



Ivywood Classical Academy

Before & After School Care Handbook

Our Mission:

Ivywood Classical Academy teaches and equips scholars to become moral and intellectual leaders in a self-governing society. We inspire wonder.

Our Vision:

Our scholars desire the truth, do the good, and love the beautiful.

Our Virtues:

The primary function of classical education is purposeful dissemination of knowledge. Students do not merely need to learn “critical thinking skills” but also need to furnish their minds and imaginations with something to think about. We call this wonder.

At Ivywood high academic achievement, personal discipline, moral character and responsibility are consistently reinforced through the study of classical liberal arts. The emphasis of our curriculum is upon the core disciplines of math, science, history, language arts, and foreign languages. Each of these disciplines is taught with an emphasis upon our own history and traditions as American citizens and inheritors of Western Civilization. Beyond curriculum, all students at Ivywood are trained in study skills such as time management, organization and note taking that are essential for building stamina for further academic pursuits.

Our success is born out of the intentional interaction between teacher, student and curriculum. Without dedicated, competent teachers, the best educational practices will never come to fruition in the classroom. Ivywood’s teachers are professionals who believe in the mission of Ivywood and embrace the responsibility of carrying it out. Our classroom instruction is knowledge-based, and teacher-led, incorporating the Socratic Method of engaging dialogue between the teacher and the student. Our curriculum is relevant to all students, regardless of their current position in their path to knowledge and our team is intentional in meeting the needs of each student.

Welcome



Welcome to Ivywood Classical Academy's before and after school child care program. The program is set up for Ivywood Classical Academy students who need before and after school child care.

Program Philosophy

Ivywood Classical Academy Childcare exists to provide a safe, developmentally appropriate environment for **K – 5th** grade children. Our focus is to provide stimulating care and education experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

Days and Hours of Operation

The program is scheduled to operate Monday through Friday from 7:00am-8:15am before the school day begins and from 3:45pm-6:00pm in the afternoon after the school day has ended. The Principal of the Academy or her designee is the administrator of the childcare program.

Fee Policy

This is a pre-paid program only. See fee options below:

Pre-Paid Fee Options

AM Session \$7.00/day	PM Session \$9.00/day * Early release Fridays remain \$9.00 a session	AM & PM Session \$14.00/day	Register for Full Week (AM or PM) \$5.00 discount/week	Sibling Discount Full pay for child #1; 10% discount for each additional child
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This fee includes both morning and after school childcare. In the event of an emergency, the daily fee applies and payment will be expected at time of pick up.

Payment

Parents are required to pay for child care in advance. Payments are due the Friday before child care is to be utilized.



When paying you will be issued a receipt for funds paid. **There will be a \$20.00 fee assessed for a check returned for insufficient funds.** Failure to make payment will result in loss of childcare services.

Late Payment/Negative Balance

If a family accumulates an outstanding bill of \$35, child care services will be withheld until the balance has been paid. Once an outstanding bill notice has been given, the family has 5 business days to issue payment. If a negative balance has been occurred for 10 days, the student cannot take part in child care services until the balance is paid in full. Therefore, the student must be picked up from school at dismissal.

Late Arrival

Children that are not picked up on time (before 6:00pm) will occur a \$20 fee. If the child has not been picked up by 6:15pm, another \$20 fee will be charged. This pattern will follow for every 15 minutes thereafter.

Daily Schedule:

Before School Program

7:00-7:15 – Educational video, read, quiet time

7:15-7:45 – Kdg-2nd Gym; 3rd-5th Games/Table Toys (i.e. Legos)

7:45- 8:15 – Kdg-2nd Games/Table Toys (i.e. Legos); 3rd-5th Gym

After School Program:

3:45-4:00 – Check In/Bathroom Break/Begin Homework

4:00-4:30 – Homework/Tutoring/Reading

4:30-5:00 – Kdg-2nd Games; 3rd-5th Playground

5:00-5:30 – Kdg-2nd Playground; 3rd-5th Games

5:30-6:00 – Snack/Educational Video/Quiet Time/Reading

6:00 – Closing

After School Program (Early Release Fridays)

1:45-2:00 – Check In/Bathroom Break/Begin Homework

2:00-2:30 – Homework/Tutoring/Reading



2:30-3:00 – Kdg-2nd Games; 3rd-5th Playground

3:00-3:30 – Kdg-2nd Playground; 3rd-5th Games

3:30-4:00 – Kdg-2nd hands on science; 3rd-5th Craft

4:00-4:30 – Kdg-2nd Craft; 3rd-5th hands on science

4:30-6:00 – Snack/G Rated Movie/Books/Quiet Time

6:00 – Closing

Activities

Activities will consist of arts and crafts, regular games, a study time, music and creative movement activities, as well as outdoor time.

Outdoor Play

Outdoor play is a fun, healthy part of our childcare. Make sure your child has appropriate clothing for outdoor play in all seasons. Snow pants, boots, hats and mittens are needed for the colder months. We have a safe play area, which is suitable for all children.

Bathroom Policy

Children must be able to efficiently use the bathroom *independently*. Staff is not able to assist children in the bathroom in regards to wiping or changing soiled clothes. Pull-ups and diapers are prohibited.

Discipline Policy

Ivywood Classical Academy believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings and when possible, develop an understanding and respect for the feelings of others. Discipline should not damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she is involved.

The goal of positive methods of discipline is for children to develop the skills that are necessary for healthy growth toward self-discipline. Staff members will:

- Give positive suggestions and feedback by explaining to children what they can do, rather than what they can't do.
- Redirect unacceptable behavior
- Encourage children to express their feelings.



At no time will our staff/volunteers:

- Inflict any type of corporal punishment such as hitting, shaking, biting, pinching or binding.
- Children will never be deprived of meals, snacks, rest or necessary toilet use.
- Staff will never humiliate, shame or threaten children.
- Children will not be confined in a closed area.

Non-severe discipline or restraint may be used when reasonably necessary, only to prevent a child from harming themselves or to prevent a child from harming others persons or property.

For further details, please consult the school's Student Code of Conduct.

The Academy's Code of Conduct guides behavior management practices for children in childcare. After communicating and working with a child and his or her parents to correct misbehavior, the administrator may determine that a child has not adjusted to childcare activities and consequently will ask parents to find other services for their child. If possible, a two week advance notice will be given.

Fighting, weapons, drugs or other dangerous activity is forbidden in childcare and will result in suspension and/or exclusion from childcare. Bullying and intimidation are not tolerated.

If a child's behavior affects the safety of staff or other children, enrollment in the childcare program will be terminated immediately.

Site Information

Emergency Cards:

Parents must complete an emergency card at time of enrollment. **Your child will ONLY be released to an adult 18 years or older authorized on the card.** Please keep us up to date if the information on that card should need to be changed.

Sign-in and Sign-out Procedures

Ivywood Classical Academy does NOT assume responsibility for your child until he or she is signed in by the parent or guardian (as required by State of Michigan Licensing).

A child **may not** sign himself or herself in or out of childcare services. The only person who can sign in a child or pick up a child is the parent or person designated on the emergency card.

The parent or approved person bringing a child to school or picking up the child at the end of the school day must bring the child to the child care room in the morning and



sign in. The person picking up the child after school must come to the childcare room and sign the child out.

Sign-in and sign-out procedures must be followed or services will be terminated. Calling ahead does not meet the standard for signing in or signing out. If a parent will have someone else drop off or pick up his or her child, the child care supervisor must be notified of the person's name and relationship or the child will remain in childcare until a properly authorized person comes to pick up the child.

Release of Children

Only those people listed on the Emergency Card will be allowed to pick your child up from school. All "Pick-up People", other than parents must be at least 18 years old and will be asked to show photo ID before your child is released. This policy must be strictly adhered to for your child's safety and compliance with Day Care Licensing Rules. We understand that situations may arise where someone who may not be one the Emergency Card will need to pick your child. We will not be able to release your child to that person unless we have consent from you. The person picking up will also need to show identification in order for the child to be released. For your child's safety, we will not release them to someone not on the their Emergency Card, or to anyone on the card who does not appear to be safe pick up person, due to intoxication or other impairments. The following steps will be taken when a parent or other pick-up person appears to be intoxicated or otherwise impaired.

The Staff will attempt

Contact the other parent or another person responsible for the child.

- Keep the child until another authorized person can pick the child up.
- If the pick-up person insists on leaving, the staff will tell the pick-up person that they feel it is not safe for the child to ride with him/her and notify the local police as soon as they leave the facility.

Custody Issues

We realize that for our families, sometimes custody is an issue. We must have a copy of custody order on file outlining your child's custody arrangement. Only with this order may we respect any wishes you might have for your child not to be released to the non-custodial parent.

Criteria for Admission/Withdrawal ADMISSION



Children from K to 5th grade are able to attend childcare. An Emergency Card is required before admittance to childcare as well as, filling out childcare enrollment paperwork.

- **Paperwork must be filled out every year by every student utilizing childcare, even returning students.**

WITHDRAWAL

Children may be withdrawn from the program at the discretion of a parent or legal guardian at anytime. Please notify the supervisor in writing, on or before the date of withdrawal.

Ivywood Classical Academy may terminate service if any of the following occurs:

- Parent failure to follow sign-in and sign-out procedures.
- Failure to pay childcare bill in a reasonable time (10 business days)
- Repeated failure of child to maintain good behavior.
- Child fighting, bullying, and/or intimidating another student.
- Child showing disrespect or threat to the child care staff.
- Parent failure to pay fines on time.
- Parents repeated failure to pick up child at arranged time.
- Any behavior or action of your child that threatens the well-being of another child that creates unsafe or threatening conditions for another child.
- Parent(s) disrespectful, threatening, or argumentative actions toward childcare staff, supervisor or toward another parent or child.

CALENDAR

Standard childcare hours of operation are from 7:00am-8:15am and 3:45pm-6:00pm.

Our aftercare services will follow the Ivywood Classical Academy school calendar. Parents will be given notice if the program will operate on days the Academy is closed for the service days. The program will be CLOSED if the school is closed due to inclement weather or other emergency situations.

Childcare will be closed on the days that the Academy is closed for the holidays in the school calendar.

School Closures



Please consult the school schedule for planned school closures. If the school district in your child's program deems it necessary to close due to weather conditions than childcare will not be in session. Listen to local TV stations or radio stations for closings. We will make every effort to notify you if school will be canceled for any other reason. If a storm or other emergency should be so severe that school needs to close during the school day, reasonable efforts will be made to contact parents or designated persons. The Academy stresses the need for parents to have an alternate person to pick the child up at school in case of emergency closings.

Illness

The school does not have facilities to care for children when they are sick. If your child is not feeling well, please keep him/her home. If your child becomes ill while at school, you will be notified using the information you provided on your Childcare Information Card. Please have a plan so that you or your emergency person will be able to pick up your child up promptly if necessary.

Children should not attend Childcare when the following conditions are present:

- Temperature above 100 degrees
- Unusual drowsiness, excessive sleep or the child appears ill.
- Complaints of pain.
- Vomiting two or more times in a 24 hour period
- Three or more loose or watery bowel movements in a 24 hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open daring areas on the skin.
- Ringworm, lice or pinworm.

Injury

In the course of the day, a child may have a minor accident resulting in a bandage or soothing words. When this does occur, we will send home a notice with your child to let you know what happened. At no time will any medicines or chemicals be used to treat injuries.

- If necessary, 911 will be called. Basic first aid and comfort will be given to the child.

You will be contacted. If we are unable to reach you, the emergency person listed on the **Child Information Card** will be called.



Medication

Childcare staff is not allowed to administer over the counter medications. All requests for administering any medication must be made through the principal's office.

Emergency Drills/CPR and First Aid

All sites practice emergency routines monthly for escaping fires and hold tornado drills regularly during tornado season. All staff members at Ivywood Classical Academy are certified to administer CPR and minor first aid. In the event of an accident or medical emergency, every effort will be made to notify the child's parents. If a serious injury or illness occurs, the child will be transported by emergency vehicle to:

St. Mary Mercy Livonia; 36475 5 Mile Rd, Livonia, MI 48154; 734.655.4800

Child Abuse and Neglect Reporting

Program staff members are required by state law to report any and all suspected child abuse or neglect.

Grievance Procedure

We will always do our best to provide you and your child the highest quality services. If you feel that you need to file a complaint or grievance, we ask that you use the following procedure:

- Make contact with the person (s) you have a complaint against.
- Try to resolve the problem on an informal basis
- Bring as much information as possible to this meeting
- If the matter has not been resolved, contact the Program Director or Administrator

NO SMOKING

In compliance with Michigan Public Act 116, there is no smoking in the building or on the grounds. We also ask that you do not smoke at any off-site function in the presence of the children.

Licensing Information

Our site is licensed by the State of Michigan.

Health Care Plan



Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in childcare settings.

Illnesses may be spread by way of:

Human waste, such as urine and feces, body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood, direct skin-to-skin contact, touching a contaminated object, the air, in droplets that result from sneezes and coughs. Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness- spreading condition in the same way. When physical, mental, or social health concerns are raised for the child or for the family, they should be addressed appropriately, often by referring the family to resources available in the community.

Hand Washing Procedure

Hands shall be washed with soap under running water. The following are **not approved** substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleansing wipes.

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Additional Hand Washing Information

- By using a paper towel to turn off the water faucet, staff that have just completed hand washing prevent re-contamination of their hands.



- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the re-contamination problem.
- To keep soap from becoming a breeding place for microorganisms, thoroughly clean soap dispensers before refilling with fresh soap.
- When hand-washing facilities are not available at a remote work site, use appropriate antiseptic hand cleaner or antiseptic towelettes. As soon as possible, rewash hands with soap and running water.
- Good practice mandates that staff members always wash their hands, upon arrival for the day or when moving from one child care group to another

Before and after:

- Eating, handling food, or feeding a child
- Giving medication
- Playing in water that is used by more than one person
- After:
 - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
 - Handling uncooked food, especially raw meat and poultry
 - Handling pets and other animals
 - Playing in sandboxes
 - Cleaning or handling the garbage

Universal Precautions/Handling Bodily Fluids

As protection against blood-borne pathogens, staff members are to use universal precautions when coming in contact with the blood or bodily fluids of any person. Strict adherence to universal precautions prevents exposure to blood-borne pathogens including HIV and Hepatitis B. The following universal precautions apply:

- Wear latex gloves when coming into contact with blood, skin and mucous membrane cuts, or any open lesion.
- Wear latex gloves when coming into contact with urine, stool, or vomit.
- Use gloves for the care of only one child and then discard the gloves.
- Wash hands after discarding the gloves.
- Properly dispose of contaminated materials in a properly labeled bio-hazard container.

Cleaning Up Body Fluids

Treat urine, stool, vomit, blood, and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately.



For small amounts of urine and stool on smooth surfaces wipe off and clean away visible soil with a little detergent solution. Then rinse the surface with clean water. Apply a sanitizer to the surface for the required contact time.

For larger spills on floors, or any spills on rugs or carpets:

Wear gloves while cleaning. While disposable gloves can be used, household rubber gloves are adequate for all spills except blood and bloody body fluids. Disposable gloves should be used when blood may be present in the spill. Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have. Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that has been securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available. Immediately use a detergent, or a disinfectant-detergent to clean the spill area. Then rinse the area with clean water.

For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area with a detergent-disinfectant rather than with a bleach solution. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary.

Sanitize the cleaned and rinsed surface by wetting the entire surface with a sanitizing solution of bleach in water (1/4 cup of household bleach in 1 gallon of water) or an industrial sanitizer used according to the manufacturer's instructions. For carpets cleaned with a detergent-disinfectant, sanitizing is accomplished by continuing to apply and extract the solution until there is no visible soil. Then follow the manufacturer's instructions for the use of the sanitizer to be sure the carpet is sanitized by the treatment. Dry the surface.

Clean and rinse reusable household rubber gloves, then treat them as a contaminated surface in applying the sanitizing solution to them. Remove, dry and store these gloves away from food or food surfaces. Discard disposable gloves.

Mops and other equipment used to clean up body fluids should be:

- Cleaned with detergent and rinsed with water
- Rinse with a fresh sanitizing solution
- Wrung as dry as possible
- Air-dried



Wash your hands afterward, even though you wore gloves. Remove and bag clothing (yours and those worn by children) soiled by body fluids. Put on fresh clothes after washing the soiled skin and hands of everyone involved.

Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.
- Cloths can be rinsed in solution for food preparation areas, large toys, books, and activity centers.
- Objects, such as small toys, can be dipped into a container filled with the sanitizing solution.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, countertops, and tables.

Note: Spray bottles and other containers should ALWAYS be labeled with the name and strength of the solution they contain and kept out of reach of children. In addition, fresh air should be moving about when sanitizing (a large fan or windows open).

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1/4 cup household (not industrial strength) bleach + 1 gallon of cool water OR
- 1-tablespoon bleach + 1 quart of cool water.

Other examples of sanitizing solutions include but are not limited to:

Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions. Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

Exclusion or Dismissal of Children Due to Health Concerns

The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the center. The center shall ask the parents to consult with the child's health care provider. The staff shall ask the parents to inform them of the advice received from the health care provider. The advice of the child's health care provider shall be followed by the center.



The program shall temporarily exclude a child, to a supervised area, or send the child home as soon as possible if one or more of the following conditions exists:

- a) The illness prevents the child from participating comfortably in activities as determined by the childcare provider.
- b) The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children as determined by the childcare provider.

c) The child has ANY of the following conditions:

- FEVER – the child will not be able to come back to school until 24 hours AFTER the fever is gone with NO fever reducing medication
- Symptoms and signs of possible severe illness (until medical professional evaluation finds the child able to be included at the facility). Symptoms and signs of severe illness shall include:
 - Lethargy that is more than expected tiredness
 - Uncontrolled coughing
 - Inexplicable irritability or persistent crying
 - Difficulty breathing or wheezing
 - Other unusual signs for the child
 - Diarrhea – defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool that is not contained by the child’s ability to use the toilet
 - Blood in stools – not explained by dietary change, medication or hard stools.
 - Vomiting illness – (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration
 - Persistent abdominal pain – (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms
 - Mouth sores and drooling – unless a healthcare provider or health department official determines that the child is noninfectious
 - Rash with fever – or behavior change, until a physician determines that these symptoms do not indicate a communicable disease
 - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) – until after treatment has been initiated. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it.
 - Pediculosis (head lice) – from the end of the day until after the first treatment and NO NITS remain
 - Scabies – until after treatment has been completed
 - Tuberculosis – until a health care provider or health official states that the



- child is on appropriate therapy and can attend child care
- o Impetigo – until 24 hours after treatment has been initiated
 - Strep Throat – or other streptococcal infection... until 24 hours after initial antibiotic
 - Varicella-Zoster (chicken pox) – until all sores have dried and crusted (usually 6 days)
 - Pertussis –until 5 days of appropriate antibiotic treatment (currently erythromycin, which is given for 14 consecutive days) has been completed
 - Mumps – until 9 days after onset of parotid gland swelling
 - Hepatitis A virus – until 1 week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
 - Measles – until 4 days after onset of rash
 - Rubella – until 6 days after onset of rash
 - Unspecified respiratory tract illness
 - Shingles (herpes zoster)

Community Resources:
Local Health Department

734.727.7100

Local Hospital

734.655.4800

Regional Poison Center

313.745.5711