

Maple Heights City Schools
Treehouse
School Age Childcare Program



2009-2010 SCHOOL YEAR

**PARENT HANDBOOK &
ENROLLMENT PACKET**

Dr. Charles T. Keenan, Superintendent
Mr. Christopher Krause, Treasurer

Maple Heights Board of Education

14605 Granger Road, Maple Heights, Ohio 44137 (216) 587-6100

Michael A. White, President
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Robert F. Dober
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Maple Heights City Schools

Treehouse School Age Childcare Program

2009-2010 School Year

FEE SCHEDULE

Weekly Fee

Before <u>OR</u> After-School Care Fee.....	\$35.00
Before <u>AND</u> After-School Care Fee	\$70.00

Sibling Discount for Parents Who Do Not Qualify for Vouchers

# of students in one family	Weekly Fee for before <u>OR</u> after school care
1.....	\$35.00
2.....	65.00
3.....	100.00
4.....	130.00
5.....	160.00

# of students in one family	Weekly Fee for before <u>AND</u> after school care
1.....	\$70.00
2.....	135.00
3.....	200.00
4.....	260.00
5.....	320.00

VOUCHERS

Daycare vouchers will be accepted. Vouchers, co-pay, and placement letters are due no later than the fifth (5th) of each month. Vouchers must be made out to Maple Heights City Schools. Please do not write a date on the vouchers. Participants should contact their case worker about eligibility.

FEEES & NON-PAYMENT OF FEES

Fees are due and payable one week in advance. Payment must be by cash, money order, or cashier's check. A late fee of \$5.00 will be charged and a notice of "Non-payment" sent home with the child if payment is not received by the end of each week.

RECEIPTS/TAX PURPOSES

Parents are responsible for keeping records and/or receipts for year-end tax purposes. Please contact the treasurer's office at 587-6100 to obtain our district's tax number.



Maple Heights City Schools

Tree House School Age Childcare Program

2009-2010 Calendar

First Day of Treehouse Program	Monday, August 24
Labor Day - NO SCHOOL	Monday, September 7
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, September 17
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, September 30
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, October 13
NEOEA Day/Staff Development - NO SCHOOL	Friday, October 16
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, November 11
Thanksgiving Recess	Wed., November 25 through Fri., November 27
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, December 8
Winter Break	Mon., December 21 through Fri., January 1 <i>(Classes Resume Monday, January 4)</i>
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, January 13
NO SCHOOL	Friday, January 15
Martin Luther King Day - NO SCHOOL	Monday, January 18
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, January 26
NO SCHOOL	Friday, February 12
Presidents' Day - NO SCHOOL	Monday, February 15
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, February 18
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, March 25
Spring Break	Mon., March 29 through Mon., April 5 <i>(Classes Resume Tuesday, April 6)</i>
Memorial Day - NO SCHOOL	Monday, May 31
Students' Last Day	Thursday, June 3

CHILDCARE SERVICES WILL NOT BE PROVIDED WHEN SCHOOL IS NOT IN SESSION



Maple Heights City Schools

Treehouse School Age Childcare Program

2009-2010 School Year

Parent Information

All forms must be completed before a student may attend the *Treehouse* School Age Childcare Program. *Treehouse* is designed to meet the childcare needs of children before (*beginning at 6:00 a.m.*) and/or after (*until 6:30 p.m.*) school during the school year. While attending the program, your child will be supervised in a comfortable and safe environment and have the opportunity to play and interact with other children.

WELCOME!

Welcome to the Maple Heights City Schools' School Age Childcare Program. We are excited about the opportunity to provide before and/or after-school care for your child and are pleased to have you as a part of the Maple Heights family. We will do our best to make your child's experience as productive and successful as possible. Please review this handbook and ask questions of the staff if the need should arise.

PHILOSOPHY

The Maple Heights City Schools' *Treehouse* Program is designed to provide developmentally age-appropriate experiences in a safe and nurturing environment. We believe the work we provide to the children should be challenging and engaging to meet each child's needs. We believe that these experiences promote physical, emotional, social, and/or cognitive development within the curricular activities of children. These areas can be integrated in implementation and/or are centered on children's interests while engaged in play. Our program seeks to enable children to reach their potential regardless of their abilities.

The Maple Heights City Schools' *Treehouse* Program reserves the right to exercise decisions regarding acceptance into the program. This program is non-discriminating and accepting of children of all races, religions, and ethnic backgrounds.

DAYS/HOURS OF OPERATION

- Beginning Monday, August 24th ▪ 6:00 a.m. to 6:30 p.m.
- The program will follow the 2009-10 school year calendar.

COSTS

- \$35.00 per week for either before or after-school care per child
- \$70.00 per week for both before and after-school care per child
- Family discounts available ▪ We accept vouchers

BEFORE AND AFTER-CARE SITES

Rockside School
5740 Lawn Avenue
216-587-6140

Raymond School
18500 Raymond Street
216-587-6135

Stafford School (*before care only*)
19800 Stafford Avenue
216-587-6145

ENROLLMENT

In order for your child to attend the *Treehouse* School Age Childcare Program, the attached forms must be completed. Forms must be completed for each child enrolled in the program. Once completed, please return the forms to the main office of your child's school.

GUIDELINES

For each child's protection and the safety of others in the program, the following guidelines have been established:

- Children may not choose activities which are harmful to themselves or others.
- Children must respect the equipment and space provided by the program.
- Children must respect the personal space and property of others.
- Children must stay within the designated program space, both indoors and outdoors.
- Children will be responsible for cleaning their space after snacks, meals, and play.
- Teachers/associates act as limit-setters: listening, clarifying, and supporting choice making.
- An environment structured to help children remember limits is provided.
- Children are recognized for respecting limits.
- Positive language and manners are used to communicate limits and provide simple, consistent explanations.

GUIDANCE, CONSEQUENCES & DISCIPLINE

Program rules regarding safety, health, and respect for individuals, toys, equipment and facility will be discussed with the children. They are simple and similar to "day school" rules so as not to confuse the children. This reminder often helps children to control their behavior before they react unacceptably.

- A child who is having problems playing within the guidelines of the program is removed from the group to a designated "time-out" area until he/she is able to act in an appropriate manner.
- For severe or continuous problems, i.e., physical violence, deliberate violation of rules, or if a child has been placed in "time-out" more than twice in one day, a "behavior notice" will be issued to the parent.
- After three "behavior notices" have been issued, the parent will be called in for a conference which will result in either an in-program suspension (child attends, but is isolated and does not participate in any special activities) or an out-of-program suspension for a specified period of time.
- If, upon return to the program following a suspension, the child's behavior does not improve (one behavior notice is given), the child will be removed from the program.
- Students/parents will be charged for any materials or equipment intentionally damaged.
- Parents will be given notice at least 24 hours in advance before a child is dismissed from the program.
- Immediate dismissal will result for student misconduct in violation of the Maple Heights City Schools Student Code of Conduct
- All consequences and discipline will be at the discretion of the director and could include loss of privileges (i.e. field trips, etc.)

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
- No discipline shall be delegated to any other child;
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in protective hug, so the child may regain control;
- No child shall be placed in a locked room or confined in an enclosed area (i.e. closet, box or similar cubicle);
- No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents;
- Discipline shall not include withholding food, rest or toilet use;
- Techniques of discipline shall not humiliate, shame or frighten a child; and
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.

FAMILY INVOLVEMENT

We welcome and encourage families to become involved. There are many ways to become involved! The list is endless, and you can be creative in how you are involved within your busy schedule.

CONFERENCES

Coordinators, teachers and/or associates may request a conference at any time during the program.

TRANSPORTATION

Parents must provide transportation to and/or from the *Treehouse* Program.

DROP OFF/PICK UP PROCEDURE, AUTHORIZED PEOPLE, SIGNING IN/SIGNING OUT

Parents are required to escort their children to and from the Before/After School Room. Please make sure that a staff member is aware that your child has arrived or departed from our program. Children are never to be dropped off at the door or in the parking lot. **Students must be signed in and out daily by a parent/guardian and/or an adult who is authorized by the parent/guardian.** Students will not be released unless an authorized adult is present. Authorized adults must be listed on the Participant Information Form and Emergency Form. Authorized persons will be required to show a photo I.D. before the child is released. A parent may send a written note authorizing someone else to pick up their child.

Pick-up authorizations and emergency contact names are required. If you do not furnish names within two weeks of your child starting the program, your care may be interrupted until information is submitted. Returning to the program will depend on available space.

AUTHORIZED PEOPLE MUST SHOW IDENTIFICATION

It is important that you inform anyone you authorize to pick up your child to bring along a photo ID when picking up your child from our program. We will not release a child to anyone not having proper identification even if you have authorized them.

REPORTING ABSENCES OR CHANGES IN PICK-UP

Absences or changes in pick up must be reported. Failure to do so may result in your child's withdrawal or suspension from the Program. If your child:

- will not be attending the program for any reason (appointment, etc.), please notify the main office.
- will be picked up by someone other than an authorized person, please notify the main office.
- is absent from school, he/she is not permitted to attend the program during that period.
- is suspended from school, he/she is not permitted to attend the program during that time.

COMMUNICATE IN WRITING

It is best to hand deliver a written note to the staff making sure you have indicated the day(s) your child will be absent and/or any changes in who will be picking up your child on which date(s).

ACCIDENTS AND INCIDENTS

It is our primary goal and concern to keep all our children safe. However, should an incident occur, our staff will notify the parents. An incident/accident report will be completed (written) if your child is distressed, seeks comfort, and/or was given first aid treatment. **PLEASE MAKE SURE THE PROGRAM ALWAYS HAS CURRENT PHONE NUMBERS ON FILE.**

IF MEDICATION NEEDS TO BE ADMINISTERED

If medication needs to be administered when your child is in the Before/After Childcare Program, the same procedures will be followed that are required by the schools. You will need to acquire the appropriate forms from the school secretary. After you and your child's doctor have completed the necessary forms, return them to the main office.

HOMEWORK TIME / HOMEWORK HELP

The After-School Childcare Program will include a quiet homework period. During this time, we will require that children do either their homework or select something to do from the quieter activities provided. Our staff will maintain a quiet atmosphere, encourage children to complete their homework, and when available, a teacher will assist students who require help

MEALS AND SNACKS

Breakfast is available at all four locations. Students enrolled in the Before-School Childcare Program can either bring a breakfast item from home or purchase breakfast.

A daily afternoon snack will be provided for those children in the After-School Childcare Program. If your child is allergic to any food, please notify the main office. If your child is on a special diet prescribed by your child's physician, it will be necessary for you to provide a packed after-school snack. No adjustments will be made in the tuition fee.

HEALTH REGULATIONS

Children who show signs of illness, such as a sore throat, earache, fever, vomiting, diarrhea, or coughs, must be kept at home. **A child must be fever free, without the use of fever-reducing medication, for 24 hours before returning to school.** Children must remain at home for at least 24 hours after medication begins for strep throat, scarlet fever, conjunctivitis, or other communicable diseases. If a child becomes ill during program hours, a parent will be contacted. It is the parent's responsibility to have current phone numbers on file in the event of illness or emergency. A child who becomes ill during the program with any of the following symptoms will be kept comfortable until the parent arrives.

- Stiff neck
- Severe coughing
- Yellow or green nasal discharge
- Vomiting
- Skin rash
- Evidence of lice
- Difficult/rapid breathing
- Fever over 100°
- Diarrhea
- Yellowish skin/eyes
- Sore throat or difficult swallowing

Please notify the office and they will notify staff members if your child will not be attending the program for any reason. All illnesses and communicable diseases (such as chicken pox, strep throat, scarlet fever, etc.) must be reported to the school immediately. Parents will be notified of a communicable disease that occurs in their child's class. A standard form will be sent home with your child. A child may return to the program when he/she is free of the disease.

LATE PICKUP POLICY

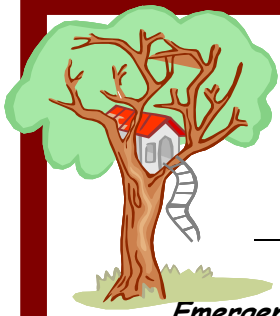
The *Treehouse* program closes at 6:30 p.m., according to the school clock. The staff is not required to stay beyond that time. In cases of late pickup, parents will be charged \$5.00 per family for any part of the first five minutes after 6:30 p.m. After 6:35 p.m., parents will be charged \$1.00 **per minute per child**, according to the school clock. Late Pickup fees are due with the next week's payment. If a child is not picked up by 7:00 p.m., the Maple Heights Police will be notified. **There will be no exceptions!** If late pickups become a habit, parents will be asked to withdraw from the program. **This policy will be strictly enforced.**

NON-PAYMENT OF FEES

Fees are due and payable one week in advance (on Fridays). Payment must be by cash, money order, or cashier's check. A late fee of \$5.00 will be charged and a notice of "Non-payment" sent home with the child if payment is not received by the end of each week.

RECEIPTS/TAX PURPOSES

Parents are responsible for keeping records and/or receipts for year-end tax purposes. Please contact the treasurer's office at 587-6100 to obtain our district's tax number.



Maple Heights City Schools

Treehouse School Age Childcare Program

2009-2010 School Year

Parent Information Form

Emergency Medical Authorization Form and Application must be completed before students may enroll in the Treehouse School Age Childcare Program.

The Treehouse School Age Childcare Program is designed to meet the childcare needs of children during the school year. While attending the program, your child will be supervised in a comfortable and safe environment, and have the opportunity to play and interact with other children. The cost of the program is \$35.00 per child, per week for either before or after-school care, or \$70.00 per child, per week for both before and after-school care.

GUIDELINES

For each child's protection and the safety of others, the following guidelines have been established:

- Children may not choose activities which are harmful to themselves or others.
- Children must respect the equipment and space provided by the program.
- Children must respect the personal space and property of others.
- Children must stay within the designated program space, both indoors and outdoors.
- Children will be responsible for cleaning their space after snacks, meals, and play.
- Teachers/associates act as limit-setters: listening, clarifying, and supporting choice making.
- An environment structured to help children remember limits is provided.
- Children are recognized for respecting limits.
- Positive language & manners are used to communicate limits and provide simple, consistent explanations.

CONSEQUENCES & DISCIPLINE

- A child who is having problems playing within the guidelines of the program is removed from the group to a designated "time-out" area until he/she is able to act in an appropriate manner.
- For severe or continuous problems, such as physical violence or deliberate violation of rules, or if a child has been placed in "time-out" more than twice in one day, a "behavior notice" will be issued to the parent.
- After three "behavior notices" have been issued, the parent will be called in for a conference which will result in either an in-program suspension (child attends, but is isolated and does not participate in any special activities) or an out-of-program suspension for a specified period of time.
- If, upon return to the program following a suspension, the child's behavior does not improve (one behavior notice is given), the child will be removed from the program.
- Students/parents will be charged for any materials or equipment intentionally damaged.
- Parents will be given notice at least 24 hours in advance before a child is dismissed from the program.
- Immediate dismissal will result for student misconduct in violation of the Maple Heights City Schools Student Code of Conduct.
- All consequences and discipline will be at the discretion of the director and could include loss of privileges (i.e. field trips, etc.)

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
- No discipline shall be delegated to any other child;

CONSEQUENCES & DISCIPLINE (Continued)

- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in protective hug, so the child may regain control;
- No child shall be placed in a locked room or confined in an enclosed area i.e. a closet, box or similar cubicle;
- No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents;
- Discipline shall not include withholding food, rest or toilet use;
- Techniques of discipline shall not humiliate, shame or frighten a child; and
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.

SIGN IN & OUT

Each child must be signed in and out. The only person(s) authorized to pick up the child are listed on this form. **Authorized persons will be required to show a photo ID before the child is released.** A parent may send a written note authorizing someone else to pick up their child.

EMERGENCY MEDICAL AUTHORIZATION & PARENT INFORMATION FORMS

An Emergency Medical Form must be completed and returned for EACH child. Parents will receive two copies of this Parent Information Form. Sign both copies, returning one copy to your child's school with this packet. One copy is for parents to keep.

LATE PICKUP POLICY & FEE

The *Treehouse* program closes at 6:30 p.m., according to the school clock. The staff is not required to stay beyond that time. In cases of late pickup, parents will be charged \$5.00 per family for any part of the first five minutes after 6:30 p.m. After 6:35 p.m., parents will be charged \$1.00 **per minute per child**, according to the school clock. Late Pickup fees are due with the next week's payment. If a child is not picked up by 7:00 p.m., the Maple Heights Police will be notified. **There will be no exceptions!** If late pickups become a habit, parents will be asked to withdraw from the program. **This policy will be strictly enforced.**

NON-PAYMENT OF FEES

Fees are due and payable one week in advance. Payment must be by cash, money order, or cashier's check. A late fee of \$5.00 will be charged and a notice of "Non-payment" sent home with the child if payment is not received by the end of each week.

OTHER IMPORTANT INFORMATION

Each site has a limited number of spaces available. The Program will follow the current school calendar. No special education services will be provided. Transportation is not provided to or from the program.

Child's Name: _____ School: _____

Parent's Signature: _____ Date: _____

*Please sign both copies of this form.
Keep one for your records and return the other one to your child's Program site.*



Maple Heights City Schools

2009-10 Treehouse School Age Child Care Program

PARTICIPANT INFORMATION / REGISTRATION FORM

STUDENT INFORMATION	Child's Name (FIRST, MIDDLE, LAST)			BIRTHDAY
	STREET			GRADE
	CITY	ZIP	PHONE ()	GENDER M F
	REGISTRATION DATE	STARTING DATE	SCHOOL OF ATTENDANCE (CIRCLE ONE) RAYMOND ROCKSIDE STAFFORD	
	BEFORE CARE (CIRCLE DAYS ATTENDING) M T W TH F		AFTER CARE (CIRCLE DAYS ATTENDING) M T W TH F	
			VOUCHERS YES NO	
SIBLING(S) IN PROGRAM (INDICATE NAME & SCHOOL)				
1) 2) 3)				
PARENT GUARDIAN 1	NAME (FIRST, LAST)		RELATIONSHIP TO STUDENT	
	HOME ADDRESS		EMPLOYER	
	HOME PHONE		WORK PHONE	
	CELL PHONE ()		PAGER/OTHER ()	
PARENT GUARDIAN 2	NAME (FIRST, LAST)		RELATIONSHIP TO STUDENT	
	HOME ADDRESS		EMPLOYER	
	HOME PHONE		WORK PHONE	
	CELL PHONE ()		PAGER/OTHER ()	
AUTHORIZED PICK-UP/ EMERGENCY CONTACTS (NON PARENT)	NAME (FIRST, LAST)		RELATIONSHIP TO STUDENT	PHONE NUMBER ()
	NAME (FIRST, LAST)		RELATIONSHIP TO STUDENT	PHONE NUMBER ()
	NAME (FIRST, LAST)		RELATIONSHIP TO STUDENT	PHONE NUMBER ()
<input type="checkbox"/> YES <input type="checkbox"/> NO IN CASE OF AN EMERGENCY: I hereby give my consent for first aid, medication, treatment and transportation to an emergency care facility.				
FIRST AID INFORMATION	ALLERGIES/DIETARY RESTRICTIONS		MEDICATION (LIST ANY PRESCRIPTION MEDICATIONS TAKEN)	
	FAMILY DOCTOR		PHONE NUMBER ()	
	DENTIST		PHONE NUMBER ()	

Parent Signature / Date

Office Personnel / Date