



Laurel Nokomis School

Child Care Student and Parent Handbook 2020 – 2021

Laurel Nokomis School
1900 Laurel Road E
Nokomis, FL 34275
(941) 486-2171

(941) 927-9000 Ext. 61901 or 61940 (4-5:30 pm)

Program contact: Tricia.Card@sarasotacountyschools.net

****Due to COVID-19, there will be a few changes to the procedures and structure of the program. To ensure safety and security, all staff and students will be required to wear a face mask and abide by social distancing guidelines. Students not complying with safety procedures will be removed from the program. Enrollment will also be limited and waiting lists created when groups reach capacity. All families are encouraged to have a back-up plan in place in the event you are placed on the waiting list.**

Introduction

Welcome to Laurel Nokomis School Child Care. At LNS we understand the importance of providing a positive Child Care program for our LNS families. We provide families with a secure, supervised, constructive play and learning enriched environment for their students. The program is available to students K-8, who attend Laurel Nokomis School. Activities are age appropriate and are supervised by a caring, competent staff.

LNS Child Care Mission

LNS Child Care will:

- Provide an inclusive child care program that is safe and nurturing in a comfortable, organized environment.
- Provide a culturally enriching program that promotes socialization, enrichment learning and free play for all students.
- Provide a program that allows families the peace of mind knowing that their student(s) are supervised, playing, having fun, and most importantly, are safe.

This handbook will serve as guidelines for the successful accomplishments of the LNS Child Care mission statement.

Before and After School Care Program

The Laurel Nokomis School Childcare program offers a safe care option for early arrivals and/or late departures for LNS students. The program operates on regularly scheduled school days, beginning the first day of school. The Morning program begins at 7:00am. The afternoon program begins immediately following school (3:15 pm) and ends promptly at 5:30 pm.

Program Eligibility

The program is available to K-8 students who attend Laurel Nokomis School. If a student is absent from school on a given day, they may not attend Before or After Care programs on that day. Registered students must be amenable to a group setting, approximately 1:18 adult/student ratio. Families with a prior year outstanding balance will not be eligible for enrollment until balance has been paid in full.

Registration

Due to Covid-19 we will have to enforce capacity limits. Priority will be based on the number of days you commit to the program. Students attending fulltime (5 days a week) will have first priority, then (4 days) and so on. Families will be notified of acceptance in the program, at which time you will be invoiced for the registration fee.

There is a **\$25.00 non-refundable family** registration fee. We accept cash, check or credit card. The fee includes registration for **both** the Morning and After Care programs. The fee is due at the time of registration along with the completed registration paperwork as follows:

- Registration Form
- Student/Parent Childcare Handbook Acknowledgement Form
- Emergency Release Form on which medical concerns and/or food allergies should be stated
- Hold Harmless Agreement.
- Special custody situations require written documentation.

MORNING CARE PROGRAM

MORNING CARE HOURS: DOOR OPENS AT 7am sharp.

Location: Main Office parent signs students in

Cost: \$4.00 per student, per day. No discounts apply.

Breakfast is available to morning care students for purchase at 7:45 am

Parent/Guardian **MUST** bring their student into the main office and **SIGN** them in **BEFORE** leaving the school. This shows evidence that your student is attending the program and who is bringing them to the program. **This is a requirement for participation. Please, as a safety procedure, never send your student in unattended.** A sign in kiosk is available in the front office lobby. Once you download the Smartcare App (see information below) you will be sent a QR code so you can use your phone for sign in. As another option, Smartcare will also send you a PIN that you can enter on the kiosk touchscreen. The third option is a sign in/out sheet with students listed alphabetically. You will record the time of arrival on the appropriate day, and then initial.

Breakfast will be available for a fee (unless your student receives Free or Reduced meals) in the Cafeteria,. Gum and/or candy are prohibited from the Child Care program.

Due to Covid-19 – students will not be sharing supplies, games, toys, etc. Each student will be given a pencil case containing basic supplies to keep in their backpack. Also, please send a book for your student to read.

Toys games or other personal materials from home are not permitted.

AFTER CARE PROGRAM

AFTER CARE HOURS: 3:15 pm –at 5:30 pm sharp.

Location(s): Main Office to sign out your student.

Cost: Fee schedule is on a sliding scale, based on the financial situation and size of your family.

The program complements, rather than duplicates, the school day by giving students the opportunity to relax, unwind, have a snack, socialize with peers, work on homework and play.

Gum, candy and toys from home are prohibited.

Important to Note:

****The Aftercare program begins immediately following school at 3:15 pm and ends promptly at 5:30pm.**

****If you arrive at 3:35 to pick up your student, your student will have been sent to After Care. If your student has received snack, you will be charged the daily rate.**

****If your student is registered in another after school activity or program, and you arrive after that program has ended, and your student is registered for After Care, they will be sent to aftercare to wait for your arrival. You will be charged the daily rate.**

****If your student arrives in After Care and is given a snack after attendance has been taken, you will be charged the daily rate regardless of pickup time.**

After 5:30 pm the front door locks. A late charge fee of \$1.00 per minute is charged for every minute that you are late picking up your student. This will be automatically calculated and added to your bill. Three late pick-ups will result in the removal of your student from the program.

Failure to pick up your student will result in notification to the appropriate authorities.

SCHOOL TRANSPORTATION is NOT provided to or from the Before and After School Care Program.

AFTER CARE Student Procedures

School Dismissal is 3:15pm. After Care students arrive at the designated area and immediately sit at their assigned grade level tables. Students place their belongings and backpacks on the floor next to them, then are provided with a lite snack. They will be called by table to receive their snack. This is when/how attendance is taken. Students are given time to unwind and socialize quietly during this time. Supervised Homework /D.E.A.R- (Drop Everything And Relax/Read) time is scheduled Monday-Thursday from 4:00-4:30pm, followed by outside play, computer lab time, and/or drawing/coloring.

Due to Covid-19 – students will not be sharing supplies, games, toys, etc. Each student will be given a pencil case containing basic supplies to keep in their backpack. Also, please send a book for your student to read.

AFTER CARE SNACK

An afternoon snack is provided. Your student is permitted to bring a healthy snack from home if they wish. ***Gum or candy is not considered a snack. Snack sharing is not permitted.** Snack is distributed beginning at 3:30pm. ****If your student arrives at Aftercare, checks-in, takes a snack, then departs, you will be charged the daily rate.**

TOYS from HOME

Toys, games, activities, stuffed animals or other materials from home, and reward items from school are not permitted. They are to remain in the student backpack.

OUTSIDE PLAY

Weather permitting, we will play outside. If your student cannot play outside, please provide the health clinic and the Aftercare program with the physician’s note specifically stating the limits of outside activities due to a medical condition. A note from the physician must be on file to keep the student inside. Please provide your student with appropriate jackets or sweatshirts for cooler days.

The playground will not be available until further notice

HOMEWORK Policy

Our daily schedule includes 30 minutes of quiet time for all grades, Monday through Thursday for supervised **Homework/DEAR - (Drop Everything And Relax/Read) Time**. During this time, Aftercare staff will be available to provide some guidance if needed but cannot be expected to check the students work for accuracy or completeness or provide individual tutoring. *****Please see that your student is prepared to complete his or her homework, by keeping the supplies we have provided to them in their backpacks. Also, send student with a book to read.***

Program Fee

****The fee schedule is determined by the Sarasota County School Board. ****

Fees are on a sliding scale based on the financial status and size of the family. Discounts are available for more than one student in a family and to those who qualify for the reduced or free lunch program. **It is the parent/guardians' responsibility to provide the Child Care Director with the documentation of free or reduced lunch, to receive the discount.**

If there are any questions concerning qualifying for free or reduced lunch program **or awaiting confirmation**, your student will be registered in the **regular category** until your family qualifies and a copy of the completed form is given to the Child Care Director. You may obtain information and forms on qualifying for free or reduced lunch at www.Sarasotacountyschools.net **Food and Nutrition.**

Fee Calculation

Calculation of fees is according to daily rate. **Tuition fees for the previous week are billed every Monday and are due immediately. Delayed payment, two weeks overdue, will result in program suspension until the bill has been paid.**

Fee Categories

A.M.	P.M.	IF REDUCED	IF FREE	OTHER
Child Care	Child Care	LUNCH	LUNCH	FEES
\$4.00 per child/ per day	1st child- \$8.00/day 2nd child-\$7.00/day 3rd child -\$6.00/day	1st child- \$7.00/day 2nd child-\$6.00/day 3rd child -\$5.00/day	1st child- \$6.00/day 2nd child-\$5.00/day 3rd child -\$4.00/day	Late fees \$1.00 per minute

Payment Options

We accept cash, check or credit cards in the front office during morning care drop-off or aftercare pick-up. A payment receipt will be provided upon payment. The easiest way to make payments is through Smartcare, our childcare software. See information below.

****We do accept advance payments. You will see your credit balance reduced by weekly charges on statement emailed on Mondays.**

Student Pick-Up

Safety is top a priority. Therefore, the registration form should indicate all individuals that may be collecting your student with correct phone numbers. Until individual authorized persons are known and recognized by staff, a photo identification will be required. If they are not on the list, they **WILL NOT** be released until we can obtain satisfactory verification. Please let staff know if someone new needs to be added to your Child Care pickup list beforehand.

You are required to physically come into the front office to sign your student(s) out from the program. We **WILL NOT** release your child to a waiting car. **Please do not call ahead for your student(s)**. For safety reasons, students cannot wait in the sign-out area for a parent/guardian to arrive. A sign out kiosk is available in the front office lobby. Once you download the Smartcare App (see information below) you will be sent a QR code so you can use your phone for touchless sign out. As another option, you will also be given a PIN that you can enter on the kiosk touchscreen. The third option is a sign out sheet with students listed alphabetically. You will record the time of pickup on the appropriate day, and then initial.

A late fee of \$1.00 per minute will be charged when you pick up your student(s) after 5:30 pm. Three late pickups will result in program dismissal.

ILLNESS and INJURY

Minor injuries will be handled at the program; the parent/ guardian will be notified immediately if medical attention is needed or the injury is questionable. If the injury is serious, 911 will be called first and then the parents will be contacted.

****Please note:** Aftercare personnel have basic first aid knowledge. We are not trained to administrator: an EpiPen, CPR, monitoring for low blood sugar levels or provide AED. Any serious medical emergency that requires an urgent response will be reported to Emergency personnel, the parent/guardian, and the administration.

Medications- No medications will be dispensed or administered in the LNS Childcare program.

If your student comes the program ill or becomes ill, you and/or your designee will be called to pick up the student. You will be charged the daily rate.

AFTERCARE PERSONNEL

Laurel Nokomis Child Care program employees undergo the hiring process of the Sarasota County School Board. This process includes references, background checks, drug testing and fingerprinting. All staff members have a sincere interest in working with students.

SMARTCARE (LNS childcare software)

Once your registration package has been accepted and enrolled, you will receive an email from Smartcare with a link to verify your email address and setup your account. We use this software for tracking attendance, billing, and payment collection. It is recommended that you use the web portal and/or phone app. for the ease of signing your student in/out of childcare programs, receiving your bill every Monday, and making payments in a timely manner. There are user guides available on both the website and within the app.

PROGRAM CONTACT:

tricia.card@sarasotacountyschools.net

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CHILDCARE SAFETY RULES for Students

** Please share and review this page with your student.

The following Child Care Guidelines are in place to provide a safe and secure environment for program participants:

Due to COVID-19 Face coverings will be required during both morning and after school care.

- 1. Show respect for people and property.**
- 2. Follow ALL safety protocols.**
- 3. Follow directions the first time they are given.**

****It is important to note that LNS School rules will also be in effect to provide consistency for the students throughout their day.**

Child Guidance and Management Policy

The Childcare staff believes in a positive approach to behavior management and employs a positive reinforcement approach. Students are expected to follow rules. The Aftercare staff will redirect misbehaviors by using positive language with simple explanations. The following actions for misbehaviors may include:

1. 'Chill Time' -being removed to a quiet area to regroup to think about the misbehavior.
2. A written apology for being accountable for the misbehavior.
3. In cases of serve misbehavior, an Aftercare Misconduct documentation report will be completed for the parent/guardian to acknowledge and sign.
****Three written Child Care Misconduct documentations will result in program suspension/dismissal****
4. In serious situations and/or matters: Immediate dismissal from program.

Program Suspension/Dismissal

It is our objective to meet the needs of our students; however, rules and regulations need to be followed. The following rules and regulations are cause for immediate program suspension or program dismissal.

1. **Prohibited behaviors such as: fist fighting, biting, aggressively kicking, scratching, inappropriate use of language, inappropriate body language, actions and insubordination.**
2. **Three written Child Care Misconduct documentation reports.**
3. **You or you designee are repeatedly late after 5:30 pm to pick up your student.**
4. **Failure to pay or continually delinquent in paying tuition.**

Parent Agreement

1. I understand that I am to follow payment procedures. ****Delinquent accounts will result in program suspension until paid. ** This is a requirement for program participation.**
2. I understand that tuition payments are due upon receipt. This is a requirement for program participation. Program suspension will be enforced.
3. I understand the LNS Childcare accepts advance payments, cash, check or credit cards.
4. I understand that calculation of fee is on a daily rate based on the financial situation and size of family allowing for a sliding scale as determined by the Sarasota County School Board.
5. I understand that documentation of free or reduce lunch is necessary to receive discounts.
6. I understand that my student must abide by the Laurel Nokomis Code of Student Conduct. Three written Child Care Misconduct documentation reports will result in program suspension or dismissal.
7. I understand that the only people listed on the LNS Childcare Registration form, presenting a valid photo ID, will be allowed to pick up my student.
8. I understand that I will provide documentation in cases of custody situations and the documentation will be kept on file.
9. I understand PICK UP TIME is BEFORE 5:30 pm. Late charges are \$1.00 per minute will be enforced for children remaining after 5:30 pm.
10. I understand that three late pick-ups may result in program termination.

2020-2021
LNS Child Care Program
Student and Parent Handbook
Student and Parent Acknowledgement Form

Student's Name: _____ Grade/Teacher: _____

I have reviewed the LNS Student/Parent Child Care Handbook.

I understand the policies and procedures that have been outlined in the LNS Child Care Program Student and Parent Handbook. I understand that these are in place to ensure the comfort, safety and well-being of my student attending the program. I have read them and agree to follow them.

**** I have also discussed the rules of the program with my student(s).**

****I understand face coverings will be required during morning and after school care program.**

Parent/Guardian Signature: _____

2020-2021 Date: _____

****This page is to be submitted with the Registration form. Thank you.**