

THE JETS CLUB HANDBOOK

General Program Information

INTRODUCTION

Welcome! We are pleased you have placed your child in St. John the Evangelists Jets Club. We hope to exceed your expectations by providing a quality experience in a licensed setting conveniently located at St. John.

PHILOSOPHY

St. John the Evangelist school supports an effective after school program that recognizes each person as a unique individual.

If your child has a special need, we ask that you keep us informed so that we may best meet the needs of your child.

CRITERIA FOR ADMISSION

The St. John Catholic School Jets Club (before and after school care) is available for children who attend St. John Catholic School. Placement can be reserved with payment of registration fee and the completion of all admission paperwork.

SCHEDULE OF OPERATION

6:00– 8:20

3:30 – 6:00

Jets Club will follow the St. John school calendar in respect to days of operation.

ENROLLMENT

Enrollment will not be considered finalized until the following steps have been completed.

1. Registration fee of \$10 yearly per child is paid (non-refundable)
2. The following forms filled out completely and returned to the Jets Club director.
 - Enrollment form
 - Emergency Contact Information
 - Tuition Agreement
 - Physical Health/Immunization form

STUDENT CODE OF CONDUCT

The following student code of conduct is designed to encourage positive student behavior while they attend St. John Catholic School Jets Club.

Acceptable Standards of behavior require that all students:

- A. Respect others.
- B. Behave with self restraint; be polite and helpful.

- C. Help keep the room clean
- D. Follow Jets Club care room rules.

DISCIPLINE

Adults shall use positive methods of discipline to encourage self-control, self-direction, self-esteem and cooperation. Our goal is to assist children in choosing appropriate behavior. We believe that this is accomplished through positive methods. Positive behavior will be reinforced and negative behavior will be redirected. Children will be given choices and consequences for their behavior.

Occasionally a child becomes out of control and may injure himself or someone else. At this time the child will be temporarily removed from the group. The teacher will help the child calm down, discuss why the time out was necessary, and conditions for the child's return to the group.

Adults will not use the following means of punishment:

- Hitting, shaking biting, pinching or any means of corporal punishment
- restricting a child's movement by binding or tying
- Inflicting mental or emotional shaming or threatening a child
- Depriving a child of meals, snack, or necessary toilet use
- food as a reward or punishment
- confining a child to an enclosed area

HEALTH AND SAFETY POLICY

Health Policy

The state requires that each child have a completed medical form on file. This includes up to date shot records.

Children must be healthy enough to participate in all planned activities. If you feel your child is too ill to go outside, than they are too ill to come to The Jets Club

Illness

For the health and safety of other children and staff, a child should be kept home if he/she has any of the following symptoms:

- diarrhea
- vomiting (2 or more times/24 hours)
- heavy nasal discharge
- eye discharge
- temperature (100-earpit/101-orally)
- body rash
- severe cough
- irritable, continual crying, or requires constant care

By law a child who has a contagious disease must not attend the center. A report of your child's condition should be given to the center while your child is ill so that appropriate precautions may take place. A physician's note may be required before your child is allowed to return to the center. It is imperative that we have cooperation from all of the parents concerning health and illness.

If your child becomes ill, he/she will be removed from the center and you will be contacted to pick up your child. If we are unable to contact parents, emergency contacts will be made.

MEDICATION

If applicable, please read and fill out the form provided by the child care personnel. The Family Independence Agency requires that any medication to be administered to a child, must have his/her name printed on the container. We must follow school policy on these procedures, for both prescribed medicine and non-prescribed medications. These must be brought in by an adult and a medical release form completed.

SAFETY POLICY PROCEDURES

Serious accident procedure:

- Child will be transported via ambulance to hospital preferred for treatment (on child information card) or nearest hospital.
- Parents will be contacted to meet child and staff at emergency room.
- If parent is not available, emergency contacts will be made.

Drills

Fire, tornado, and other safety drills will be practiced at least four times a year with emergency procedures and evacuation plans posted at the site.

PARENT RESPONSIBILITIES

- Sign children in and out daily (Must be 18)
- You must walk your child in to care every day they attend.
- Your child will be released only to a parent/guardian or those listed on the emergency card. Advanced oral or written permission and photo identification is necessary if someone other than a parent/guardian is picking up your child.
- Keep all records up to date
- Notify staff if child will be absent that day.
- Notify staff in case of illness or communicable disease.
- Pick your child up on time. As a deterrent, late fees will be assessed at the rate of \$5 a minute if you arrive after 6:00.
- Send appropriate clothing for outdoor play and label everything.

Parents may bring their child's breakfast to the center up until 8:00a.m.

Tuition Policy 2011-2012

A monthly attendance forecast will be sent home for you to schedule days and times your child/children will be attending Jets Club. This is for staff, activity and snack planning purposes. Forecasts with payment will be due the first Friday of the Month. **A late payment fee of \$10 will be applied** if payment is received after the first Friday of the month. Cancellation of enrollment is possible for non-payment or repetitive late payments. We except cash or check payments however if a check is returned **NSF there will be a \$30 fee**. If this happens more than twice we will require cash payments. Jets Club closes at 6pm all club members need to be picked up by then. There is a **\$5/minute late pick up fee**. This fee is payable straight to the caregiver present.

Cost:

Before School (6-8:20am) **\$7 for one child, \$13 for two, \$18 for three** children

After School Care (3:20-6pm) **\$8 for one child, \$15 for two, \$21 for three** children

Credits:

A credit is worth how ever much you already paid for a specific day (which will vary for family to family), you will receive a credit to your Jets Club account if

1. The School closes (and so Jets Club closes) inexplicably for any reason
2. Due to unforeseen and inescapable circumstances, though paid for/scheduled the children could not attend Jets Club.

Credits will be tabulated toward the middle of the month, if not used by end of month may be applied to next months payment. Please note that when ever your child/ren attend Jets Club on a drop-in basis, credits or balances automatically apply and a credit will be deducted or a balance will be added to your account.

Withdrawal:

Parents must inform the center at least one week in advance if their child will no longer be attending. The child care coordinator retains the right to request the withdrawal of a child including the following but not limited to;

- Non-payment of fees
- Suitability of the program for the child
- Excessive behavior issues (i/e biting, swearing, hitting)

Snack:

A snack with water will be provided by the center for children after school. A monthly snack menu will be distributed. Please review it and alert staff of dietary sensitivities or allergies. Substitutions can be made for you child.

**Please read, sign and return this portion with registration and/or September payment.
If you have any questions please call (810)629-6297 or email JetsClub@stjohnfenton.com
Thank You**

I have read and understand all policies in the 2011-2012 school year Jets Club handbook. I have read the Jets Club rules with my family and understand the discipline policy.

Names _____

POLICY FOR OUTDOOR PLAY

Children will be taken outside daily except during the following conditions:

1. If it is raining
2. Temperature is below 20 degrees or the wind chill factor is 0 degrees.
3. Temperature is above 100 degrees or the humidity is above 110 degrees.
4. Prior specifications from a parent for a child to remain indoors for health reasons.

This is to be accompanied by a written note from a physician.

REPORTING TO PROTECTIVE SERVICES

The St. John the Evangelist Jets Club program staff members are mandated by Michigan law to report any suspected abuse or neglect of children in their care.

STAFF

At least one staff member on site is required to possess current CPR and First Aid training. All staff is required to have TB, medical, and FIA clearance, as well as fingerprint and background check conducted through a local police agency.

Jets Club Rules:

1. Treat each other and caregivers with respect and kindness.
2. Treat the library with respect. No running, eating, drinking or outside type activities in the library. Use inside voice in the library.
3. Follow directions.
4. Be responsible.

5. Ask before taking or using any supplies.
6. Clean up after yourself.
7. Older kids, be a good role model for the younger kids. Be respectful and mindful of your age differences.
8. Do not open the side door, answer the doorbell or leave the Jets club area without permission.
9. No bullying. Report any bullying.
10. Have fun 😊

Failure to follow these rules will result in disciplinary action and parental notification.

November 10, 2010

Dear Jet Club Families,

We couldn't be more excited to have our Jets Club membership grow and grow. It is a joy to be able to work with so many amazing people! After some observation, we are going to implement a set of Jets Club rules and expectations to help keep our day smooth and consistent. Jets Club members will help develop the rules and expectations and they will be posted at the front of the library.

Attached is an example of our "behavior note". These notes will be sent home with a club member if they choose a behavior that is inappropriate for our program. First, they will be given warning; if there is a repeat of the behavior a note will be issued. After 3 notes home, there will need to be a conference between parents and caregivers.

If you have any questions or concerns please call Mrs. Prout (810) 624-4765 or (810) 629-6297 or email jetsclub@stjohnfenton.com.

Thank you,
Courtney Prout
Jets Club
Lead Caregiver

Jet Club Behavior Note

Name _____

Date _____

Please talk to your child about the behavior listed below. Please return with your signature.

Behavior:

Additional info:

Parent Signature:

Thank you,
Jets Club Caregivers