

# **CHILDCARE**

## **Parent Handbook**

### **2011-2012**

We offer early morning care, afterschool care, and intersession camps, for students in PreK-8 Grades. Please check the childcare page of our school website at <http://www.cemcs.org/programs> under **Childcare**, or with the school office for more information about these fee-based programs.

All aspects of the school-day discipline, behavior, and health policies are in-force during all childcare programming. Please refer to the sections of this handbook which more fully address these topics.

Casa Esperanza Montessori does not discriminate against any student on the basis of ethnicity, national origin, gender, sexual preference, or disability. Except as provided by law or the mission of the school as set out in the charter, the school shall not limit admission on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

#### **ADMISSION**

Admissions to all programs are on a 'first come-first served' basis. Applications for all programs are available at the front office. Completed applications, fees and deposits guarantee a child's spot in the program. An additional fee of \$1 per child per minute will be due immediately when a parent picks a child up late.

#### **SNACK and ALLERGY INFORMATION**

Please indicate any food allergies on enrollment form. Some of the snacks and projects include nut or legume products. We will have a list of children with allergies for reference in each classroom and may ask you to provide appropriate snacks to meet your child's need.

#### **HOW TO REACH US IN CASE OF EMERGENCY**

If you need to reach someone in the childcare program during childcare hours, please call 919-855-9811. In the event an emergency prevents you from picking up your child by the 6:00 pm deadline, please call 919-855-9811 ext. 426. An additional fee of \$1 per minute will be due immediately when a parent picks a child up late.

#### **WITHDRAWALS**

Parent initiated withdrawals require a 30 day notice in writing. Casa Esperanza reserves the right to dismiss for the remainder of the day or for the remainder of the session any child who poses a disciplinary problem that cannot be resolved through redirection or reminders. The Childcare Program Director's decisions are final.

## SCHOOL YEAR CHILDCARE PROGRAM INFORMATION

*For their safety, please sign your children in and out when dropping them off and picking them up.*

### PreK-8 Grades, Before School 7:30 am -8:05 am

Doors open at 7:30 am; Early Morning care will be through the blue door, located on the side of the building (facing LIPO Science building). Please sign your child in when they are dropped off. Children are escorted to the front door at 8:05 am to enter school in the same manner as all children at Casa. This is a quiet, mixed-age environment designed to gently ease students into their school day. No food is provided, but children may bring a healthy breakfast from home to eat and finish before 8:00 am.

### PreK program, Mid-day 12:30 pm-3:30 pm

Mid-day care begins at 12:30 pm. Casa will provide each student with his or her own nap mat, but we ask parents to provide their child with a **king size pillowcase** to cover the mat. Children will rest in their Children's House classrooms.

#### **WHAT TO BRING:** (all labeled with child's name)

Change of clothes in case of accident  
King size pillow case for nap mat  
Healthy lunch  
Water Bottle

### PreK-8 Grades, AfterSchool 3:30-6:00 pm

The AfterSchool program will group children in developmentally appropriate groups as follows:

CH (Prek & K): hosted in a Children's House Classroom

LE (First-Third): hosted in an LE and/or UE room

UE & MG (Fourth-Eighth): hosted in an LE, UE and/or MG room

Casa's AfterSchool Program will host multiple childcare "clubs" offering a variety of enrichment activities such as:

- Re-Charge, a program sponsored by the NFL; Action for Healthy Kids
- Fine Arts
- Media and Technology projects
- Science
- Cooking

The AfterSchool Program has planned lessons and activities to both entertain and enrich the children attending. A healthy afternoon snack will be provided; examples of a healthy snack are carrots, crackers with cheese, fruit, granola, etc. If your child has food allergies you may choose to provide snacks specific to your child's dietary needs.

### Pre-K - Grade 8, Early Release 12:30pm-6:00pm

Early Release Childcare is available on a first-come first-served basis to all Casa families. Children will eat their and continue their day with planned activities. Space is limited.

#### **WHAT TO BRING:** (all labeled with child's name)

Healthy lunch  
Water Bottle

## INTERSESSION PROGRAM INFORMATION

*Program hours are from 8:00 a.m. – 6:00 p.m. For their safety, please sign your children in and out when dropping them off and picking them up.*

### Food

- Parents provide morning snack
- Lunch is not provided; please provide your child with a healthy lunch.
- A healthy afternoon snack will be provided; examples of a healthy snack are carrots, crackers with cheese, fruit, granola, etc.
- If your child has food allergies you must provide snacks specific to your child's dietary needs.

### PreK-Kindergarten Intersession:

This program has age appropriate planned lessons and activities to both entertain and enrich the children attending. We also offer child-suggested, center-based activities. After lunch children will transition to a required nap or rest time. **Students do not need to wear school uniforms to this program.**

### **WHAT TO BRING:** (labeled with child's name)

- ▶ Change of clothes (we play hard!)
- ▶ Morning Snack (and afternoon snack if your child has special dietary needs)
- ▶ Lunch
- ▶ Water Bottle
- ▶ King Size Pillowcase to cover rest- mat

### Grades 1-8 Intersession Program:

This weeklong session program is theme-based activities. **Students do not need to wear school uniforms to this program.**

### **WHAT TO BRING:** (labeled with child's name)

- ▶ Change of clothes (we play hard!)
- ▶ Morning Snack (and afternoon snack if your child has special dietary needs)
- ▶ Lunch
- ▶ Water Bottle

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