

St. Rita Enrichment Center

R.O.K.E., Daycare, Parent's Day Out Handbook 2009 - 2010

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St. Rita Enrichment Center For Children

Mission

The goals of the St. Rita Enrichment Center For Children are simple: to provide families with a safe, fun place for children to grow emotionally, socially and intellectually while parents are working. We offer full-time, part-time and occasional Child Care in an attempt to meet the needs of today's hectic schedules. St. Rita Enrichment Center is also open throughout the summer months, Christmas, and Spring Break.

Philosophy

We will play and learn.
We will play and share.
We will play and have fun.
We will play and love.
PLAY IS A CHILD'S WORK.

By providing a safe, nurturing environment and building a supportive, responsive, caring relationship with your children, the St. Rita Enrichment Center will provide the building blocks your child will need to develop a healthy self esteem, positive behavior, and the ability to cooperate with others. We will emphasize Christian Child Care. Prayers before meals, the religious significance of holidays, along with lots and lots of love and kindness will make clear our Christian emphasis. Good manners and respect for the rights of others are also emphasized. Discipline is handled in a firm, consistent manner. The staff will use a positive approach to discipline.

No child will be allowed to hurt themselves or others.

Open Door / Open Arms Policy:

Parents are welcome and encouraged to drop in and visit Enrichment Center at any time. We also welcome any parent volunteers. (Volunteers must have a current T.B. Test and criminal record screening.)

Location:

Former convent-Green building behind school.

Staff:

Executive Director:	Roger Costello	Telephone (502) 969-4579
Director:	Rose Ann O'Bryan	Telephone: (502) 969-0628
Associate Director:	Kim Koerner	Telephone (502) 969-0628

Visit our website @ www.saintrita.net

(All employees are required to have a TB Test and Criminal Record Screening before employment)

CHILDREN AND PARENT RIGHTS

PURSUANT TO KRS 199.898

1. All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- The right to be free from physical or mental abuse.
- The right not to be subject to abusive language or abusive punishment; and
- The right to be in the care of adults who shall meet their health, safety and developmental needs.

2. Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:

- The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- The right to file a complaint against a child-care provider without retribution against the parent, custodian, guardian, or child;
- The right to review and discuss with the provider any state reports and deficiencies revealed by such report.

3. The child-care provider who is licensed to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Procedures and Policies

Days and Hours of Operation:

St. Rita Enrichment Center for Children is open five days a week, Monday through Friday, from 7:00 A.M. to 6:00 P.M. during the school year. The R.O.K.E. Program is open Monday through Friday from 2:45 P.M. to 6:00 P.M. Both programs are open on most days out of school, half-days, conference days and in-service days from 7:00 A.M. to 6:00 P.M.

Listed below are the days that both programs will be closed:

September 7, 2009	Labor Day (Monday)
November 26 and 27, 2009	Thanksgiving (Thursday & Friday)
December 25 and 28, 2009	Xmas Day Friday 25, & Monday 28
December 31, 2009	New Years Eve (Thursday) Close at 4pm
January 1, 2010	New Years (Friday)
April 5, 2010	Easter (Monday)
May 7, 2010	Derby Eve (Friday)
May 31, 2010	Memorial Day (Monday)
July 5, 2010	Independence Day (Monday)
August 12, 2010	St. Rita Picnic (Thursday) Close at 4:00pm
August 13, 2010	St. Rita Picnic (Friday)

We will be closed for three working days following the close of school each spring, and for three working days each fall prior to the beginning of school. These dates will be announced when the first and last days of school are determined

Holidays:

PARENTS ARE REQUIRED TO PAY FOR THE HOLIDAYS LISTED ABOVE. PAYMENT IS DUE ON THE FIRST DAY YOUR CHILD ATTENDS AND AT THE BEGINNING OF EACH WEEK THEREAFTER. Parents will not be charged for the days we are closed before school begins each fall, and after school is closed.

Holiday Policy:

Approximately 2 weeks prior to a holiday, (Spring Break, July 4th, Christmas etc...) an attendance sheet will be posted on the desk by the Sign in/Sign out Sheets and at R.O.K.E. At this time, parents will be asked to sign if their child/ren will be attending St. Rita Enrichment Center for Children during that specific holiday.

(Vacation days may apply to any holidays.) **(IF YOU SIGN THE SHEET YOU WILL BE RESPONSIBLE FOR THE PAYMENT.)**

Bad Weather Policy:

Please go on line to WHAS and WAVE, if St. Rita (Jefferson County Catholic Schools) is on a delayed schedule, the Center will be open normal hours, 7:00 am (for daycare children only). If St. Rita School (Jefferson County Catholic Schools) is closed then the Center will be closed. **(Regular rates apply.)**

Late Pick-Up Fee:

ST. RITA ENRICHMENT CENTER FOR CHILDREN CLOSSES PROMPTLY AT 6:00 P.M.

At this time the sign-out sheets will be picked up by a staff person and the time will be noted on the time sheet. You must obtain the sheet from the staff person in charge in order to sign your child out. The late fee is to be paid to the individual on duty on that night. The fee for late pick-ups is \$5.00 per child for each 1 to 10 minute increment. The clock on the wall in the sign-in area will be considered the official time. If the fee is not paid at your arrival time, it is due the next day.

Enrollment Policy:

Our school year programs are limited to students enrolled in St. Rita School . At this time we have licensed facilities for 81 kids: Day Care thru 1st and 100 kids: 2nd thru 8th graders. Our summer program is committed first to St. Rita students and parish families. If spaces are available during the summer, other children are always welcome.

Enrollment Categories:

- **Full-Time** ~ Students attend 5 days a week.
- **Part-Time** ~ Students, who do not attend 5 days a week, but have a specific number of days reserved each week, usually 3 or 4, for attendance.
- **Drop-In** ~ Students, who are registered for childcare, but do not attend on a regular basis. Parents must notify St. Rita Enrichment Center for Children staff of desired attendance at least one day in advance. Please be aware that our program is filled to capacity; drop-in students may only attend if there is a spot available.

Registration:

St. Rita Enrichment Center for Children fall registration will be held each February. The registration fee of \$45.00 is due at the time of registration. Registration for our Summer Program will be held each March. A registration fee of \$160.00 per child is due at the time of summer registration. Please be aware that our programs fill very quickly, you are never guaranteed enrollment. Priority is always given to currently enrolled students; however, if these families do not enroll in timely manner, they are not guaranteed a place in our program. **(ALL REGISTRATION FEES ARE NON-REFUNDABLE.)**

**** All Registration Fees are Non-Refundable ****

St. Rita Enrichment Center for Children Fees:

<u>Grades Pre-K thru 8</u>		<u>Session #2 2:45 - 6:00 P.M.</u>		<u>Registration Fee \$45.00</u>	
Reserved # of days	One Child	Two Children	Three Children		
5	\$50.00	\$71.00	\$90.00		
4	\$47.00	\$66.00	\$83.00		
3	\$40.00	\$55.00	\$70.00		
<u>In Service Days - Add the following amounts to the normal weekly fee:</u>					
	One Child	Two Children	Three Children		
1 Full Day	\$12.00	\$17.00	\$19.00		
2 Full Days	\$23.00	\$32.00	\$36.00		
<u>Drop-In Rates</u>					
	One Child	Two Children	Three Children		
Regular Fee	\$22.00	\$32.00	\$43.00		
Half-Day Fees (When School Dismissed Early)	\$23.00	\$33.00	\$44.00		
Full-Day Fees (No Service Days)	\$27.00	\$37.00	\$47.00		
Spring Break/ Xmas Break	\$105.00	\$175.00	\$200.00		
<u>Summer Rates</u>		<u>Summer Registration Fees \$160.00</u>			
	One Child	Two Children	Three Children		
Weekly Fees	\$105.00	\$175.00	\$200.00		
<u>* WE DO NOT HAVE HOURLY RATES *</u>					

Account Policy:

Prompt payment of Accounts is expected. Accounts are prepaid weekly, prior to service given. Payment is due on Monday of each week. Payment is due even if your child is absent, unless you have notified us that you are taking vacation days (see Vacation Day below for details). Any accounts not paid by the last Friday of the month, your child will not be allowed to attend Enrichment the following Monday. No Exceptions to this rule! We cannot permit ongoing delinquent payments.

St. Rita Enrichment Center’s methods of payment are:

Money Order, personal check or Visa/MasterCard.

Returned Checks:

A \$35.00 return check charge will be assessed on any returned check. If we receive more than one returned check, the parent will be required to pay with cashier check or money order.

Vacation Days:

All families enrolled on a full or part-time basis in St. Rita Enrichment Center for Children are entitled to free vacation days. The number of days a family receives will be determined by the number of days a child is enrolled.

Please see the chart below.

<u>School Year Vacations</u>		<u>Summer Vacations</u>	
Number of Days Per Week Enrolled	Number of Vacation Days	Number of Days Per Week Enrolled	Number of Vacation Days
5	10	5	5
4	8		
3	6		

If you do not use all of your entitled vacation days during the school year, you may use up to five (5) additional days during the summer. However, summer vacation days may not be used during the school year. The vacation year begins on the first day of school in the fall

Withdrawal:

If you choose to withdraw your child from any of our programs, you must give one week advance notice to the director, if notice of withdrawal is not given you will be charged for an additional week.

Field Trips:

Field trips are scheduled occasionally on days out of school and regularly scheduled throughout the summer. All children must have a signed permission slip in order to join us on the trip. We cannot accept telephone permission.

SAFETY POLICY:

During the summer and on days out of school, parents MUST come inside to sign their child in and out. Telephone calls will not be accepted. Please include the time of arrival and departure.

For the safety of your child do not drop him/her off outside. Please accompany your child inside, and do not leave your car running when you come into the building to sign your child(ren) in or out.

If you send someone new to pick up your child we must be notified **in writing** prior to his / her arrival. **Telephone calls will not be accepted.** This change has come due to concern that anyone can claim to be a parent over the telephone. This problem can be avoided by listing anyone who may pick up your child on the Authorized Pick-Up Form.

Child Abuse Policy

These are the steps that St. Rita will take regarding child abuse:

1. Suspected Parental Abuse:

- We will question the child about injury, bruises, etc.
- Document in writing the injury, child comments, and parent's comments.
- If we suspect that child abuse has occurred, we will **immediately** call the Child Abuse Hot Line at 502-595-4550.

2. Suspected Staff Abuse:

- We will immediately remove the staff person involved from the workplace while the incident is investigated.
- Check the child and administer first aid if needed.
- Call the Child Abuse Hot Line at 502-595-4550.
- Call parents.
- Call Licensing / Regulation Department within 24 hours at 502-595-4079.

***** We are required by Law to report any suspected abuse!!! *****

Emergency Treatment Plan:

- Call E.M.S. - 911
- Call parent while waiting for E.M.S.
- Call the Director if not present.
- Take child's folder and emergency information to the hospital. If parents have no choice for the hospital, the child will be taken to Kosair Children's Hospital.
- Child's Teacher or Director will go to the hospital with the child.
- Call Licensing / Regulation Department within 24 hours.

****All children enrolled must have a signed authorization for emergency medical care and a brief medical history kept in his / her file. ****

Immunization:

State Law requires that Child Care Centers have on file a current immunization record for each child. This is for your child's protection against disease.

YOU HAVE 2 WEEKS FROM YOUR ENTRY DATE TO PROVIDE THE CENTER WITH A COPY OF THESE IMMUNIZATION RECORDS OR YOUR CHILD WILL NOT BE ALLOWED TO COME TO THE CENTER UNTIL THE PROBLEM IS RESOLVED.

Sick Children:

Our program is not designed for the care of ill children.

Children who become ill at St. Rita's Enrichment Center , R.O.K.E., Parents Day Out or Day Care will be separated from the other children.

***Parents will be notified to pick up their child immediately. Children need to be kept at home when any of the following situations are true.**

- Child has any of the following symptoms: sore throat, fever, vomiting or diarrhea.
- Child has not been temperature free for 24 hours.
- There is a doubt concerning whether the child is well enough to attend the Center.

***** Remember that this is in the best interest of all the children in any of our programs. *****

Please call if your child has seen a doctor and is diagnosed as having a contagious illness. We are required to notify other parents of contagious illnesses. The infected child's name will be kept confidential.

Medication:

Medicine will be given only after a permission sheet is signed (to be kept on file). A log sheet will be provided for daily sign in of medication and directions. Appointed staff members will give medication.

All medication must be in the original container, Prescription medicine must be up-to-date and have child's name on it.

WE DO NOT GIVE OVER THE COUNTER MEDICATION.

Licensing now requires that parents must sign the log sheet prior to the medication being given.

*****Note:** Licensing has also informed us that sunscreen is considered a medication. All of the above guidelines will apply.

Special Rules to Note:

1. Discuss any problems or concerns with the Director in private. If a lengthy discussion is warranted, please make an appointment to ensure that the problem is adequately addressed.
2. Keep all emergency information up to date. Notify us of changes in your place of employment, telephone number, and any other pertinent information. If you are not able to receive telephone calls at work, please let us know who we may contact in case of illness, injury, or behavior concerns.
3. Be sure to complete an authorization pick up form. This form will be kept near the check out sheet so that staff members may I.D. any persons unknown to them. Please send only authorized adults, at least 18 years of age, to pick up your child. We occasionally have new staff members, who will not know you by sight. Please be prepared at all times to show picture identification. It will take several weeks for a new staff member to get to know you and associate you with your child. Please be patient. It is the staff's responsibility to make sure your child is safe. Please let anyone picking up your child know that he / she must sign the sign out sheet, and may be asked for identification.
4. **Notify us of any custody changes or changes as to who is or is not authorized to pick up your child.**
5. We provide a smoke-free environment for the children. We ask that you extinguish all cigarettes, cigars, etc. before entering the building.
6. Please note that at times we will be doing messy things. You may choose to send play clothes with your child so that he / she may change from his / her school uniform. If you choose to do this, we ask that you put your child's name in all the clothing. Due to fact that all of our children wear the same uniform, it is very difficult to return clothing if it is unmarked. During the summer we ask that you be particularly careful about marking clothes, underclothes, towels, etc. Many of these items are lost while changing for swimming.
7. Children in grades Pre-K and 1st will change clothes immediately after school. Children, who have consistent behavior problems while changing clothes, will not be allowed to change. You will receive a notice of this type of misbehavior before this consequence is given.
8. **All children must wear socks and shoes. Children may not come to the Center in sandals or any other open toed shoes, tennis shoes are preferred.** During the summer you may send water shoes or sandals with straps only on days we go to the pool (they may only be worn at the pool). If a child does not wear the proper foot wear you will receive one written note, after which the child will not be admitted if he/she is not dressed properly. **{THERE WILL BE NO TWO PIECE BATHING SUITS ALLOWED.}**

9. We ask that you dress your child appropriately for the weather. We go outside every day, even in the winter. You may need to send jackets, gloves, hats, etc. for cool and cold weather. Again, please write your child's name in all clothing. Unless a child has a doctor's note stating that he/she cannot go outside, or we have specific instructions from the parents (a written note or telephone call) he/she will be going out to play.
10. Lost and Found items will be kept in the coatroom. Please check for lost items regularly. After school year is over items will be given to charity.
11. The children are served a snack every day when coming from school. Snack is given in the afternoon beginning at 2:50 P.M. If your child refuses to eat the provided snack, we are not required to provide another. If your child has food allergies or dietary restrictions, we must have a physician's note on file. Alternative snacks will be provided in these cases. Monthly menus will be posted on the Parent Bulletin Board located in the first floor hallway.
12. **Lunch is not provided by Enrichment Center for Children. Children will need to bring their own lunch on days out of school, half days, and throughout the summer. Please do not send a lunch that needs to be put in the microwave.** We do not provide this service. Parents are responsible for providing their child (ren) with a drink.
13. Children may not chew gum at St. Rita Enrichment Center for Children.
14. No guns, knives or other potentially dangerous items are allowed at the Center.
15. **Absolutely NO outside toys are allowed at Center.** Outside toys have been a consistent problem. We ask that parents please help in this matter. Occasionally, when school is closed, and during the summer, we will have special days when the children may bring toys from home. **We will notify you when one of these days is scheduled. Otherwise toys will be confiscated and given to the parent upon his/her arrival.**

Rules for Sports and Extracurricular Activities:

1. Students who must leave the Center to participate in sports or extracurricular activities must have permission, in writing, from his/her parent. This note must include the time and day(s) of the week that your child will leave for the activity. If these days and times change, you must notify us in writing before your child will be allowed to leave.
2. Due to state required staff-to-student ratios, the Center staff will no longer be able to walk the children to practice. Please make arrangements with your child's coach to stop by the Center before and after practice to pick up and return your child safely. The coach, or person designated by you to take your child to practice will note the time of departure and return. If your child will not return to the Center following his/her practice, the person who takes your child to practice must be listed on your Authorized Pick-Up Form.

3. Please note that when a child is picked up by his/her coach or designated adult, St. Rita Enrichment Center is not responsible for the child's care until he/she is returned to the Center.
4. For our liability and the safety of the children, failure to comply with the rules stated above will result in your child not being allowed to leave the Center for extracurricular activities.

Information Regarding Swimming:

Throughout the summer we will be taking the children swimming at a sight that will serve our needs. Swimming days and times will be announced each summer. If you do not wish for your child to swim, you must send a written note or call the Director in advance.

RULES:

1. Children must follow all pool rules.
2. Children may not bring money for food or sodas. The only exception to this is if you receive a note stating that we are having a special day for the children.
3. All clothing, underclothing, swimsuits, towels, etc. must be clearly marked with the child's name.
4. All students must have a permission slip on file stating that they may go swimming.

Items children may bring swimming: Swimsuits, [ONE PIECE SUITS ONLY] towels, water shoes or sandals (only on swim day). We will apply sunscreen only if a medication permission slip is signed and filled out. Sunscreen may not be shared with other children. Children must have their own bottle of sunscreen. If a child uses arm floats, please have them inflated prior to arriving at the Center.

Behavior Philosophy:

ST. RITA ENRICHMENT CENTER FOR CHILDREN AND OUR SUMMER PROGRAM is an extension of St. Rita Catholic Church. We continue the stated philosophy of our Christian Community to assist parents and school in educating our children in a Christian setting. We consistently teach our children to maintain a quality of respect for themselves as well as others. We must not assume that another person knows how we feel or what we need. We encourage our children to tell others how they feel in words. Stop that!, I don't like it when..., That makes me feel..., etc. We tell them to use their loud and, sometimes, angry voice, if necessary, to let another person know that they are serious. If that does not resolve the problem, the child should immediately get an adult person to assist. Our liability pertaining to the safety of our children demands that we teach them to disagree with words, not actions that may hurt them. A child is **NEVER** justified in hitting or injuring another child.

Our behavior goal for the children is self-discipline. Each child freely chooses one form of behavior over another. He/she must, therefore, learn to accept the consequences of that chosen behavior.

Behavior Policy:

In response to growing concerns regarding behavior problems, St Rita Enrichment Center for Children has implemented the following policy. This policy will deal with minor and major behavior problems separately. Please read this policy thoroughly and discuss it with your child. You and your child will be required to sign a document stating that you will adhere to this policy. **This document must be turned in within the first two weeks of your child's attendance. A new agreement must be signed at the beginning of each school year.**

Behavior Ladder:

The Behavior Ladder will be used to deal with reoccurring minor behavior problems. Severe problems are dealt with separately. See section titled Dealing with Major Behavior Problems.

In your child's folder brought home daily, there will be a Behavior Chart with a three color ladder. Each color represents a step on the ladder. When a child's behavior problem persists, they move down the ladder to the next color. Each day parents are expected to look at and sign their child's behavior chart to see how the day went. Through this system parents will be updated daily on their child's progress.

What do the cards mean?

1. **GREEN** = Good Day!!!
2. **YELLOW** = Child has had behavior problems and did not respond to adult's interaction.
3. **RED** = Persistent behavior problems that could possibly cause harm to other children or to themselves.
4. **BLUE CARD** = Child was sent to Director or Primary Teacher for continued disruptive behavior. In certain situations, the parents may be called to pick up their child. Please check your communication file for a note regarding Blue Cards.

Each day the Behavior Ladder will start at green, giving the child a fresh chance to have a good day. **However, if a child receives three Blue Cards within a 30 day period, a conference will be set up between parent, student and Director. At this time a behavior contract will be agreed upon. If the student violates this contract within a given time period, he/she may not return to Enrichment Center for three days. If inappropriate behavior continues after this, the child will permanently be removed from the Enrichment Center program.**

What will be done to correct behavior before a child moves downward on correction ladder:

1. The adult in charge will confer with the child to seek an understanding and correction of inappropriate behavior.
2. When possible, consequences related to the misbehavior will be used. For example, if a child misuses a toy, the toy will be taken away; if a child throws food, he/she will be given clean-up duty; etc. Other consequences such as the loss of privileges and time outs will also be used. When these methods have been exhausted the child will be moved down to the next card.
3. Please realize that in order for your child to move down the Behavior Ladder, inappropriate behavior has occurred more than once. Children choose their behavior and therefore choose to move down the ladder. We need your help and support at home in order to provide the best environment for all the children in our program.

Dealing with Major Behavior Problems:

Behavior problems that interfere with the health, happiness and well-being of others will not be tolerated. It is not fair to other children if one child's behavior choices interfere with the peaceful running of our program. Severe behavior problems will be dealt with as follows:

Day of first occurrence - Parents will be called immediately and a Blue Card will be sent home detailing the problem. If problems continue after a parent is called, the child will be sent home

Day of second occurrence - Parent is called and asked to pick up his/her child. Child may not return for three days. Child will return on a probationary status.

Day of third occurrence - Parents are contacted immediately and the child is sent home. Child may not return to the Enrichment Center .

Examples of major behavior problems:

1. Fighting, spitting, wrestling, kicking, hitting, or any other action taken with the intent of inflicting harm. Rough play often leads to real fights; therefore, play fights carry the same consequences as real fights.
2. Any violent behavior towards others (children and teachers).
3. Disrespect; such as, talking back, inappropriate language, defiance, etc.
4. Destruction of Enrichment Center property, which includes toys, toilets, cots.
5. Theft from the Enrichment Center or other students.

This includes all, but is not limited to, the proceeding action.

*****Note: Swimming, field trips, and special activities are privileges that may be taken away if a child has consistent behavior problems.*****

House Rules:

1. BASIC RULE: Do not hurt yourself, others, or things
2. Speak for yourself - not everybody else.
3. Listen when others speak - then they will listen to you.
4. Show respect - every person is important.
5. Take charge of yourself - you are responsible for your actions.

****The first two weeks of Summer and Fall Programs, will be used to set the ground rules. We will use the behavior charts and blue cards so that the children begin to understand what the consequences for misbehaving will be. You will be able to check on your child's progress, by looking at his/her behavior chart each day. After these two weeks, we will strictly enforce the policy stated herein.**

Please read and discuss this policy with your child, so that he/she will understand the consequences for misbehavior.

Both parent and child must sign the agreement to comply with the behavior policy.

A child may be asked to withdraw from the center for the following reasons:

1. Excessive biting
2. Discipline and/or behavioral problems
3. Parents not complying with company rules
4. Daycare fees not paid
5. Children not being able to conform to a childcare atmosphere. Adequate time will be given to try to work with the child, but the decision whether the child/children will be terminated from the center will be the directors.

We have a highly qualified and caring staff. Teachers will be CDA certified, or have equivalent experience. Each staff member is trained in CPR and First Aid. All employees will attend additional child training classes throughout the year.

R.O.K.E. (Grades 2 - 8)
Rita's Older Kids Enrichment Program

Coordinator: Sherry Riggs Location: School Cafeteria
Assistant Coordinator: Patricia Mongtomery Telephone: (502) 969-0628

R.O.K.E. is a program designed for children in grades 2 - 8.

Listed below are policies and procedures that apply specifically to the R.O.K.E. program.

Please be sure to read the entire handbook; policies and rules stated previously in this book also apply.

1. The R.O.K.E. Program will have the same fees, payment policies, vacations, etc. as the Enrichment Center Program. For more information see Enrichment Center fees on pages 4 and 5 of this handbook.
2. **Payment is due on Monday of each week for that week.** Make checks payable to St. Rita Enrichment Center for Children. Your checks will be given to R.O.K.E. personnel, unless you have a younger child attending the Enrichment Center . In this case you will give your payments to the Center's personnel. ****Please remember that payment is due even if your child does not attend**.**
3. If you have children attending St. Rita Enrichment Center for Children, you must sign them out separately at each program. This may seem like an inconvenience; however, it is very important to the safety of your children. Your children will not be allowed to leave otherwise.
4. If your child needs to be dismissed for any reason (sports, cheerleading, etc.), you will need to send written permission. Without written permission, your child will not be allowed to leave.
5. Children will have a mandatory homework time every day. If they do not have homework, or they complete their homework before the time period is up, they are responsible for having a book to read. R.O.K.E. personnel will have books available for the children to read or the children may bring their own books.
6. Children should have no problem completing their homework in the allotted time period. However, it is up to each child to do his/her homework. If a child claims to have no homework, R.O.K.E. personnel will take their word for it.

R.O.K.E. Rules:

1. Children's phone calls will be limited to emergency use only.
2. R.O.K.E. personnel will assist children with their homework. If a child states he does not have homework, R.O.K.E. personnel will take their word for it. The child will be asked to read a book instead.
3. Toys are not allowed at R.O.K.E.
4. Children are to always show respect to the R.O.K.E. staff.
5. Children are not to use or borrow other children's property.
6. Once R.O.K.E. children have arrived in the cafeteria, they are not allowed to return to any classroom. **"No exceptions!!"**

******* R.O.K.E. will follow the same Behavior Policy as the Center *******

R.O.K.E. Daily Schedule:

- 2:45 - 2:50 - Roll Call and Bathroom
- 2:50 - 3:00 - Snack
- 3:00 - 3:30 - Outside time, gym time, etc.
- 3:30 - 4:15 - Homework
- 4:15 - 5:45 - Free time, games, etc.
- 5:45 - 6:00 - Clean up and dismissal
- 6:00 - R.O.K.E. Closes promptly

******* All times are approximate and subject to change *******

Parents Day Out

Primary Teacher: Ashley Rigney (2 years old)
Primary Teacher: Susan Shannon (3 Years Old)

Assistant Teacher Shaley Dunn
Assistant Teacher Pat Montgomery
Assistant Teacher: Stephanie Whitfield

Parents Day Out is designed for children 2 to 4 years old.

Non-Refundable Registration Fee \$45.00

Fees: 1 Child

- \$125.00- 5 days per week (2 years old only -Monday - Friday)
- \$90.00- 3 days per week (3 years old Monday, Wednesday & Friday only.)
- \$120.00- 5 days per week (5 days mandatory for 4 years old)

2 Children

- \$185.00- 5 days per week (2 years old only - Monday-Friday)
- \$175.00- 3 days per week (3 years old Monday, Wednesday & Friday only.)
- \$200.00 for 5 days per week (5 days mandatory for 4 years old.)

Time: 9:00 am to 2:00 pm

Notes:

1. We must have a copy of your child's IMMUNIZATION CERTIFICATE.
2. Children must be picked-up at 2:00 promptly. Please park in the rear of the building with the school children's parents. We will bring your children out the rear door for you to pick up.
3. A late fee of \$5.00 will be charged for each 1 - 10 minute increment. Fee will be added to account.
4. If your child wears a dress, please make sure they have shorts on under the dress.
5. There is no vacation time allotted for the Parents Day Out Program.
6. **All children must be here by 9:00 a.m. or they will not be allowed to attend Parents Day Out that day. Late arrivals cause disruptions, after 9:00 you will be turned away.**
7. All children must be 4 years old by October 1st in order to go to the 4 year old program.
(NO EXCEPTIONS)
8. All children's personal items need to have their name visibly printed on the outside.
9. No fast food can be brought in at lunchtime. **BIRTHDAY CELEBRATIONS** are at a minimum with store bought cookies or store bought cupcakes.
10. Children's backpacks must be taken home nightly.
11. Please do not bring your children in until 9:00 a.m. or you will be charged an extra \$35.00 per week.

Day Care (2 years old)

Primary Teacher :Ashley Rigney

Assistant Teacher:

Day Care is designed for children 2 years old, who are not **POTTY TRAINED**.

Non-Refundable Registration Fee \$45.00

Fees: 1 Child \$135.00 per week

 2 Children \$255.00 per week

 3 Children \$395.00 per week

Time: Monday thru Friday 7:00 am to 6:00 pm

Notes:

1. We must have a copy of your child's **IMMUNIZATION CERTIFICATE**.
2. Children must be picked-up at 6:00 pm **promptly**
3. A late fee of \$5.00 will be charged for each 1 - 10 minute increment. This must be paid that evening to the staff on duty.
4. If your child wears a dress, please make sure they have shorts on under the dress.
5. Two weeks of vacation per year (September 1, 2009 - May 2010)
6. **All children must be here by 9:00 a.m. or they will not be allowed to attend Day Care that day. Late arrivals cause disruptions, after 9:00 you will be turned away.**
7. All children must be 3 years old by October 1st in order to go to the 3 year old program.
8. All children's personal items need their names visibly printed on the outside of the item.
9. No fast food can be brought in at lunchtime. BIRTHDAY CELEBRATIONS will be celebrated at a minimum with store bought cookie or store bought cupcakes.
10. Children's backpacks need to be taken home each night.
11. We are licensed from 7:00am - 6:00pm. We will not open the doors before 7:00 am.

Day Care (3 & 4 years old)

Primary Teacher: Susan Shannon (3 Years Old) **Assistant Teacher:** Stephanie Whitfield

Primary Teacher: Sherry Riggs (4 Yr Olds) **Assistant Teacher:** Pat Montgomery

Day Care is designed for children 3 & 4 years old, who are **POTTY TRAINED**. (If your child is not **potty trained** and in the 3 year old program, you will be charged an additional \$10.00 per week.)

Non-Refundable Registration Fee \$45.00

Fee:

- **1 child** - \$105.00 per week
- **2 children** - \$195.00 per week
- **3 children** - \$290.00 per week

Time: Monday thru Friday 7:00 AM to 6:00 PM

Notes:

1. We must have a copy of your child's **IMMUNIZATION CERTIFICATE**.
2. Children must be picked-up at 6:00 P.M. promptly.
3. A late fee of \$5.00 will be charged for each 1-10 minute increment. This must be paid that evening to the staff on duty.
4. If your child wears a dress, please make sure they have shorts on under their dress.
5. Two weeks of vacation per year (September 1, 2009 - May 2010)
6. **All children must be here by 9:00 AM or they will not be allowed to attend Day Care that day. Late arrivals cause disruptions, after 9:00 you will be turned away.**
7. All children must be 4 years old by October 1st in order to go to the 4 year old program.
8. All children's personal items need their names visibly printed on the outside of the item.
9. No fast food can be brought in at lunchtime. BIRTHDAY CELEBRATIONS are at a minimum, store bought cookies or store bought cupcakes.
10. Children's backpacks need to be taken home each night.
11. We are licensed from 7:00am - 6:00pm. We will not open the doors before 7:00am.

Daycare (0- Infants & 1 Years Old Wobblers)

Primary Teacher: Mattie Gordin Assistant Teacher:

- Infants- 1 (6weeks -1 year old) \$135.00
- Infants- 2 (6 weeks-1 year old) \$265.00
- Wobblers-1 (1 year-2 years old) \$135.00
- Wobblers-2 (1 year 2 years old) \$260.00

Notes:

1. We must have a copy of your child's IMMUNIZATION CERTIFICATE.
2. Children must be picked-up at 6:00pm promptly.
3. A late fee of \$5.00 will be charged for each 1 - 10 minutes increment. This must be paid that evening to the staff member on duty.
4. All children's personal items need their names visibly printed on the outside of the items.
5. We are licensed from 7:00am----6:00pm.
6. All children must be here by 9:30am late arrivals causes disruptions, after 9:30 you will be turned away.

PARENT AGREEMENT TO COMPLY WITH POLICIES

I hereby acknowledge that I have read all of the pages contained in this booklet and agree to comply with all the conditions and terms stated herein. I understand that the fees and policies are subject to change. I agree to make payments to the St. Rita Enrichment Center For Children by Monday of each week. I understand that a late charge of \$5.00 will be assessed to my account if my payment is not received by the end of the week.

I understand that failure to comply with any terms, policies or payments will result in my child no longer being allowed to attend. I agree to give at least one week notification of withdrawal of my child and acknowledge that failure to do so will obligate me to pay one week’s fee.

Parent or Guardian Signature

Date

This agreement must be returned to the Director during the first week of your child’s attendance. Failure to do this will result in your child not being allowed to attend.

This agreement must be renewed at the beginning of each school year and summer session.

PARENT / CHILD AGREEMENT TO COMPLY WITH POLICY

We hereby acknowledge that we have read and discussed the Behavior Policy contained in this booklet. We agree to comply with all the conditions and terms stated in this policy. We understand that failure to comply with St. Rita Enrichment Center for Children rules may result in the student no longer being allowed to attend.

Parent or Guardian Signature

Date

Student Signature (First Child)

Date

Student Signature (Second Child)

Date

This agreement must be returned to the Director during the first two weeks of the child’s attendance. Failure to do this will result in your child not being allowed to attend.