

**St. Edith Extended Day (SEED)
After School Program
(734) 464-1250 messages only
(734) 464-6765 from 3-6pm**

Dear Parents:

We welcome you and your child to the St. Edith Extended Day Program (SEED). St. Edith is dedicated to helping families support their child's growth and development by providing a safe and happy environment.

Please read this booklet carefully and review the program rules with your child. Policies will remain in effect as outlined unless written communication is sent from St. Edith.

We look forward to a rewarding, fun-filled school year.

ADMISSION POLICY

Any child currently enrolled in St. Edith School is eligible for enrollment. All children are eligible for the program regardless of race, creed, color, national origin, sex, or handicap.

REGISTRATION

Each child must be registered before attendance in the SEED program. The registration fee is \$25.00 per child, is not refundable, and is not applied toward program payment. Registration fees cover only the current school year.

The following registration materials **MUST** be completed and turned in before a child can attend the program:

1. Registration form and fee
2. Emergency Medical Information
3. Child Information Card

Other materials, such as an Alternate Driver form, are included in the registration materials as a matter of convenience to all parties concerned.

Each school year, registration priority will be given to those currently enrolled in the program. These families will receive notice of the registration period and must register on or before the deadline date. Registration applications received after the deadline will be treated as new family applicants and will be considered on a first come, first serve basis. Families not currently enrolled in the program will be considered as applications are received and notified of any program vacancies as they occur.

SEED AFTERSCHOOL PROGRAM

SEED operates Monday through Friday from 3:00 -6:00pm when school is in session. **SEED does not operate on half days.** The program follows the school calendar.

HOLIDAYS/SCHOOL CLOSINGS

SEED is available only when St. Edith School is in session and follows the school schedule for holiday closings. In the event of a weather-related school closure or building problem, the SEED program will also be closed. In case of an emergency, the program will follow disaster plans developed by the school. **FIRE AND TORNADO DRILLS ARE HELD DURING SEED, AS REQUIRED BY LAW**

WITHDRAWALS

Withdrawals from the program should be in writing and addressed to the director of the program. Please provide two weeks notice of impending withdrawals. St. Edith SEED director may refuse admission or continued enrollment in the program due to capacity limits, truant payments, repeated late pick-ups, or any other reason deemed to be in the best interest of the program.

ABSENCES

Notice **must** be given if a child will not be in attendance on his/her regularly scheduled day. This can take the form of written notice or verbal contact by the parent to the program director. As last resort, phone contact and a message through the St. Edith School Office (734) 464-1250 will also be permitted. Formal notice **must** be given in order for a child to be released to another family on a program day.

As a courtesy to SEED staff and in order to minimize confusion for students, please give advance notice of child's participation in after-school activities (Art Club, Science Club, Tutor, Scouts, Piano Lessons, and Sports). While the adults in charge of these activities will see children safely to SEED, once they enter SEED, billing will follow according to the established rate plan.

PROCEDURES/POLICY

CHECK IN/SIGN OUT

Children are checked in at the beginning of each program day, according to a Master list of daily participants (and including any current-day “drop-in” participants).

Parent/Guardian sign out is just as important; it is imperative for the safety of your child and must not be omitted. **Parents/Guardians are required to enter the building to sign the student(s) out of the SEED program.** Phone calls to “send (student) out” are not advised and will not be tolerated as a regular occurrence. Please make sure to sign out your child before leaving the building. No minor (under 16 yrs) may sign out for a parent without a letter on file stating the parent assumes full responsibility for the safety of the child. If someone other than the parents or legal guardians will be picking up the child, prior authorization, in writing, must be given to the program director. Parents or legal guardians are the only people who can authorize the release of the child to another individual. Additionally, failure to sign out SEED participants may result in inaccurate billing, as it forces the staff to rely on memory of exit times.

CUSTODY AND VISITATION

We ask that you provide the program with any legal documents supporting restrictions. We will follow the instructions provided in the documents. Please update as necessary.

LETTERS TO PARENTS/REGULATIONS

From time to time, notices are sent regarding policy changes or clarifications. It is important that all communication from SEED be read thoroughly as this is the main avenue by which to alert you of any changes. There is also a SEED Memo Board used on site in order to provide reminders of billing dates or other important notices. The SEED Licensing notebook, including center license, is available to parents on site. State of MI licensing reports & special investigation reports for at least the previous two years, are available on the childcare licensing website: www.michigan.gov/michildcare.

PHONE (734) 464-6765 3-6pm only

The telephone for the SEED program is shared with the St. Edith School fax line, but is exclusive to SEED between the hours of 3-6pm. At other times of day, messages can be left for the SEED director by contacting the school office (734) 464-1250. Please make an effort to add these contact numbers to your cell phone.

MEDICATION

Medication cannot be administered to any child unless written permission has been given by the parent and signed by the child's physician. Medication must be in the original pharmacy container with the child's name, doctor's name, and dosing instructions.

INJURIES/ILLNESS

Bumps and bruises are a normal part of childhood. As such, a ready supply of ice packs and bandages is kept on hand. Please advise your child(ren) that SEED staff must be made aware of all injuries in order to offer aid.

Children who become sick immediately prior to, or during, SEED will be offered comfort and assistance as necessary but ultimately must remain with the SEED group until parent contact is made and arrangements are in place for pick up.

Children absent from school due to illnesses involving fever and/or vomiting must be 24 hours fever/vomit-free before rejoining the SEED group.

In the event of serious injury while at SEED, every attempt will be made to contact the parent in a timely fashion, while ensuring the more immediate care of the child. Current and complete Emergency Medical Cards (part of Registration packet) are crucial to this end.

PERSONAL BELONGINGS

Please use some visible identification to mark all apparel, lunchboxes, water bottles, and backpacks. SEED/SEED staff cannot assume responsibility for the loss or damage to any personal belongings. Before leaving the building with your child, check to be sure all personal belongings are accounted for. Personal items such as toys, games, I-Pods, and other electronic devices, etc. should be left at home.

Phone use is discouraged at SEED. While older students may need to contact a parent regarding pick-up or other matters, lengthy phone use is to be avoided.

Additionally, **phones may not be used to take photos or video during SEED as such use is a violation of personal privacy.** Please discuss with your student.

SNACKS

Snacks are provided by the SEED program unless otherwise instructed by the family. Every effort is made to provide reasonably nutritious, child-friendly snacks. Please notify the director of any food allergies or sensitivities. Children are welcome to finish any lunchbox items. Candy and gum are not permitted.

IMPORTANT NOTE: Families of children with extreme food allergies/sensitivities must provide appropriate snack foods and beverages for after school consumption *and* instruct the child on the importance of adhering to the restricted diet.

SEED PHILOSOPHY & DISCIPLINARY POLICY

St. Edith Extended Day program provides an environment that allows children to explore their settings with age-appropriate limits. In doing so, many behavioral issues will be prevented. The SEED program works alongside families to help children learn values, problem-solving skills, and responsibility for their choices, while emphasizing kindness, compassion, and morality.

If behavioral issues do occur, they will be handled as follows:

1. Redirection from a negative behavior toward a positive one.
2. A staff member will speak with the child about the behavior and discuss more appropriate ways to handle the situation. (Verbal Warning)
3. A staff member will remove the child from the negative situation to help him/her understand the consequences (AKA: Time-out—approx. 5 min.).
4. In extreme circumstances, the child will be physically separated (as supervision allows) from the group to allow him/her time to regroup/calm down. Once the negative behavior has ceased, the child may return to the group. If the behavior is repeated, or becomes a frequent problem, parents will be notified with a Behavior Report and/or personal contact with SEED staff.

RULES

The rules and discipline policy have been created to ensure the safety and well being of every child enrolled in the program. The director will handle most discipline problems as they occur. Repeated or severe problems will be brought to the parent's attention through a Behavior Report or personal consult. Upon three behavior reports/personal consults with parents, SEED reserves the right to permanently exclude child from the program.

The following are unacceptable behaviors: *

1. Disrespect to adults/staff
2. Disrespect toward other students

3. Rowdiness or roughhousing
4. Willful destruction of property, games, equipment, etc.
5. Deliberately taking the toys/ possessions of other children
6. Contact with another student's personal belongings without permission
7. Leaving the premises without permission
8. Repeatedly disregarding staff disciplinary warnings
9. Bullying—**targeted, repeated aggression** toward another (physical or verbal)

***Any child who poses a risk of harm to the health and safety of any child or staff member will be permanently excluded from the program at the discretion of the staff.**

ACTIVITY SCHEDULE

- | | |
|-----------|--|
| 3:00-3:25 | Attendance and Snack time |
| 3:30-4:00 | <p>OPTIONS</p> <ol style="list-style-type: none"> 1. Outdoor play**—weather permitting 2. Gym** 3. Quiet study |
| 4:00-5:00 | <p>Homework Time (with a reasonable expectation of quiet)</p> <p>Upon completion of homework, or in the event of no homework, children may:</p> <ol style="list-style-type: none"> 1. Work on an art project with SEED supplies 2. Pursue a quiet, indoor game 3. Take turns at the computer 4. Read/Study quietly |
| 5:00-6:00 | <p>OPTIONS</p> <ol style="list-style-type: none"> 1. Indoor games-Stage 2. Gym** 3. Clean up--Children are responsible for their own clean up. Failure to clean up will result in the loss of privileges. |

****Note:** These are **approximate** times. Scheduling may vary from day to day, according to the children's interests, weather conditions, and parish/CYO activities.

Homework Policy

Homework is the responsibility of the student. The SEED program offers time daily for the completion of homework, but offers no guarantee of completion or quality of student work. SEED staff will assist students with homework when possible and upon student request for help. Please encourage your child to use the time provided, particularly if evenings are activity laden.

Pick-up

SEED uses the stage area adjacent to the school gym. From the exterior of the building, the SEED door is #3, and is to the right of the school entry door. Please use the doorbell to gain entry to the building. When the SEED group is not in the regular SEED room, a sign will be posted on or near door #3 to indicate our location—see below:

IMPORTANT NOTE REGARDING PICK-UP

PROCEDURE:

****A sign system has been enacted to provide notice of SEED participant location. In short:**

*No sign on exterior stage door= in SEED room as usual, use
stage doorbell*

Sunshine (yellow) die cut= back playground, drive around back

*Tennis shoe (blue) die cut= in gym, step to gym door and ring
gym doorbell*

*Apple (red) die cut=in Youth room, drive to back of building
and knock on single door (near playground doors)*

SEED FEES/BILLING

FEES

There are three different participation plans offered by SEED; commitment to rate plan is made at registration. Failure to designate rate plan will automatically convert to an hourly plan.

Rate Plans:

DAILY: \$12.00 per child, per day, 3-6pm —for regular SEED participants*.

HOURLY: \$5.00 per child, per hour—for regular SEED participants*. Time into the next hour will be charged for the next hour—NO EXCEPTIONS.

DROP-IN: \$6.00 per child, per hour, with **minimum prior day notice, as space permits**
Same-day “drop-in” care is available only in the event of emergency.

*NOTE: Both Daily and Hourly plans require **regular/consistent** use of the program (regular use defined as attendance of child at SEED during **EACH** two week billing period unless unavailable due to accident, illness, or travel). Billing periods without regular use of the selected service days may result in a billing change to the drop-in rate—at the discretion of the director.

Change to alternate rate plan may be made **one** time per year, with notice to director.

BILLING/ LATE PAYMENT FEE

Billing statements are sent home (via eldest child’s backpack) every second Monday for fees incurred the previous two weeks. One full week is allowed for payment. If payment is not made by the end of the week in which the bill is due, a late payment fee of \$10.00 will be added to your next bill. If you cannot meet the above schedule at any time, or need statements sent with a younger student or by U.S. Mail, please contact the program director.

Payments may be made by personal check (payable to St. Edith Church with “SEED” on Memo line) or cash. Payments returned with period billing statement will be returned to the family with receipt attached to aid in personal record keeping.

Chronic late payment may result in dismissal from the program and/or prepayment of future childcare fees. Checks returned for insufficient fees may incur additional penalties.

Overpayment of SEED bills (resulting in “overpay credit” indicated on payment receipt) will be applied to future billing within the current school year. Overpay credit balance not used within that time frame will not be refunded, but is forfeited to the general SEED fund.

As SEED billing and payment is calculated post-service, the final SEED billing of the school year is mailed home after completion of that school year. It is imperative that these bills be paid and returned promptly so as not to disrupt parish bookkeeping. End of year child care tax statements are sent home by Jan 31 for the previous calendar year. Please keep address current to facilitate this process.

SPECIAL BILLING ARRANGEMENTS

Special billing circumstances (ie. separate billings/split billings) are at the director's discretion. While every effort is made to accommodate these needs, ultimate financial responsibility is that of the enrolling parent/guardian.

LATE FEE

SEED closes at 6:00 pm. An hourly 5-minute grace period is in effect. Arrival after this grace period will result in a charge for the additional hour (if before program close) or be handled as a late pick-up (after 6:05pm).

There will be a \$10.00 late fee (per family) charged for the first ten minutes after closing time. An additional fee of \$1.00 per minute will be charged after the first ten minutes. There are **no exceptions** to the late fee policy. The steep penalty is meant to be a deterrent to tardy families. **While a phone call may make us aware of your delay, there will still be a penalty assessed** as staff is still caring for your child and may have evening plans as well.

Please let us know if you anticipate being late, however if late pick ups become frequent, we will not be able to provide service and will be forced to drop your child from the program. Late pick up fees will be included along with the billing statement and payment should be handled separately.

LICENSING

St. Edith Extended Day (SEED) is licensed through the State of Michigan. The SEED licensing binder will be made available upon request. Licensing reports and any special investigation reports (from at least the previous two years) are available on the childcare licensing website: www.michigan.gov/michildcare.

