

# *The Pirate's Playhouse*

*Pre-School and After-School  
Childcare Program*



**Participation Handbook**

# Welcome!

## INTRODUCTION

Welcome to *The Pirate's Playhouse* Pre-School and After-School Childcare Program! *The Pirate's Playhouse* is designed to provide supervision and enrichment activities for children ages 3 through 12. *The Pirate's Playhouse* is housed at Northern Elementary, however, it is a self-sufficient program that is independent of school system funds. *The Pirate's Playhouse* pays the Pulaski County School District a yearly administrative fee that covers rent of the facility, utility costs, and fiscal/administrative services.

Each family interested in childcare services at *The Pirate's Playhouse* is given a Participation Handbook. The Participation Handbook is an enrollment agreement between *The Pirate's Playhouse* and its participants who include parents and children. Therefore, enrollment constitutes an understanding that all participants will abide by the policies and procedures contained in the Participation Handbook. *Non-compliance by parents or children will result in dismissal from the program.*

*The Pirate's Playhouse* welcomes and encourages parents to visit and participate in center activities as well as provide any feedback that would be helpful in improving the program.

## MISSION

*The Pirate's Playhouse* ensures a safe, secure, fun-filled environment that provides activities that are both physically and mentally stimulating. As a compliment to the child's regular school program, *The Pirate's Playhouse* creates a balance of social interaction and creative play for children. *The Pirate's Playhouse* devotes specific areas for dramatic play, arts and crafts, computer technology, music, physical activities, and homework assistance that are provided to each student daily.

## SCHEDULE OF OPERATION

*The Pirate's Playhouse* is open from the first day of school until the last day of school with the exception of days when school is cancelled for snow or illness.

If school is dismissed early for any reason, childcare services will not be provided and parents will need to be prepared to pick up children at the dismissal time.

*The Pirate's Playhouse* does not operate on holidays or fall, spring, and summer breaks. We do, however, provide referrals to full-day childcare during these extended breaks.

Pre-School Childcare Hours: 7:30 a.m. - 3:30 p.m.

After-School Childcare Hours: 3:30 p.m. - 5:30 p.m.

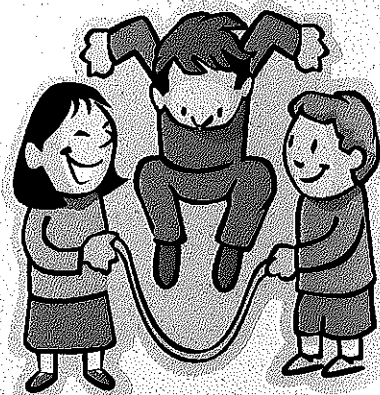
## ENROLLMENT PROCESS

*The Pirate's Playhouse* is an Equal Opportunity Provider that does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability.

*Eligibility* - Children 3 through 12 years of age are invited to attend our program. They must be enrolled at Northern Elementary.

*Openings* - To better serve and meet the supervision needs of participants, the number of participants attending the program must meet a staff/student ratio of no more than 1:12 for ages 3-4 and 1:15 for ages 5-12. If the number of students exceed the staffing pattern, new enrollees cannot be enrolled immediately. They will be placed on a waiting list and will be enrolled in the program as openings become available

*Registration* - Participants will be provided a set of enrollment forms that must be completed prior to the first day of attendance. All forms must be kept current. Please provide new information regarding any changes including emergency persons, name of employers, new contact numbers, etc.



## FEES AND PAYMENT POLICY

Pre-School Childcare Fee; \$40.00 per week

After-School Childcare Fee: \$25.00 per week

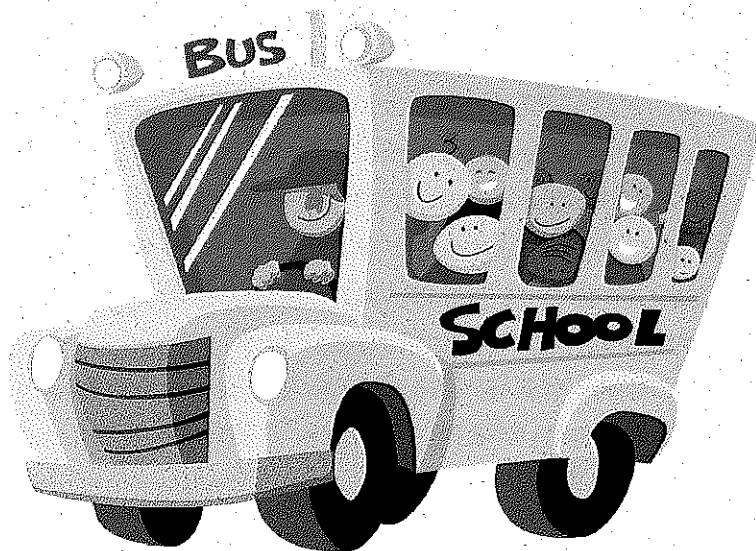
1. All fees are based on a weekly rate per child. Fees cover direct operating costs, such as staff, meals, snacks, and activity materials. Weekly enrollment reserves time everyday for such services for children regardless if they are present all week or a partial week. No deductions are made for missed days.
2. Fee payments are due by Friday of each week. Make checks payable to the Pulaski Board of Education.
3. Non-sufficient funds checks will be held until payment of cash or money order is received. Parents will be notified immediately upon receipt of the non-sufficient fund notice by the program.
4. Childcare fees must be paid each week—no exceptions. Accounts that go two weeks without being paid will result in a child being unable to attend *The Pirate's Playhouse*. Childcare accounts that continue to be delinquent in payment regardless of whether or not the child is attending the program will be referred to court for non-payment of funds. If this occurs the parents will be responsible for all court costs and attorney fees.
5. There will be a late fee charge of 1.00 per minute for late pick-ups. Late fees are due on the day of the overtime charge.

6. *The Pirate's Playhouse* reserves the right to revise any fees and or policies upon written notice to parents.

### ARRIVAL AND DEPARTURE PROCEDURES

*Safety is the utmost concern when you entrust us with the care of your child.*

Childcare staff will sign children in upon arrival to the program. For safety purposes, parents are required to sign each child out upon departure. Children will be allowed to leave *The Pirate's Playhouse* with persons other than the parent only if permission has been given to the childcare staff on the enrollment form or in writing by the parent. As a safety precaution, persons picking up children may be asked to provide picture identification.



### HEALTH AND SAFETY POLICY

In order to ensure healthy conditions for all children attending our program, the childcare staff will informally screen children daily for any of the following conditions:

- Symptoms of a contagious disease
- Vomiting or diarrhea
- Accident requiring medical attention
- Fever of over 100 degrees F
- Head lice

If a child exhibits any of the above conditions, the child will be isolated and the parent will be notified to pick up the child immediately. Staff will make provisions for children to be in a quiet, comfortable area until picked up. The child should not return to the program until symptoms have subsided.

Children cannot attend the program while sick. Any parent aware of a communicable disease that a child may have should notify staff as soon as possible. If a child has a known medical condition such as asthma, diabetes, seizure disorder, latex or environmental allergy, etc., parents should provide staff with written procedures that must be followed if a problem occurs during childcare hours. It is the parent's responsibility to ensure that medication is available in its original container with the doctor's administration orders and that the appropriate forms for its use have been completed. No

more than one weeks supply of medication should remain at the childcare program at any time.

### **EMERGENCY PROCEDURES**

*The Pirate's Playhouse* has staff members that are trained in first aid and CPR procedures. In the case of an accident, staff will apply first aid and supervise the care of the injured child. Staff will treat minor injuries such as cuts, scrapes, and bumps. Parents will be notified of minor injuries upon their arrival to pick up their child.

If a more serious injury occurs, parents will be notified immediately and an accident report will be written.

A completed Emergency Notification and Consent Form is required for each child so that prompt notification and emergency response can occur. If a child requires immediate medical attention, the parents and emergency medical services will be called. Parents must sign a medical authorization form in the event that they are unavailable and emergency medical treatment is required for the child's health and safety.

### **CRISIS PROCEDURES**

Fire, tornado, and earthquake drills are regularly scheduled to teach the children safety procedures to use during emergency situations.

### **FOOD SERVICES**

*The Pirate's Playhouse* serves nutritious snacks daily. Monthly nutrition calendars will be posted on the parent bulletin board. Parents must inform staff on the enrollment form of any known food allergies their child may have. During the after-school childcare hours, nutritious snacks are served between 3:30:00—5:30 p.m. Parents are encouraged to bring snacks for special occasions, however, only store-bought, packaged food will be accepted.



### **CHILDREN'S PERSONAL PROPERTY**

Items must be identified with the child's name and taken home each day. Any personal property left at childcare will be placed in the lost and found box. *The Pirate's Playhouse* is not responsible for lost, stolen, or damaged property.

## **GUIDANCE AND DISCIPLINE POLICY**

In order to be happy, responsible, cooperative participants in *The Pirate's Playhouse*, children will receive help and guidance from staff. Teaching and modeling positive behavior and giving reinforcement and approval for it has been found to be more successful to producing behavior change than punishment. Positive techniques designed to help children develop self-esteem and self-control, healthy interpersonal relationships, and decision-making and problem-solving skills will be utilized.

If a child cannot follow the rules, a series of disciplinary steps will be used—

- 1) Time-out that is based on the frequency and severity of the behavior and age of the child.
- 2) Referral to the program director.
- 3) Discussion and/or formal meeting with parents to discuss the behavior and develop a behavioral response plan to correct the behavior.
- 4) Suspension for a determined length of time from the program if the same behavior has been addressed and redirected three consecutive times.
- 5) Suspension or expulsion from the program if a child exhibits behavior that is dangerous to self and/or others.

In the event that a child exhibits behavior that is potentially or directly dangerous to self and/or others, the child will be separated from the group and placed in a safe environment. Parents will be notified immediately to come to the program to meet with staff, discuss the behavior, and develop a plan of response. Depending upon the severity of the dangerous behavior and the ability to develop a plan to reduce future dangerous behavior, a child may be suspended for a designated length of time or permanently expelled from the program.

All behavioral issues leading to disciplinary action will be documented on the *Behavior Incident Form*. Staff will provide a copy to parents and will discuss the child's behavior and staff's response with parents upon pick-up.

Staff and parents are collaborative partners in responding to and developing behavioral response plans to correct problematic behavior. In the event that a parent refuses or neglects to assist staff in remedying behavior problems, the child will be dismissed from the program due to non-compliance by the parents to meet the program guidelines and fulfill parent expectations.

*The Pirate's Playhouse* is not authorized and will not, under any circumstances administer corporal punishment.

### ***The Pirate's Playhouse and Parent's Expectations:***

Parents may expect that:

- 1) Their children are cared for in a safe, supportive environment.
- 2) They will be regularly informed about program activities and will be encouraged to visit and participate at any time.
- 3) They may discuss with staff any concerns related to their children or the program.
- 4) They will be informed of any serious misbehavior on the part of their child and will be involved in bringing about improvements in the situation.
- 5) They will be informed promptly if their child does not arrive for childcare immediately after school is dismissed.

*The Pirate's Playhouse* expects parents to:

- 1) Pay fees on time as explained in the Fees and Payment Policy.
- 2) Keep all of their child's records up-to-date.
- 3) Pick-up the child on time as explained in the Arrival/Departure Procedures.
- 4) Follow the Health Policy.
- 5) Let staff know if their child will not be attending the program on a scheduled day.
- 6) Assist staff and attend requested meetings to improve behavior problems or issues regarding their child.

### ***The Pirate's Playhouse and Children's Expectations:***

Children may expect to:

- 1) Have a safe, supportive, and consistent environment that fosters initiative, creativity, independence, cooperation, self-control, decision-making, and assumption of responsibility.
- 2) Use all the program equipment, materials, and facilities on an equal basis.
- 3) Receive respectful treatment.
- 4) Have discipline and structure that is fair and non-punitive.
- 5) Receive nurturing care from staff members who are actively involved with them.

*The Pirate's Playhouse* expects children to:

- 1) Be responsible for their actions.
- 2) Respect the rules that guide them while in childcare.
- 3) Remain with the group and child care staff at all times.
- 4) Take care of materials and equipment.
- 5) Respect others' space and be kind to staff and peers.
- 6) Arrive to childcare promptly after school dismissal.



### **Children and Parent Rights Pursuant to KRS 199.898**

1) All children receiving childcare services in a daycare center licensed pursuant to KRS 199.896, a family childcare home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds, shall have the following rights:

The right to be free from physical or mental abuse;

The right not to be subjected to abusive language or abusive punishment; and

The right to be in the care of adults who shall meet their health, safety and developmental needs.

2) Parents, custodians, or guardians of these children specified in subsection (1) of this section, shall have the following rights:

The right to have access to their children at all times when the child is in care and access to the provider caring for their children during normal hours of provider operation or whenever the children are in the care of the provider;

The right to be provided with information about childcare regulatory standards, if applicable, where to direct questions about regulatory standards, and how to file a complaint;

The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child; and

The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

3) The childcare provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

### **CHILD ABUSE POLICY**

*The Pirate's Playhouse* license requires caregivers to report suspected cases of child abuse. Any suspected case of child abuse or neglect will be reported immediately to the Department of Community Based Services or local law enforcement. This includes the reporting of parents who appear to be impaired by drugs or alcohol when they come to the program site to pick up their child. If an individual is suspected of being intoxicated or under the influence of drugs when he/she arrives to pick up a child, it is our policy to refuse release of any child to this individual until another designated person can pick up the child.

Should an allegation of suspected child abuse arise against a Pirate's Playhouse staff member, that individual will be immediately relieved of his/her duties and not permitted contact with any children until the allegations have been dismissed or resolved by the appropriate investigating agency/entity.

### **HARASSMENT/DISCRIMINATION POLICY**

**Harassment/discrimination of any kind will not be tolerated & will be dealt with in accordance to the Guidance & Discipline policy in the participant handbook.**



# The Pirate's Playhouse

## CONTACT INFORMATION:

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