

ST. MARY SCHOOL



Kids C.A.R.E. Handbook 2025-2026

ST. MARY SCHOOL KIDS C.A.R.E. PROGRAM GUIDELINES

All St. Mary School policies are in effect during the Kids C.A.R.E. (Creative, Academic, & Recreational Engagement) Program (Kids CARE). The following guidelines are specific to Kids CARE and are subject to change by the principal or Kids CARE supervisor(s).

Purpose and Philosophy

The Kids CARE Program is meant to be an extension of the school day for children whose parents' work. The KidsCARE program is designed to provide a variety of activities that will meet the educational and recreational needs of the children after school hours in a safe environment. Activities will be enriching and developmentally appropriate. The St. Mary School administration and the Kids CARE supervisor(s) are committed to attending to the needs of working parents.

Goals

1. To provide a safe environment for students whose parents' work.
2. To combine academic, enrichment, cultural, and recreational activities.
3. To work collaboratively with parents to meet individual needs of children.
4. To help children develop new interests and skills.
5. To provide children with positive role models.

Location

The morning and afternoon Kids CARE Programs will be held in the conference room of the main building and the library. Students will be split into two separate rooms based on their grade level. K-3 will be in the conference room and 4-8 will be in the library. All pick up will be at the side patio location. Certain activities may be conducted in other locations on the school grounds, such as the gym, cafeteria, or playground.

Hours of Operation

The afternoon Kids CARE program begins at 2:40PM and is available until 5:30 PM. **Children must be picked up by 5:30PM. There will be a surcharge of five dollars per five minutes for any child picked up after 5:30.** This fee will be waived only in extreme cases of emergency nature and is to be decided upon by the Kids CARE Director.

PLEASE NOTE: ON EARLY DISMISSAL DAYS THERE WILL NOT BE AFTERNOON Kids CARE unless otherwise notified.

Supervision/Staff

Kids CARE supervisors/staff will have current background checks on file in the school office. All Kids CARE supervisors/staff must participate in a Protecting God's Children program. All Kids Care Staff are certified in First Aid, Communicable Disease, and Child Abuse and Neglect, as well as CPR. A minimum staff to student ratio of 1:18 will be always maintained.

Attendance

- St. Mary students in grades K-8 are eligible to attend Kids CARE. St. Mary students enrolled in the Preschool Shamrocks or Preschool Clovers classes may only attend Kids CARE if they are at least five years old.
- The Kids CARE supervisor(s) will take attendance at the beginning of each session.
- Students are not permitted to leave school grounds until they are picked up by someone on their approved pick-up list only.

Program

The Kids CARE program will provide a variety of activities for children. Each day, the staff will allow for active play (outside if weather permits). This will be followed by an appropriate and healthy snack. The Kids CARE staff will also provide a quiet time conducive to studying or doing homework. At this time, younger children will be permitted to do quiet activities such as reading, drawing, or puzzles. Middle school students will be invited to take active leadership roles in Kids C.A.R.E. by mentoring or assisting younger children, helping program leaders, and earning independent time. Electronic devices (ipods, tablets, and phones) are NOT permitted to be used by children while they are in the care of the Kids CARE staff. If a child needs to reach their parents, the teacher will contact the parent or permit the child to use the phone in the classroom to contact the parent. The children will be given a verbal warning if an electronic device is seen by the teacher. If the child fails to put the device away in their book bag, the device will be taken by the teacher and returned to the parent upon pickup. Each child is expected to participate in all Kids CARE activities. Children with special needs may be enrolled in the program in consultation with the special education staff to make any needed modifications.

Curriculum

Personal Discipline:

*Keeping hands to self

- *Proper respect for parents, adult caretakers, and other adults
- *Proper respect for fellow classmates, including turn taking and sharing
- *Use of words to express feelings and frustrations
- *Special consideration of younger children by those who are older
- *Behavior in accordance with the message of the Gospel
- *Outdoor rules and playground behavior
- *Importance of keeping personal space clean and orderly
- *Group participation in cleaning up of toys and materials

Personal Hygiene

- *Proper use of toilet facilities
- *Proper hand washing procedures
- *Guarding of mouth and nose when sneezing or coughing

Educational

- *Puzzles adapted to age level of child by size and number of pieces
- *Puzzles and games incorporating mathematical concepts and skills
- *Legos and building blocks
- *Board games adapted to the age level of the child
- *Books and magazines appropriate to the child's age
- *Arts and crafts, including the use of scissors and glue and writing utensils
- *Exposure to different genres of music during playtime and quiet reading time
- *Required individual reading during quiet periods
- *Limited scientific experimentation including environmental exploration

Physical Activity

- *Group activities and games some of which can be played both indoors and outdoors
- *Ball skills-such as soccer, or basketball
- *Variety of exercises that may be performed using the equipment at the park

Social and Emotional Well Being

- *Use of "Please" and "Thank You"
- *No gossiping
- *Bullying education
- *Apologies and forgiveness
- *Using Words to express feelings and frustrations appropriately
- *Personal and group sharing

-The use of electronic devices such as tablets, iPods, or phones are not permitted while the child is in the care of the Kids CARE staff. If a parent needs to contact their child, please do so via the school phone.

Afternoon Program Pick-up Procedure

Upon arrival, parents should come to the side patio entrance of the main building and ring the doorbell. Parents are asked to complete a pick-up list for their children. The Kids CARE staff will consult this list each time a child is picked up. Children will only be released to individuals on the approved pick-up list.

Contact Information

The Kids CARE program staff can be reached by calling the school at (740) 654-1632. Follow the prompts to select the Kids CARE line/mailbox.

Snacks

The Kids CARE staff will provide a snack for the children in the afternoon program each day. Students will receive a variety of snacks. With prior notification, the staff will provide snacks that meet special dietary needs such as intolerance, allergies, or diabetes. It is the responsibility of the parent to notify the Kids CARE staff of such dietary concerns.

Discipline

Ohio Department of Education Chapter 3203 I 1-9 of the school child program states that a program shall have a written discipline policy describing the program's philosophy of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review. In our effort to create a safe and structured environment for your child, the following guidelines are implemented:

- *A staff member in charge of the child or group of children shall be responsible for their discipline.
- *Constructive, developmentally appropriate child guidance and management techniques are to be always used and shall include such measures as redirection, separation from the problem situation, talking with the child about the situation and praise for appropriate behavior.
- *No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
- *There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to pinching, punching, shaking 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, such as a protective hug, for a short period of time, so that the child may regain control.
- *Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.
- *The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Kids CARE program.
- *Techniques of discipline shall not humiliate, shame, or frighten a child. Rather, teachers will
 - Encourage children to do their own problem solving.
 - Use positive suggestions
 - Emphasize desirable aspects of behavior
 - Give each child opportunities to make choices when appropriate
 - Explain reasons behind expectations
- *Discipline shall not include the withholding of food, rest, or toilet use.
- *Separation shall only be used when a child is unable to control his/her behavior and when it infringes on the rights of others.
- *No child shall be placed in a locked room or confined area such as a closet, box or a similar cubicle.

The St. Mary School code of conduct is enforced at Kids CARE. Parents will be notified in writing and/or verbally of time-outs their child(ren) served each day. Any serious misconduct will be referred first to the Director. Repeated violations will be reported to the St. Mary School principal and may result in denial of Kids CARE participation. If a student receives 3 demerits during a quarter, they will not be permitted to return to Kids CARE. It is important to have the support of parents in matters of discipline. Our goal is to provide a safe and happy environment for your child(ren). If after a cooperative discussion, parents and the Kids CARE staff disagree, the Director should be notified to help resolve the situation. At no time should parents and staff display inappropriate behavior in front of the children to whom we are trying to teach Christian values. The decisions of the principal shall prevail in all situations.

Registration

A \$25.00 registration fee per child annually to cover cost of snacks and supplies is due the first week that your child attends Kids CARE.

Rates

Afternoon Program 2:30 PM-5:30 PM

Full-time Rate	Child attends 5 days per week	Charged PER WEEK	\$85.00/week/child
Drop-in Rate	Child attends 1-4 days per week	Charged PER DAY	\$19.00/day/child

Discounts for Multiple Children

Discounts are taken off the weekly bill per child.

Any subsequent children.

Full Time \$75.00/week/child

Drop in \$ 17.00/Day/Child

Payment Procedures

Following a week in Kids CARE a charge will appear in your FACTS account. The charge is based on the number of days in Kids CARE. You will have 15 days to pay the bill, but it would be best if you paid it by Friday. That way your charges do not add up. Please note, you will be charged a \$10 late fee for any payment that is not made on time. This will be strictly enforced by FACTS.

***No child will be permitted to attend Kids CARE at the start of a new school year or a new semester (January) if their account is not paid in full.**

Medical, Dental, and General Emergency/Accident Plan

Any medical, dental, or general emergency shall be dealt with according to the schools' policies and procedures and reported to parents as soon as possible. Incident reports will be completed and parents will be provided with a copy as soon as possible.

Management of Incident Reporting

An incident /injury report is completed by the staff in charge of the child when the following occur:

An illness, accident, or injury which requires first aid, or a bump or blow to the head, or emergency transporting or an unusual or unexpected event in which jeopardizes the safety of the children or staff, such as a child leaving the center unattended.

The completed report is given on the day of the incident/injury to the parent or person picking up the child from the center. Copies of the report shall be kept on file for at least one year and available for review. Staff is required to report child abuse or suspicions of child abuse or neglect to the local children's protective service agency.

The Kids CARE program will have emergency drill practice(s) at least once per quarter during the school year in order to demonstrate appropriate procedure and behavior during emergency situations such as fire evacuations, tornado threat, or an emergency lockdown.

Management of Illnesses

A communicable disease chart is posted outside of the classroom doors for staff and parents to review. If your child is unable to participate in the activities or exhibits one or more of the following signs he/she will be isolated and discharged to the parent:

1. Temperature at or above 100 degrees
2. Diarrhea
3. Severe coughing
4. Difficulty or rapid breathing
5. Yellowish skin or eyes
6. Pink eye
7. Untreated, infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Evidence of untreated lice, or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting
13. Evidence of lice, scabies, or other parasitic infestation

Upon isolation, the child shall be observed for any of the above symptoms as well as worsening conditions. Any child displaying these symptoms will be isolated in a room or portion of a room not being used in the program but within sight or hearing of a staff member.

****A child must be free of symptoms without medication for at least 24 hours prior to returning to Kids CARE.**

Parents will be notified if their child has been exposed to any communicable disease while in the program.

Medication Policy

Medication can only be administered with the physician's permission and a parent signed form. Medication must be stored in the original labeled container and locked from children's access.

ST. MARY SCHOOL KIDS C.A.R.E. PARTICIPANT AGREEMENT

I agree to attend the Kids C.A.R.E. Program at St. Mary School.

I agree to behave and obey the Kids C.A.R.E. Program rules.

I agree to listen to all the Kids C.A.R.E. Program staff and do as they ask me.

I agree to be responsible for all of my belongings during Kids C.A.R.E. Program.

I agree to be helpful to the other children and adults during Kids C.A.R.E. Program.

I agree to share with other children and to be fair.

I agree not to fight or purposely hurt anyone.

I agree to treat the other Kids C.A.R.E. Program children the way that I would like to be treated by others.

I agree to use any toys, games, equipment, and supplies carefully and put away the things I use when I am finished with them. I understand that if I purposely destroy Kids C.A.R.E. Program or St. Mary School equipment and supplies, I will be expected to pay for them.

I agree to work quietly and carefully on my homework during Kids C.A.R.E. Program. If I have any questions about my homework, I will ask the supervisor or staff to help me.

I agree to remember to bring all my books, coat, and supplies that I will need with me when I leave the classroom at the end of the school day.

I UNDERSTAND THAT I MAY NOT RETURN TO MY CLASSROOM AFTER GOING TO KIDS C.A.R.E. PROGRAM.

Student Signature

Date

I have received a Kids C.A.R.E. Program handbook, and agree to the policies and procedures set forth within this document. I give permission for my child to cross the street and walk to the park.

Parent Signature

Date