

Cats Club After School Program Handbook



Clays Mill Elementary 2022-23

Director: Gayla Webb

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(859) 381-3355 during school hours

After school 2:35pm-6:00pm 859-285-5159

Cats Club

An after-school childcare program provided by Clays Mill Elementary

The Clays Mill Elementary School community is committed to ALL students becoming lifelong learners through academic success and responsible citizenship.

The Clays Mill Cats Club is a quality after school program for Clays Mill students. Students enrolled in the Cats Club will be placed in groups according to grade level and each group has an adult leader. It is our goal to provide engaging and enriching opportunities for our students after school in the areas of academics and recreation.

Fayette County Public Schools and Clays Mill Elementary do not discriminate on the basis of gender, race, and/or handicap in the educational programs or activities which it operates.

Participation

Cats Club is open to all Clays Mill students five years of age or older. Since our program is licensed as an after-school child care and not a preschool, we cannot accept students that are still four years old. Kindergarten students that have not yet turned five may request to have an available spot held for them until the child's fifth birthday.

Activities

Students will be engaged in academics, art, technology, and physical activity with their team and leader. All students will receive a snack. Students in grades 2nd-5th will have dedicated homework time each day. Internet access is protected with the Lightspeed program provided by the Kentucky Department of Education. Students are placed in groups with students their age. All students are expected to remain with their group and travel to various rooms within the building and to the outdoor play area.

Operating Hours

- The CME Cats Club after-school program is open from 2:35 pm-6:00 pm on each open school day.
- If school is dismissed early by the district, Cats Club will NOT be open.
- The CME Cats Club is not open on days we are closed for inclement weather.
 - See Charge Requirement Sheet for specifics regarding payment.

Attendance

- Students may not leave Clays Mill Elementary and then be brought back to the program after the dismissal of school. (i.e. after 2:35 students cannot be checked into the program if they have signed out of school the last part of the day.) They also cannot leave during the time the program is open (2:35 pm -6:00 pm) and then be brought back to finish up the day.
- Students will be able to participate in all activities that are run within the building immediately after school. This includes, but is not limited to, ESL, Book Club, Girl Scouts, Girls on the Run, academic teams, and music practices. The adult in charge of the students will bring them to Cats Club when the group has finished.
- For activities that are in the evening, all students must be signed out of Cats Club before going to the event. Ex. Grade level music productions, Fall Dance.
- The Cats Club follows the same guidelines for attendance as is expected during the regular school day in regards to illness. Students must be fever free without having taken Tylenol (acetaminophen) and have not vomited for 24 hours before returning to the program. This is in the best interest of everyone. Current Covid regulations will be followed.

Student Pick-Up

- Please enter the building through the double doors closest to the gym. There will be a reception desk in close proximity to the door. The staff member in charge will radio the appropriate team leader for your child to be dismissed. All students must be checked out through the check-out desk before they will be released. All parents and guardians will need to wait in the reception area for their child.
- Be prepared to show a photo ID. Your child's safety is our number one priority.
- **Your child will only be released to persons listed on the release form. No exceptions can be made to this rule.**
- SmartCare is the software that is used for our program. All parents will be given access to the website, IOS or Android app. Other authorized pick-up people will be given a 4-digit code to utilize. Sign out is completed digitally.
- If you need to add someone to your child's pick-up list, you may add them via the SmartCare app (under profile), in person at the desk, send in a written note, or send an e-mail from an address listed on your child's application. We cannot add someone to the pick-up list with just a phone call.
- For events that begin later in the afternoon or evening, students must be signed out to an authorized adult before they can go to the activity. (Example: Musical presented by a certain grade.) CME staff cannot sign students out to go and participate or prepare for an activity.
- All students must be picked up no later than 6:00pm. Any parent/guardian picking up a child later than 6:00pm will be charged an additional \$2.00 per minute, per child. Please be prepared to pay this amount to the program director at the time of late arrival.
- The Clays Mill After-School Program is not in session during days that school is closed.
- If school is dismissed early by the district, the Cats Club will NOT be open.

- If you are late picking up your child more than three times during a semester, your child may lose their eligibility to continue coming to CME Cats Club. Removal from the program is at the discretion of the director and/or principal.

Behavior Management

The Clays Mill After School Cats Club will use a positive and proactive approach to behavior management. Students will know what is expected of them and team leaders will guide students in making appropriate decisions. This is the same behavior that is expected during the regular school day. In order to provide a safe and comfortable after school environment, all students will be expected to follow the Clays Mill Guidelines for Success:

- Cooperate with others
- Always show respect
- Take responsibility
- Stay determined

After School Behavior Referral

A behavior referral will be issued for serious infractions. Behavior referrals are reserved for aggressive behavior (physical or verbal), destruction of property, disrespectful behavior, dangerous behavior, and repeated disruptions to the after-school environment. The Director or desk attendant on duty will review the behavior referral with you at the time of pick up. A signed copy will be kept on file.

If a behavior referral has been filled out, the Director on duty may deem it necessary to contact you to pick up your child from the after-school program immediately. Dangerous behavior or multiple behavior referrals may result in suspension or removal from the program and is at the discretion of the director and/or principal.

Failure to adhere to the Clays Mill Elementary School behavior policy, acts of physical aggression, violence, or threats towards students or staff, may result in immediate dismissal from the after-school program. This decision will be made at the discretion of the director and/or principal.

Accidents

Accident reports will be filled out and parents will be informed of any type of injury that occurs while your child is in the Cats Club program. The forms will list the treatment that was given after the accident occurred. If you decide that an injury will require medical treatment, please let the director or desk attendant know within 24 hours.

Emergencies

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same emergency protocols set forth during the school day. Emergency plans are posted in each room in the building.

Emergency Evacuation Procedures

- **Fire Drill**
 - Cafeteria, or gym you will go out the closest back door and head to the grassy area inside the track.
 - Computer lab or STEM lab, or library, you will exit the building through the intermediate hallway and lead the students to the grassy area inside the track.
 - Students should stand in line with their team
 - Team Leader should use their roster to account for all students
 - Radio to Director any missing students
- **Tornado Drill**
 - Playground – inside immediately and head to bathrooms. Students sit or on their knees with their hands over their head.
 - Cafeteria or gym – head into the bathrooms. Students sit or on their knees with their hands over their head.
 - Computer Lab/STEM Lab/ Library – go downstairs and get against the long hallway wall. Students sit or on their knees with their hands over the head.
 - Team Leader should use their roster to account for all students
 - Radio to Director any missing students
- **Lockdown**
 - Playground – head to the farthest corner of the property away from the school. If possible, go to Southland Park.
 - Cafeteria or gym – go into the storage room in the gym
 - Computer Lab/STEM Lab/ Library
 - Computer Lab – back corner under last two rows of desks
 - STEM Lab – closet
 - Library – AV Room
 - Team Leader should use their roster to account for all students
 - Radio to Director any missing students
- **Earthquake**
 - Playground – gather in grassy area inside of track
 - Cafeteria – get under tables
 - Gym -
 - Computer Lab/ STEM Lab/ Library – get under tables
 - Team Leader should use their roster to account for all students
 - Radio to Director any missing students

If students and staff need to evacuate the building and move off-site, our first location is to go to Mary Queen School at 2501 Clays Mill Road. Our second location is to go to Lexington Catholic High School at 2250 Clays Mill Road.

Homework

The CME Cats Club will provide an environment for children in grades 2nd -5th to complete their homework and daily reading assignments, but this does not replace parent involvement in the homework process. We ask that you please continue to check their homework for completion and to stay up to date on topics being covered in the classroom. Second grade will also have homework time after students have been given homework by their classroom teachers.

ALL STUDENTS MUST COME PREPARED EACH DAY WITH PAPER, PENCILS, AND ANY OTHER SUPPLIES REQUIRED IN ORDER TO COMPLETE THEIR HOMEWORK.

Medications

Prescription medication will only be dispensed if a doctor's note is presented to the director and the medication is in the original labeled container. Parents will need to fill out a Medication Request, as well. Medication Requests need to be filled out on a DAILY BASIS. No over the counter medicines will be given at Cats Club. Please Note: We do not have access to inhalers, etc. that you have given to the school to be used during the school day because they are locked up after school, so if your child needs an inhaler, Epi-pen, or anything similar, **The Cats Club needs to have a separate prescription kept in their LOCKED MEDICINE BOX during the entire year.** Please make sure that all medicine of this nature is given to the Director at the beginning of the year.

Fees (2022-23)

A \$30.00 individual or \$40 family registration fee will be required to enroll your child in the CME Cats Club. Full time attendance is \$55 per week and part-time is \$36 per week. Students are considered part-time if they attend three or fewer days per week. *A schedule of fees is included with the registration packet.* Should your child not come to the Cats Club on any given day during the month, the payment amount will NOT be adjusted.

- All charges are automatically withdrawn from your bank account via the SmartCare software on the 5th of each month. A monthly fee schedule will be available at the beginning of the school year.
- Insufficient funds for automatic withdraws will be charged from SmartCare. The charge is \$30 per insufficient funds incident. We reserve the right to rerun the automatic withdrawal again during the month to collect the NSF charge. If the insufficient funds aren't covered after 3 business days, the student will be removed from the program until the payment has been made providing there is still a space available. After three insufficient funds notices, removal from the program is at the discretion of the director and/or principal.
- Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, other school activities, or withdrawal during mid-month.
- Severe weather/NTI/ early dismissal days - if school is cancelled and Cats Club is not open, a credit will be applied to your account for the days your child(ren) would have attended. If those days are made up at a later time, there will be a charge added in the appropriate month.

- The Clays Mill After-School Program is not in session during days that school is closed.
- Late charges of \$2.00 per minute will be charged for anyone picked up a child after 6:00 pm. Late charges are due at the time of pick-up.

Withdrawal

- You have the option of withdrawing from the Clays Mill After-School program at any time during the school year. Notice must be given by the 20th of the prior month in order to stop the ACH auto-debit, If you withdraw from Clays Mill Elementary School, that will not automatically withdraw you from the after-school program. Please notify the director if you child will no longer be attending the school or the program.
- Re-admission to the program is not guaranteed once you have withdrawn. The registration fee will be charged each time a family enrolls in the after-school program.
- It is the responsibility of the parent and guardian to inform the classroom teacher about new transportation arrangements by sending in a note with a parent signature.
- No refunds will be given for early withdrawal during any given month. All monthly charges come out of your bank account on the fifth day of each month. No refunds will be provided after that time.
- Parents who wish to re-enroll their child in the CME Cats Club within the same school year will be required to pay the registration fee at the time of re-enrollment, providing there is space for the child to return to the program. If no space is available in the program, your child will be put on a waiting list.
- Change in enrollment status from full-time to part-time or part-time to full-time may require one month's notice. Student enrollment status in the program may only be increased, space permitting.

Questions

A director will always be on duty during the CME Cats Club and will be glad to address any questions or concerns you may have. It is asked that you contact the director with questions or concerns and not the school principal. The director will contact the school principal if the necessity arises. Any questions or concerns directed to the principal will be rerouted back to the director.

Contact Us

We can be contacted between 2:35-6:00 pm at 859-285-5159. If you need to contact someone during school hours, please call the Clays Mill Front Office at 859-381-3355 or you can e-mail Ms. Webb at gayla.webb@fayette.kyschools.us If it is urgent, please call the school or the Cats Club cell phone (from 2:35pm). Please do not use DOJO to contact the director. The message system isn't monitored by the director.

Child and Parents Rights

(1) All children receiving child care services in a day-care licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- a. **The right to be free from physical or mental abuse:**
- b. **The right not to be subjected to abusive language or abusive punishment: and**
- c. **The right to be in the care of adults who shall meet their health, safety, and developmental needs.**

(2) Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:

- a. **The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;**
- b. **The right to be provided with information about child-care regulatory standards; and how to file a complaint;**
- c. **The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and**
- d. **The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;**
- e. **The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and**
- f. **The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.**

(3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Effective 7/15/1998

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