



EXTENDED DAY PROGRAM POLICIES AND PROCEDURES

Daily Release of Children

1. A child shall be released from the facility only to the child's custodial parent(s) or guardian or to a person 16 years of age and older authorized **in writing** by the parent(s) or guardian to receive the child.
2. In the event that a court-ordered custody situation develops in which one parent is not allowed to pick up the child(ren) without legal consent, the custodial parent must provide the original court documents to verify legal custody. This information will be reviewed, and a copy will be placed in the child's information file.
3. If a person appears incapable of driving and/or adequately caring for the child, the child will not be released. Staff will contact other authorized persons to pick up the child.
4. In the event of illness, vacation or other absences, i.e., scouts, lessons, visits to friends and other out-of-school activities, the staff should be notified immediately. Communication with the staff should be made through the Miriam School office, 968-5225.

Illness and Accidents

1. Any child showing signs of illness shall be isolated with a staff member available to comfort and observe him/her periodically. Parents will be notified and expected to pick up the child immediately after being contacted.
2. If a child has been exposed to a communicable disease, parents of enrolled and incoming children shall be notified.
3. A child who does not appear to be fully recovered from an illness shall not be readmitted to the Extended Day Program unless there is a statement by an attending physician that the child is able to return and participate in the activities, which include outside play.
4. Immediate treatment shall be obtained for a child who sustains a minor injury, (scratches, scrapes and insect bites, etc.). In addition, the child's parent(s) will be notified.
5. If a serious injury to a child occurs, the staff will immediately call for professional help (911). Parents, designated emergency contacts, or the child's doctor will be notified immediately.
6. Parents will be required to sign a Medical Emergency Form, included in the school forms packet.

Medication

If a child needs to take oral medication on either a regular or situational basis, the medication must be in an original container on which the name and special instructions are stated. Parents and staff must follow the same medication administration procedure as during the school day.

Discipline

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Constructive methods of discipline shall be used to promote positive behavior. The staff will work with the child and cooperate with parents to resolve any problems that may arise.

When a behavior problem occurs, the staff will:

- Redirect behavior.
- Discuss the problem with the child to determine causes and help the child find ways to resolve it.

If these strategies do not correct the problem, it may be necessary to:

- Separate a child from the group (with supervision) allowing him/her to re-think the situation. The child may rejoin the group when he/she is prepared to cooperate with others.
- Give time out from play period, free time or group activities.

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or demonstrates disregard for program rules and guidelines, a conference with parents will be scheduled.

The staff is available to provide a pleasant, enjoyable experience for all, so please discuss any concern or suggestion that will help to achieve this goal.

Fee Information

1. There is no financial assistance available through the Miriam School for the Extended Day Program.
2. Parents who wish to add days onto the days indicated on their enrollment agreement must call or send a written request to the school. Failure to give this advance notice will result in enrollment on a space availability basis. **Parents who, on an emergency basis wish to have an occasional extra day of service, must contact the school office for consideration and approval.**
3. If you have a question regarding fees and/or fee regulations, please contact the Head of School.

Late Pick-Up Procedures

There will be a \$1.00 per minute charge for each minute that a parent/guardian/authorized person picks up a child after 5:30 p.m. After the 3rd late charge, the fee will be raised to \$5.00 per minute.