



RED AND GOLD HANDBOOK

2019-2020

909 Lewis Street

Vermillion, SD 57069

605-624-4144

Updated October 16, 2019

Welcome to the Red and Gold Childcare Center! We are excited that you are joining us. Our purpose is to provide a safe, fun, and relaxing environment for children in preschool through the 5th grade. This program is provided as a special service to parents whose children attend St. Agnes School.

Program Offerings

Our program is a warm nurturing Christian environment that offers a wide variety of activities designed to meet the many needs of the children enrolled in the program. Through activities we work to”

- Foster a positive self-concept and sense of independence in each child.
- Encourage each child to think, reason, question, and experiment.
- Encourage awareness of our community and learn to make wise use of leisure time.
- Make sure activities are age appropriate and of interest to each child.
- Enhance each child’s physical development, academic achievement, cultural enrichment, cooperative nature, and a healthy view of competition.
- Provide a variety of art activities, board games, cooking, books, indoor and outdoor play, and free time in a flexible, balanced program.
- We also like to hear ideas suggested by and carried out by the children.

The areas used for our program are:

St Agnes School Gym, Red and Gold Room, St. Agnes Playground, and occasionally other classrooms when necessary.

Enrollment

Enrollment in the Red and Gold program is open to any child in preschool through fifth grade attending St. Agnes School. This excludes the summer program which is open to anyone. There will be no discrimination in regard to race, color, creed, sex, or ability.

When attendance numbers allow, drop-ins will be accepted. We ask you try to give 24 hours notice to insure that adequate staff, snacks, and craft items are on hand.

Please notify the Red and Gold staff if your child will not be attending as scheduled. We thank you for your cooperation in this safety matter. You may call the office at 624-4144 or the director at 638-0423 to make arrangements.

Attendance in Red and Gold is based on family membership in St. Agnes School during the school year only. Should a student be absent from school he/she cannot attend Red and Gold that particular day.

Any child registered for our preschool care program that fails to attend as agreed in their registration may be dropped from enrollment if their absence is for other than health reasons. Application materials must be filled out prior to enrollment in the program. You will be required to provide us with:

Name of Child

Birth Date of the Child

Current Address and Phone Numbers (home, cell, work)

Name of Parents

Name and Contact information of a person (other than parent) to contact in the event of an emergency

Copy of Child's immunizations

Homework Club Form (if needed)

Written permission from parents allowing emergency medical treatment

Time

Our program operates Monday to Friday from 7:30 a.m. to 8:10 a.m. and 3:15 p.m. to 5:30 p.m. when school is in session for grades K-5th. Our hours for preschool are Monday to Friday 7:30a.m. to 5:30 p.m.

Payments

The cost is \$2.50 per child per hour. The drop in rate is \$2.75 per hour. Time in attendance will be rounded off to the nearest hour. After 5:30 p.m. a late fee of \$1.00 for every five minutes will be charged per child. Your Red and Gold invoice will be sent at the end of each month. Payment is requested before the next billing month ends. Invoices will be sent monthly during the school year and biweekly during the summer. If payment is not received, the director will notify parents and no Red and Gold care will be provided until payment is made. A late fee of \$10.00 will be added to the invoice. Any bills that are more than 6 months past due will be turned over to small claims or collections. Due to our accounting system we are unable to issue refunds but will credit over payments to your next billing cycle. Please make checks payable to Red and Gold and return payment to the director. Payment may also be put in the drop box next to the school office.

Termination of Care

If the rules and policies set forth by Red and Gold are not followed, we reserve the right to terminate services at anytime. The child care arrangements will be terminated immediately for any of the following reasons (but not limited to):

- * Failure to comply with the policies set forth in the parent handbook.
- * Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- * Non-payment of childcare or late fees and/or recurring late payment of fees.
- * Repeated failure to pick up the child at scheduled times.
- * Failure to show up for 5 consecutive days without any communication.
- * Inability to meet the child's needs without additional staff.
- * False information given by a parent either verbally or in writing.

Occasionally, a child will experience some difficulty in adapting to the Red and Gold environment or abiding by the rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from

daycare.

Staff Information

Our staff meet qualifications set forth by the State of South Dakota Child Care Services. For more information about specific qualifications, please talk with the Red and Gold Director. When hired the following steps are taken with each staff person:

An application must be completed with previous work experience.

Three references have been contacted.

Their name has been screened against the South Dakota Department of Central Registry.

Before the individual works unsupervised with children, the individual is provided orientation to make them familiar with all aspects of our program's operation.

All staff are supervised by the director.

Any secondary child care workers are at least 14 years of age and are under the direct and constant supervision by the director.

No staff member or volunteer will have substantiated report of child abuse or neglect or a convicted felony on record within the last five years. No staff member or volunteer will have had a conviction of a sex offense, crime of violence, or a crime against children in the past five years. No staff member or volunteer's name will be located on the sex offender registry.

Staff annually complete 10 hours of training.

Any volunteers used to fill a staff position will meet the same requirements for the position.

The staff that plans and implements the program will have the appropriate degree and experience.

Our staff is mandated to report suspicions of child abuse and neglect. They are required by the state to read and sign a child abuse or neglect statement which identifies reporting responsibilities and procedures for reporting. We will report any suspicions of abuse/neglect to the Department of Social Services. If a staff member is accused of abuse or neglect, they will be suspended until an investigation is completed and outcome decided. When hired, individuals sign a statement to indicate their awareness of this legal obligation.

All changes in circumstances which may affect our ability to comply with our licensing agreement are reported to the state as required.

Transportation

Our program does not offer transportation except during our summer program. During the summer program, the public transit system is used for transporting children to activities. In rare occasions if transportation was needed, Red and Gold will use passenger restraint systems for children in their care

following current SDCL. Each vehicle will carry the number of children allowed by vehicle and passenger capacity or available seat belts.

Illness/Injury and Medication

Our program does not provide care for sick children. You will be notified by phone if your child becomes ill or is injured during program hours. Once notified, we require that your child be picked up as soon as possible. Your child will be isolated from the other children until you arrive. The child will be supervised at all times.

If your child contracts an infectious disease, we must notify other parents and States Health Department. Please let us know if your child contracts such a disease. You will find a copy of these illnesses is attached to this handbook.

Medicine must be kept under the director's care. It must remain in the original container and stored away from children. It can only be administered with parent's written permission. Authorization and Release of Medication forms are kept in the school office.

Handling and Storing of Hazardous Materials and Disposal of Biocontaminants

Staff will ensure all hazardous materials are handled appropriately. All staff are required to complete the handling and storing of hazardous materials and disposal of biocontaminants orientation. The orientation is completed at time of employment.

All cleaning supplies are located in the locked janitor's closet. Supplies are clearly labeled and in the original containers. The bleach/water solution used for cleaning is properly labeled and stored in the cleaning closet. All cleaning supplies are to be immediately returned to locked area when not being used. Staff are to follow labeled instructions, wear gloves, and keep children away from area during drying times. The poison control information is located with the emergency preparedness plan if needed.

If disposal of materials is needed, staff are provided with gloves, paper towels, plastic bags, and a disinfectant solution for cleanup. Staff will wear gloves during the cleanup of the soiled area/item. Staff will wipe soiled area with paper towel and dispose of them in plastic bag. The area will be washed with warm soapy water. The rag or sponge will be disposed of in the plastic bag. The area will be sprayed with a disinfectant solution of 1 tablespoon bleach to 1 gallon of water. The area will remain wet for three minutes and no one allowed near area until dry. The staff will also dispose gloves in plastic bag. The bag will be tied and immediately taken to outside garbage. If needed the bag may be double bagged for safety. Staff will wash hands with soap and water.

Emergency and Emergency Preparedness Plan

Staff are provided with children daily check in and out clipboards. Each child attending Red and Gold is listed on the clipboard. There are also yellow emergency ring cards which provide staff with contact information for each child. Emergency supplies and first aid kits are kept in the preschool room. Staff are provided with the emergency preparedness and response plan to inform them of the contact information and procedures for emergencies.

An emergency supply kit is prepared. The emergency supply kit will contain toilet paper, disposable cups, wipes, bottled water, paper towels, first aid kits, plastic bags, a weather radio and batteries, relocation information, non-perishable food items, extra clothing, parent contact information, hand sanitizer, a flashlight and batteries, and copies of the medical releases for children.

During an evacuation, Staff will be responsible for assisting all children exiting the classroom. First staff will be responsible for leading the children to the nearest exit. Maps are posted in each classroom showing the route to the nearest exit. First staff will be responsible for bringing student's emergency contact cards when exiting the building. Once outside, first staff will lead children to the south side of the building and meet in the east parking lot. Second staff will do a quick check for students in bathroom and classroom. Second staff are also responsible for assisting children with disabilities or medical conditions. Last staff will then turn off all lights and close all classroom doors and report to meeting area. If an alternative location is needed, the Red and Gold students will be moved to the Vermillion High School located at 1001 East Main Street. The staff will assist children with walking to the high school. The Jolley Elementary School will be used as a second alternative site. It is located at 224 South University Street.

During a tornado, the Red and Gold shelter in place location is the Red and Gold room located in the gym. The emergency supplies are kept in the closet of the Gym Red and Gold room. First staff will be responsible for bringing the emergency contact cards to this location. First staff will walk children to the safe room. Second staff will make sure all children are out of the bathrooms and classroom. The principal will alert staff when it is safe to exit the classroom.

In the event of a lock down, staff will remove the magnet that locks the door. Staff will be sure to keep all children away from the interior doors exterior windows. Staff will be responsible for keeping children safe and calm. First staff will use the color coded cards to let authorities know staff and children are accounted for. The principal will alert staff when it is safe to exit the classroom.

Parents will be notified by phone of all situations. The school also will send messages regarding all situations. Parents will receive messages regarding reunification and if needed plans will be made to meet an an offsite location. The emergency plan is shared with parents at enrollment. Staff receive training 3x/year regarding all emergency situations. The students and staff participate in 4 fire drills per year, 2 tornado drills per year, and one lockdown drill per year. The principal communicates with local officials regarding the school's emergency plans.

The principal and authorities will do a sweep of the school before children are allowed back into the building. Necessary repairs will also be completed prior to children returning to the building. The licensing specialist will be notified when it is safe to return to the building.

Discipline

During Red and Gold honors the same rules, regulations, and discipline guidelines are followed as outlined in the St. Agnes School Handbook. Red and Gold will use positive guidance, redirection, and limit setting when discipline is needed. We prohibit the use of any other forms of discipline. Children enrolled are expected to exhibit behavior that does not disrupt or interfere with activities or social interactions of other children. Parents will be notified in writing when a major discipline problem

occurs. Children that consistently exhibit destructive and/or violent behaviors will not be allowed to attend Red and Gold.

Parent Involvement and Information

Parents are welcome to visit Red and Gold any time. Our program encourages communication between staff and parents in order to best meet the needs of your child. Our program follows a strict confidentiality policy. We will not share information about your child or family with anyone but program staff. As soon as a child arrives at the program, they will be checked in. Parents will be called if a student is not at Red and Gold when they are scheduled. If you know in advance that your child will NOT be attending the program on a particular day, please send a note. If last minute changes happen and your child will not be attending, please call us at 659-3261 or 638-0423. Weekly activities will be posted for parents viewing and additional information can be obtained on the school website at Stagnes.k12.sd.us.

Supervision of Staff and Children

There will be one adult staff member in charge for every 15 children in attendance while our program is open. Group sizes for regular activities and activity areas are limited to 30 children per classroom and not more than 129 for the gym.

Snack

Snack will be served at 9:30 a.m. and 3:15 p.m. Snack calendars will be posted in the parent information area. Each child will need to bring a healthy lunch or purchase a hot lunch through Red and Gold hot lunch program. We will no longer be able to heat foods for children at lunch time. Please only send items in home lunches that do not need additional preparation. Because our refrigeration space is limited, lunches containing foods that need to be kept cold should have ice packs for the safety of your child. If your child is on a special diet or is allergic to any food, please list specifics on the enrollment form. **ADDITIONAL INFORMATION WILL BE NEEDED FOR SPECIAL DIET REQUEST.**

Homework/Study Time

If you would like your child to do homework during Red and Gold hours, please pick up a homework form from the director and discuss it with your child. Both parents and the child must sign the form. A quiet, supervised area will be provided for children to study for half an hour each day as needed. Children that chose not to follow the rules of the homework area will be given one warning and then will be asked to leave the study area for that day. If a student repeatedly chooses not to follow the rules, the child not be allowed in the study area for one week. A letter will be sent home with the child explaining the situation. The Red and Gold staff are not responsible for a student's homework. The student will be responsible for bringing the homework to Red and Gold for completion.

Check Out Time

Please remember to sign out your child at pickup time. Make sure to make contact with staff to inform them that your child will be leaving for the day. Your child will be allowed to leave Red and Gold only with the people authorized by parents on the registration form. Parents may also call prior to pickup to

advise of other pickup people. Minor children will not be allowed to pick up non related children from Red and Gold. Parents must send a note in advance to releasing children to a minor.

Licensed Program Information

Our program is licensed by the South Dakota Department of Social Services Office of Child Care Services as a Childcare Center. A copy of these regulations can be obtained through the local office of Child Care Services or by calling 1-800-227-3020.

Red and Gold Schedule

K-5 Afterschool Schedule

3:15-3:30	Snack (all groups)
3:30-4:00	(K-1) Outside (2-5) Outside
4:00-4:30	(K-1) Daily Special (2-5) Outside
4:30-5:00	(K-1) Gym time (2-5) Homework Club
5:00-5:30	Transition to Red and Gold Preschool Room for parent pickup

Red and Gold Preschool Schedule

7:30-8:20	Students arrive/Free play
8:20-8:30	Escort morning preschool students to their classroom
8:30-9:00	Small Groups
9:00-9:25	Circle Time
9:25-9:40	Snack Time
9:40-10:00	Music and Movement
10:00-10:45	Daily Activity/centers (Rotating)
10:45-11:15	Gross motor/outside activities with preschool students
11:15-11:30	Transition to lunch
11:30-12:00	Lunch
12:00-12:30	Teacher lead reading time
12:30-12:45	Transition to afternoon preschool/rest time
12:45-2:15	Rest Time
2:15-2:30	Snack Time
2:30-3:00	Teacher lead activity/centers
3:00-3:30	Transition to afternoon activities/combine with preschool

- 3:30-4:15 Outside play (weather permitting)
4:15-4:45 Afternoon teacher lead activity/center
4:45-5:30 Free play/transition to parent pickup



PARENT CHECK OFF SHEET

Please return the completed forms before your child starts at Red and Gold. This assists us to plan snacks, staff, and crafts for those children attending the Red and Gold program.

Family Registration Form _____

Authorization and Release of Medication _____

Home Work Participation Form _____

Current Copy of Immunizations _____

Child's Name: _____

PRESCHOOL STUDENTS

Please bring the following items:

1. One box of a snack item that may be shared with the class (goldfish, granola bars, etc.)
2. A healthy home lunch with an ice pack in it if items require refrigeration including necessary utensils.
3. Or purchase a hot lunch ticket from the director.
4. Appropriate clothing for the weather.
5. A change of clothes in a labeled zip lock bag.

Please return this form with the listed items above.

Permission and Authorization

Red and Gold Program

I hereby grant permission for my child(ren) _____
to use all the play equipment and participate in all of the activities at the Red and Gold Child Care
Center.

Parent/Guardian: _____ Date: _____

I hereby grant permission for my child(ren) _____
to leave the school premises under supervision of a Red and Gold staff member for neighborhood walks.

Parent/Guardian: _____ Date: _____

I hereby grant permission for my child(ren) _____
to have their pictures taken and used for advertising and program promotions.

Parent/Guardian: _____ Date: _____

I hereby grant permission for the Red and Gold Child Care Center teachers to take whatever steps may
be necessary to obtain medical care if warranted for my child(ren) _____

These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. If we cannot contact you or your child's physician, we will do any and all of the following (a) call another physician, (b) call an ambulance, or (c) have the child taken to the emergency hospital in the company of a staff member.
4. The physician and hospital have my permission to give emergency medical care.
5. Any expenses incurred under items 3 and 4 above will be borne by the child's family.
6. The school will not be responsible for anything that may happen as a result of false information given at time of enrollment.

Child(ren): _____

Physician: _____ Phone: _____

Parent/Guardian: _____

Date: _____



HOMWORK PARTICIPATION FORM

(GRADE 1-5 ONLY)

We would like _____ to be a part of the Homework Time in Red and Gold care. We understand that a quiet area will be provided each day for 30 minutes and our student will be given the opportunity to study. My child will bring all necessary books, paper, pencils, etc. to study and will work quietly, make wise use of their time, and not disturb others in the study area.

Parent: _____

Date: _____

Child: _____

Date: _____