

2012-2013

After-School Childcare Handbook

Traverse City Christian Schools



Education
for the
Heart,
Mind, &
Soul

Traverse City Christian Schools

753 Emerson Rd., Traverse City, MI 49696 – 231-929-1747

After-School Child Care Information

After-School Childcare will be available for Pre-School through 5th Grade. The hours of operation will be from 2:40-6pm, Monday through Friday.

Unscheduled School Closings

In case of severe weather, parents should listen to any Traverse City radio station, watch a local television station, or call the TCCE school office for the school-closing/delay announcements. When school is cancelled, delayed or dismissed early, due to weather, all after-school events, including the after-school child care are postponed until further notice. We will follow T.C.A.P.S. decision concerning closings or delays due to weather. Fees will be adjusted for these days.

Pick-Up

Students may be picked up using our side/back driveway to the portable. Please do not come through the school building to pick up your child.

Fees and Charges

Enrollment Fee

When enrolling a child in this program there is a one-time fee of \$30.00

Tuition Fee

The cost for after-school care is \$8.00 per child, per day/\$36 per child, per week, regardless when the child is picked up.

Payment is due every week in advance by Credit Card, Check, or Money Order payable to TCCS, or Cash.

There is a \$25 fee for returned checks.

Notice of Nondiscriminatory Policy

Traverse City Christian Schools exists to provide a nurturing environment of academic excellence which is Christ-centered in its focus. The schools are committed to equipping all students to develop their own unique God-given potential and a sense of responsibility for stewardship toward God, concerning themselves, the world around them and mankind.

After-school Child Care Schedule

Beginning and Ending: After-school care will begin at the dismissal time of school (2:40 pm) and will be available until 6pm. The parent or designee can pick up their child or children anytime before 6pm.

2:40-2:50	Arrival - Free Choice time
2:50-3:10	Homework / Quiet Reading
3:10-3:30	Snack time
3:30-3:50	Outside (weather permitting): Use of play ground equipment and large group activity/game.
3:50-4:20	Hands-On Project Activity
4:20-6:00	Choices will vary / may include: <ul style="list-style-type: none">• Puzzles• Board Games• Computer• Notes of Cheer• Celebration

Healthcare Policies & Plans

Absence

If a student is absent during the week that has been prepaid, a credit will be given to use for another day.

Emergency Action Plan

In case of a severe injury or an emergency when the child's health is in danger, Emergency Medical Services (EMS) will be requested by calling 911. A child's health is in danger if the child experiences breathing problems or lack of breathing, severe bleeding, unconsciousness, suspected head or spinal injury, or anaphylaxis.

Parents/Guardians will be notified immediately after the EMS call is placed. The school administration may be paged for assistance when appropriate. The Parent/Guardian will be responsible for any incurred expenses.

Evacuation plans and emergency procedures are posted in each room of the school. This will include tornado, fire drill, and serious accident or injury and crisis management information. There is a NOAA weather radio used to indicate when inclement weather is present.

Cleaning and Sanitizing Schedule

The tables will be sanitized with a Clorox spray that is safe for children at the end of every school day. Mats will be sanitized with a bleach and water solution or Clorox bleach spray(that is safe for children) at the end of every day.

Toys will be sanitized with a bleach solution/spray at the beginning of the school year, before Christmas Break, and before Spring Break.

Hand Washing Methods

Caregivers' and children's hands will be washed with warm water and liquid antibacterial soap, rinsed, and paper towel dried before meals and snacks.

Medication Policy

TCCE policy and the State of Michigan law prohibit school staff from dispensing medication of any kind to students without written permission from the student's physician and parent/guardian.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Medication Authorization Form** has been filed with the TCCE office. This form must be completed by the student's parents/guardians and licensed prescriber and must be on file at the school prior to the dispensing of any medication to a student. The **Medication Authorization Form** must be renewed annually at the beginning of each school year or when a new medication, required to be given at school, is issued to a student. Forms are available in the school office.

For the purposes of this policy, "medication" should include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter, OTC) drugs, preparation, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to the health-care procedures that require special training.

PRESCRIPTION MEDICATION ADMINISTRATION

All prescription medication given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in a medication record in the school office.

A written order for prescription medication must be obtained from the student's Licensed Prescriber. The order must include the following:

1. Student's name
2. Date of Birth
3. Licensed Prescriber Name, Signature and Date
4. Licensed Prescriber Phone Number
5. Name of the Medication, Dosage, Route of Administration
6. Frequency and Time of Administration
7. Diagnosis Requiring Medication
8. Intended Effect of the Medication and Possible Side Effects
9. Other Medications the student is receiving
10. Time Interval for Re-evaluation
11. Approval for Self-Administration (for students to carry Emergency Medication on their person i.e. Inhaler, Epi-pen)
12. Medication must be brought to school in a container labeled appropriately by the pharmacist or Licensed Prescriber

Prescription medication shall display:

1. Student's name
2. Prescription Number
3. Medication Name and Dosage
4. Administration Route or Other Directions
5. Date and Refill
6. Licensed Prescriber's Name
7. Pharmacy Name, Address and Phone Number
8. Name or Initials of Pharmacist

In addition to the licensed prescriber's order, the parents/guardian must sign the medication form. The request must include the name of the student, the parent's name and a phone number in case of emergency. It is the parent's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to school.

Students must be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent/guardian verifying the necessity and student's ability to self-administer the medication appropriately must be on file in the school office.

Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be kept in a locked box in the refrigerator, separate from food products. The medication will be entered into the inventory log.

At the end of the school year or the end of the treatment regime, the student's parent(s)/guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication at the end of the school year, the administrator (principal or principal's designee) will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.

Accepting administrator (principal or principal's designee) allows that it is his or her responsibility for his or her own actions regardless of the healthcare provider's written order. It is his or her responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. The administrator (principal or principal's designee) has the right and responsibility to decline to administer a medication if they feel it jeopardizes the student's safety. In such instances, the administrator must notify the parent(s) and student's physician.

A student has the right to refuse medication, and in some cases may do so. In such cases it is the responsibility of the administrator (principal or principal's designee) to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s)/guardian must be notified.

Self-Administration of Emergency Medication

The self-administration of emergency medication is taken by a student in an emergency situation not under the supervision of a principal or principal's designee and/or emergency medication carried on their person, (e.g. asthma inhaler). Students may not self-administer OTC without the necessary paperwork on file with the school office.

No medication of any kind is to be sent to school with the child without the necessary paperwork on file.

OVER-THE-COUNTER MEDICATION (OTC)

1. All OTC medication given in school requires written documentation (The Medication Authorization Form) signed by the parent/guardian and must be maintained in the student's individual medication record. This includes but not limited to items such as aspirin, cold remedies, cough medicines, eye drops, ointments, etc. It is the responsibility of the parent to supply the school office with medication/treatment for the child.
2. The Medication Authorization Form must be specific in stating what symptoms/conditions occur to cause treatment; such as: jr. strength Tylenol for aches and pains, Tums for stomach ache, for cough or sore throat.
3. OTC medication shall be brought in with the manufacturer's original label and the child's name affixed to the container. The medication will be entered into the inventory log.

List of Common Over-the-Counter Medications suitable for school dispensing include the following:

- Tylenol
- Motrin
- Aspirin
- Calydryl
- Tums

These items will not be provided by the school.

Students may bring and carry their own throat lozenges and cough drops, or they may leave them with the Caregiver.

The office will not share medications between families. Students from the same immediate family may share from the same OTC supply.

When an OTC is given to a student, that it is not routinely given, but approved by the parent on the OTC Medication Authorization Form, the office will attempt to contact the parent/guardian.

At the end of the school year, or the end of the treatment regime, the student's parent(s)/guardian will be responsible for removing from the school any unused medication by the week after the school year ends. If the parent(s)/guardian(s) do not pick up the medication the end of the school year, the administrator (principal or principal's designee) will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.

Accepting administrator (principal or principal's designee) allows that it is his or her responsibility for his or her own actions regardless of parent's written order. It is the responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. The administrator (principal or principal's designee) has the right and responsibility to decline to administer a medication if they feel it jeopardizes the student's safety. In such instances, the administrator must notify the parent(s) or guardian and student's physician.

A student has the right to refuse medication, and in some cases may do so. In such cases it is the responsibility of the administrator (principal or principal's designee) to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s)/ guardian must be notified.

No medication of any kind is to be sent to school with the child without the necessary paperwork on file.

Health Care Training

The Caregiver will be certified in infant/young child CPR every year and First Aid every three years.

Blood borne Pathogens Emergency Procedures

Infection control approaches are based on the concept of standard precautions treating all blood and bodily fluids as if they were potentially infectious. Remembering an exposure can lead to infection, we use standard precautions at all times. In an emergency situation involving blood or potentially infectious materials, we use Universal Precautions and try to minimize exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

Spill Clean Up

- We use disposable gloves
- We clean spill with soap and water
- We utilize proper disinfectant and follow procedures

Snacks and Playground

Snacks

A healthy snack and juice will be provided daily by the school. The children may bring their own snack.

Playground

The students (Kindergarten – 5th Grade) may play on the playground when supervised. Students, four and under, must be supervised in a separate area.

Discipline and Communication

We use positive reinforcement as a disciplinary method. When a child makes a wise choice they will be rewarded with any of the following; a verbal compliment, or speaking with the parent when child is picked up that day. If a child is having difficulties following the rules they will be redirected and reminded of what they are supposed to be doing. However, a child who continues to break the rules will be reported to the parents as well as the administration. Problems concerning safety or extreme disrespect will be handled by Mr. Stargardt directly. Disciplining will be out of love for the child and the well-being of the group.

As a working team, we need to keep in close communication. If your child has had something happen prior to school, or if something is going to happen, please give us some notice. Behavior is usually determined by what is happening with your child. If your child is going to have a tough day just let us know. We will help your child to deal with the school day. We will also tell you if there is a problem at school. Our main lunch/recess supervisor usually tells us if something happens at recess. Together we can help your child learn to deal with some of the “bumps” in life's road and turn them into a more positive learning experience.