

AES

Child Care Center

Parent Handbook

2022-2023

Phone: (920) 487-7001, extension 1101

WELCOME

Welcome to the AES Child Care Center. We provide quality child care for children ages 3(potty trained)– 12 years old. We offer before- and after- school care as well as all day. Daily activities will include, but are not limited to circle time, story time, project time, play time, rest time, and snack time.

MISSION

Our goal at AES Child Care Center is to accommodate the individual, educational, and child care needs of our AES families by providing quality programs with fun, educational, and enriching age-appropriate activities in a safe and nurturing environment.

PHILOSOPHY

We believe children learn best in a safe and caring environment. We encourage independent thinking, exploration, and discovery through developmentally appropriate curriculum materials. Our focus will be on the whole child- social, physical, intellectual, and emotional development. We believe children will thrive at AES Child Care.

ADMISSION

AES Child Care Center will accept any student enrolled in Early Childhood/Little Stars – 6th grade (ages 3-12) at AES. The number of children served by the program is based on square footage of the classrooms and staff-to-child ratios for specific age groups.

AES Child Care will require all parents to complete the following forms when registering their child(ren):

- *Enrollment form
- *Authorized Drop off/ Pick up Form
- *Child Health Report
- *Health History and Emergency Care Plan
- *Immunization Record
- *AES Child Care Student Information
- *Walking Permission Slip

*Playground Permission Slip (if under 5 years old)

DAYS AND HOURS OF OPERATION

AES Child Care Center will be open year round Monday through Friday from 6:00 a.m.- 6:00 p.m. The child care will follow the regular school calendar as well as offer care through the summer. The center will be open for early release days, parent/teacher conferences, delays, and vacations.

AES Child Care Center will be closed on the following days: Labor Day, Thanksgiving Day and day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, and Friday of Shanty Days.

School is closed on the following days, but the Child Care will be open if needed as follows: October 21, November 21-23, December 26-30, January 16, April 3-7.

The child care will be open on early release days, however there are no early releases on this school calendar.

The child care will remain open its regular hours on two hour snow delays or in situations where students are released early from school, but will be CLOSED on any days the Algoma School District closes due to the weather. Please know that severe conditions may require additional closings.

DROP OFF AND PICK UP

Children will be dropped off and picked up by the entrance by the bus canopy. It is the door to the right. Ring the doorbell and a staff member will come get your child at drop off and bring them to you at pick up.

FEES

The rate for the 2021/2022 school year is \$3.50 per hour and \$2.50 per hour for each additional child. For Algoma School District staff the rate is \$3.00 per hour and \$2.00 for each additional child.

For those who desire, breakfast and lunch will be provided. Breakfast is free for grades 4K and up. The cost of lunch is \$2.55 per meal. Those wishing to have breakfast and lunch during child care hours will make payments to AES Child Care marked breakfast or lunch.

Each new child care family is required to pay a \$25.00 enrollment deposit due by the Open House or the first day of child care.

Payments will be made to AES Child Care in the following ways:

*Payments will be due on Tuesdays for the previous week of care.

*Payment can be made ahead of time for the week, month, quarter, etc.

An estimated weekly invoice can be provided if wanted.

Payments will be accepted for 30 minute intervals. Fifteen minute time frames will be used for rounding purposes, meaning that 15 minutes or more will incur the charge for 30 minutes of service, while fewer than 15 minutes of service will not incur a charge. Examples are as follows: if you pick up your child by 4:10, checkout time would go back to 4:00; if you pick up at 4:15, checkout time would go to 4:30; if you pick up at 4:40, checkout time goes back to 4:30 and 4:45 checkout time would go to 5:00.

If you plan to keep your child home due to illness or any other reason, **you must notify the child care center.** If there are any changes to your child's schedule (being picked up late, dropped off earlier, need a different day, etc.) you must notify the child care center.

If your child is sick or there was a change in the schedule and you called the center there will be no charge. If you do not call or do not show up you will be charged for the scheduled hours.

***Payments are expected when due. If payments are more than a week late, the child will not be able to attend the center until the bill is paid.

There will be a \$5.00 charge for every 15 minutes after 6:00 p.m. until child is picked up.

Children will be signed in and out each day using first and last names (by parent and/or child care staff). This is important because we need to keep a record of each child's attendance on a daily basis. A notebook will be available by the sign in sheet to leave messages or special instructions for staff (i.e, someone else picking up, picked up earlier or later).

AES Child Care Center strives to serve all children and families enrolled in the program.

If an issue arises, the director, teacher, principal, and parents will meet to attempt to resolve the issue. If the issue cannot be resolved, then termination of child care service may be considered.

SCHOOL POLICY

AES Child Care will be open for parental observation at any time.

Parents will receive a written copy of the rules and regulations regarding all facets of the program and its operations in the form of a Parent Handbook.

AES Child Care encourages parental involvement that is consistent with the goals and objectives of the school.

It is the policy of AES Child Care to maintain a written record of the daily attendance of each child for the length of time the child is enrolled at AES Child care.

****When you are on site to drop off or pick up your child(ren), you are responsible for your child(ren)****

***Parents must escort their child into the child care and sign him/her in. The child must be presented to a staff member before the parent leaves. When picking up your child you must sign him/her out, please make sure a staff member sees you. During outside pick up please make sure to come all the way to the wood chips to get your child. Staff will sign children in and out when they are going to or coming from a class.**

For children who will be at the child care center during rest/nap time, parents are to supply a blanket (no sleeping bags; no stuffed animals or pillows). The blankets will be kept in a large Ziplock bag provided by child care. The blankets will be sent home every other week for cleaning. The child care will provide mats for sleeping.

All children will be required to have a change of clothing (in plastic bag) stored in the room for emergencies.

Children should be dressed appropriately for the weather.

Toys from home are not permitted.

HEALTH PROCEDURES

A school nurse will be available according to AES's nursing schedule.

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or school principal may send a child home who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. Examples of such conditions include: sore throat, inflammation of the eyes, fever (temp 101 or higher), lice, ringworm of the scalp, rash, vomiting,

diarrhea, and other conditions indicated by the Wisconsin Department of Health and Human Services.

School officials may be required to notify local health officials if they suspect a child has a covered communicable disease. School official will comply with notification requirements of the Department of Health and Family Services in addition to notifying the child's parents.

Any child's removal will solely be for the contagious period as specified in the school's administrative guidelines.

Parents are expected to pick up their child, after notification, when deemed necessary.

Children with such conditions may not return to child care until:

- *They are fever free for 24 hours

- *They are diarrhea free for 24 hours

- *They have a doctor's note stating that they have examined the child and that it is safe for the child to return.

- *Children diagnosed with pink eye should be on antibiotics for a full 24 hours before returning to child care.

- *Children diagnosed with strep throat should be on antibiotics a full 48 hours before returning to child care.

- *Children with lice will be checked by the school nurse prior to re-admittance.

At any time a child becomes ill or injured while in the child care the parents will be notified. For minor injuries (scrapes, bruises, etc.) the staff will fill out a form to inform the parents.

An isolation area will be set up for any child who becomes ill while at the child care. This area will always be in sight and hearing of personnel.

Child care staff will notify parents immediately if a child becomes ill. Arrangements must be made to pick up child within 1 hour.

- *All medications must be stored in the elementary school office or designated cabinet in child care and will be administered by designated personnel.

NUTRITION POLICY

Morning and afternoon snacks will be provided at no extra cost to the parents to those children present when food is served. Snack donations would be appreciated but not necessary. However, if your child is enrolled in Early childhood or Little Stars please provide a monthly snack to share with the class. You can send in a cash donation if you prefer.

Lunch will be served in the child care classroom in a relaxed setting to foster socialization and conversation. Children can bring a cold lunch from home or have hot lunch for \$2.55 per meal. Breakfast is free for 4K-6th grade students. Breakfast not served on 2 hour delay days. Lunch will be served at 11:00. School breakfast and lunch will not be served on non-school days and during summer months. Parents will provide a lunch and drink.

*Food allergies must be made known to the director and child's teacher verbally and in written form.

EDUCATION POLICY

The activities planned for the child care center and the equipment that will be used will assure that the needs of all enrolled children will be met. A monthly themed calendar will be sent home to the families. If at any time parents have any materials, books, ideas, etc, to add to the theme of the week feel free to share them with staff members of the center. In addition, knowing the activities that are going on for the week is a good way to have a family discussion at home.

DISCIPLINE POLICY

The discipline guidelines for AES Child Care must emphasize a positive guidance format. The adults employed by or who volunteer to help the children are to serve as role models for the children through verbal and non-verbal displays of politeness and respect. No adult will be allowed to use physical means to discipline a child.

**Thank you for enrolling at AES Child Care Center. We look forward to a very exciting year.

Any questions feel free to call AES Child Care at (920) 487-7001 ext. 1101 or Karen Bishop at (920)365-6794 (call or text). You can also email Karen at kbishop@algotaschools.org