



CATHOLIC CHARITIES OF LOS ANGELES, INC. – ST. MONICA – ADESTE PROGRAM
2017-2018 PARENT/GUARDIAN HANDBOOK

WELCOME TO THE ADESTE PROGRAM

Catholic Charities of Los Angeles, Inc. – St. Monica – Adeste Program welcomes you. The Adeste Program is a licensed program and has a long history of children entrusted in our care. The program offers a variety of activities; such as supervised homework time, arts/crafts and indoor/outdoor activities to enhance the child’s cognitive, physical, social and emotional development. The program is designed to provide a quality, day care service to working families with school age children. For a “Safe Harbor” is most important for the child’s protection and development.

LOCATION: St. Monica Elementary School 1039 7th Street Santa Monica, CA 90043

ELIGIBILITY: Children in grades K-8th

HOURS OF OPERATION: School days, from school dismissal until 6:00 p.m.

EXCEPTION: Catholic Charities of Los Angeles, Inc. – Adeste Program reserves the right to close the program and not provide its regular child care service for one day during the academic year to allow its staff to attend the agency-wide Staff Appreciation Day sponsored by Catholic Charities of Los Angeles, Inc. All parents will be given a minimum advance notice of thirty (30) days prior to this day, thus allowing for alternative child care arrangements to be made.

ADESTE PHILOSOPHY

Parents are a child’s first and most important teachers. Our staff provides an opportunity for children to interact with different adults who are trained to facilitate learning and offer care and comfort in the absence of the parent. Adeste is a “safe harbor” and we know that parents entrust their child to us for but a brief period and that they are in there for the long haul. When children interact with the people and objects in their world at the appropriate developmental level, they make progress in the cognitive, language, physical and social/emotional areas. We believe that children develop and grow to their fullest potential in an environment that is emotionally secure.

PARENT COMMENTS AND SUGGESTIONS

The Adeste program welcomes parent/guardian comments and suggestions to make the program even more valuable to the children. The Adeste program curriculum incorporates the following to ensure the quality of the program:

1. Supportive of the policies and procedures of the elementary schools.
2. The staff creates a safe, well-supervised environment.
3. The children are encouraged to provide input to the program and make choices among activities.
4. Activities are planned with an emphasis on active participation, enjoyment and safety.

ADESTE GOALS

The Adeste program goals are to:

1. Offer experiences in the areas of language, cognitive, social/ emotional growth, and physical development.
2. Provide consistent child-care, structure and routine for the child's day at the center.
3. Provide a program and environment that will support the growth of the child and provide a "Safe Harbor".

PARENT/GUARDIAN RESPONSIBILITIES AND OBLIGATIONS

The Parent/Guardian certifies that s/he has accurately completed all such forms and that s/he has read and agrees to abide by all provisions of the Parent/Guardian Handbook. Parent/Guardian agrees to notify the Adeste program immediately in writing of any change in the information provided on the forms listed below:

1. Identification and Emergency Information
2. Child's Pre-Admission Health History
3. Consent For Emergency Medical Treatment
4. Picture & Information
5. Participation In Activities

CONFIDENTIALITY

The Adeste program respects the privacy of children and their parent/guardian, while ensuring quality child care.

ADMISSION AGREEMENT POLICY

Basic Services: The Adeste program is a child-care center to provide child-care for children. For this purpose, "child care" means non-medical care for children who are in need of personal services, supervision, age-appropriate activities and informal education.

The Adeste program will maintain a set of rules for the protection of the child participating in the program. Parent/Guardian having acknowledged receipt of the Handbook and Contract agrees to abide by the provisions thereof. This applies to Drop-In children as well. In the event child becomes ill at Adeste, Parent/Guardian will be notified by telephone. Parent/Guardian or authorized representative shall have the child picked up from the Adeste program within (1) one hour of such notice.

PAYMENT PROVISION POLICY

BASIC RATES

Parent/Guardian shall pay per month for the Basic Services based on Adeste rates for such services. The rates are as follows per month:

1 Child: \$195.00 2 Children: \$285.00 3 Children: \$350.00

Each Additional Child: \$35.00

REGISTRATION FEE

Parent/Guardian shall pay the Adeste program a non-refundable annual registration fee of \$35.00 per child on the enrollment date and thereafter on the (first) of each year in which child is enrolled in the Adeste program. Also, if Parent/Guardian decide to withdraw the child from the Adeste program, for one month or more, during the nine month school year, a registration fee of \$45.00 per child will be due when child returns to the Adeste program.

DROP-IN RATES

Registration Fee (non-refundable) : \$35.00 per child

Regular School Dismissal: \$15.00 per child per day

Early School Dismissal: \$25.00 per child per day

Basic Monthly fee amount is due if child has been signed in the Adeste program for 10 days or more.

CHANGE IN SERVICES

Parent/Guardian shall notify the Adeste program in writing when requesting a change of service, whether it be from Basic Monthly service to Drop-In service or from Drop-In service to Basic Monthly service.

CHANGES IN ADDRESS OR TELEPHONE NUMBERS

Parent/Guardian agrees to provide written notice to the Adeste program within two (2) days of any changes in parent/guardian mailing, residence, work address, home phone, cell phone and work phone.

DUE DATES

Payment in full of the monthly fee for each month and any additional fees incurred in the previous month are due on the **first** calendar day of the month in which the services are to be provided. The fee paid each month is not adjusted for half-days, holidays or school vacations. Months that are not full school months, such as **Spring Break, June and December still require a full monthly rate. The days in the month of August that the school is in session require the Drop-In rate.**

METHODS OF PAYMENT

Any payment to be made by Parent/Guardian to the Adeste program may be made by cash, check or money order payable to the order of Adeste Program. However, if any payment by check is returned unpaid, Parent/Guardian shall pay the Adeste program a service charge of **\$20.00** in addition to other amounts due, and thereafter. After two (2) bounced checks, payment must be paid in money order or cash. All payments must be made directly to the Adeste Site Supervisor at the Adeste program.

Parent/Guardian shall be solely responsible for any payment lost, stolen or mispaid before such payment is received by the Adeste Site Supervisor.

LATE PICK-UP CHARGES

Each day child is picked up from the Adeste program later than the scheduled pick up time which is 6:00 p.m., Parent/Guardian shall be assessed a late fee of **\$10.00** per child for every 15 minutes and/or fraction thereof (beginning at 6:01 p.m.). Parent/Guardian or authorized person shall pay the Adeste program the Late Pick-up Fee on the day the late pick-up fee is assessed against Parent/Guardian or authorized person. If child is picked-up late more than three (3) times in a (60) sixty day period, the Adeste program will notify Parent/Guardian of the fact and the Adeste program may terminate child's enrollment in the Adeste program.

LATE PAYMENT

Payment in full of the Monthly Fee for each month is due on the **first** calendar day of the month in which services are provided. A late fee of **\$20.00** will be assessed for any payment paid after the **fifth** calendar day of the month.

ABSENCE POLICY

Parent/Guardian shall pay in full to the Adeste program the Monthly Fee for each month child is enrolled in the Adeste program to ensure his/her space in the program, regardless of whether the child is absent for any reason, including but not limited to illness or vacation. Parent/Guardian shall notify the Adeste program through the school office each day the child will be absent due to illness. The Parent/Guardian shall provide the Adeste program at least one week in advance notice if the child will be absent due to vacation.

ADESTE PROGRAM VISITS

Parent/Guardian is encouraged to visit their child in the Adeste program. California law affords Parent/Guardian the right to visit the Adeste program without advance notice.

LATE PICK-UP

If a child is picked up after 6:00 p.m., from the Adeste program by the Parent/Guardian and all authorized persons on the child's contract have been contacted and were unavailable, the authorities will be contacted to pick up the child. If the child is picked up late more than (3) three times in a (60) sixty-day period, termination of the child from the Adeste program may result.

BEHAVIOR MANAGEMENT

The Adeste program utilizes Assertive Discipline from Lee Canter and Associates. Rules and consequences have been established. Please review the Behavior Expectations and Guidelines For Consequences with your child. The Adeste program staff use a variety of positive reinforcement methods to encourage acceptable behavior.

BEHAVIOR EXPECTATIONS

1. Show respect to all staff and children.
2. Child must remain with the Adeste program staff and group whether they are inside or out on the playground at all times.
3. When inside, inside voices must be used. Foul or inappropriate language is not acceptable.
4. All toys, games, books and other materials must be cared for.
5. Property of Adeste and of others must be respected.
6. Sharing and taking turns is a must.
7. Show kindness to others.
8. Everyone must clean-up after themselves.
9. Active play is to be exercised on the playground.
10. Child must ask permission from the Site Supervisor, Teacher or Teacher Aide to use the restroom and follow the rule of taking a partner.
11. All Adeste program rules must be followed.

GUIDELINES FOR CONSEQUENCES

A. FIRST VIOLATION – Five (5) minute time-out and parent/guardian informed verbally of situation and documented.

B. SECOND VIOLATION – Five (5) minute time-out and parent/guardian informed verbally of situation and consequences and documented.

C. THIRD VIOLATION – Conference with parent/guardian regarding determination of situation and documented.

SUSPENSION CONDITIONS

A. Child physically and/or verbally confronts an adult or another child.

B. Child leaves the Adeste program without authorization from the program staff.

C. Child damages property. Parent/Guardian will be held financially responsible for the damage to any property (including another child's).

D. Child is suspended from school is automatically suspended from the Adeste program.

TERMINATION CONDITIONS

The Adeste program may terminate the child's enrollment in the program effective immediately upon written notice to the Parent/Guardian of such termination, if any of the following conditions arise:

a. Based on the Adeste staff's observation and documentation of child's behavior, that significantly and directly threatens the physical and/or mental safety or well-being of children or staff and/or the unwillingness to cooperate at the Adeste program.

b. Any payment owed by the Parent/Guardian to the Adeste program is not paid within (30) thirty days after such payment is due. Not to exceed (2) two months or (2) two consecutive months.

c. Child is picked up late more than (3) three times in a (60) sixty-day period.

d. On more than (3) three occasions in the judgement of the Adeste Site Supervisor, child evidences obvious symptoms of infections or acute illness, including but not limited to runny nose, fever or vomiting, while child is in the Adeste program and Parent/Guardian or authorized representative fails to pick up the child from the program promptly when notified that the child is ill.

e. Weapons of any type are prohibited from all Adeste site.

f. Act of stealing from a child, staff and/or program.

g. Act of physical and/or verbal violence or threat thereof from parent/guardian or child.

h. Repeated unwillingness to cooperate or comply with program rules and expectations on the part of either the child or parent/guardian.

INTERVENTIONS

The Adeste program provides interventions to meet the needs of the children. The Adeste program prohibits the following:

- a. corporal punishment;
- b. the use of aversive stimuli;
- c. interventions that involve withholding nutrition or hydration, or that inflict physical or psychological pain;
- d. the use of demeaning, shaming, or degrading language or activities;
- e. unnecessary punitive restrictions;
- f. forced physical exercise to eliminate behaviors;
- g. punitive work assignments;
- h. punishment by peers; and
- i. group punishment or discipline for individual behavior.

ITEMS FROM HOME

Adeste would like to ask the cooperation of the parent/guardian in not sending personal items from home to the Adeste program, unless staff have designated a Sharing Day. If the child would like to bring a toy to share, parent/guardian must speak with the Adeste program Site Supervisor in advance. No toy guns, war toys, or other toys of destruction are acceptable. Recommended toys would be those that encourage creativity, dramatic and active play, intellectual and social growth. The Adeste program cannot be responsible for items brought from home.

CELLULAR PHONES/ELECTRONICS

Cellular phones may only be utilized prior to the Adeste program and in emergencies during the Adeste program. Cellular phones must be kept in the child's backpack. If the parent/guardian needs to get in touch with their child, they must contact the Adeste program. Electronic devices are to be utilized for homework only.

CHILD'S DRESS CODE

Appropriate and comfortable clothing and enclosed shoes with rubber soles is required. **Sandals, slippers, or slip-ons are not acceptable.** Child must be able to dress and undress him/herself. The staff may not change the child's clothing for them. This is for the safety and well-being of the child.

NUTRITION

The Adeste program provides snacks to the children, during snack time. The program serves nutritious snacks from at least two food groups on a daily basis. The menu is posted for view of what is to be served. If Parent/Guardian would like to provide their child with additional snacks, they may, as long as it is from the four food groups.

SIGN-IN

Parent/Guardian agrees that each day the child is signed in by the Adeste program staff, the child is the responsibility of the Adeste program. A signature and time is required. If the child is to participate in an after school activity, the parent/guardian must complete and sign the After School Activity form. The child must notify the Adeste program staff before attending the activity.

SIGN-OUT

Parent/Guardian agrees that each day the child is to be signed out by the parent/guardian or authorized representative. The child may not be removed from the premises, unless the child is signed out. A signature and time is required.

ADMINISTERING OF MEDICATION

All prescription and non-prescription medication may be self-administered by the age-appropriate child and supervised by the Adeste personnel in accordance with the label direction as prescribed by the child's physician. The Adeste personnel will assist and/or supervise in carrying out the physician's recommendation, while the child self-medicates. If the child is in need of medication, the Medication Authorization and Permission form must be completed by both the parent/guardian and physician and submitted to the Adeste personnel.

THE HEALTH & SAFETY OF THE CHILD

A daily health inspection is given upon each child's arrival to the Adeste program. The child's well-being is important to us. A child may be sent home if any symptoms of illness appear during the day. In such cases, a child will be immediately isolated from the others and Parent/Guardian will be contacted. If the child is ill during school hours, they cannot be accepted in the Adeste program.

Conditions for which a child **would not** be excluded from the program:

Certain conditions, in the absence of any of the conditions or reasons listed below; do not require the child to be excluded from the Adeste program, unless recommended by the child's health care provider:

1. Common colds with runny nose if the child feels well and can participate.
2. Non-contagious conditions such as a disabling injury or illness (ex. Asthma)
3. HIV infection or Hepatitis B virus carrier state.
4. Rash without fever or behavior change.
5. Non-purulent conjunctivitis (viral pink eye).
6. Presence of germs in urine or stool in the absence of illness.

Conditions for which child **would be** excluded from the Adeste program:

1. Fever with behavior change or other signs of illness – temperature of 100 degrees or greater.
2. Symptoms and signs of possible severe illness – unusual lethargy, uncontrolled coughing or wheezing, persistent crying or irritability or difficulty breathing.
3. Uncontrolled diarrhea – stool runs out of the child’s clothing or the child cannot get to the toilet in time.
4. Vomiting - more than once in a previous 24 hour period until the vomiting stops or a health care provider determines and states in writing that the child may be in the Adeste program and is not in danger of dehydration.
5. Mouth sores and drooling – until the child’s health care provider determines and states in writing that the child may be in the Adeste program.
6. Rash with fever or behavior change – until health care provider determines and states in writing that the child may be in the Adeste program.
7. Pink eye (purulent, bacterial conjunctivitis) – with white or yellow discharge until 24 hours after treatment are started. (Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion).
8. Scabies, head lice, or other infestation – until 24 hours after treatment is started and a health care provider determines and states in writing that the child may return to the Adeste program, in case of head lice when the child is nit free.
9. Tuberculosis (TB) – until after treatment has begun, fever is gone, and a health care provider states in writing that he child is non-infectious.
10. Strep throat or other streptococcal infections – until 24 hours after antibiotic treatment has begun (little white puss bubbles on the back area of the tongue and a health care provider states in writing that the child may return to the Adeste program).
11. Chicken Pox – until 6 days after onset of rash or sooner if all sores have dried up and crusted over and a health care provider states in writing that the child may return to the Adeste program.
12. Pertusis (whooping cough) – until 5 days after appropriate antibiotic treatment has begun and a health care provider states in writing that the child may return to the Adeste program.
13. Mumps – until 9 days after onset of swelling and a health care provider states in writing that the child may return to the Adeste program.
14. Hepatitis A – until 1 week after onset of illness and fever is gone, or as directed in writing by a local health department .
15. Measles – until 6 days after onset of rash and a health care provider states in writing that the child may return to the Adeste program.

16. Rubella – until 6 days after onset of rash and a health care provider states in writing that the child may return to the Adeste program.

17. Shingles – until the sores are crusted over, unless a health care provider determines and states in writing that the child should otherwise be excluded.

18. Runny Nose – thick green mucus (indication of sinus infection)

In case of an accidental emergency, an immediate attempt will be made to contact the parent/guardian. If parent/guardian is unable to be reached, if necessary, the paramedics will be contacted and the site supervisor and Regional Coordinator will be in charge and make all decisions about the care of the child.

The Parent/Guardian will be expected to assume responsibility for any resultant expense not covered by CCLA – Adeste program insurance. It is to the child's benefit that the parent/guardian to keep the Adeste program up-to-date on phone numbers, emergency numbers and other pertinent information.

RELEASE OF CHILD

The parent/guardian will provide a list of individuals authorized to pick up the child from the Adeste program ("authorized representative). The parent/guardian agrees to notify the Adeste program in advance, in writing, each day that anyone other than the parent/guardian or one of the parent/guardian's authorized representatives will pick up the child from the Adeste program on such day. The parent/guardian understands and agrees that the child will not be released to any individual for whom the Adeste program has not received prior written authorization from parent/guardian. The parent/guardian name must also be on this form if they are to pick up the child. If the designated authorized representatives are siblings, they must be 16 years old and older, unless a note in writing from the parent/guardian authorizes the representative who is under 16 years of age to pick up the child. All other authorized representatives, such as relatives/friends must be 18 years and older. All authorized representatives must provide proper identification, before the child is released to the authorized representative.

RELEASE ISSUES

The Adeste program guidelines for the release of children in our care are the legal documents indicating the source of parental rights, provided to us by the parents, guardians, or those having legal custody of the child. The Adeste program requires, therefore, that the enrolling parent or guardian provide us with the most accurate and up-to-date information available before a contract is signed at the facility for care of the child. The Adeste program will abide by any current court orders and their stated restrictions on the release of the child. If the court order(s) provided do not address the issue of picking up the child from the child care center, the parent who has been awarded primary physical custody of the child is the parent who is the parent who can authorize release to the other parent. In the absence of a court order indicating otherwise, the Adeste program is legally required to release the child to either legal parent, whether the parents are married or separated. A legal parent may authorize another individual to pick up a child from the facility. The Adeste program will require such authorization to be in writing, and for the individual to be authorized to provide proper identification, before the child is released to such individual.

DUTY TO REPORT CHILD ABUSE

Under California law, “child-care providers”, or “child care custodians” are mandated to report known or reasonably suspected child abuse. The parent/guardian is hereby advised that under the terms of the California Penal Code 11166, the Adeste program and the employees have a statutory duty to report the known or reasonably suspected instance of the child abuse to a child protective agency if the Adeste program or its employees, in its or their professional capacity or within the scope of its or their employment, know or reasonably suspect that a child has been the victim of child abuse. The Adeste program and any employee who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon the child or that his or her emotional well-being is endangered in any way, including neglect, must report the known or reasonably suspected instance of child abuse to a child protective agency.

INSPECTION AUTHORITY OF THE DEPARTMENT

The Department has the inspection authority specified in Health & Safety Code Sections 1596.852 and 1596.853 – Health and Safety Code Section 1596.852 provides in part:

Any duly authorized officer, employee, or agency of the department may, upon presentation of proper identification, enter and inspect any place providing notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act. The department has the authority to interview children or staff, and to inspect and audit child care center records, without prior consent. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

CATHOLIC CHARITIES OF LOS ANGELES, INC. – ADESTE PROGRAM DOES NOT DISCRIMINATE AGAINST RACE, COLOR, CREED, SEX, RELIGION AND/OR RELIGIOUS INSTRUCTION.



PARENT/GUARDIAN AND CHILD CONTRACT SIGNATURE PAGE

2017-2018

I/We, _____, have received and read the

(Parent/Guardian)

Parent/Guardian Handbook with my/our child _____.

(Child's Name)

(Mother/Guardian Signature)

Date

(Father/Guardian Signature)

Date

(Child's Name) Optional

Date

(Site Supervisor Signature)

Date