separation from the group may be used if a child is not following the rules. If it is necessary to restrict a child's movement by the use of physical hold (only when the child is hurting himself, others or property), parents will be notified. Mechanical restraints are not used. Some prohibited forms of discipline are spanking, slapping, pinching, punching, shaking or striking with an object. Children are not disciplined by denial of food, by use of unpleasant food items or soap, or by threats of punishment. All children are treated with respect. They are not isolated in a closed room or handled roughly. Abusive language, derogatory remarks, yelling or screaming by staff is not allowed.

Children are expected to treat others kindly and help with picking up toys, collecting balls, and clean up. Parents will be notified of serious discipline problems.

If discipline problems are not resolved after a reasonable time, the child may be asked to leave the program.

TRANSPORTATION/MEDICATIONS

Children stay on the North American Martyrs property at all times. Transportation/field trips are not part of the program.

Medications are not administered by the Extended Care Staff. Daytime medications are locked in the school office.

Immunization records are accessible in the student's school file. Immunizations must be current for all children.

EMERGENCY/EVACUATION PLANS:

Fire drills will be conducted monthly; plans are posted in all areas of the building.

Tornado drills are conducted during peak tornado season. Students will be sheltered in bathrooms or inside hallways in the event of a tornado warning.

Students have practiced lockdown procedures during the school day and after school. In case of a **bomb threat** or other endangerment in the building, students will leave through the back door and walk to the Highlands Golf Course.

North American Martyrs is an equal opportunity provider and employer.

