

THE NEST
LIBERTY - BENTON ELEMENTARY
SCHOOL-AGE CHILD CARE PROGRAM



PARENT HANDBOOK
2017-2018

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PHILOSOPHY AND DESCRIPTION

The School-Age Child Care Program (The Nest) is self-supporting and operates on a non-profit basis. The program is designed to be a link between school and home for elementary students of Liberty-Benton Schools.

The School-Age Child Care Program is governed by the Liberty-Benton Board of Education.

Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The Nest program does not discriminate on the basis of cultural heritage, political beliefs, or marital status.

DESCRIPTION

The Nest is designed to provide safe, quality care for children grades Kindergarten through 5th. Children have the opportunity to participate in daily activities which promote academic achievement, creativity and social skills. All Nest employees meet or exceed the Ohio Department of Education Standards for school-age care. The Nest opens at 6:30 AM every day. Learning centers, fine and large motor activities, homework review time, and breakfast are all offered each morning. Children will be dismissed to their classes at the appropriate time. The after school session consists of a homework and academic review time, a nutritious snack, and a variety of planned developmentally appropriate learning experiences. The Nest closes every evening at 6:00PM. The Nest will be open for delays, but will close for all school closures.

ENROLLMENT POLICIES

REGISTRATION

- The Liberty-Benton Elementary School-Age Child Care Program (The Nest) will be available only to children attending Liberty-Benton Elementary and The Nest employee's school-aged children.
- Registration will be processed on a first come basis. Visit the Liberty-Benton Schools website under the elementary building for registration forms and information. Priority is given to those full-time, part-time wait-list families, and incoming siblings who are already enrolled in the program. No new applications will be taken for the current school year while priority registration for the next school year is taking place.
- Registration procedures and deadlines must be adhered to in order to provide efficient and fair administration of the program.
- To ensure the safety of the children and the quality of the program, the staff and space available at the site will control enrollment. The maximum number of children in attendance at one time at a program site should not exceed the number recommended by the Ohio Department of Education. After priority registration takes place a lottery system will be used to fill any openings. The Nest office will regulate waiting lists. Once on the waiting list, if a family declines or does not respond to contact regarding an opening, the opening will go to the next family on the list and the declining/nonresponsive family will be removed from the waiting list.
- A \$30.00, non-refundable, registration fee per family is required at the time of registration.
- Admission to The Nest is complete when all required forms are processed online. Telephone, and cellular phone numbers must be accurate and constantly updated for home, work (both parents/guardians) and three nearest relatives and/or neighbors to be contacted in case of an emergency. This information is required by law.
- Once a child is enrolled in The Nest program, the parents are responsible for informing The Nest staff of any special medical, physical, or emotional needs and/or custodial arrangements that will assist the staff in the supervision of the child. These forms are available under registration on the website.
- Families must be current in payment when registering for the next school year, and pay any overdue tuition balance, including additional fees, from the previous year before they can return to the program.
- Families must pay the first month's tuition/reg. fee either when registering their child for the upcoming school year or by the first day of the month when service will be used. If there is a financial problem, the Director will be happy to discuss a payment plan. Failure to comply with payment and deadlines will result in losing the child's space.
- Changes in enrollment category may only be made once a year if there is an open spot in the category requested, and at the beginning of a month.

WITHDRAWAL FROM PROGRAM

- One week's notice, in writing or by phone call to The Nest office, is required before withdrawing from the program.
- A family may request the first month's tuition refunded if a child is withdrawn from the program before school begins. If a family pays for a month of service and the student is not enrolled at Liberty-Benton Schools during the month that corresponds with payment, a refund may be granted upon the written request from the parent/guardian.

TERMINATION OF ENROLLMENT*

- A child's enrollment may be terminated for any of the following reasons:
 1. Failure to comply with the tuition agreement.
 2. If an account is not paid in full by the end of the school year.
 3. Continual late payment of tuition. (See page 9 – Overdue Accounts)
 4. Continual late pick up.
 5. If the child's conduct is unmanageable or unsafe.
 6. Parents are unable or unwilling to work with Site staff to resolve a problem.
 7. It is determined by the Director that our program is unable to meet the child's needs.
- *If the Director determines that a child's participation in The Nest should discontinue, the parent/guardian will be contacted. A meeting can take place to review the situation giving all parties involved the opportunity to express opinions.

SPECIAL NEEDS POLICY

Children with special needs are welcome to participate in The Nest program. The Nest does not discriminate on the basis of disability. The Nest will afford otherwise qualified persons with disabilities an equal opportunity for participation in the program. However, The Nest is a program servicing children in a group child care setting. Registration policies and procedures apply equally to all children. In order to participate, children must be able to independently tend to their toileting needs and be toilet trained.

To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. The Child's IEP/Section 504 plan from school personnel may be shared to provide consistency of care.

Qualified students with disabilities will be afforded accommodations, modifications, and/or interventions, unless such accommodations, modifications, and/or interventions would impose an undue financial burden, or would alter the fundamental nature or purpose of The Nest. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Director after considering all resources available for use in the funding and operation of The Nest and will be accompanied by written statement of the reasons for reaching that conclusion. In the event the Director determines that an undue burden would result, the District will take any other action that would not result in such burden but would still allow, to the maximum extent possible, individuals with disabilities to receive the benefits of the program on an equal basis as individuals without disabilities. After careful consideration, if a request cannot be accommodated in the group setting of the program, a child may be dismissed from the program. Before a child is dismissed from the program, the parent/guardian will be provided with an opportunity to meet with The Nest personnel to discuss the reasons for the intended dismissal. The parent/guardian will be notified of any decision to dismiss a child from the program.

All children must follow The Nest rules and adhere to The Nest Discipline Policy, as well as the Student Code of Conduct for Liberty-Benton Elementary, and the ability to do so is a qualification for enrollment in The Nest program. If at any time during The Nest Program, The Nest staff feels the children enrolled in the program and/or the staff, and/or the child himself, are endangered by a child's failure to follow program rules, the child involved may be expelled from the program.

STUDENT RECORDS

The student folder of each child shall include, but not be limited to:

1. Name and date of birth.
2. Name, address (home and business), and telephone, cellular number of parents(s)/guardian.
3. Names, addresses, and telephone number of three (3) persons to contact in case of an emergency if the parent cannot be located.
4. Names of person(s) to whom the child may be released and transportation plan.
5. Parent authorization for first aid, medication, and emergency medical transportation.
6. Universal Consent form regarding release of student information and Student Technology Use Agreement.
7. A certified copy of any order or decree, or modification of such an order or decree, allocating parental rights and responsibilities for the care of the child and designating a residential parent and legal custodian of the child. (R.C. 3313.672)
8. If applicable, an authorization form for dispensing of medication that is signed by both the parent and physician. A log of medication administered will be kept by The Nest staff.
9. Copies of incident reports.
10. Movie consent form.
11. Copies of discipline slips.
12. Personal background.
13. Name and phone number of the child's physician, dentist or other health care provider.
14. Date of admission to the program and name of school attended.
15. Information on dietary restrictions, allergies, and/or special medical or health needs.

In addition to the above, the program shall maintain daily attendance records including admission and withdrawal.

The program shall secure and have on file all required information no later than the first day of attendance unless otherwise indicated. The program will keep the information in the student's file confidential to the extent permitted by law.

PROGRAMMING INFORMATION

- Age-appropriate activities are planned and implemented in separate areas where space permits. Children meet in one large primary space for attendance and transition to the gym, as a secondary program space.
- The site manager and his/her staff may prepare daily activities for children ages kindergarten through 5th grade that are enriching and age appropriate.
- The Nest staff strives to provide a successful environment for children to succeed through strong partnerships between home and school. Children are offered a variety of activities to participate in each day, and are encouraged to make their own choices. Because The Nest will provide your child with a variety of supplies, games and equipment, we ask that your child not bring items such as electronic devices, toys or cell phones from home. Please know that The Nest will not be responsible for any loss or damage to personal items.
- Children may work on homework and a staff member will be available to provide assistance when asked. Staff cannot be held responsible for a child completing his/her homework.
- Only G and PG rated movies will be shown to The Nest children. PG movies are shown in compliance with the Liberty-Benton Elementary's license with Movie Licensing USA.

OUTDOOR PLAY

Children have the opportunity to play outside daily if the weather permits or when safety conditions are suitable. Outdoor play will be cancelled if the temperature is 20 degrees or below, or the wind chill factor is 20 degrees or below, or if the temperature is 95 degrees or a heat index at or above 100 degrees. The children will be provided the use of the gym when available for indoor large motor activities. Please make sure your child is dressed appropriately for all weather conditions.

SUPERVISION

No child shall be left unsupervised, except for leaving the program area for other activities within the building with a signed permission form of a parent or guardian. Children may use the restroom alone or in groups of no more than six children without supervision.

HOURS OF OPERATION

MORNING SCHEDULE (6:30 AM - 8:45 AM)

- Homework/Quiet activities
- Gym/Outdoor Play
- Arts & Crafts/enrichment activities, board games, manipulatives, etc.

AFTERNOON SCHEDULE (3:45 PM - 6:00 PM)

3:45 – 3:55 Welcome and check-in

- Homework/Quiet activities,
- Announcements & Snack
- Gym/Outdoor Play
- Arts & Crafts/enrichment activities, board games, manipulatives, etc.

STAFF

- Liberty-Benton School's The Nest maintains a minimum of a 1:18 teacher /child ratio.
- The supervisors and program aides have been selected to work with school-agers based on their experiences and/or degree, as well as other contributions that they bring to The Nest program.
- Staff are well-qualified and are dedicated to providing a warm supportive environment to enhance the child's self image.
- In compliance with the Liberty-Benton Schools Board of Education's requirements, all employees have completed a satisfactory criminal records check.
- The Nest staff is comprised of The Nest Directors (Brian Burkett and Ken Horstman), Site Managers and Program Aides.

ADMINISTRATIVE STAFF

Brian Burkett, Principal, bburkett@liberty-benton.org

Ken Horstman, Assistant Principal, khorstman@liberty-benton.org

Ali Wirt, Site Manager, Awirt@liberty-benton.org

TUITION AND PAYMENT PROCEDURES

The Nest Program is governed by the Liberty-Benton Local Schools. Parent tuition and fees solely fund our program.

TAX ID NUMBER

- The Liberty-Benton Schools Board of Education Tax ID# is 34-6406285.

PAYMENT SCHEDULE

- Payment is to be made to the Liberty-Benton Elementary office, not the program site, the first of every month. The cost of the program is divided equally over 10 months and does not include any charge for days when school is not normally in session. Tuition is not adjusted for student/family illness, absence/leave, personal vacation, snow days, or extra-curricular activities. Payment for extra daycare is due with advance registration for those days. Checks should be made payable to Liberty-Benton Schools.

ACCOUNT CREDITS

- Please keep track of your tuition payments. Year-end account credits will not rollover to the next school year. Refund requests must be made to The Nest office before May 15th to ensure that it will be processed.

RETURNED CHECKS

- There will be a fee for any returned check. If a second check is returned for insufficient funds, all future payments must be made by money order.

PAYMENT DUE DATES/OVERDUE ACCOUNTS

- Payments are due on the first of each month. A \$15.00 late fee will be imposed if payment is not received by the 10th of the month. Payments must be postmarked no later than the 10th of the month. Failure to make prompt payment will result in suspension from the program. Three or more late payments will necessitate payments to be made one month in advance. Continued neglect to comply with the tuition agreement will result in dismissal from the program and non-admission in the future.

RECEIPTS

- Parents requesting tuition receipts and/or statement of tuition paid should send a stamped, self-addressed envelope per request or request an electronic copy.

2017-2018 TUITION RATES:

A.M. FULL-TIME (4 or 5 days/wk.) \$150/month first child
\$135/month add'l child(ren)

PART-TIME (1,2, or 3 days/wk.) \$100/month first child
\$90/month add'l child(ren)

P.M. FULL-TIME (4 or 5 days/wk.) \$150/month first child
\$135/month add'l child(ren)

PART-TIME (1,2, or 3 days/wk.) \$100/month first child
\$90/month add'l child(ren)

OCCASIONAL CARD* \$150 - 10 sessions (See Occasional Card page 12)

- A) Designed for the working parent who may need care for up to 10 sessions.
- B) Can be used in conjunction with a Part Time position.
- C) Multiple cards can be purchased during the school year. (These cards are non-transferrable)

ADDITIONAL FEES

LATE PAYMENT FEE \$15 (Fees not paid by the tenth of the month will be subject to this fee)

LATE PICK-UP FEE \$15 first 15 minute or fraction of period; \$25 every 15 minute period or fraction of period thereafter

TRACKER FEE \$5 tracking fee will be charged for each non-notification of a child's absence

REGISTRATION FEE \$30 per family (non-refundable)

RETURNED CHECK FEE - This will be equivalent to the cost of the fee being paid and any fees associated with the transaction.

Part-time days: 1,2, or 3 days per week – unused days will not carry over to any following weeks for use.

Any outstanding balances not resolved with the office staff will result in suspension from The Nest and non-admission in the future.

ATTENDANCE

LOCATION

- The Nest program is located in the cafeteria of Liberty-Benton Elementary School. This program is open to students who attend Liberty-Benton Schools.

PROGRAM HOURS

- Before School (A.M.) program hours are 6:30 a.m. – 8:45 a.m. Breakfast is available in our cafeteria every morning and included in the tuition cost. Students will be dismissed to class starting at 8:45 by The Nest staff.
- After School (P.M.) program hours are from 3:45 p.m. – 6:00 p.m.
- There are five scheduled two hour delay days that are included in your program fee.

SIGN-IN/SIGN-OUT

- In the morning, children must be accompanied into the building and signed in by their parent/guardian. After school, children should immediately report to The Nest site and sign in. The site cannot assume responsibility for your child until he/she is properly checked in.
- Parents, or other designated person, must sign the child out with initials and time when picking them up. They must be willing to show ID upon request. Legal documentation on file is necessary to restrict a parent/guardian from picking up a child. The Nest program cannot assume responsibility for children once they are signed out by their parent/guardian.. No student will be allowed to sign themselves out of The Nest
- Parents must take their child(ren) out of the building once they are signed out.
- Written permission is necessary for a child to leave The Nest program to attend enrichment/intramural activities in the building. The child must sign in to The Nest prior to attending the activity if he/she is returning to The Nest afterwards.
- Written, or verbal permission by the parent/guardian is also required to allow a child to leave with someone not listed on the release form. Any person not allowed to pick-up or sign-out a child should be listed in writing, and given to The Nest staff.

CUSTODY ARRANGEMENTS

- All parents/guardians listed on the child's release form shall be authorized to pick up his/her child unless The Nest is provided the required court order or decree documentation. Parents/guardians are permitted to designate others for pick-up unless the proper legal documentation restricts parental rights and the Site Manager is apprised of the court order or decree. Parents with joint custody should agree to the release list, before the completion of the parent packet. Both parents will be permitted to pick up the child and to designate others to pick up. If one parent has legal custody of the child, they have the right to designate others to pick

up, as long as they provide staff with the required court papers.

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ABSENCES

- If a child is going to be absent from The Nest for some reason other than illness, parents are required to notify the Site Manager as much in advance as possible. The site has e-mail availability and a phone with voice mail. (See page 11 for e-mails and phone numbers).

TRACKING

- A "Tracker" fee of \$5.00 will be charged to the parent/guardian's tuition bill if a child has not checked in by 3:55 p.m. and/or each time a staff member needs to locate a child who has not reported in advance a reason for his/her absence, or who leaves The Nest area without permission. Parents of part-time children should pay particular attention to reporting to the staff which days their child(ren) will be in attendance.

LATE PICK-UP

- After 6:00 p.m. parents will be charged a late pickup fee of \$15.00 for the first fifteen (15) minute period or fraction of period, and \$25.00 for every fifteen (15) minute period or fraction of period thereafter. Persistent late pickup will result in dismissal from the program at the discretion of the Principal or Assistant Principal. If a child has not been picked up by 7:00 p.m., and no contact has been made with the parent, or other person(s) designated to pick up, the Hancock County Sheriff's Department will be called. The Nest staff cannot transport children. The Nest reserves the right to suspend and/or terminate enrollment for recurrent late pick-ups.

OCCASIONAL CARDS

- Occasional Cards are designed for families who are faced with unanticipated child care needs. These cards are good for a total of ten sessions either morning, afternoon or a combination of both. These cards must be purchased in the student's name and cannot be shared with siblings or other Nest patrons. This card is non-refundable and non-transferable to the next school year. This card may be used anytime school is normally in session during the year. Occasional Cards cannot to be used on Early Dismissal Days or Early Release Days. They can be used in conjunction with Part Time care. There is no limit to the number of cards that can be purchased for a student during the school year. When using the Occasional Card, every effort must be made to contact The Nest site manager prior to the date of care so they can plan accordingly.
- Advance notice is required if your child is going to attend P.M. Nest through the use of an Occasional Card. The staff will not know to look for your child if they do not know in advance to expect him/her on any given day. A.M. Occasional Card users need not notify the site in advance because you must sign your child in prior to leaving them at the program. Occasional cardholders will not receive any priority registration.

EMERGENCY CLOSINGS

- If school is announced closed prior to the beginning of the school day, there will be no Nest

program that day. If the superintendent dismisses school early because of inclement weather or other emergency situations, there will be no Nest that day, and parents are requested to pick up their child as soon as school is dismissed.

DISCIPLINE POLICY AND PROCEDURES

BEHAVIORAL EXPECTATIONS

There are specific behaviors guidelines for children enrolled in The Nest. Children are expected to participate in, and enjoy activities without disrupting or preventing other children's enjoyment and participation. Staff will have ongoing communication with school personnel to provide consistent guidance. To develop within children a respect for self, others, and the environment, the following guidelines are needed.

A. Children are expected to follow the directions of staff. Site rules will be posted and reviewed with the children.

B. They are to show respect for others and not fight, kick, pinch, bite, or do anything which would

hurt, frighten, or humiliate another child.

C. Threats to other children and adults are taken seriously and considered grounds for suspension.

D. They are to use a normal tone of voice indoors and use acceptable language at all times.

E. They are to use furnishings and materials properly, and carefully, and return all items to their designated place when they finish using them.

F. Parents need to work with the staff in a positive, respectful manner to help resolve any problems.

G. Children must stay within the designated program space, both indoor and outside.

H. Children may not ride their bicycles, rollerblades, or skateboards on school grounds during The Nest hours unless a special activity is planned. Electronic games are not permitted unless authorized by the Site Manager. Cell phones are to remain in back packs.

I. Children will be responsible for cleaning their space after snack, after play, and before leaving with their parent at the time of sign-out.

J. A child who is having problems playing within the guidelines of the program will be removed from the group to a designated chill area until he/she is able to act in an appropriate manner.

K. Children who have repeatedly violated The Nest rules may be suspended or expelled from the program and may not be accepted into the program the next year.

CONSEQUENCES

- A discipline slip will be issued when a child repeatedly does not follow the behavioral guidelines of The Nest, or for a severe infraction or deliberate violation of the rules.
- Three discipline slips will result in a conference with the Site Manager, parent/guardian, and The Director(s) (Principal or Assistant Principal), and suspension from the program. Tuition payment continues during suspension.
- After suspension, if a child's conduct warrants another discipline slip, the child will be dismissed permanently. Also, if the child's conduct warrants permanent dismissal, he may be dismissed permanently without the usual 4 discipline slips. In such cases, a parent conference will be called.
- If a child is suspended or expelled during the normal school day, the child cannot attend The Nest until the school suspension/expulsion is over.

PROHIBITED DISCIPLINE

The following restrictions apply to discipline in The Nest Program:

- There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- Discipline shall not be delegated to a 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 a protective hug, so that the child may regain control.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- Discipline shall not include the withholding of food, rest, or toilet use.
- Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

ILLNESS/ACCIDENTS/MEDICATION

EMERGENCY CARE

- If a child is injured and we deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. We will make every effort to notify the parents as quickly as possible, but the immediate care of the child is our primary concern.

EMERGENCY FORM

- Every child must have an emergency information card on file with the Site Manager.

ILLNESS

- Nest personnel cannot be left responsible to care for sick children. Children who are ill, exhibiting symptoms of a communicable disease, and/or running a temperature cannot be left at The Nest site. Parents will be called and requested to pick up their sick child as soon as possible. If absent from school, the child cannot attend The Nest.

MEDICATION

- Medication, both prescription and over the counter, will be administered to your child only with your written permission and after you have completed the appropriate authorization form which is signed by your physician. The form is kept at The Nest site, along with a log of when medication is administered.
- All prescription medication must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. All medicines will be kept in a place that is inaccessible to children.
- Parents are responsible for notifying staff of any medicine that needs to be administered on the extended days.

ACCIDENTS

- A Nest staff member will report any injury that he/she determines may need medical or dental attention. An incident report will be completed within a 24-hour period from the time of the incident and provided to the parent when they pick up their child. The parent/guardian will be asked to sign the form, along with The Nest Supervisor and the person reporting the incident. A copy will be placed in the student's file and also forwarded to the Director. The Director will send a copy to the Treasurer and Safety Coordinator.
- Since accidents can occur without the knowledge of the Supervisors, children are advised to report any accidents to The Nest staff.

ADDITIONAL INFORMATION

PARENT INFORMATION CENTER

- There is an information center at each site near the sign-out area specifically for parents. Please make a practice of regularly reading the information posted for pertinent information and announcements such as The Nest monthly activity calendar and menu.
- Cell Phone Free Zone: We respectfully request that you refrain from cell phone use before entering the building. Staff needs you to be fully present for any conversations regarding your child's care.
- Visit The Nest Web Page located in the Liberty-Benton Local School District Website.

NEWSLETTER / ACTIVITIES CALENDAR

- A monthly newsletter and activities calendar are provided to keep you up-to-date on events happening at the site and important information concerning the program. Newsletters are online.

PROCEDURES TO ADDRESS PARENT CONCERNS

- The staff of The Nest is committed to meeting the needs of parents and children. Daily communication at the site is encouraged. If a problem arises which needs additional attention, parents should take the following step(s):
- Request further discussion with The Nest Site Manager Ali Wirt.
- Principal or Assistant Principal may be asked to participate.
- The program welcomes parent participation regarding program design and evaluation. Input from parents will be considered by The Nest Site Manager, Principal or Assistant Principal.
- Formal letter of complaint to:

Liberty Benton Elementary School Principal Brian Burkett or Assistant Principal Ken Horstman, 9190 County Road 9 Findlay, Ohio 45840.

NO CONCEAL / CARRY IN SCHOOL – O.R.C. 2923.122.2923.1212

NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE EXCEPT FOR AUTHORIZED PERSONNEL.