

CLUB elevate⁺

Parent Handbook

Our Lady of Perpetual Help Catholic School

3801 N. Miller Road

Scottsdale, Arizona 85251

480-874-3720

www.olphaz.org/school

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Philosophy

Club Elevate at Our Lady of Perpetual Help Catholic School provides quality supervision for children in a safe and nurturing environment. In following the mission of both Our Lady of Perpetual Help Catholic School and Parish we provide opportunities for children to grow as Disciples of Christ.

Licensed Child Care Facility

Club Elevate is a licensed childcare facility located at Our Lady of Perpetual Help Catholic School that provides School Age Child Care after school. The program offers quality care and supervision for students who are enrolled at Our Lady of Perpetual Help Catholic School in grades Kindergarten through eight.

Liability Insurance

Club Elevate maintains a Certificate of Coverage for liability insurance as required by the state of Arizona. Documentation of the liability insurance coverage is kept on the facility premises and is available for review upon request.

Program

Club Elevate provides a structured environment, in which children can play and learn. The schedule provides opportunities for rest and fun after the school day with time on the playground and time for homework help. This is all done with the help of staff who are sensitive to the physical, psychological, emotional, and spiritual needs of each child. Club Elevate follows the Our Lady of Perpetual Help Catholic School calendar. School begins August 7, 2018 and ends May 23, 2019.

Hours of Operation

Club Elevate operates on regular school days. It does not operate during vacation and holidays. Vacation days and holidays are listed on the Our Lady of Perpetual Help Catholic School calendar.

Monday through Thursday from 3:00 P.M. – 6:00 P.M.

Friday from 1:00 P.M. – 6:00 P.M.

Early dismissal days as noted on the school calendar from 1:00 – 6:00 P.M.

Admission

The program is limited to those students who attend Our Lady of Perpetual Help Catholic School. Parents choosing to use this service must register their child in the program prior to attendance. Club Elevate is a continuation of the regular school day. If the child is not present during the school day, they may not use the program.

Enrollment and Disenrollment

Parents must complete a registration form and pay the appropriate fees for each child being enrolled in Club Elevate. All students that are enrolled in Club Elevate must have a registration/emergency form and immunization records, or an exemption affidavit for the enrolled child, completed by the parent or guardian on file in Club Elevate *prior to* attending aftercare.

Parents may un-enroll their child at any time or make changes in registration; however, it must be at least 7 days prior to the next payment block in order to prevent further charges to the account. Fees for the current month will not be refunded.

Fees

Blocks	Attendance Dates	Due Date
Block #1	8/07 – 8/31 (19 days)	Initial Registration
Block #2	9/04 – 9/28 (19 days)	09/01/18
Block #3	10/01 – 10/31 (18 days)	10/01/18
Block #4	11/01 – 11/30 (19 days)	* 11/01/18
Block #5	12/03 – 12/20 (14 days)	* 12/01/18
Block #6	1/07 – 1/31 (18 days)	1/01/19
Block #7	2/01 – 2/28 (19 days)	2/01/19
Block #8	3/01– 3/29 (15 days)	3/01/19
Block #9	4/01 – 4/26 (18 days)	4/01/19
Block #10	4/29 – 5/23 (19 days)	* 5/01/19

NO CLUB ELEVATE 11/21/18, 12/21/18, 5/24/19

After School Rates		Per Block
Monday – Friday	Includes all days for the Block	\$225.00
Mondays	Includes all Mondays for the Block	\$45.00
Tuesdays	Includes all Tuesdays for the Block	\$45.00
Wednesdays	Includes all Wednesdays for the Block	\$45.00
Thursdays	Includes all Thursdays for the Block	\$45.00
Fridays	Includes all Fridays for the Block	\$45.00

Block Payment Information and Policy

There is a \$25.00 registration fee with 1st month's payment due at registration. Block payments will post to your FACTS account on the 15th of each month prior to the next billing cycle. Payment must be made before the first of the month in order for your child to attend Club Elevate. A late fee will be applied to all accounts with outstanding balances after the due date. Students will be withdrawn from the program due to non-payment.

Drop-In Information and Policy

There is a \$25.00 registration fee for drop-in childcare due at registration. Drop-in rates are \$25.00 per day. Children must be pre-registered to use drop-in after school childcare. Drop-in fees will be billed at the end of the month. A late fee will be applied to all accounts with outstanding balances after the due date. Students will be withdrawn from the program due to non-payment.

Drop-Ins

Students must be registered in advance in order to use drop-in aftercare. Drop-in fees are \$25.00 per day for registered students and will be invoiced monthly.

Billing

Block #1 charges are due upon registration. Charges for Blocks #2-10 will be posted to FACTS on the 15th of the prior month. Payments for the current Block are due on the 1st of the month. Any invoices 30 days past due will be charged a late fee of \$15.00. Any account that is 60 days past due will result in suspension from the program until amount owed is settled.

Staff members are employed only until 6:00pm. If late, a charge of \$2.00 per minute will be applied. Three late pick-ups may result in dismissal from the program.

Sign-In/Out Procedures

Parents or previously authorized parties must sign each child in and/or out each day on the designated sign in/out sheet, including a first initial and complete last name. Children will be released only to those persons listed on the emergency card. Changes to the emergency card must be made only by the parent/guardian. Photo identification will be required when signing a child out of Club Elevate.

A child will not be released to an individual other than the child's parent or individual designated, in writing, by the child's parent except when the child's parent is unable to collect the child and authorizes the staff by telephone to release the child to an individual so designated. A staff member shall verify the telephone authorization using the code given by the child's parent on the emergency card.

Under the laws of the state of Arizona, both parents may have the right to pick up their child unless a court document restricts that right. If the enrolling parent chooses not to include the other parent on the authorized list, an official court document (e.g. current restraining order, sole custody decree, divorce decree designating sole custody) must be on file at the program. Absent that document, the program may release the child to either parent, provided that the parent documents his/her paternity/maternity of the child. If we have concern about a child's safety at pick up time, we will contact another person on the authorized list to pick up the child.

Parents or guardians must not take children from the playground or other areas on the premises without notifying the Club Elevate Staff.

After School Activities

The Club Elevate Program Director must be notified if the child is participating in an academic club, sports team or other school-sanctioned event and will be arriving late to Club Elevate. Parents are to have an agreement with the Program Director before the activity begins. The staff will sign the child in when they arrive.

Access to Facilities

Parents are allowed access to areas where their child is receiving child care services. Parents must be supervised by the site staff and may work and participate only with their child.

Responsibilities of Parents in Facility Activities

Parents must keep all emergency information current at the program site. Parents are also required to notify the Program Director if their child will not be attending on his/her regularly scheduled day. Parents are expected to read, uphold, and abide by the philosophy and policies stated in the Club Elevate Parent Handbook.

Discipline

Our program is an extension of the school day and children are expected to follow the same rules and discipline policies as stated in the Our Lady of Perpetual Help Catholic School Parent/Student Handbook. Discipline With Purpose, a skill-based developmental approach to self-discipline, helps children become self-directed individuals. Staff members are trained in the *Discipline With Purpose* program, which is the same discipline program the children learn and use during the school day.

Cellphones, iPods, and other electronic devices are not allowed. Students are to keep them in their backpacks and turned off at all times. Students are not to bring toys or other items from home unless invited to do so. Club Elevate is not responsible for lost or damaged items. Every child is expected to abide by the rules of the school, respect staff members, other students and all property. Children are expected to be courteous and exhibit good behavior. They are to show respect for each other and the staff. Fighting will not be tolerated. Continued disrespectful behavior toward staff or other program participants will be referred to the school administration. Serious behavioral problems may result in suspension or required withdrawal from Club Elevate.

Emergency/Safety Procedures

With the children's safety and well-being in mind it is required that the parents fill out all emergency information, and then adhere to the instruction contained within.

Club Elevate has emergency procedures in place which include:

- Alignment with the school's Crisis Plan
- Emergency contact information for each child
- Building evacuation drills conducted monthly
- Lockdown drills conducted twice a year
- Shelter in place supplies

Illness/Accident

Club Elevate staff will notify parents immediately if a child is seriously ill, has an accident, or is seriously injured. In cases that appear serious, the Program Director will make every effort to carry out the instructions given on the Emergency Form. In cases that appear to be of a minor nature, staff will administer first aid on the premises. In the interest of the sick child, Club Elevate staff expects parents to respond as promptly as possible when a child must be sent home. If a staff member cannot reach a parent within a reasonable amount of time, designated emergency contacts will be called. In case of injuries, no emergency room can treat a child without the parent's permission. Club Elevate does not have facilities for ill children.

Medication

For children to receive medication at Club Elevate, the following requirements must be met:

1. ALL medications are to be kept in the possession of the Club Elevate staff. At no time is a child to have medication in Club Elevate or on his/her person. These requirements apply to over-the-counter and prescription drugs, including cough drops. (1977 ruling from Attorney General's Office 15.334)
2. A medication consent form must be filled out, authorizing Club Elevate staff to administer a medication.

Prescription medication will be administered when necessary. Medication must be in the original prescription bottle. If a student needs to take a medication at Club Elevate, ask the pharmacist for a second, labeled bottle and send only the tablets/liquid needed to be taken at school.

Personal Products:

Parents/guardians may provide sunscreen for their child for use during outdoor activities. Parents must complete and sign a **Consent for Sunscreen** form. Sunscreen must be in the original container and it must be clearly labeled with the child's first and last name. Club Elevate staff will assist in application if necessary.

Change of Clothing

Parents/guardians of children may provide a set of clean clothing, in a Ziploc gallon bag with the child's name clearly labeled, in the event that an enrolled child needs a change of clothing.

Nutrition

Club Elevate provides a nutritious snack after school each day and a monthly menu is posted. Parents of children with special diets should provide additional healthy snacks for their child after school. Any additional snack brought from home may be consumed during snack time. Healthy snacks are encouraged. **All students need to bring a lunch to school with them on Fridays that they will eat at Club Elevate.**

Weekly Schedule

Each week a schedule of the week's activities will be posted on the Club Elevate board in the front office as well as on the parent board in Club Elevate. Fridays are "Movie Days" at Club Elevate. The staff shows G or PG rated (with parent permission) movies. Content is reviewed by Club Elevate staff prior to showing. A sample schedule is as follows:

	Monday - Thursday		Friday & Early Dismissal Days
		12:55-1:00	Attendance
		1:00-1:15	Outside Recess
2:55-3:00	Attendance	1:15-1:45	Wash Hands, Lunch, Wash Hands
3:00-3:20	Outside Recess	1:45-2:30	Movie (1st Half)
3:20-3:45	Wash Hands, Snack, Wash Hands	2:30-3:30	Free Play Outside and/or Inside
3:45-4:00	Quiet Work Time (HW or Reading)	3:30-4:00	Wash Hands, Snack, Wash Hands
4:00-4:30	HW Help and Theme Activity	4:00-4:45	Movie (2nd Half)
4:30-5:45	Free Play	4:45-5:45	Inside Free Play
5:45-6:00	Clean-up	5:45-6:00	Clean-up

Inspection Reports

Club Elevate is regulated by:

The Arizona Department of Health Services

150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007

Phone: (602) 542-1025

Inspection Reports are available on site.

Pesticide Application

Parents will be notified of any application of pesticides on the facility's premises at least 48 hours before application by a posting in the school front office as well as on the Club Elevate parent bulletin board.

Transportation

Our facility does not transport children.

Field Trips

In the event of a scheduled field trip to the Parish Life Center or another location on the school/church property, the staff will provide a permission slip ahead of time. Parent permission must be granted prior to an enrolled child participating in the field trip.

Consent for Sunscreen

Club Elevate Aftercare Program Director

Kate Kloeber

kkloeber@olphaz.org

Club Elevate Aftercare phone number 480-874-3769 (during Club Elevate hours of operation)

To report an absence for Club Elevate, call 480-874-3769

Facility Director

Donna Lauro

dlauro@olphaz.org

480-874-3720

.....
Please sign, detach and return at registration.

Club Elevate Statement of Understanding

I have read and I agree to comply with the contents of Our Lady of Perpetual Help Catholic School's Club Elevate Parent Handbook.

Parent /Guardian Name:

Date:

Parent/Guardian Name:

Parent /Guardian Signature:

Parent /Guardian Signature:

Contact Information

Club Elevate Aftercare Program Director

Kate Kloeber

kkloeber@olphaz.org

Club Elevate Aftercare phone number 480-874-3769 (during Club Elevate hours of operation)

To report an absence for Club Elevate, call 480-874-3769

Facility Director

Donna Lauro

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Please sign, detach and return at registration.

Club Elevate Statement of Understanding

I have read and I agree to comply with the contents of Our Lady of Perpetual Help Catholic School's Club Elevate Parent Handbook.

Parent /Guardian Name:

Date:

Parent /Guardian Signature:

Parent/Guardian Name:

Date:

Parent /Guardian Signature:



Registration

Family Information

Parent/Guardian Name

Parent/Guardian Name

Cell Phone

Work Phone

Cell Phone

Work Phone

Address

Address

Email

Email

Program Hours:

Monday – Thursday 3:00 P.M. – 6:00 P.M., Friday and early dismissal days 1:00 P.M. – 6:00 P.M.

Late pickup will be charged \$2.00 per minute which will be added to the next month’s FACTS payment. If school is not in session, there will be no Club Elevate.

2018-2019 Club Elevate Fees:

Monthly fees will be added to your FACTS account. All monthly fees are non-changeable and non-refundable. Cancellation requests are accepted with 7 days’ notice. Drop-in rates are \$25.00 per day. Children must be pre-registered to use drop-in after school childcare. Drop-in fees will be billed at the end of the month.

After School Rates		Per Block
Monday-Friday	Includes all days for the Block	\$225.00
Mondays	Includes all Mondays for the Block	\$45.00
Tuesdays	Includes all Tuesdays for the Block	\$45.00
Wednesdays	Includes all Wednesdays for the Block	\$45.00
Thursdays	Includes all Thursdays for the Block	\$45.00
Fridays	Includes all Fridays for the Block	\$45.00

Block Payment Information and Policy – approximately 18 consecutive school days

There is a \$25.00 registration fee with 1st month’s payment due at registration. Block payments will post to your FACTS account on the 15th of each month prior to the next billing cycle. Payment must be made before the first of the month in order for your child to attend Club Elevate. A late fee will be applied to all accounts with outstanding balances after the due date. Students will be withdrawn from the program due to non-payment.

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First Child's Name	Grade	
Select which days the child will be in attendance for the Block:	Fees	Total
<input type="checkbox"/> Monday – Friday	\$225.00	
<input type="checkbox"/> All Mondays	\$45.00	
<input type="checkbox"/> All Tuesdays	\$45.00	
<input type="checkbox"/> All Wednesdays	\$45.00	
<input type="checkbox"/> All Thursdays	\$45.00	
<input type="checkbox"/> All Fridays	\$45.00	
<input type="checkbox"/> Drop-in (\$25.00 registration fee / fees billed at the end of the month)	\$25.00/day	\$25.00
	TOTAL	

Second Child's Name	Grade	
Select which days the child will be in attendance for the Block:	Fees	Total
<input type="checkbox"/> Monday – Friday	\$225.00	
<input type="checkbox"/> All Mondays	\$45.00	
<input type="checkbox"/> All Tuesdays	\$45.00	
<input type="checkbox"/> All Wednesdays	\$45.00	
<input type="checkbox"/> All Thursdays	\$45.00	
<input type="checkbox"/> All Fridays	\$45.00	
<input type="checkbox"/> Drop-in (\$25.00 registration fee / fees billed at the end of the month)	\$25.00/day	\$25.00
	TOTAL	

Third Child's Name	Grade	
Select which days the child will be in attendance for the Block:	Fees	Total
<input type="checkbox"/> Monday – Friday	\$225.00	
<input type="checkbox"/> All Mondays	\$45.00	
<input type="checkbox"/> All Tuesdays	\$45.00	
<input type="checkbox"/> All Wednesdays	\$45.00	
<input type="checkbox"/> All Thursdays	\$45.00	
<input type="checkbox"/> All Fridays	\$45.00	
<input type="checkbox"/> Drop-in (\$25.00 registration fee / fees billed at the end of the month)	\$25.00/day	\$25.00
	TOTAL	

By signing below, I (we) authorize Our Lady of Perpetual Help Catholic School to adjust the agreement with FACTS Tuition Management Company to include the scheduled Club Elevate fees indicated above.

Parent Signature: _____

Date: _____