NORWALK CATHOLIC

Flyer Clubhouse (Child Care) Handbook 2026 – 2027

Mr. Martin Linder, President

Ms. Riley Conway, Elementary Principal

Mrs. Gail Reynolds, Early Childhood Director

The Flyer Clubhouse was designed to meet the needs of students at Norwalk Catholic (preschool through 6th grade) and their working parents during the school year. The purpose of the Clubhouse is to provide a child-centered program in a safe, stimulating and happy environment which allows children to interact freely with others. In addition to all other policies established by Norwalk Catholic, the following items are also in effect for all who participate in the Flyer Clubhouse.

Welcome to our Family!

A

Admission Only children enrolled as students of Norwalk Catholic School may be registered to attend the Flyer Clubhouse (before and/or after school child care). All preschool children must be potty trained in order to attend Flyer Clubhouse. A child is considered to be enrolled in the Flyer Clubhouse after confirmation of schedule, a completed policy agreement has been received, the $10.00 per family registration fee has been paid, and the Director confirms that a space is available. Policy agreement forms are available online and at the Early Childhood Center (EC) and NC Elementary offices.

Attendance Your child must be registered for Flyer Clubhouse before he/she can attend. A child is considered registered when all paperwork is complete and a $10.00 per family registration fee has been paid.

*The Flyer Clubhouse **will not** provide child care on a drop-in basis.* We endeavor to provide reliable and convenient child care for your family, but we must comply with all child care rules including staffing ratios. Schedules and advance notice are critical to staffing and compliance. Please provide an anticipated schedule for your child's attendance. If you need to use Clubhouse on a day that your child would not normally attend, you will no longer be able to do this without prior approval from the director so proper staffing can be maintained. When making adjustments to your schedule we ask for two weeks notice in order to accommodate the change and bill appropriately. Changes should be approved by the EC director by calling the school office or sending an email.

When school is closed for a holiday, the Flyer Clubhouse is also closed. If there is enough interest, the Clubhouse may be open on in-service days.

B

C

Change of Information Whenever there is a change in your contact information, it is important to immediately send us new addresses and telephone numbers, as well as any change in custodial parents, guardians, emergency contacts and/or those authorized to pick up your child. You may add names to the authorized pick-up list, change your child's Clubhouse schedule, or make changes to your emergency contact list at any time. This information helps us protect your child by telling us who may and may not take your child, who can make emergency decisions for your child, and when we should anticipate your child. Finally, if you go out of town, please notify the school. Your babysitter's name should be provided, as well as information about who should be called in case of emergency. Please inform the Clubhouse of the dates you will depart and return. You can always email the clubhouse staff at flyerclubhouse@ncsmail.org

Child Abuse In accordance with Section 2151.421 of the Ohio Revised Code all child care staff are **required** to report any suspicions of child abuse or neglect to the local public children's services agency. Flyer Clubhouse staff members have completed the required six-hour course prescribed by the Ohio Department of Human Services in recognizing signs of child abuse and neglect.

Communicable Diseases The Norwalk Catholic - Early Childhood staff are trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases.

Disease Prevention—Hand washing is the most effective measure to prevent the spread of disease. All children and staff use thorough hand washing before handling or eating food, and after toileting or wiping noses. As much as possible, children are encouraged to manage their own hand washing with help like step stools, soap and accessible toweling; adults instruct and observe students for good hand washing procedures. We ask parents to reinforce these practices at home.

Upon arrival at school, your child will be observed for signs of illness. If your child shows any of the symptoms listed below, you will be asked to take the child home. If your child has any type of skin infection or wound drainage, please inform the office. Depending upon the skin infection, your child may be excluded from school (in accordance with Ohio Department of Health guidelines).

If your child displays any of the following signs or symptoms before coming to school, **please—do not send your child to school.**

Signs and Symptoms of Communicable Disease: (The following are cause for immediate dismissal from school.)

➢ Diarrhea (more than one abnormally loose stool within a 24-hour period);

➢ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

➢ Difficult or rapid breathing; ➢ Yellowish skin or eyes, or yellowish discharge from the nose; ➢ Conjunctivitis ("pink eye"); ➢ Temperature of 100 degrees or higher, especially in combination with any other signs or illness; ➢ Untreated infected skin patches; ➢ Unusually dark urine and/or gray or white stool; ➢ Stiff neck; ➢ Unusual spots or rash; ➢ Sore throat or difficulty swallowing; ➢ Vomiting in the previous 24-hour period. ➢ Evidence of lice, scabies or other parasitic infestation.

If a communicable disease is suspected, the child's parent, guardian or designated emergency

contact will be contacted by telephone. A form may be sent home stating that it will be necessary for the child to see a doctor for diagnosis and treatment before returning to school. If your child may have been exposed to a contagious disease, you will be notified and informed of signs and symptoms to watch for.

If a child has a communicable disease, listed below, the return policy will be as follows:

- **Chicken Pox:** children may return to school after 7 days if scabs are crusted over and dry.
- **Scarlet Fever and Streptococcal Sore Throat:** children may return after 24 hours if they are under the treatment of a physician and have no fever.
- **Eyes:** any child with a reddened or inflamed eye may be excluded until the eye has completely recovered or has a doctor's statement allowing his/her return.
- **Skin:** any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or has a doctor's statement allowing his/her return.
- **Head Lice:** Norwalk Catholic School maintains a nit free policy in regards to lice; children with lice or nits will be excluded. Parents of children with lice will be notified and will be expected to come to school to pick up their child. Children are excluded from school and may return only after disinfestations are complete and with a note from the Huron County Health Department or a family doctor assuring that the child has been under treatment and it is clear to return. Additionally, parents will be notified when lice are present in their child's classroom.

COVID19: Any signs or symptoms or a fever of 100 degrees or higher would require students to be isolated from the clubhouse until they are medically cleared to return.

The Ohio Department of Health Communicable Disease chart is posted in all child care rooms and may be used as a reference for communicable disease recognition.

Communication with Staff Parents are expected to send all official communication in writing. If a parent needs to speak with a childcare worker, they must make an appointment to do so when the children are not present. This enables staff members to devote their full attention to the supervision of the children under their care. Further, it protects the children from being present for a conversation they may not be able to process and provides both parties with an appropriate level of confidentiality for the exchange of information.

Cost please refer to the chart below.

Preschool	**Daily Rate**	**Weekly Rate**
Preschool Before	$8.00	$40.00
Preschool Extended Care (extension of their school day)	$25.00	$125.00
Preschool Before **and** Extended Care	$33.00	$165.00

Preschool Extended Care **and** After Care	$35.00	$175.00
3-Yr-Old Preschool All Day Care	$45.00	N/A
School-Age	**Daily Rate**	**Weekly Rate**
Kindergarten Before Care	$8.00	$40.00
Kindergarten After Care	$10.00	$50.00
Kindergarten Before **and** After Care	$18.00	$90.00
Grades 1-6 After Care	$10.00	$50.00
Yearly Clubhouse Rate Options		
3-Yr-Old Preschool (before or after & extended)	$4,300	
4-Yr-Old Preschool (before or after & extended)	$4,000	
Kindergarten (before and aftercare)	$2,700	

D **Discipline** Rules are established to enable children to know what is expected. Children are not allowed to hurt other children, put themselves in danger, or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed, and when they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, and language use are carefully chosen to assist children with difficulties in coping in a social setting. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden. *Please see the Norwalk Catholic Handbooks for more details about the discipline policy for school age child care.* ***The same rules that apply to the school day also apply to attendance at the Flyer Clubhouse.***

The following Behavior Management Discipline 3301-37-10 is from the State of Ohio Guidelines and is practiced by the Norwalk Catholic, Early Childhood.

A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. B. The center has adopted this written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with

the child about the situation and praise for appropriate behavior. C. The center's actual methods of discipline shall apply to all persons on the

premises and shall be restricted as follows: 1. There shall be no cruel, harsh, corporal punishment or any unusual

punishments such as, but not limited to, punching, pinching, shaking, spanking or biting. 2. No discipline shall be delegated to any other child. 3. No physical restraints shall be used to confine a child by any means other

than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

4. No child shall be placed in a locked room or confined in an enclosed area

such as a closet, a box or a similar cubicle. 5. No child shall be subjected to profane language, threats, derogatory remarks

about himself or his family or other verbal abuse. 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or

for toileting accidents. 7. Techniques or discipline shall not humiliate, shame or frighten a child. 8. Discipline shall not include withholding food, rest or toilet use. 9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well- ventilated space. 10. The center shall not abuse or neglect children and shall protect children from

abuse and neglect while in attendance in the preschool program. D. The parent of a child enrolled in a center shall receive the center's written

discipline policy (provided here). E. All preschool staff members shall receive a copy of the center's discipline policy

for review upon employment.

Students attend Norwalk Catholic under the direction of the Diocese of Toledo and with the full benefits of constitutional rights and protections as citizens. This Ohio code specifies the school's expectations. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from the students. The Administration reserves the right to handle serious student problems other than stated here.

Code of Conduct: **All NCS elementary students attending the Flyer Clubhouse will**:

1. Show respect, obedience and courtesy to all school authorities. 2. Show respect and kindness by their words and actions toward their fellow students and all visitors to the school. 3. Show respect for all school property, other students' property and their own property. 4. Cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn. 5. Obey all classroom and school rules. 6. Be properly attired and groomed according to the regulations of the Norwalk Catholic School. 7. Use acceptable language. 8. Be

accountable for their actions when riding the bus and on all occasions when representing NC.

Serious Misconduct Code: Violations of the following rules will result in disciplinary action, which may include suspension or expulsion from the Flyer Clubhouse.

***Any violation of the serious misconduct code would be considered an automatic suspension.**

1. Disruption of School: A student may not use violence, force, coercion, threat or intimidation of teachers, guests, other students, or any other employees of the school district to cause a disruption or obstruction to the education process or activity. Jokes will be taken seriously! 2. Assault (fighting): A student may not physically attack or behave in such a way as could cause physical injury to any person on the school premises while in the custody and control of the school or in the course of a school-related activity. 3. Damage to School or Private Property: A student may not attempt to damage school property, nor remove it from the premises without written permission from the principal. A student may not attempt to damage or remove the private property of others without their knowledge and permission. No student may receive or purchase from another student any property, which was stolen or appears to be stolen. 4. Dangerous Weapons: A student may not possess, handle, transmit, or conceal any object which could be dangerous to self or which could inflict physical harm if used against others. 5. Alcoholic Beverages, Narcotics, Drugs, and Counterfeit controlled substances (look-alike drugs): A student may not possess, use, transmit, conceal or show evidence of having consumed any of the above while on school premises, or in attendance at any school sponsored function either at the home school or at a school where the home school is participating. 6. Tobacco Products: A student may not possess, transmit, conceal or use tobacco on the school premises while in attendance at any school sponsored function either at the home school or at a school where the home school is participating. 7. Fires, Fire Alarms, and Fireworks: A student may not interfere with the educational process or endanger other students by setting fires, pulling fire alarms, or setting off fireworks on the school premises. 8. Disrespect to School Personnel: A student may not act in defiance of directions, be disrespectful toward, or fail to comply with lesser forms of disciplinary actions issued by any school personnel. This includes playground monitors and volunteers. 9. Profanity: A student may not be profane or abusive in speech, gestures, or writing; or possess such signs, pictures, or publications. 10. Behavior not covered by other rules: The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the written rules.

Pink Slips: Pink slips will be given for behavioral problems only. All pink slips must be signed by the teacher, the student, and the parent. The pink slip must be returned the day after it is given; if not, the student will receive another pink slip. Pink slips are given for:

- Disrespect of fellow students or adults,

- Classroom disruptions,
- Non-compliance with teacher directives,
- Out of Dress Code,
- Gum chewing,
- Dishonesty, and

• Swearing. After the first pink slip, each additional pink slip results in a detention. Each student will start each semester with a clean slate.

Detentions: Two pink slips are equal to one detention. Each additional pink slip also equals one detention. Detentions are forty (40) minutes before school on a designated day and will be served at 7:30 am at the Early Childhood Center. The student will sit in complete silence, doing work. 5 detentions = suspension from the Flyer Clubhouse.

Absence from Detention: Will result in suspension from the Flyer Clubhouse.
Due Process: Any student suspended or expelled will be given:

1. Written notice of the action and the reasons. 2. The opportunity to appear at an informal hearing before the director or president, where the student has the right to present their explanations, views, or alternative courses of action.

E **Emergencies, Accidents or Injuries** During the course of everyday play, **minor** accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately as needed. Members of the NC Early Childhood Center staff are certified to administer first aid and periodically attend classes to keep this certification current. Should a minor injury occur or an emergency arise, parents will be notified immediately. Each child's records must contain the home, cell and work numbers of both parents/guardians so that they may be contacted in the event of an emergency. If neither parent/guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact persons are available and within a reasonable driving distance to pick up your child if necessary.** When minor accidents occur, parents/guardians are required to provide emergency transportation.

Parents are required to complete an Emergency Transportation Authorization form for every child in attendance. Under no circumstances will a Norwalk Catholic staff member transport a child. An Emergency Operation Plan is available in the office. It outlines the procedure to be followed in the event of any situation that would pose a threat to our students.

A **serious** incident, injury, or illness is defined as any situation occurring which requires emergency medical treatment, professional consultation or transportation for emergency treatment. If permission is granted to transport the child, NCS has the authority to contact

emergency transportation for a child in the event of a serious accident. Parents must complete the registration form before enrolling a child. It is especially important to identify an adult who will assume responsibility for the student in case of illness or emergency and to keep the teacher informed of changes. If a parent cannot be reached in case of a child's illness, the emergency contact person named on the form will be contacted. This form should be on file for all registered students before the child begins attending Flyer Clubhouse.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident, if the following occur:

- The child has an accident, injury or illness which requires first aid;
- The child receives a bump or blow to the head;
- The child has to be transported by emergency squad; or
- An unusual or unexpected event occurs which jeopardizes the safety of the child. Please review and sign the incident form and return it to school. A copy of the signed report will be given to you.

EC has the authority to contact emergency transportation for a child in the event of a serious accident. Under no circumstances will a Norwalk Catholic School Early Childhood staff member transport a child. An Emergency Operation Plan is available in the office. It outlines the procedure to be followed in the event of any situation that would pose a threat to our students.

F **Faith** Time spent in the clubhouse also is time spent rooted in our Catholic traditions.

Students participate in daily prayer and reflection.

G **Goals** The goals for the childcare program are to:

❖ Foster an environment of care and love,
❖ Cherish and respect life in all its forms,
❖ Respect the dignity of all persons,
❖ Respect and accept differences in race, color, creed, and ethnic origins,
❖ Create an environment where children learn Christian values,
❖ Provide a program that is developmentally appropriate for children.

H **Homework** The after-school program provides help for children's homework. **Please instruct our staff and your child on what homework you want to be completed while at the Clubhouse.**

Hours of Operation: During the school year, child care in the Flyer Clubhouse is open Monday through Friday from 6:30 am to 6:00 pm for children in preschool and kindergarten. Elementary clubhouse students in 1st through 6th grade operate after school Monday through Friday from 3:15 pm to 6:00 pm. Child care is not available when the school is closed for vacation days. (Please see the school calendar for current dates.)

The Clubhouse will make every effort to contact parents/guardians or the emergency contact person when your child is not picked up. When such persons cannot be reached after repeated attempts, the Clubhouse staff member will contact Children's Services or the police for advice and assistance.

The center closes promptly at 6:00 pm. A late fee of $10.00 per half hour will be charged when a child or adult remains in the building past that time. The Clubhouse will send a statement showing the late pick-up fee which will serve as a written notice. After three notices during the school year, the Director reserves the right to terminate child care services to the family. *Please call if you are going to be late.* This does not waive the late fee; however, it allows us to reassure your child that you are on your way to get them.

The Clubhouse will be open during the same days that school is in session. The Clubhouse will be open for everyone on the first day of school. All Flyer Clubhouse rooms will remain open until the last day of school per grade level. The Clubhouse will be open on in-service days; you will be required to sign up for in-service days ahead of time so we can schedule staff. A minimum of 5 students is needed to open Clubhouse for an in-service day. Please check with Clubhouse personnel to see if care is available on in-service days.

Illness and Communicable Diseases The Norwalk Catholic - Early Childhood staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases. When a child is too ill to remain in school, the child will be isolated and a parent will be notified at which time and the child will be sent home or other appropriate action will be taken. **The child should be free of all symptoms for 24 hours without medication before returning to the Clubhouse.**

Licensing The Norwalk Catholic Early Childhood preschool program is licensed by the Ohio Department of Education. The most recent written compliance reports are posted in a conspicuous place near the program license in each classroom and in the office. Our school holds the same charter from the Ohio State Department of Education as other non-public and public schools. The curricula meet all standards of the State of Ohio.

All complaints and reports concerning the operation of program regulations by this chapter of the Administrative Code and sections 3301.52 and 301.58 of the Revised Code may be reported to the department ombudsman or the Office of Early Childhood Education 614.466.0224 or toll free at 877.644.6338. Any concerns regarding the program may also be directed to the NC Early Childhood Director at 419.668.8480.

Meals Hot lunches are available for an additional charge. Hours that meals are served will be posted in each individual Clubhouse room. Preschool students who are staying for lunch are expected to have a packed lunch or purchase lunch in the cafeteria. The lunch price includes milk or milk can be purchased separately. A lactose free milk is available for purchase at an extra charge. In addition to a hot lunch, a second option is available for purchase in the cafeteria at the same price. The Option B lunch also meets the nutritional requirements; it consists of a peanut butter and jelly sandwich, string cheese, goldfish crackers, daily fruit/vegetable, and milk. Please follow the lunch menu and pack or buy accordingly. **The lunch menu set monthly, and is available in the weekly Friday Flyer, on the school website and in the Norwalk Reflector newspaper.**

Please let us know in writing on the **Child's Health Information Form** (in the Clubhouse registration packet) if a child has special dietary needs or allergies such as an allergy to milk, eggs, or other foods.

Students will be able to use the Meal Magic on-line payment method to purchase lunch. You can add money and check your child's Meal Magic balance online at **https://norwalkcatholic.familyportal.cloud/** When sending money to school for your child's Meal Magic account, please place the money in an envelope marked with your child's name. A student account number is needed and can be obtained by contacting the NC Business office.

Norwalk Catholic Cafeteria has adopted a policy to govern situations when students do not have lunch money or when Meal Magic lunch accounts have insufficient funds. It is strongly encouraged that parents/guardians make Meal Magic Lunch account payments in advance. Account balance information is readily available to parents/guardians utilizing the Send Money to School website. **Funding** can be made through multiple methods:

1. Electronic Payment using the Send Money to School website.
2. Cash or Check in designated locations at the Early Childhood, Elementary Library (Grades 1-3), Main Cafeteria or the Business Office.
3. **Norwalk Catholic** uses a "No Cash Back" policy when deposits are made in the serving line. All funds received will be deposited into the student account.

Methods of notifying parents/guardians of negative Meal Magic balances:

- Parents/guardians can monitor Meal Magic balances and transaction details using the Send Money to School website.
- Low/negative balance email reminders are sent 3 times a week (MWF) using the Meal Magic System.
- Parents/guardians can call the Business Office 419.668.3005 x223 for student balance details.
- If negative balances persist, phone calls will be made to coordinate payment arrangements.

If a financial hardship occurs, please contact the Business Manager 419.668.3005 x223. Assistance may be available and eligible recipients may qualify for a reimbursable school lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. On line application can be made at https://lunchapp.com or by manually completing an application available in the NCS Business Office.

Medications Parents/guardians are responsible for the administration of prescription and non-prescription (over the counter) medication. If at all possible, please give medications to your child at home. It is diocesan policy to discourage the taking of any medication during the school day. However, if it is not possible and it is needed at school, written and signed instructions must be provided by a licensed physician or licensed dentist for the school to administer any medication. It is preferred that parents personally administer medication to their children before or after school, at recess, or over the lunch hour. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student needs to take prescribed medication during the regular school day while at school, but a parent cannot personally administer it, a medication administration forms must be submitted (available in the EC office). Only under unique circumstances can school personnel administer medications.

The school shall not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration on non-prescribed medication rests solely with the parent or legal guardian and the student.

For self-medication using an inhaler, a specific form is required (available in the EC office). For all medication, the following rules shall apply:

1. Medication in the same container in which the prescribing physician or the pharmacist dispensed the drug is to be brought by a responsible person to the administrator's office for safe keeping. 2. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, and name and telephone number of pharmacy, name of medication, dosage,

frequency, and any special handling and storage directions. 3. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students. 4. The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication and trained to administer the medication properly. 5. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel. 6. In the absence of a full-time nurse, responsibility rests with (in this order): the administrator, the assistant principal, the teacher-in-charge, and any other person specified by the principal-minister in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement. 7. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members. 8. New request forms must be submitted by the parents each school year and

whenever the medication or dosage is changed. 9. Parents of the children requiring food supplements or modified diets should discuss the child's needs with the Director/Administrator.

Medical Assistance: If you need help with medical assistance visit Healthchek.ohio Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program.

N **Nap Procedures** All preschool children in attendance during nap time will be given an opportunity to rest during their time at the Flyer Clubhouse. A cot will be issued to each child for nap time; cots will be washed and sanitized before being issued to another child. Please provide only a small blanket, and a stuffed animal or pillow which can be stored at the EC in order to help your child feel more comfortable and ready to rest.

Need Information? Please check the school website, www.norwalkcatholicschools.org when you want to contact staff members, read newsletters, or check the school calendar.

Notification Please call or email the Flyer Clubhouse if your child will not be attending child care. This helps us keep track of the whereabouts of children who are scheduled to arrive from another program, but are absent. Their email address is flyerclubhouse@ncsmail.org

O **Outdoor Play** We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rise above 90 degrees. On days that outdoor play

is not provided due to these conditions, we will include a time for indoor gross motor activities. **Please send your child with the proper clothing for winter weather.**

P **Payment** Bills are sent out weekly on Wednesdays/Thursdays for the prior week. Please check your email for your bill. **Payment is due before the students attend the following week.** Please make payments by placing your check in the payment box hanging on the wall outside the Flyer Clubhouse room or by mailing it to NC Business Office, ATTN: Mike McLaughlin, 93 E. Main St., Norwalk, OH 44857. If childcare payments are not paid in advance, Flyer Clubhouse services for my child may be suspended until payment is made.There are no exceptions to this rule. The Business Manager can be reached at 419.668.3005.

Policy Agreement Once you have confirmed a schedule you will be asked to sign a policy agreement based on the terms and conditions for use in our clubhouse. An anticipated invoice and the agreement will be given to you as a way to confirm your request to use the clubhouse.

R **Release of a Child** - Staff members will release children only to persons provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check I.D.'s of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture I.D. and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. The emergency contact will be called to transport the child home. Police will be notified if necessary.

Release Process For the children's protection, parents or another adult listed on the Authorized Pick-Up List will be required to accompany their child into and out of their child's Clubhouse room. That adult will sign the child in and out to record the child's attendance. Staff members are not permitted to leave their rooms unattended and children unsupervised, so it is generally not possible for them to bring your child to you. Accommodations may be made for those with a disability who are unable to follow this process; you must call the director to make alternate arrangements. When dropping off, please be sure to leave your child's book bag, lunch, gym bags, practice clothes, musical instruments, etc. When picking up, please help your child remember to collect their book bags and belongings from their lockers.

For the children's enrichment, development and recreation, the Clubhouse schedule has built time on the playground and/or gym into their daily schedules. When the staff takes a class to those spaces and sign will be posted at the door notifying you of the location of your child.

S **Snacks** Nutritious snacks are provided once in the morning for preschool children and once in the afternoon for all children. Snacks are included in the price of child care.

T **Termination of Services** The Director shall retain the right to terminate services to a family. The reasons for termination include, but are not limited to:

- ❖ Unpaid fees,
- ❖ Consistent late pick-up after 6:00 pm,
- ❖ A pattern of disruptive or abnormal behavior of the parent or child as determined by the staff and Director,
- ❖ Other serious infractions as determined by the Director.

Toys from Home Please do not send toys from home with your child. Toys from home are often lost or broken, and your child may find it very difficult to share a favorite toy with others.

Transitions When your child transitions from before-care to preschool, preschool to aftercare, or comes to school from another program, staff will communicate with parents/guardians if any problems or concerns arise. We want your child to experience smooth and uneventful daily transitions.

U **Uniforms** Elementary school children will remain in their school uniforms throughout the after-school hours in the Flyer Clubhouse.

Unlimited Access Parents/guardians have unlimited access to their children. However, when remaining on the premises other than to drop off and pick up, you must go to the office and sign in.

V **Vacations** Please notify the Early Childhood at least two weeks in advance if your child will be going on a vacation in order to receive credit and to inform our scheduling of Clubhouse staff.

W **Weather** Throughout the school year there will likely be inclement weather days when school is either delayed or closed. Please listen to a local radio or TV station or you may participate in the One Call system (listed above).

When the schools are kept open in such weather, it is then a parent's judgment as to whether or not to send the child to school. School buses may run late in inclement weather.

In an effort to provide a clear guidance for clubhouse operations, please see the information in the chart below:

Scenario	**1. Regularly Scheduled School is Canceled**	**2. Regularly Scheduled School is delayed**	**3. Regularly Scheduled School is initially delayed but is later closed**
Hours of Operation	None - Clubhouse is CLOSED	6:30 AM - 6:00 PM	6:30 AM - 6:00 PM
Cost/Billing	Those that prepaid will have a credit applied to the next invoice	Normal	$40 for the day (Those that prepaid and did not use clubhouse will have a credit applied to the next invoice)

In regards to scenario three above students who attend at the Elementary campus, clubhouse will also remain open however students will be bussed to the EC campus when the weather allows permissible travel. If you plan to pick your child up from the clubhouse before 9 am on a day that is delayed-to-close, please call Mrs. Reynolds at the EC (419-668-8480) to find out the location of your child. All dismissal of students on a delay-to-close day will take place at the EC campus. Also, all students who attend scenario three will only have the option of "B" lunch if a lunch is needed for the day.

Withdrawals Parents wishing to withdraw their child may do so at any time. A notice in writing is appreciated.

Before you can send your child to Flyer Clubhouse, you must confirm your spot and complete the Flyer Clubhouse Registration Forms. You may return them with a $10.00 per family registration fee to: Norwalk Catholic - Early Childhood | 77 State Street | Norwalk, Ohio 44857. *Registration forms can be obtained at the Elementary d EC Offices*