

Underwood Eagle Care

Before/Extended/After

Student & Parent Handbook



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Introduction

The Underwood Eagle Care Program is committed to serving the families in our community. We provide care services for children who are enrolled in our school district preschool through 5th grade. The Underwood Eagle Care Program does not discriminate in our admission based on race, sex, religion, color, sexual orientation, place of national origin, marital status, or ability. Our program will promote development in socialization, academic achievement, and emotional and physical skills. Thank you for trusting us with the care of your child.

The Underwood Eagle Care Program follows all of Underwood School Policies.

Mission Statement

Preparing students to meet the challenges of the 21st Century.

Purpose

Our purpose at Underwood Eagles Care is to provide a safe and happy place for children before, during, and after school to learn and grow. It is our goal to create a memorable experience for children while providing a safe and secure environment for them to attend.

Supervision/Licensing

The Underwood Eagle Care Program is licensed by the Iowa Department of Human Services (DHS). While under our supervision, children will be properly supervised at all times. Proper staff to children ratios will be maintained at all times. The Underwood Eagle Care Program has routine visits to ensure that we comply with all the requirements of DHS and the State of Iowa.

Program Registration & Hours

Registration

To register for Underwood Eagle Care contact Amanda Williams at 712-566-2326 or awilliams@underwoodschoools.org. You will be required to fill out the appropriate paperwork listed below before your child can attend. Starting in August 2022, we will be using a new software program that allows for online parent access. All families will be required to re-register in Fall 2022.

Required Forms

- Child Enrollment Form
- Emergency Contact Form
- Assessment & Health Form
- School Year Contract Form
- Underwood Eagle Care Consent Form

Hours

Underwood Eagle Care is open Monday through Friday, 6:00 AM to 6:00 PM We are open August through May and we follow the Underwood Community School District school calendar. We are not open on weekends, school breaks, no school days or snow days.

Before Care: 6:00 AM-8:05 AM

After Care: 3:20 PM-6:00 PM

Extended Care: is only available for currently enrolled preschool children. Their time in the ECC room will be at the opposite time of their assigned preschool class. There is no preschool on Wednesdays but Eagle Extended Care will be provided on Wednesdays. Eagle Extended Care hours on Wednesday will be 8:05 AM -2:25 PM.

Inclement Weather

Snow Day:

If there is a snow day, Underwood Eagle Care will not be open.

Late Starts:

If there is a two-hour late start, Underwood Eagle Care will open at 8:00 AM.

Early Dismissals:

If school is dismissed early due to poor weather conditions or any other unscheduled early out, Eagle After Care will not be open. All children will need to be picked up or ride the bus home at the decided dismissal time.

Late Pickup Policy

Underwood Eagle Care hours are 6:00 AM to 6:00 PM. Any child picked up after 6:00 PM will be charged a late fee of \$1.00 per minute. With each late pick-up, a notice will be sent home. Child care services will be withdrawn if three late pick-ups occur. The

authorities will be contacted at 6:30 PM if a parent has failed to pick up a child and the program is unable to reach any of the contact persons.

Payment Information

Eagle Care charges at an hourly rate. The hourly rate is \$3.00 per child. The following information is all subject to change due to our software upgrade coming in Fall 2022.

Billing is prepared on Thursday night and is sent home in your child's backpack on Friday.

If your child's bill reaches \$150, you will receive a notice that you have reached this limit. If you receive three notices and your bill has not been paid, we reserve the right to deny child care until your bill is paid in full. If a situation arises that prevents you from making a payment, please address it with the director to make payment arrangements.

1. Checks are made payable to Underwood Schools. In the memo line please indicate it is for Underwood Eagle Care.

Health Policies

Illness

Children who are ill may not attend Eagle Care. If a child has diarrhea, is vomiting, or has a fever, they may not attend. If your child becomes ill while in our care you will be contacted to pick up your child as soon as possible. Children with a fever of 100.4 or higher or vomits will be sent home. Children MUST be fever-free and vomit-free for 24 hours before returning to the Underwood Eagle Care Program.

Toileting

All children in the Underwood Eagle Care Program are required to be toilet trained. All children must be completely independent in the restroom. If a child has an accident, staff will clean the child and put on extra clothes. The children must have an extra set of clothing from home. If a child has frequent accidents, the director will contact the parent to discuss the situation.

Medication

Eagle Care staff are not permitted to distribute medication to children. The school nurse is in charge of distributing over-the-counter medications, as well as prescriptions.

Please contact the school nurse if your child will need to take medication while under Eagle Care supervision.

Handwashing

Children and staff will be required to wash their hands upon arriving at Underwood Eagle Care, before leaving the restroom, before eating, before water play, after outside activities, before any food activity, and when visibly soiled.

Communicable Disease

Parents need to notify Underwood Eagle Care staff of any communicable diseases. When a communicable disease has been reported, all parents will be notified by email and a notice will be posted on site. This notice will include details of symptoms, mode of transmission, and period of communicability.

Child Injury Report

If a child is hurt, an accident/injury report will be filled out. The parent/guardian will be asked to read and sign the report. A copy of this report will be given to you (if requested) as well as placed in your child's file. If your child is involved in a behavior-related incident the same report procedure will be followed.

Rules & Expectations

Students are expected to follow all the rules and expectations of the Underwood Eagle Care Program listed below. If an incident occurs a behavior report will be filled out and sent home. A sample of the behavior report can be found later in this handbook. If three incidents occur there will be a 5 day suspension from the Underwood Eagle Care Program. If a fourth incident occurs a conference with the Underwood Eagle Care Director, Eagle Care Staff, and Elementary Principal must be held to determine a course of action for that child.

Basic Rules

- Always show respect for others
- Always show respect for others property
- Keep hands and feet to yourself
- Be polite in words and actions
- No inappropriate language
- Pick up activity before choosing another one
- Use outdoor equipment safely
- Use good table manners

Belongings

Students will put their belongings in their backpacks and their backpacks in an assigned cubby or hook. The Underwood Eagle Care Program is will not be responsible for lost or stolen items so please have your child keep their valuable items at home. It is also helpful to have your child's name on their belongings.

Blankets

Children attending Extended Eagle Care are allowed to bring one small blanket of their own to stay at school. The blanket must fit in their cubby space. These blankets will be used during the Extended Eagle Care quiet time. Blankets will be washed at school or will be sent home at the end of each week to be washed.

Items from Home

We do not allow snacks, gum, candy, etc. to be brought into the Underwood Eagle Care Program. Children are not allowed to bring toys from home. This helps to reduce toys getting mixed up and lost within the Underwood Eagle Care Program.

Technology

Children are discouraged from bringing cell phones or tablets. Telephones are available and staff will assist in making all necessary calls. Underwood Eagle Care is not responsible for lost, damaged, or stolen cell phones or other electronic devices. Cell phone or tablet use may result in confiscation of the electronic device. If this occurs the device will be returned to the child when the parent picks them up.

Being Prepared

All children should come to the Underwood Eagle Care Program dressed appropriately for the weather outside. Students will not be split into groups. In order for outdoor activities to be available, all students need to be prepared for the weather. We also encourage parents to label all belongings and clothing with their child's name. This helps to minimize mix-ups and lost items.

Emergency Drills & Response

The Underwood Eagle Care Program follows the same emergency procedures and responses as the Underwood Community School District. Drills are practiced monthly in the Underwood Eagle Care Program in addition to the drills conducted by the school.

A.L.I.C.E. Drill

A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate/Escape. A.L.I.C.E. drills are practiced during the school day in the classrooms but are talked about and discussed during Underwood Eagle Care to inform students what to do in the event of an intruder or shooter.

Tornado Drills

Surprise tornado drills are planned and practiced monthly for Underwood Eagle Care. On designated days tornado drills will be practiced in the Underwood Eagle Care classroom. Our shelter from tornados is in the restroom areas and storage room where there are no windows.

Fire Drills

Surprise fire drills are planned and practiced monthly for Underwood Eagle Care. On designated days fire drills will be practiced in the Underwood Eagle Care classroom. We exit out the back doors of the Underwood Eagle Care classroom and line up on the parking lot behind the elementary building.

Sample Schedules

In this section you will find a sample schedule of what children will be doing in each part of the Underwood Eagle Care Program. Underwood Eagle Care is broken down into three sections, Before, Extended, and After. In the sample schedules, you will see free choice listed. Some examples of free choices are books, board games, drawing, blocks, dramatic play, cars, etc. During the free choice time, students can also choose to work on homework.

Eagle Before Care

6:00-7:50 Free Choice

7:50-8:00 Clean Up

8:00-8:05 Dismissal

Eagle Extended Care

8:05-8:30 AM ECC Arrival

8:30-9:00 Lesson Plan Time
9:00-9:20 Outside
9:20-9:30 Snack
9:30-10:15 Centers (free play)
10:15-11:15 Quiet Time
11:15-11:25 Wake Up/ Restroom
11:25-12:15 Lunch
12:15-12:25 PM PK prepares to leave/AM PK prepares
for nap
12:25-1:25 Quiet time
1:30-1:50 Outside
1:50-2:00 Snack
2:00-2:30 Table Work (lesson)
2:30-3:10 Centers (free play)
3:10-3:15 Pack Up for dismissal plans
3:15 Dismissal back to PK

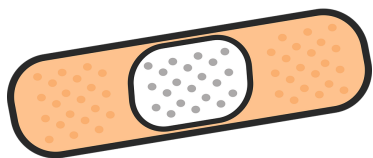
Eagle After Care

3:20-3:30 Eagle After Care Arrival
3:30-3:45 Snack Time
3:45-4:30 Free Choice
4:30-5:00 Outside Time
5:00-6:00 Free Choice

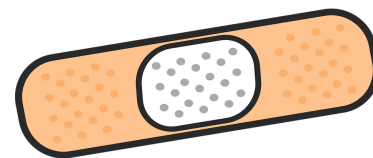
Sample Reports

On the next pages you will find sample reports of what will be sent home if an injury, incident, or late pick up is to occur.

Child Injury Report



Injury Report



Child Name:	
Date of Accident:	
Time of Accident:	
Nature of Injury:	
Location of Incident:	
What was the child doing?	
Care response & first aid:	
Name of Caregiver:	
Additional Information:	
Parent Contacted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of parent contacted:	
Who contacted parent:	
How parent was contacted:	<input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL <input type="checkbox"/> OTHER:
Time parent was contacted:	
Caregiver Signature:	

Child Incident Report

Behavior/Incident Report

Child Name: _____ Date: _____

Notice to Parent(s)/ Guardian(s),

Your child was involved in an incident, which jeopardized the safety and well-being of others. Students must understand that the behaviors, as described below, are unacceptable and will not be tolerated. Any disciplinary action described below was taken to encourage your child to obey the Eagle Care rules and expectations.

Circle One:

1. This is the first offense. The staff personnel has talked to the student and we trust that the incident will not reoccur.
2. This is the second offense. Parents are asked to contact the Eagle Care staff by phone or in-person to discuss the incident.
3. This is the third offense. Eagle Care privileges have been denied for 5 school days. Parents are asked to contact Eagle Care staff by phone or in-person to discuss this incident.
4. This is the fourth offense. Eagle Care privileges have been denied and will continue to be denied until a conference has been held with Eagle Care Staff, Eagle Care Director, and Elementary Principal.

SEVERE CLAUSE:

Some instances may be severe enough to warrant an immediate 5-day suspension of Eagle Care privileges, to be determined by Eagle Care Staff.

RULE BROKEN:

Fighting Unacceptable Language Yelling
 Destroying Property Other: _____

Comments:

Signature of Eagle Care Staff: _____

Late Pick-Up Report

LATE PICK-UP NOTICE

Child Name: _____ Date: _____

Dear Parent(s)/ Guardian(s),

Our childcare program hours are from 6:00 AM - 6:00 PM, Monday - Friday. We follow the Underwood Community Schools Calendar. Today _____ your child was picked up from our program at _____. If your child is picked up late more than 3 times a school year your child will not be able to use our childcare services. Please be aware that if your child is here more than 30 minutes after closing, we will have no choice but to turn custody of your child over to the Pottawattamie County Sheriff's Department.

___ 1st Notice ___ 2nd Notice ___ 3rd Notice ___ Dismissal

I _____ have read and understand this notice.
(Print Name)

Parent Signature

Date

Director Signature

Date

Elementary Principal Signature

Date