



2021/2022

McKinley Care

**PARENT/CAREGIVER
HANDBOOK**

Director: Ani Larson

110 Ellis st.

PETALUMA, CA 94954

Child Care Phone #: 778-4750


Emails alarson@petk12.org

Dear Parents and Caregivers,

We are pleased to welcome you back, or to, the McKinley Child Care Community (McKinley Care). Our goal in this handbook is to share the policies and procedures that allow us to offer Students a safe, educational, and fun experience. We are open to students all of the days when they are at school. We are closed for breaks, holidays and teacher workdays, ECT.

McKinley Care's staff strives to provide a harmonious and positive environment for students who spend time with us. We focus upon creative play, physical activity, cultural and artistic enrichment as well as plain old goofy fun. It is our goal to help foster social, physical, and emotional growth in your student's time with us.

A typical day at McKinley Care might look like this:

- Students arrive and are signed in by a staff member. Students place their possessions in a cubby or other assigned place and are offered a quiet place to work on homework or play outside (weather permitting). Ipads are to stay in backpacks unless students arrange to do homework with staff permission.
- At approximately 2:45 will be snack time (family provided.) Students, if they have signed up, have the option of a structured activity such as Board Games, Art, Freeze Dance, uncompetitive games, or traditional games. 
- The balance of the afternoon is spent with the continuation of the games, homework, free play, and social time with friends.
- On Fridays, minimum or rainy days a movie option may be available for kids who may be overstimulated.

Enrollment

McKinley Child Care is available exclusively to students of McKinley Elementary School TK and Kindergarten (Boys and Girls club provides care for 1-8)

HOURS OF OPERATION

We are open on days Mckinley is in session. Our hours are 7:15 AM to the start of the school day, the end of the school day until 5:30 PM. If the school is closed for an emergency or disaster situation, McKinley Care will also be closed.

CHECK-IN AND SIGN OUT

For your child's safety, we require that a parent or other pre-identified adult accompany your student to McKinley Care if in the A.M. **Students must be signed in at the start of the day, and before leaving all Students must be signed out. Students must be signed in by an adult unless accompanied by an older sibling.** This allows us to ensure the safety of your children and their whereabouts. Children may not be dropped off at the curb and allowed to come into the center without an adult.

If previous arrangements have been made, an older sibling (7th grade and above) may pick up a Student when they are dismissed from school. With prior notification and parent/guardian permission on file.

All Students must leave Child Care through the front door and be signed out by the person responsible for picking them up.

Additionally, any person picking up your student(s) must:

- A. Be previously listed by you on your child's registration form, OR
- B. Have written or verbal authorization (phone call) from you to pick your child up.
- C. Anyone other than a parent/caregiver must have a photo I.D. with them at the time of the pickup.

We reserve the right to call you to verify changes.

If your schedule changes and your child is not coming to child care after school please call us at 778-4750 and let us know. We will be expecting your student and will begin searching campus and calling emergency contacts to locate your student.

Fee Structure

Morning Care: \$5.00/day

Morning care will take Place at PPNS. Please bring a morning snack for your child. Please note that the children begin walking to class at 8:30. Please do not drop your child with us to walk over you will be charged \$5.00 if it's just 5 min. Of care.

We also provide morning care for 1st-8th grade in the Boys and Girls clubhouse on the corner of Ellis and Madison.

After Care: **5 days:** \$55 (for the week) **4 days:** \$45 (for the week) **3 days:** \$36 (for the week) **Monday, Tuesday, Thursday, Friday** 2:00- 5:30 and **Wednesday** 11:45 - 5:30

After school care will take place in the kinder yard or room 13 for the first hour and then will move at 2:30 (1:00 on Wednesdays) to the PPNS building, located by our back parking lot at 810 Madison St. Please note that on rainy days, after-school care will move immediately to the PPNS building. **There is no drop-in daycare you will need to tell us the days that you will come when you sign up. Even if you do not come you will still pay. NO PARKING IN THE STAFF PARKING LOT**

ADDITIONAL CHARGES

Our staff puts a great deal of energy into our day. With that in mind, we ask that your Students are picked up on time. Our late pickup fees are as follows:

- 1st late pick-up after 5:30 PM - **\$1 every minute per child**
- 3rd or more late pick-up after 5:30 PM - **\$2.00 every minute per child**
- Late contract (after 1st of each month) **\$5 per child**

Please note: \$250 is the maximum amount due for your account. Should your account exceed that amount we will not be able to serve your student(s) until it is paid in full.

RETURNED CHECK FEE IS \$25. Upon receipt of a returned check, you must immediately pay by cash or money order for your Student to continue to be eligible for McKinley Care services.

IF WE RECEIVE THREE INSUFFICIENT FUNDS CHECKS FROM YOU, WE WILL ONLY ACCEPT PAYMENT IN CASH, OR MONEY ORDER

ABSENCES AND ILLNESSES

Students who do not attend class or leave school as a result of illness, injury, or behavioral issues may not attend McKinley Care on that day. **Please Note:** *Our center does not have facilities for sick children. Please do not send your child to McKinley's care if he or she is sick or feverish. If your child becomes sick while attending McKinley Care, we will contact you with a request and expectation that you will make arrangements to pick your child up immediately.*

Resolving Behavioral Issues

For minor problems, there will be a time-in period determined by the McKinley Care staff, usually five to ten minutes. The Student is removed from their current activity and engaged in a replacement activity. This could be as simple as becoming the assistant to the adult in charge at the time, writing, or drawing about better choices that could have been made, or writing an incident report. Following the consequence, staff talk with students about their choices and ask them to share what they would do differently if the situation comes up again.

- If your child receives three (or less depending on the severity of the behavior) of these notices for the same misbehavior they will be excluded from McKinley Care for one or more days.
- If this misbehavior is extreme (tantrum), dangerous, and/or injurious to your student or another person, your student will automatically be excluded from one (1) to five (5) days at the discretion of the Director or may be permanently excluded from the program.

First Aid

- Small cuts are washed with soap and water. Band-Aids will be applied.
- Bumps and bruises are treated with ice.
- Any injury to the head will be treated with ice and washed if needed. In cases where the concern is noted a parent/caregiver will be contacted.
- In the event that a child's injury may be questionable regarding moving them, 911 will be called and the parent will be notified immediately.

Ouch Notices are used as an informal means of sharing information about injuries that occur at McKinley Care. Please feel free to call with any questions you might have.

Suspension from McKinley Care Should a student's behavior becomes dangerous to others and/or the Director feels that the child may not stay at McKinley Care, we will contact you with a request and expectation that you will make arrangements to pick your child up **immediately**. We do not have space to accommodate children who are not responding to staff and may be dangerous to themselves or others.

A suspension or expulsion from McKinley Care is not a suspension or expulsion from school unless our Principal deems it necessary. Conversely, **a suspension from school is a suspension from McKinley Care.**

FOOD

All students should bring their own snacks. It makes it really hard when a student does not bring a snack and we have to provide it. Then every student wants that snack as well. Following the school's rules students are not allowed to share food.

Staff will not heat lunches.

TOYS/CELL PHONES/ELECTRONIC EQUIPMENT

We ask that students not bring toys from home as this commonly results in lost toys.

Cell phones, video game systems, and other electronic devices are not allowed out of backpacks and must be turned off. If you would need to contact your child please contact us at 778-4750



Please fill out and sign
And bring to McKinley Care before your student(s) begins our program.

By signing below I give permission to provide care and/or consult my student's health care provider at the discretion of the school/Center authorities.

I understand that if I am Late more than 5 Times picking up my child I will be asked to leave the program.

I acknowledge that I am responsible for all charges that my student(s) accrue and understand that Petaluma City Schools will be made aware of any outstanding charges when the school year ends or if/when my student(s) exit McKinley School.

Student's Name _____ Grade _____

Parent/Caregiver signature _____

Date _____

*Attached is a more detailed emergency Release form that needs to be filled out