

# “Ready, Set, Grow Extended Care”

Established 2005

## HANDBOOK

August 1, 2018 – July 31, 2019

Director: Julie Winner

Ages Served: 3 years thru 12 year old

Hours: Monday thru Friday 7:00 a.m.-5:30 p.m.

Located at Holy Cross School

1008 Jefferson Street

Mendota, IL 61342

(815) 538-7604

[www.optionc.com](http://www.optionc.com) Code: 5943

Revised July 2018

Dear Parents,

The staff and I are pleased to welcome your family to our Extended Child Care program. Your child's growth and development are important to us. We hope that this year will hold many enjoyable and valuable experiences for your child as we work together to provide quality childcare.

The program offers childcare for children, ages 3-12. This includes Before School and After School care. As a non-profit organization, our goal is to provide responsible, loving care in a Christian setting, under the guidance of a qualified staff.

Ready, Set, Grow Extended Care is a function of Holy Cross Parish. The Diocese of Peoria guidelines are followed along with all local, state and federal occupancy and safety codes. We are dedicated to providing a safe, clean and happy place for your children to grow and learn.

This handbook has been prepared to introduce you to the policies and procedures of our program. Please read it and feel free to discuss any questions you may have. Parents are an integral part of our program and your child's experiences at the Ready, Set, Grow Extended Care program. We look forward to getting to know you better through daily contact, conferences, and other events.

We hope our program will be a rewarding and positive experience for your child. Thank you for choosing our program.

Mrs. Julie Winner  
Director

Mrs. Anita Kobilsek  
Principal

# Ready, Set, Grow Extended Care

## 2018-2019 Fees Per Day

Annual Registration Fee: \$35 per child per year  
\$50 family rate  
\$25 Summer-only rate per child

Before School Care: 7:00-8:00 A.M.  
\$3.00 per child  
\$6.00 family rate  
This is for parents who need childcare before school begins.

After School Care: 3:00-3:30 p.m. \$3.00 per child  
This is for the families who can't make it here at dismissal time.

3:00-5:30 p.m.  
1 child \$6.00  
2 children \$9.00  
3 children \$12.00  
2:00 dismissal add \$2.00 per student

A snack will be provided.

Time will be provided to relax.

Time will be set aside to do homework or have quiet time.

Half-Day Child Care: \$11.00  
This would be for parents who wish to have half day care or for parents who send their child to Learning Lambs Preschool and then send their child to *Ready, Set, Grow Extended Care*

This would be for the child who needs 5 hours or less of care and for 11:30 dismissal days for K-age 12.

Full Day Care: \$22.00  
A morning and afternoon snack will be provided.

After 5:30 p.m., a fee of \$1.00 per minute, per child, will be charged. This is payable at the time of pick-up.

Hot lunch will be available Monday through Friday during the school year when the kitchen is in operation. Lunch will cost \$2.25 per lunch. Milk will be \$0.40. Students will need a sack lunch on days when the kitchen is not in operation, and during the summer.

Learning Lambs Preschool will be held in room 207.

3-year-olds meet Tuesday and Thursday from 8:15-10:45 a.m. or 12:20-2:50 p.m.

\$90.00 per month

4-year-olds meet Monday, Wednesday, and Friday from 8:15-10:45 a.m. or 12:20-2:50 p.m.

\$110.00 per month

## **Purpose**

The two main purposes of the Ready, Set, Grow Extended Care program are to provide: (1) quality childcare and early educational experiences and (2) service to the families.

Our program is committed to providing a safe, loving environment with developmentally appropriate activities for children.

## **Care Offered**

Ready, Set, Grow Extended Care offers Before School and After School care during the school year for 3 and 4 years olds through 12 year olds. It includes childcare for 3 year olds through pre-kindergarten children during the school day. It also includes all-day childcare for 3 year olds through 12 year olds during the summer and during non-school days.

## **Yearly Admission Policies**

A completed application with a *yearly* enrollment fee of \$35.00 per child, \$50.00 family rate, or \$25.00 per family summer registration is needed for registration, activities, and snacks. Daycare children must be at least three years old and toilet trained for admittance. Enrollment is based on a “first-come, first-served” basis, with no regard to religion, race, or national origin. When a maximum of 20 full-time children are enrolled (excluding non-school days), a waiting list will be started. Parents are contacted when a vacancy occurs for their child’s schedule.

## **Program**

### *- Before-School*

This begins at 7:00 a.m.-8:00 a.m. (8:15 a.m. for preschoolers)

### *- After-School*

Once school is finished, the child will make her/his way to the childcare room for the after-school program. The child will be checked in by Daycare Staff at that time. If the number of children is large on that day, they may be broken into groups.

After everyone is signed in, a snack will be provided for each child. Various activities will be made available to the children. These will include games, outdoor play when weather is permitting, art and craft projects, etc. Study and quiet time will be made available during the school year.

Upon arrival of the parent for retrieval at the end of the program, the parent will sign out their child(ren). The child(ren) must be accompanied by their parent when exiting the building.

### *- Childcare*

When the parent drops off their child they will sign them into the childcare program that day. Drop off time begins at 7:00 a.m. Activities will be scheduled throughout the day.

Hot lunch will be available Monday through Friday during the school year when the kitchen is in operation. Lunch will cost \$2.25 per lunch. Milk will be \$0.40. Students will need a sack lunch on days when the kitchen is not in operation, and during the summer.

## **Communications**

The needs for the program will be determined on a weekly basis. Attendance and lunch forms will be available in the Extended Care room.

On the Thursday or Friday **BEFORE** a week of childcare, the parent will need to fill out the attendance and lunch form indicating the needs for their children in the program including payment for the coming week.

If the parent needs to contact their child(ren) while in the care of the staff, they will need to call the childcare phone at 815-538-7604.

Arrival and dismissal times need to be filled out on a daily basis. The adult/parent or responsible party will need to fill in the time on the daily attendance sheet.

Persons other than the parents who will be transporting the child(ren) must be indicated on the emergency form.

### **Daily Release**

Students will be checked in once they enter the Before School, After School or Childcare program. When the parents pick them up, the time will be marked down. Only a child's parent or those listed on the "pick up" form are allowed to pick them up. If another designated person, not a parent, is to be picking up the child, the director needs to be informed when the child(ren) is checked in. The child(ren) must be accompanied by their parent when exiting the building.

When children are present on the north parking lot during the school hours of 7:45am-3:15pm, please park on a side street or in front of school on Jefferson when dropping off or picking up your child(ren).

### **Fees and Payment Policy**

Fees are paid weekly, unless other arrangements are made. Checks shall be given to Mrs. Winner. A receipt is given on request for cash payments or checks. Checks should be made out to: Holy Cross Parish.

Fees are due to Mrs. Winner on or before every Friday of every week prior to service. Parents are required to complete the Attendance/Lunch Form, along with fees due, regarding the number of days of care, amount assessed, and the children enrolled.

The fees are based on your child's full or part-time attendance. Changes are noted weekly. Fees are necessary for the maintenance of a quality program, and they must be kept current. Once the Attendance/Lunch Form is turned in, any changes need to be communicated to Mrs. Winner as soon as possible. It is important that forms are turned in on time and followed so that adequate staff can be arranged for the week. A maximum of six changes with credit given will be allowed each registered one-year period. Notices will be given for over-due accounts.

If last minute childcare is needed, contact the Extended Care room or the school office as soon as possible.

In consideration of acceptance into Ready, Set, Grow Extended Care, parents are required to make timely payments of all fees and tuition to adhere to all rules and regulations of the program. Failure to make the payments or follow the requirements of the program may result in your child being dismissed.

After 5:30 p.m., a fee of \$1.00 per minute, per child, will be charged. This is payable at the time of pick-up.

### **Calendar**

The Ready, Set, Grow Extended Care will operate year round, except the following holidays. These include: Labor Day, Thanksgiving Day and the following Friday, December 24, December 25, December 26, New Year's Eve, New Year's Day, Good Friday, Easter Monday, Memorial Day and Independence Day.

The Holy Cross Before School Care and After School Care program operates on a regular school calendar for Holy Cross School and Mendota Elementary Schools in District 289.

### **Discipline Code**

Discipline is the responsibility of the staff while the children are in their care, but our center maintains acceptable guidelines that all staff must adhere to that underscores our philosophy. Ready, Set, Grow Extended Care is committed to making a child's experience here a positive one that is Christ centered, friendly, compassionate, and fair. In addition to providing a caring, safe environment for children, we strive to offer quality childcare and educational experiences. At no time will a staff member use corporal punishment, threats, abusive language, or emotional abuse to discipline a child.

Instead, our discipline is developmentally appropriate and connected to the situation. A child will be made aware of the consequences of an act, but first an adult will attempt to redirect negative behavior or use warnings (depending on the age of the child). A "time-out" will be used to have a child think about his/her behavior and generally does not last more than a few minutes.

If there is a severe situation, at the discretion of the staff, parents will be informed of the situation and possibly asked to take the child home to emphasize the severity of the behavior. Parents will always be kept informed of their child's behavior and may be asked to meet with his/her teacher about it.

*See Forced Dismissal.*

### **Parental Concerns**

Grievances are to be directed to the director of Ready, Set, Grow. Appeals may be directed to the Pastor of Holy Cross Church.

### **Dress Code**

Children should come in comfortable play clothes and shoes. We do not recommend boots (like cowboy or hiking boots) be worn because they do not allow enough flexibility when playing or climbing. Similarly, during the summer months, "flip-flops" or open back sandals are not encouraged. Please mark all outerwear and belongings with your child's name.

Children are required to have a complete change of clothes available to the staff at all times. Feel free to change the set of spare clothing to adjust to the growth of the child or the change of season throughout the year. Label all clothing that is sent.

### **Parent Volunteers**

Ready, Set, Grow Extended Care encourages parent involvement in a variety of areas that may include special project helpers or speakers on a specific topic.

## **Religious Direction**

Although children of all religious doctrines are welcome, Ready, Set, Grow Extended Care is rooted in Catholic heritage. A brief prayer is said daily at snack and lunchtime. Catholic elements of many holidays are highlighted, and opportunities will be taken to celebrate how special we are to God.

## **Health and Safety**

The safety of the children is our top priority. However, should an injury occur at school, we will notify you. If the injury is serious enough to require professional medical attention, we will notify parents immediately and follow procedures on the Emergency Information and Treatment Permission form you have provided. Many of our staff are First Aid and/or CPR-AED certified on a regular basis.

For those children enrolled at Holy Cross School, a copy of the medical records from the school will be given to the director of the Extended Care program. Parents using this program who don't have children enrolled at Holy Cross will need to fill out the medical records form. A completed "Certificate of Child Health Examination" must be on file before your child/children can attend Ready, Set, Grow Extended Care. Lead screening is required for all children 3-6 years of age by the state of Illinois.

## **Lice**

If your child is found to have lice, you will be notified immediately and asked to take your child home immediately to begin treatment. Holy Cross School has a NO nit policy. If you find lice in your child's hair, please notify the school immediately so we can schedule a lice check. You are then to follow our procedure for returning to school. Upon returning to school, your child will be checked by school personnel. Parents must show proof of treatment (receipt of purchase for shampoo).

## **Medication**

Medication which is to be given to your child MUST be in the original, labeled, doctor's prescribed bottle. A medication form needs to be filled out. Over the counter medicine may be given if a medication form is filled out with all the necessary information properly filled in.

## **Illness**

Parents are asked to use good judgment as to whether or not their child is well enough to attend childcare for the day.

If symptoms of illness are present, the childcare staff shall determine if it is in the best interest of all the children for your child to remain in Ready, Set, Grow Extended Care for the day. Parents will be contacted:

- Fever (A child must be fever free, without the use of Tylenol or Aspirin, for 24 hours before returning to school)
- Children with diarrhea and those with a rash combined with a fever (oral temperature of 100.5F or higher or under the arm 99.5 F or higher) shall not be admitted to the daycare center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
- Purulent conjunctivitis (pink eye) – If pink eye is suspected, parents will be called so further consultation with a doctor can occur. If found, students are to remain home until 24 hours after treatment has been initiated.
- Strep throat (streptococcal pharyngitis) – a child can return to school after 24 hours on antibiotics or until the child has been without a fever for 24 hours.

- Chicken pox (Varicella), until at least six days after the onset of rash, and spots have dried up.
- Whooping Cough (pertussis), until five days of antibiotic treatment have been completed.
- Mumps, until nine days after the onset of parotid gland swelling.
- Measles, until four days after disappearance of the rash.
- OR Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases code.

Influenza vaccination (yearly) is strongly recommended and encouraged. If your child does have influenza or influenza-like illness, your child should remain home 5 to 7 days.

### **Bad Weather**

In the event that we are closed, due to snow, an announcement will be made on local radio. These can be heard on WGLC at FM 100.1. We do not automatically close when the schools in Mendota close.

### **Emergency Procedures**

In the event of a disaster, precautions have been taken to ensure the safety of your child. Regular fire drills and seasonal practices in the event of a tornado are part of the program. If our building is to be evacuated, the children will be taken to Holy Cross Church to await further instructions or dismissal with family members. Parents may call Ready, Set, Grow Extended Care [815-538-7604](tel:815-538-7604), Holy Cross School, (539-7003) or Holy Cross Church (538-6151) for information in an emergency.

### **Evaluations**

Periodic contact with the parents will be made to obtain feedback on the service provided by the Extended Care program.

### **Forced Dismissal**

If a child's behavior puts himself or other children at risk despite other measures, he/she will be asked to leave our program.

Your child will be dropped from enrollment if the balance falls behind by more than two weeks.

### **Amendments**

Ready, Set, Grow Extended Care has the right to amend this handbook for just cause. Parents will be notified in writing if such changes are made.



Ready, Set, Grow Extended Care  
1008 Jefferson Street  
Mendota, IL 61342

August 1, 2018

Dear Parents:

This is your copy of the Ready, Set, Grow Extended Care Handbook which contains the rules and regulations of the program.

In order that you better understand the philosophy and requirements of our program, it is very important that you read the ENTIRE handbook.

Please SIGN AND RETURN this letter which indicates that you have read and agree to be governed by this handbook.

I acknowledge receipt of the Ready, Set, Grow Extended Care Handbook. I have read the above statement and have read the rules and regulations in this handbook. I understand the policies and procedures contained herein and agreed to be governed by these policies and procedures. The administration of Holy Cross School reserves the right to modify and/or amend these policies contained in this handbook and to waive the regulations for just cause.

The Ready, Set, Grow Extended Care Handbook needs to be read and acknowledged each year. Please return this form to Mrs. Winner.

Sincerely,

Mrs. Julie Winner  
Director

Signatures:

Father\_\_\_\_\_ Date\_\_\_\_\_

Mother\_\_\_\_\_ Date\_\_\_\_\_

Guardian\_\_\_\_\_ Date\_\_\_\_\_