



EDUCARE HANDBOOK

2017-2018

Cardinal Hickey Academy

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Dear Parents and Students,

***"Let the little children come to me because the kingdom of heaven belongs to people like these."
Matthew 19:14***

Welcome to Cardinal Hickey Academy Educare Program! In choosing Cardinal Hickey Academy for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered into a partnership with Cardinal Hickey Academy's Educare Program.

The Educare Handbook reflects the policies of Cardinal Hickey Academy's Educare Program for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Cardinal Hickey Academy's Educare Program during the 2017-2018 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of the Educare Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Jennifer Griffith
Principal

Cardinal Hickey Academy

Cardinal Hickey Academy is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Washington Catholic Schools Office.

Mission of Cardinal Hickey Academy Educare Program

Cardinal Hickey Academy's Educare Program is a vital part of the mission of Cardinal Hickey Academy extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child – spiritually, academically, and socially.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Philosophy of the Educare Program

As an extension of Cardinal Hickey Academy, the Educare Program maintains the same high standards for our children. It is our intention to reinforce the values and priorities taught in the school and by Catholic Church traditions while building self-esteem and increasing their awareness of the dignity inherent to us all.

Structured and safely supervised, we provide daily: snack, activities, play and homework time. We offer a warm and loving environment where students may grow, have fun, learn, play, pray, foster relationships outside of the comprehensive classroom and continue to learn with Christ as the foundation.

Program Description

AM registrants must arrive groomed and in proper school uniform. Breakfast is provided before 7:30 am. Mornings are a time for mental preparation, homework review, quiet play and reading.

PM registrants will assemble in a designated area of the gymnasium at dismissal. Students are signed in. Students will be provided a snack, have time for homework, and a recess/activity time. **Note: on early dismissal days students must pack a lunch – lunch is not provided by Educare.**

All students must be signed out of the Educare Room prior to departure each day.

Admission Requirements

Our program is open to all Kindergarten – 8th grade children presently registered at Cardinal Hickey Academy.

Children will be accepted until the program fills to capacity. At such a time, students will be placed on a waiting list and accepted as openings become available. The following priorities will be used to accept students to the Educare Program:

1. Students enrolled for a 5 day Educare Program
2. Students enrolled for a 3 day (flexible days) Educare Program
3. Pre-arranged Drop-Ins based on availability.

According to the State of MD Compliance Codes, each child must have on file documentation of their paid registration fee of \$25.00, completed Educare Registration Form and the following completed forms on TADS in order to be in compliance with MD State Regulations:

- Health Records
- Immunization Records
- Birth Certificate (original)
- Record of IEP
- Emergency Form
- Medical Release Form

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance in the Educare Program. The recommendation and decision of the Director in collaboration with the principal is final.

Admission Policy of Nondiscrimination

Cardinal Hickey Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does **not** discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Attendance

Reserved Registration is perfect for students that will attend Educare on the **same days each week**.

- Reserve your child's space and pay for these days monthly
- Reserved registrants are charged at a reduced daily rate
- Should your needs change during the school year, changes may be made at the beginning of each month
- Children in the Reserved Program may attend additional days (24 hour notice required) at the Drop-in Rate

When a student enrolled in *Reserved Registration* Educare Program is absent from school, a parent should call the school office by 8:30 AM each day of the absence and request a message be left for the Educare Director stating that their child will not be attending the Educare Program on that day. If the office does not receive a call, the child's account will be charged for that day.

Students who are sent home during the school day as a result of illness will **not** be allowed to return to school to participate in Educare.

Students who attend school and are enrolled in the *Reserved Registration* Educare Program must notify the school office if their child will not be attending Educare and request the office notify the Educare Director. If parents do not notify the office, the student's account will be charged.

Students who are enrolled in *Reserved Registration* Educare will be charged for the number of days for which they are enrolled. Example: a student enrolled for attendance on Monday, Wednesday, and Friday, will be charged for three days attendance. The only exception to this would be in the event of illness or verifiable emergency. Students will not be charged if the Educare Director is notified by 9:00 AM of the day they will be absent.

Drop-In Registration provides flexibility for students that will attend the Educare Program on **different days each week or as needed**

- Pay only the days students are in attendance
- 24 hour written notice is required
- Exceptions will be made for emergency situations Parents must call the school office and request Educare be notified

Financial Obligations

Registration Fee is \$25.00 per child

NO child will be permitted into the Educare Program without a **completed** *Educare Registration Form* and *Educare Handbook Signature Page* (see attachments). Please make checks payable to Cardinal Hickey Academy.

Reserved Registration Rates

5 days/week

AMs=\$197.00/month PMs=\$244.00/month

4 days/week

AMs=\$156.00/month PMs=\$193.00/month

3 days/week

AMs=\$125.00/month PMs=\$147.00/month

2 days/week

AMs=\$94.00/month PMs=\$99.00/month

1 day/week

AMs=\$49.00/month PMs=\$55.00/month

Drop-In Registration Rates

AM (7:00-7:45) \$15.00 PM (3:00-6:00) \$30.00

There is no Financial Assistance for Educare. If your family experiences a change in your financial situation during the school year, please speak with the Principal. The cost includes a nutritious snack and milk.

Payments:

- Student accounts will be charged monthly via TADS
- All Registration Fees are **NON-REFUNDABLE**
- Returning students must reserve their spot by paying the Registration Fee by the date designated
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Educare

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the Educare Program.

Allergy Policy

Cardinal Hickey Academy's Educare Program recognizes that an allergy is an important condition affecting many school children and positively

welcomes all pupils with allergies to participation in the program.

All Educare staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually and as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins Cardinal Hickey Academy, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school and Educare staff. If medication changes in between times, parents are required to inform the school and the Educare Director.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Educare Program that are potential triggers for children with asthma. Be advised that no school or extended day program can guarantee that a child will not come into contact with a substance that may trigger an attack.

Allergic Reaction/Emergency

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with disinfectant wipes following any food related events held in the Educare Room.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Birthday Observances

Students enrolled in the Educare Program will receive a special remembrance on their birthday or half-birthday. Please **do not** send a special treat for the students in the Educare Program on that day due to potential allergic reactions.

Buckley Amendment

Cardinal Hickey Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Educare Program so that the student(s) is released to the custodial parent or guardian.

Bullying and Cyberbullying

Cardinal Hickey Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Cell Phones, I-Pads and other Electronic Devices

Students participating in the Educare Program should at **no time** be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Child Abuse Laws

Cardinal Hickey Academy abides by the Child Abuse laws of the State of Maryland. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and

many other factors which the students' sense of appropriateness will indicate to them.

The Educare Director in collaboration with the Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, I-Pads, or cameras are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items by a student. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

Cardinal Hickey Academy has implemented a “crisis plan” in case of a lockdown emergency. All teachers and Educare Staff are aware of the procedure to follow to keep your children safe. In the event of an evacuation emergency, circumstances permitting, the building will be evacuated and students will be moved to Mount Harmony Elementary School.

Emergency Drills

State Law requires that fire drills be held monthly during Educare Programs. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column single file line facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Gum

Students should not chew gum at school at any time that they are at school this includes during the Educare Program. Disciplinary action will occur for students who are chewing gum.

Harassment

Harassment of any type is not tolerated. The Director of the Educare Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Cardinal Hickey Academy Educare Program will send a monthly letter home electronically.

Hours of Operation

Morning hours of Educare operation are from 7:00-7:45am unless there is a 2 hour delayed opening at which time no morning Educare will be available.

Afternoon Educare hours are from 3:00 PM – 6:00 PM any day that the school is open for a full day. **Educare is not available on early dismissal days because of liability issues.** Educare is closed on Snow Days, Teacher Workdays, Scheduled Holidays and other days when the school is not open. Please refer to the Principal Letter and school calendar for any exceptions to this schedule.

All students must be picked up by 6:00 PM each day. Students who are not picked up by 6:00 PM will incur additional charges of \$1.00 per minute. If students have not been picked up by 6:15 PM and have not communicated with the Director, then the Director will call the Calvert County Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect. **Parents are strongly encouraged to have an emergency pick-up plan in place** should they be detained from getting their child from Educare by 6:00PM.

Schedule

The Educare Program schedule includes the following:

Monday through Friday Morning Session: 7:00AM – 7:45AM

Monday through Friday Afternoon Session:

3:00 PM – 3:15 PM – Restroom Break, Snack and Drink Time

Monday through Thursday:

3:15 PM – 4:00 PM – Homework/Study Hall:

Students are divided by grades.

All students will be involved in study, reading, or review

Students in Grades 5-8 may utilize a longer period of time for study if needed.

Friday: 3:15 PM – 4:00 PM: Organized Craft, Board Games

Monday through Friday:

4:00 PM – 6:00 PM: Free Play

A “G” rated movie is an option on the First Friday of each month.

Licensure

Cardinal Hickey Academy Educare Program is licensed through the state of Maryland.

Lost and Found

Any items found in the Educare Room or on the school grounds will be placed in the Lost and Left basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Medication

No medication is given during the Educare Program. Students who need medication between 3:00 PM and 6:00 PM should have made arrangements with the nurse prior to coming to Educare.

Office Records

Since the Educare Program utilizes the school database, Parents/Guardians are requested to notify the School Office and the Educare Director in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms

Students in the Educare Program are to wear their school uniform at all times. Students are not allowed to change to play clothes. When students are coming from school organized sports programs to Educare, they need not change; however, no cleats are allowed in the gym. These students must change into sneakers or school shoes.

Weather Emergencies

We follow Calvert County Public Schools for all school closings. If school is closed because of weather conditions, a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the School Messenger® system. The Educare Program will be **closed** if school closes due to inclement weather.

Right to Amend

Cardinal Hickey Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

***Cardinal Hickey Academy
Educare Program***

Educare Handbook Parent Signature Page

I have read the 2017/2018 Cardinal Hickey Academy Educare Handbook and agree to follow the policies and procedures as stated.

Family Name_____

Parent signature

Date

Parent signature

Date

**SIGNED FORM DUE TO EDUCARE DIRECTOR BEFORE A
STUDENT MAY ATTEND THE EDUCARE PROGRAM**



Cardinal Hickey Academy
Educare Registration Form
2017-2018

Child's Full Name_____

Student likes to be called_____

Home Address_____

Grade_____ **Date of Birth**_____ **Age** _____

Parent/Guardian Names:_____

Home Phone:_____

Primary Email: _____

Mother:

Name:_____

Cell Phone:_____

Place of Employment: _____

Work Phone:_____

Email:_____

Father:

Name:_____

Cell Phone:_____

Place of Employment: _____

Work Phone:_____

Email: _____

Emergency Contact Information:

Name _____ Cell #: _____ Home #: _____

Name _____ Cell #: _____ Home #: _____

Name _____ Cell #: _____ Home #: _____

Persons who may pick up your child:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Insurance Information

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions:

Other Pertinent Medical Information:

Current Medication(s):
