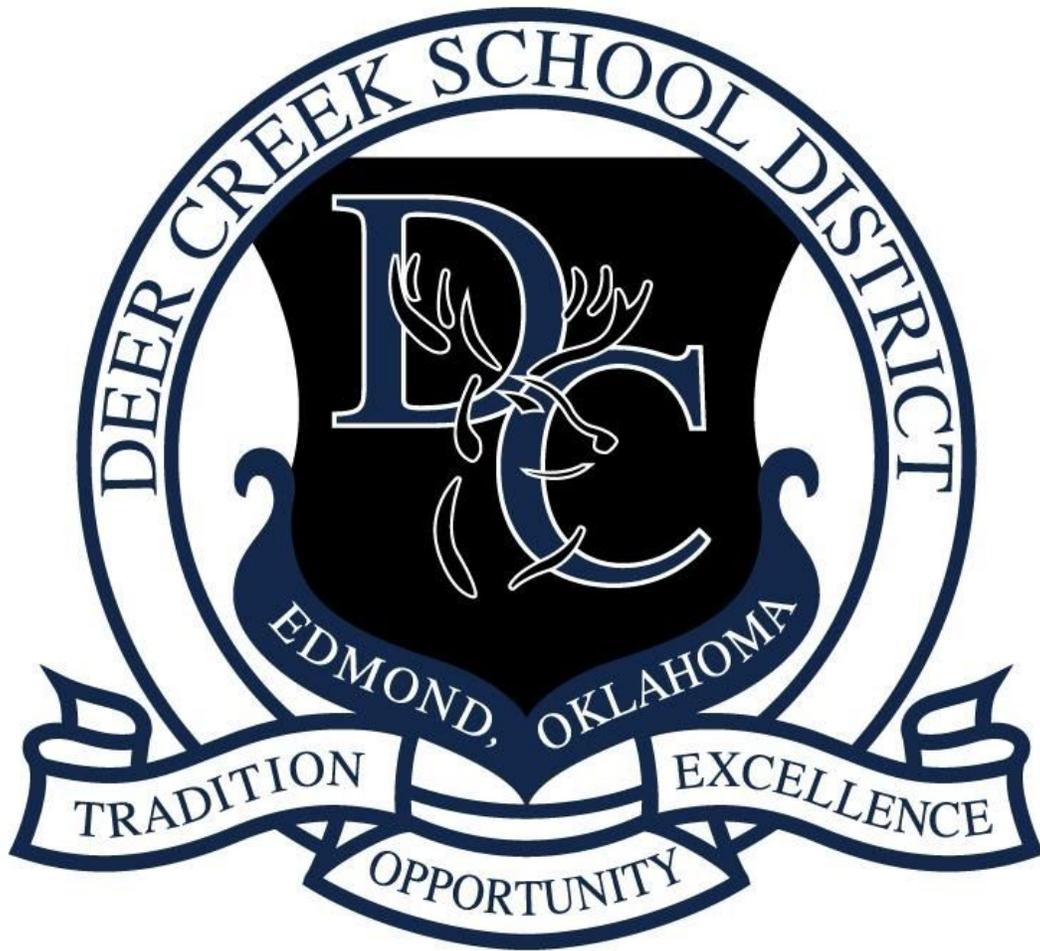


**Deer Creek Schools
Antler Care
Before/After Care
Parent Handbook**



Antler Care Parent Handbook

The Program

The Antler Care before/after school program is meant to be a fun and enjoyable extension of your child’s day. Students participate in games, arts & crafts, and other fun activities - an afternoon snack is provided. A time for students to complete their homework is also available.

Antler Care designs weekly lesson plans that are appropriate for the children’s developmental levels. Each lesson plan will include the following activities each week: Reading, Arts & Crafts, Gross Motor Skills (Gym or Outdoor Activities), Science & Nature, and homework time.

Program Hours, Monday - Friday while school is in session:

AM: 6:30am – 8:35 am / PM: 3:35pm-6:15pm

The Antler Care program is located at all of the Elementary school locations.

Enrollment, Tuition and Payment Policies

General Enrollment Policies

- We do not discriminate based on race, color, sex, religion, origin, or as otherwise prohibited by law.
- Children must attend the school in which the program is located
- Registration forms are accepted on a first come, first served basis – online only
- If a child cannot be placed in a program due to full enrollment, the child will be placed on the waiting list

2019/2020 Rate Plan Options		
Programs	Contract Weekly	Drop-In Rates
AM (K-4)	\$45	\$25
PM (K-4 th grade)	\$70	\$30
Both AM & PM (K-4 th)	\$95	\$50
AM (Pre-Kindergarten)	\$60	\$30
PM (Pre-Kindergarten)	\$80	\$50
Both AM and PM (Pre-K)	\$110	\$65

A \$50 registration fee per family will be assessed and charged via the FACTS Management online payment system each school year.

*Drop in students, who are currently enrolled, are accepted on a space availability basis, call for info.

Fall & Thanksgiving Break - \$50/per day; Winter & Spring Break - Extra fees will apply; Antler Summer Camp Care - Extra fees will apply

Methods of Payment

FACTS Management Tuition program is used for payment for Antler Care. We do not accept cash, check or money order. All payments must be paid through FACTS Management.

Client agrees to and understands the following stipulations:

- Enrollment in the FACTS Management, auto-pay program is required to participate in the Antler Care program.
- Payment for each week of the school year is required regardless of attendance with the exception of pre-scheduled school closures.
- Weekly tuition is not prorated and is due even during unexpected school closures due to weather or other circumstances and regardless of the number of days your child attends.
- Two weeks advance written notice to our main office for program changes or withdrawals is required.
- A payment processing fee is assessed to clients that are unable/unwilling to meet the above payment requirements.
- Payments will be withdrawn from your account according to the schedule you have pre-arranged with FACTS Management.
- There will be a \$20 non-attendance fee assessed if you fail to attend once you have reserved a space for any pre-scheduled school closing. (Fall, Thanksgiving, Winter, Spring Break, etc.) If there is not sufficient enrollment in school closing care, we reserve the right to cancel the session.
- Only clients who sign up to attend pre-scheduled school closures are billed for those days.
- Once you have been sent an email confirmation that your child is enrolled in the Antler Care Before/After Care program, an email will be sent from FACTS Management instructing you to set up your online payment plan.
- If there are unresolved payments on your FACTS Management account your child will be ineligible to sign up for future Antler Care until your account is in good standing.

Intersession Days

Intersession Days are those days during the school year when there is no school. *Antler Care provides care on most of these days. We consolidate our programs to use fewer locations on these days, the specific school site will be included in the sign up information for each break.

Field trips may be planned during these days of care. Specific information regarding field trips will be included upon sign up.

**For specific dates please see the current Antler Care Open/Close Schedule*

Late Pickup Fee

A late pick up fee shall be charged and collected if a child is not picked up by closing time. Late pickup fees are billed to clients on the day that the late pickup occurs. Fees accrue at the rate of one dollar for each minute late. This is a fee per family. The late party must sign the Late Pick-Up log. The proper authorities will be notified if your child is left longer than 30 minutes after closing.

Arrival and Departures

For the safety of the Antler Care program and the Deer Creek School District, all entrances to the school building are locked. There is a doorbell at each Antler Care site entrance, please ring the doorbell and an Antler Care staff member will answer the door.

Authorized Persons

When enrolling your child in Antler Care, the online form completed by parent/guardian indicates authorized persons allowed to pick up your child. Only the persons listed on the registration form will be allowed to pick up our child and **they will be required to show proper identification.**

Child Custody

Unless a valid court order is provided, Deer Creek School District Antler Care will presume that both parents have equal custody rights regarding the child. Until a court order is on file, the staff will allow the child to be picked up by those listed on the enrollment form. Once a valid court order establishing superior custody of either parent or a third party is received, only the superior custodial parent or a third party may alter information on the DHS Child Information form. Deer Creek School District will strictly follow the ruling of the court order.

Sign-In and Sign-Out

Your cooperation will help ensure your child's safety. Each day parents or authorized persons are required to:

- Make sure their child is signed-in upon arrival
- Make sure they have initialed "yes" or "no" on the daily breakfast listing.
- Inform the staff of any necessary information
- Sign-out the child and notify the staff before leaving the program

Closings

Holidays

Antler Care is closed on most major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and the week of Christmas.*

**For specific dates please see the current Antler Care Open/Close Schedule*

Due to Weather or Emergencies

In the event of bad weather, hazardous road conditions or other emergencies, please watch local programming. If the school district is closed, Antler Care will also be closed. Your student will be sent home using the Antler Care Emergency Information form that you completed at the beginning of the school year. Full tuition is still due.

Emergency, Accident or Injury

The Antler Care staff makes every effort to ensure the safety of your child. Unfortunately, accidents may occur. In the event of a medical emergency or injury, the staff will do the following:

In a non-life-threatening situation or injury:

- A staff member will administer first aid
- The child will be required to rest until he/she is able to resume normal activities
- The parent will be informed as to the injury when they pick up their child
- An injury/accident report will be filled out and kept on file.

In a life-threatening situation or severe injury:

- A staff member will stay with the child and send someone to call 911
- The parent will be called. If they cannot be reached, the staff will attempt to contact the child's doctor.
- A staff member will accompany the child to the hospital or doctor's office if parent is not available and will stay with the child until a parent/guardian arrives
- A staff member will contact Antler Care's main office

Procedures for Illness and Medication

Allergies & Medical Conditions

All allergies and medical conditions must be noted on the Child's Information Form. The site and main office should be made aware of any new allergies. We will be glad to work with families to accommodate food allergies. However, we must have medical documentation on file.

Illness

If a child displays one or more of the following symptoms, the parent will be contacted and expected to arrange to have the child picked up immediately:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Acute illness or severe pain
- Any other contagious illness

Until the parent arrives, the child will be isolated from the other children, supervised by a staff member, and kept as comfortable as possible.

Please keep your child at home until he/she has not had fever, vomiting, diarrhea or any of the other symptoms listed above for 24 hours. If medicine is needed to control any of these symptoms, the child should stay at home. This is advised so that we can limit the spread of contagious disease at school and so that your child can recover completely.

Antler Care follows the Deer Creek District Student Handbook in regards to all guidelines concerning the return of a child to school after leaving the program sick.

Medications

Medication will not be given to any child unless the parent completes the Medication Permission Form. All medication must be in the original container with the child's name, date, type of medication, amount and the time of dosage to be given clearly noted on the label. Parents are required to give the medication to a staff member so it can be stored properly. Staff will record the date, time dispensed, and the amount dispensed each time medication is administered. If medication requires food with it, crackers will be given. Medication left at Antler Care without instructions or that has expired will be properly disposed of.

Due to the short amount of time that your child is in the Antler Care program we strongly encourage medication be given before or after program hours.

Pediculosis (Head Lice) Policy

1. A student with head lice shall be separated from other children and personnel when direct inspection of the hair and scalp reveals the presence of crawling forms (lice) and or nits (eggs).
2. All efforts shall be made to contact the student's parent/guardian to come to school to take the student home.
3. The appearance and location of the lice and or nits on the student's head shall be demonstrated to the parent/guardian.
4. The student is expected to return to school the next day, accompanied by a parent/guardian and with evidence that he/she has been effectively treated. i.e. free of lice and nits.
5. The student will be inspected and if treatment is satisfactory, the student will be allowed to return to school.
6. If treatment is not satisfactory, the student will be sent home for further treatment.

Unless there is a significant amount of students with head lice, other parents in the Antler Care program will not be notified.

Reporting Abuse and/or Neglect

ALL employees must report all actual or suspected child abuse of any child attending the program as soon as possible to the Director. In accordance with Section 7103 of Title 10 of the Oklahoma Statutes, any person who has reason to believe a child has been abused or neglected is required to report the matter immediately to the statewide toll-free Child Abuse Hot Line, 1-820-522-3511. **It is a misdemeanor for any person to fail to report.**

Bathroom Procedures

1. Students are to use a bathroom pass during Antler Care.
2. Antler Care staff are to communicate with each other when students are in the bathroom area during the Antler Care program time.
3. Antler Care staff will monitor the bathroom area during Antler Care Program hours.
4. Antler Care staff will take students as a group to the bathroom before snack time, before and after outside play, and before and after gym play.
5. Anytime a student requests to use the bathroom during Antler Care the student will be allowed to go.

Behavior and Guidance

Behavior Policy

Antler Care makes every effort to recognize and encourage acceptable behavior. Consistent rules and routines, clear direction and explanations, and positive guidance and encouragement are all part of our behavior policy. Behavior and guidance is an on-going process and a necessary component for a healthy, successful life. Methods are determined by each child's understanding and their stage of development. Our goal is to help children learn self-control and how to be responsible for their own behavior. Conferences to discuss specific concerns are encouraged on an as needed basis between the parents, our staff, and the child.

Misbehavior Consequences

As during the school day, discipline consists of positive reinforcement re-directive activities and time for reflection. The use of corporal or physical punishment is NEVER permitted. Children are not subjected to verbal abuse, humiliation, or threats. Parents are notified when misbehavior occurs and of any continuing problems. Continuous misbehavior may result in suspension or dismissal from the program.

Procedures for Continuous Discipline Problems

1. Verbal warning to child and notification to the parent when behavior is unacceptable.
2. Written warning given to the parent to be signed and returned the following school day. By signing the documentation, a parent is acknowledging that they have received and read the document.
3. Parent/Director conference is scheduled in order to establish a mutually agreed upon plan for correction.
4. If problems continue, services will be suspended for 1 to 3 days.
5. After suspension, if the same pattern of misbehavior continues, Antler Care will encourage or require the parent to make other child care arrangements for the remainder of the semester or school year.
6. Antler Care reserves the right to skip any or all steps depending on the nature/severity of the misbehavior that occurs.

Causes for Immediate Dismissal

Antler Care will not continue services for a child:

1. When their behavior consistently endangers themselves or others.
2. When destruction of Antler Care property and/or school property occurs during the Antler Care program.
3. When they threaten another child and/or an adult in a manner that could result in severe bodily harm.
4. When behavior is consistently disruptive to the entire group and prevents the other students from learning or participating.
5. When a parent fails to comply with our policies or compromise the safety or well-being of the staff.
6. When a parent fails to show up for a scheduled conference to discuss the child’s behavior.
7. If a parent or guardian physically or verbally abuses another child, parent or Antler Care employee while in the program.
8. If the child leaves the Antler Care program site without permission.
9. For non-payment/delinquent payments or continued late pick-up.

Miscellaneous Information

Attendance

If your child is going to be absent, notify the staff at your program site or call the Antler Care main office and we will relay the message.

Deer Creek Elementary	Grove Valley Elementary	Prairie Vale Elementary	Rose Union Elementary	Spring Creek Elementary
405-531-9613	405-531-9702	405-531-9799	405-531-9494	405-531-9802

If circumstances force you to withdraw your child from Antler Care, we require advance written notice. Two-week written notice prior to the date of withdrawal is required in Antler Care’s main office in order to avoid additional tuition fees.

Hours of Operation

The AM before school program opens at 6:30 a.m. and lasts until school drop off time. The PM after school program starts when classes end at 3:35 p.m., pre-K starting at 3:15pm and the PM program closes at 6:15pm.

Outdoor Play

Antler Care feels that children need fresh air and physical activity daily. The students will go outside daily, weather permitting, unless the temperature or wind chill is below 34 degrees or the heat index or temperature is above 98 degrees. Sunscreen will be applied to students as needed.

Children will be kept inside for illness when a parent or doctor's note is provided. Antler Care employees will comply with each site Principal's policies and procedures in regards to outside activities.

Parent Communication

We encourage parents to discuss any concerns and/or suggestions they may have with the program site supervisor. In addition, parents can call the Antler Care administration office.

Jennie Brandon, Director, 405-531-9103 = office, 405-546-9023 = mobile
Makenna Ewing, Assistant Coordinator, 405-531-9216 = office, 405-546-5080 = mobile

Parent Conferences

Conferences may be scheduled, if necessary, to discuss specific concerns that may arise throughout the year.

Personal Belongings

Antler Care cannot be responsible for lost items. Parents will need to label their child's belongings. If your child brings money or something valuable, it is important that the staff is informed.

Spare Clothing

Accidents happen on occasion. If your child is sent home in a change of clothes from the Antler Care/School spare clothes, please launder and return them to the program as quickly as possible.

Pictures and Publicity

Deer Creek School District may photograph and/or video tape any special event at the program. On occasion, the news media will do stories relating to childcare and will be allowed to videotape, photograph or broadcast at our program sites.

Snacks

Antler Care provides an afternoon snack for each child in the Antler Care program. Snacks from home are allowed.

As of the 2019/2020 school year the school district is offering breakfast to students at an additional charge. Therefore, Antler Care will no longer serve breakfast during the morning before school care time. Parents can send breakfast to school with their students if they wish.

Tornadoes and Fire Drills

Emergency fire drills are conducted at least once a month. All staff are trained in fire safety and the use of fire extinguishers. Tornado drills are conducted monthly.

Toys and Cell Phones from home

There are many activities for the students at Antler Care. Toys from home are not allowed in the program unless they are part of a special project or planned activity. Cell phones are not

allowed in Antler Care. Should you need to send your child with a cell phone, make sure your child understands that it must be kept in his/her backpack during their time in Antler Care. Cell phones that are not kept in backpacks will be taken and placed in the Antler Care cabinet until the end of the program. Antler Care is not responsible for broken, lost or stolen items.

During late start Wednesday care or during school break care, Antler Care students may be allowed to bring a personal electronic device. This electronic device time is at the discretion of the site Supervisor with only 30 minutes or less of screen time per day as allowed per DHS guidelines.

Exceptions to limited screen time include:

1. Electronic media involving physical activity participation
2. Electronic media when used for children's homework
3. E-readers when used for reading
4. Smart boards and tablets when used for hands-on learning activities, such as drawing or puzzles
5. Occasional special activities, such as watching a movie; and
6. Assistive or adaptive technology for children with disabilities.

Your Child's Adjustment

It is normal for a child to have some fears about a new place. Try to prepare your child for the change as far in advance as possible. If this is the first time that your child will be away from you, he/she may be hesitant. You will find that a quick cheerful good-bye, a smile and reassurance that you will be back soon is easiest on your child. Sneaking out when our child is not looking is very hard on your child. This makes him/her feel insecure. Our school staff is prepared to make your child feel comfortable and eager to participate in the Antler Care activities.

OKDHS Compliance

OKDHS requires that all childcare facilities maintain a compliance posting (NOTICE TO PARENTS) and a compliance file that is accessible to parents on demand. The purpose of the compliance posting and compliance file requirement by OKDHS is to further improve parent communications.

Compliance Notice

This notice is displayed on or near the sign-in/out table during program operation.

Compliance File

This is kept in a binder in one of the Antler Care storage cabinets. Anyone wishing to view this binder is to be given immediate access as required by OKDHS.