Holy Spirit Child Care (HSCC) is a state licensed child care program of Holy Spirit Parish. HSCC is designed for children grades Pre-K through 7 at Holy Spirit School.

HSCC provides children with the opportunities:

To be in a safe, supervised environment;
To develop friendships;
To grow physically, emotionally, intellectually and;
To have FUN!

Telephone After-School Building 893-0392
Pre – K Office 893-7700 x302

Staff

Director	Julie JC Sullivan	HSCC@aol.com
Pre-K Teacher	Terry McKiernan	tmckiernan@hspiritschool.org
Pre-K Assistant	Meagan Garr	
Pre-K Asst/Asst. Dir of After School	Scott Hobbs	shobbs@hspiritschool.org
After School Supervisors	Vickie Lewis	
	Anissa Marshall	
	Olivia Welch	
	Jack Browning	

Location/Licensed Space

Pre–K - Classroom is in the lower Level of the school.
After-School – 3308 Richard Ave. The HSCC building on the far side of the parking lot.

Pre-K utilizes licensed space in the cafeteria, gym, meeting rooms and a new fenced play area with play structure. They also attend programs in the library and music room. (Parents will need to sign a permission slip to attend music art and library.)

After-School utilizes licensed space in the HSCC building, gym, cafeteria, meeting rooms, play are adjacent to child care building (pre-k play structure area), parking lot and field.

Please be aware the After-School and Pre-K may travel through unlicensed areas (hallways etc) to reach the different licensed areas.

Hours 7:30 AM– 6:00 PM

Pre-K Full School Day	7:50 AM – 2:30 PM
Pre-K Half Day	7:50 AM – 11:15 AM
Pre-K After-School	Not available for the 2016-2017 school year
K-7 After-School	2:30 PM – 6:00 PM

(See back cover for snow policy, days closed and special schedule days)

Admission Policy

Pre-K – Children must be 4 years old on or before August 1st to enroll. In the event that more students apply for admission than available spots the following preference guidelines will be used:

1. Siblings of students currently enrolled in K-8
2. Members of Holy Spirit Parish
3. Catholic members from other parishes
4. Non-Catholic students

After-School - All current students at Holy Spirit School are eligible to attend. Enrollments after August 1st may be placed on a waitlist to maintain proper child/staff ratio.

Non-Discrimination Statement

Holy Spirit Child Care admits children of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the children enrolled in the program. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, program policies, procedures, and activities.

Registration

A registration form, including medical information must be on file before a child may attend.

A current State of Kentucky immunization certificate must be on file before the first day of school or within 30 days of enrollment.

Fees/Payment See attachment page 9

Late Pick-Up Fee

$1.00 per minute after applicable scheduled pick up time (11:15 AM, 2:30 PM, 6:00 PM) The classroom clock in the Pre-K and clock at the afterschool sign out will be the official clocks for all late pick-up fees. Frequent late pick-ups/refusal to pay late fees may result in a suspension or termination of services.

Illness

HSCC is not designed for care of ill children. Children who become ill will be separated from the other children as space and supervision allow. Parents will be notified to pick up the child **IMMEDIATELY.** Please do not send a child that is contagious, has lice or conjunctivitis, has had a fever of 100 or higher in the past 24 hours, or has vomited/had diarrhea in the past 24 hours.

Medication

HSCC does not allow staff members to administer medication except in the case of medical emergency, life-threatening situations. i.e. – epi-pens for allergic reactions, glucose/insulin for diabetic conditions, asthma inhalers. For these medications to be allowed parents must provide

training for staff, fill out required form, as well as provide the medicine/medical device. Such life-saving medicines and medical devices MUST be given to the teacher/supervisor to be stored in a locked area as mandated by state regulation. No other medicine, including cough drops, should be sent with your child or in his/her backpack.

Emergency Care

Should the need arise the following emergency treatment procedure will be followed:

1. A trained and certified staff member will take whatever immediate steps necessary to stabilize child's condition.
2. If further care is needed, appropriate medical personnel will be called (i.e.911/EMS.) 3. Staff will notify parent/guardian of the situation as soon as possible.

Any significant injury requiring a physician/EMS treatment occurring while in the care of HSCC will be documented on the appropriate incident form. Parents are required to sign the incident report to confirm that they were informed of the incident. Forms remain on file and copies are sent to appropriate agencies (CHFS) per regulation.

The state minimum requirement is that one staff member on duty be trained and certified in CPR/1st Aid. HSCC exceeds this standard. We strive to keep all program staff members, full and part time, trained and certified.

Emergency Drills

License regulations require that Fire Drills be conducted monthly and Tornado and Earthquake drills be conducted quarterly.

Prolonged Evacuation

Should it be necessary to evacuate the Pre-K/After-school for a prolonged period, the staff will follow the posted Emergency Evacuation Plan. (A copy is included in the back of this handbook for your convenience.)

Backpack/Children's Belongings

Children are provided with a space to keep their belongings when not in use. HSCC REQUIRES that children bring a bag or backpack to keep belongings together in that space. Bags help keep children organized and less likely to lose things. Parents need to be sure their child has a bag large enough for their belongings.

Hand Washing/Hand Sanitizer

State child care regulations are very precise on detailed on hand washing. Children are required to wash hands frequently. Hand Sanitizer is not allowed. It is considered a dangerous material because children have suffered alcohol poisoning from it. Please do not send it with your child, this includes the keychain bottles of hand sanitizer that many attach to their child's backpack. It will be removed and thrown away.

Snack

A snack including items from 2 food groups will be provided to Pre-K each morning and to both Pre-K and School-Age after 2:30 school dismissal from school. Children may refuse snack, but alternatives will not be offered except in the case of food allergies. Please note any food allergies on your child's registration form. If a child arrives from an after-school activity after the scheduled snack, a snack can be requested but it may not be the same as was offered at snack time.

Transportation

HSCC does not provide transportation to or from the campus during the school year program. Transportation is used only for field trips during the summer camp.

Release of Children

Children will only be released to legal parents and authorized/designated persons. Any addition to the pick-up list or special authorization (one time pick-up) must be made in writing. Preferred method is to send an email to Ms. McKiernan for Pre-k and Ms. Sullivan for After-school.

HSCC reserves the right to ask for identification. HSCC will not release children to any person suspected to be under the influence of alcohol or drugs. If there is any disruption to the program 911 will be called.

Employee Background Checks

The State of Kentucky, license regulations, and the Archdiocese of Louisville require that all persons having supervisory positions over children shall undergo a criminal background check. Employees of child care programs are also required to undergo a Child Abuse and Neglect (CAN) screening. Both the police check and the CAN check are initiated before or at the time of employment and until completed a staff member will not be allowed to supervise children alone.

Training/Professional Development

Each staff member is required to complete a 6 hour state developed Child Care Orientation Training and 1.5 hour Pediatric Head Trauma/Abuse Training within 90 of employment. Each staff member must complete a total of 15 hours of state recognized professional development annually. HSCC staff members typically exceed this minimum requirement.

All current HSCC staff members are certified in both CPR and First Aid and our goal is to have any new hires certified in the first 90 days of employment. This well exceeds the state requirement that one person on duty be certified.

The Archdiocese of Louisville also mandates that all employees and adult volunteers complete a Safe Environment Training on prevention and recognition of signs of child sexual abuse. Counselor-In-Training volunteers (8th grade - high school) have no supervisory authority over and are never alone with program participants and are not required to complete this training.

Reporting Child Abuse

State law (KRS620.030(2)) requires child care workers who suspect the physical, emotional or sexual abuse or neglect of a child to report their suspicion to Child Protective Services.

Holy Spirit Child Care staff members will immediately report any suspicions of abuse or neglect to the proper agency for investigation. If a child is in imminent danger and in the need of immediate protection LMPD will be called. HSCC staff must permit representatives from Child Protective Services to interview a child at Holy Spirit, if requested. HSCC is not required to notify parents/guardian that a child is being interviewed by CPS.

Items Not Welcome at HSCC

Gum/Candy
Toys from home (except with special permission/Show and Tell)
Electronics (school issued ipads are allowed)
Cough Drops, Sunscreen, Hand Sanitizer
Pokemon/Other collectable cards
Anything not allowed at Holy Spirit School

HSCC reserves the right to change or add to this list at anytime

Pre-K Information

Absences

If your child will be absent on a scheduled day please email Ms. McKiernan at TMckiernan@hspiritschool.org

Nap Mats/Pillows/Coverings

Per state regulation, Pre-K children must be provided a rest/nap time each afternoon. A vinyl covered mat, minimum of 2" thick, is required and must be provided by parents. (Not applicable to Pre-K students scheduled for half-day Pre-K)

A small travel sized pillow and pillow case is also required. Please do not send in large or decorative pillows that cannot be washed in case of contamination.

Parents are need to provide a beach towel, child sized blanket or other appropriate washable covering and a washable pillow case that will be sent home each Friday to be laundered and returned on Monday. Everything sent from home needs to be labeled with your child's name.

Uniform

A Pre-K uniform is required on school days unless an out of uniform day is planned by the school.. The Pre-K uniform consists of a gray Holy Spirit T-shirt and black Holy Spirit sweatpants/shorts. These are the same as the school-age P.E. Uniforms and can be purchased through Shaheen's. Pre-K students may also wear a red Holy Spirit uniform sweatshirt. Please make sure uniform sweatshirts are marked with child's name.

Shoes

Athletic shoes ONLY. Socks must be worn. No sandals, boots, crocs, or dress shoes.

Extra Set of Clothes

Accidents happen. Please send in a full change of clothes including shorts (for fall/spring) sweatpants (for winter), shirt, underwear, socks and shoes in a labeled ziplock bag.

Morning Arrival

Children will enter the Pre-K through the Rotunda. The Pre-K will use the Rotunda carpool drop off. Cars will enter from Lexington Rd and after drop off, exit via Lexington Rd (right turn only). Parents are welcome to park and walk their child in the first two mornings of the school year but after that parents need to use the Rotunda carpool drop off. The Pre-K teacher or assistant will greet them and help them from the car into the building. This allows for smooth flow of traffic and the routine actually helps with transition and separation anxiety. Please have your Pre-K car tag displayed so we can easily identify, greet and assist cars with Pre-K students. It is helpful if the child's car seat is on the passenger side of the car. Children will be escorted into a the rotunda where they will gather with the other teacher/assistant until 7:45 when the group heads to the classroom. If arriving after 7:45, parents will need to park and bring their child to the Pre-K classroom.

11:15 AM & 2:30 PM Dismissal

Half-day Pre-K students will be escorted to the Rotunda for pick-up. Parents will enter via Lexington Rd just as they do for morning drop-off. Please have your Pre-K car tag displayed to help staff identify which child should be escorted to the correct car. It is a parents/authorized pick-up person's responsibility to secure the child into the carseat/booster/seatbelt. At 2:30 PM dismissal, only Pre-K and Kindergarten and any older siblings are dismissed through the Rotunda/Lexington Rd. This makes it less chaotic and less stressful for the younger children and parents.

Pick-Up at Other Times during the School Day (Before 2:30 PM)

If picking up a Pre-K student during the school day (such as for a drs apt) parents will need to go to the school office to sign in as a visitor and then proceed to the Pre-K room to sign your child out for the day.

Lunch

Children are encouraged to participate in the school lunch program. If a family chooses not to participate in the lunch program they must provide a lunch that includes the following: 1 Protein
1 grain/bread
2 fruits or vegetables (or 1 of each)
1 Milk - Child care regulations state milk exclusively and not milk product (cheese, yogurt, etc don't count as milk but may count as protein). Milk may be purchased through the lunchroom.

Lunches may include other items but must include the above minimums. HSCC does not provide refrigeration or heating of lunches brought from home.

HSCC is required by child care regulations to supplement any lunch that does not include the components listed above. Parents will be charged accordingly through their cafeteria account.

After-School Information After-School Pre-K

Due to lack of enrollment After-School Pre-K will not be offered during the 2016-2017 school year. It will be offered again in the 2017-2018 school year.

After-school Pick-Up

Parents will sign their children out at the HSCC building, 3308 Richard Ave. It is preferred that you enter through the front door. Parents are welcome to park in the driveway or on the street in front of the building and adjacent fields. There is also parking along the Richard Ave parking lot entrance. For safety reasons it is preferred that you park on the child care side of the street. If your child is in the gym area, we will have them brought to the gym entrance for pick-up but for security purposes you must sign him/her out at the after-school care building first.

Play Clothes/Outerwear

Except in extreme conditions children will play outside each day. Children may bring play clothes to change after snack time but their change of clothes need to be weather appropriate or they will be told to change back to their uniform. Please make sure uniform sweatshirts have your child's name on them. Girls that wear jumpers or skirts are strongly encouraged to wear shorts underneath.

Absences/Not Attending on a Scheduled Day?

Parents may notify HSCC by email HSCC@aol.com or by phone 893-392 before 2 pm. Teachers do not forward emails or messages to HSCC so please email or copy us on emails regarding changes in after-school. It is a parent's responsibility to notify HSCC when a child is present at school but will not attend on a scheduled day. (School absences will be reported to us by the school.) Failure to notify HSCC interferes with program activities because staff must be pulled from supervision to look for a "missing" child. **Repeated failure to notify of absences will result in suspension of services**.

Other After-School Activities

If your child will be participating in any after school activity, tutoring, special class or sports practice that requires late arrival or pick up and return by another adult (coach, teacher, tutor, etc.) on a weekly/regular basis, a **Special Activity Permission Form** is required (available in the back of this handbook.) You may request additional forms at any time via email or in person. A form completed with signature must be turned in prior to the start date of the activity. A new form must be completed if starting a new activity or if the regular time/day of week changes. (Example - tutoring on Wednesday afternoon changes permanently to Tuesday. Volleyball season ends, basketball season begins - a new form is required.) We cannot release your child to an unauthorized person so it is vitally important that the form be completed and turned in. (It can be a scanned form sent via email or hand delivered.) It is a parent's responsibility to arrange for a responsible adult to pick and/or return your child for any non-HSCC activity. We do not provide transportation or supervision to a non-HSCC activity.

Change in Attendance

Changes in attendance status at After-School (part time to full time or vice versa) can be made one time during the school year. All requests must be in writing/email and received by the director by the first of the month of the change and will begin with the next EFT payment on the 16th of the month. Changes at other times or multiple changes will be allowed at the director's discretion. Families using the 3 day a week services are automatically approved to attend on a different day if HSCC is closed on their scheduled day (example - closed Labor Day but scheduled on Monday, may attend on another day that week.) Please email or notify of us of such changes so we can plan accordingly. Any other request to switch scheduled days must be approved by the director and will only be allowed if staff/child ratios can be maintained.

Lunch on Noon Dismissal and Out of School Days

On half days (noon dismissal) and days out of school the cafeteria is closed. All students attending After-school (including Pre-K after-school) care on those days are required to bring their lunch (please refer to the requirements on page 6) HSCC will provide milk for lunch as well as a morning and afternoon snack.

School Ipads/Internet

Students issued ipads from Holy Spirit School may use them for homework while at HSCC. HSCC will also allow other limited use of school-issued ipads for games. Ipads are not allowed at snack or for use in the gym. Other internet use is not allowed at HSCC.

Cell Phones

Cell phones are not to be used at HSCC without the staff's permission. If a child has a cell phone it needs to be turned off and kept in their backpack. Parents needing to reach their child may call HSCC, 893-0392. Children needing to reach their parent will be allowed to use HSCC's phone to call.

Pre-K Tuition

$250 registration fee.

5 day program
Half day $4,500
Full day $5,650

3 day program
Half day (3 days) $2.800 (Tuesday, Wednesday and Thursday)
Full day (3 days) $3,500

2 day program
Half day (2 days) $2,000 (Tuesday and Wednesday) Full day (2 days) $2,400

After-School Rates 2016-2017

Registration fees
Returning families $30 (per family) before July 1, 2016
New families $100 (per family) before July 1, 2016
After July 1, 2016 $150 (new or previously enrolled)

Registration fee is waived for part time and full time families paying in full at time of registration

5 day program
$2,600 paid in full at the time of registration OR 10 monthly payments of $260 made by Electronic Funds Transfer (EFT) July 16th thru April 16th
Each additional child - $1,500 paid at the time of registration or 10 monthly payments of $150 made by Electronic Funds Transfer (EFT) July 16th thru April 16th

$2100 paid in full at the time of registration OR 10 monthly payments of $210 made by Electronic Funds Transfer (EFT) July 16th thru April 16th
Each additional child - $1200 paid at the time of registration OR 10 monthly payments of $120 made by Electronic Funds Transfer (EFT) July 16th thru April 16th

Drop-In option
$130 per 5 drop in days. (No family discounts are offered for this service.) The first 5 day payment is due at the time of registration. When the 5th day is used parents have the option to buy additional sets for future use. DROP IN days must be purchased in advance and are only sold in sets of 5 but may be used separately.

Typical Daily Schedule

Pre-K

7:30 – 7:50 Student Drop Off
7:50 – 8:30 Morning Duties (wash hands, prayer, pledge and announcements)
8:00 – 8:20 Circle Time
8:20 – 8:35 Minds in Motion
8:35 – 9:00 Snack
9:00 – 11:00 Class Time
11:00 – 11:15 Half-day program dismissal
11:40 – 12:15 Lunch
12:15 – 12:45 Free Play
12:45 – 1:00 Story Time (nap preparations)
1:00 – 2:15 Nap Time
2:15 – 2:30 Prayer and announcements. Dismissal.

Special Areas
Monday – Little Techie 9:00 – 10:00
Tuesday – Library 9:00 – 9:30 - Mrs. Lohman
Wednesday – Music 9:45 – 10:15 – Mrs. Johnston
Thursday – Art – 9:45 – 10:15 - Mrs. Miller

School-Age After-School

2:30 Arrive in Gym from school. Wash hands.
2:35 Snack in Cafeteria. Roll Call.
3:00 Gym Time. Homework time.
3:30 Children that have completed homework may be taken to gym if time allows.
4:00 Gym closes and at least 2 (often 3) of the following areas open: Homework
1st floor Outside Art room
Creative play/basement (younger) /Meeting Rooms (older)

Children are allowed to choose areas depending on interest, space availability and staff/child ratio. Children may move from one area to the other with staff permission.

5:15 -5:45 Areas will be closed as more children leave. 1st floor play. Games/coloring. 6:00 Program closes.

Any situation not addressed by this handbook will be left to the discretion of the director.

ALL POLICIES, INCLUDING FEES ARE SUBJECT TO CHANGE

Holy Spirit Child Care Emergency Evacuation Plan Overview

1. Staff will be assigned or pick up a colored EMERGENCY lanyard (hanging by the director's desk) and be responsible for the duties detailed on that lanyard. Each staff are issued a description of the areas of responsibilities during training, so each can become familiar with and be prepared to handle any position/task interchangeably.

2. Staff will follow the steps of fire drill/emergency evacuation. If time/situation permits, a notice will be posted on the door explaining where children will be relocated. If time/situation allows, staff will assist in gathering children's coats/book bags before exiting.

3. HSCC will walk to other space on campus:
    A. School Building or HSCC building
    B. Church
    C. Ministry Center

If evacuation requires leaving campus during regular school hours the Pre-K will follow Holy Spirit School's emergency evacuation plan.

If evacuation requires leaving campus, after regular school hours HSCC will walk to:

Sacred Heart Model School
3107 Lexington Rd
Louisville, KY 40206 (see map on back for route)
502-896-3931

Alternate Evacuation Site: If evacuation requires relocation to a more distant site, HSCC will coordinate with Metro Louisville Emergency Agency to move to a site as dictated by conditions/situation.

4. Staff will utilize their CPR/ 1st Aid training as needed.

5. Staff will cooperate fully with Emergency personnel to assure the safety of all children.

6. At the evacuation site, staff will secure space so that children are all together with one staff assigned as the checkpoint for all parents coming to pick up children. Children will be released only to authorized adults with proper identification when it is safe and/or an ALL CLEAR has been given. In an emergency situation it is policy that person picking up a child be requested/ encouraged to tell us their intended destination. (This will allow us to assist with family reunification if communication between family members is difficult because of the emergency.)

7. Securely at the evacuation site, director/staff in charge will assign one or more staff to contact parents with the location of their child/children with pick up instructions. Other staff will help keep the children engaged and calm by playing games, coloring and other familiar activities.

8. Staff will remain with children until all children are safely picked up/signed out, even if it requires staying past their scheduled hours.

updated 8/16