

# MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2019–2020



**Thank you for enrolling your child in MAC's After School Program.**

We are pleased that you have chosen MAC Preschool & Childcare for your child's after school enrichment experience. Please take time to read through this handbook carefully as it contains all our policies and procedures. Our after-school program strives to provide an atmosphere where children can enjoy, grow, and learn. We always welcome suggestions and ideas that will help us to make your child's time here beneficial and rewarding. We encourage you to share your thoughts with us anytime.

## **Our Mission**

We will provide quality, safe and nurturing after school care that develops the whole child—mind, body and spirit—leading to success in school, society, work and personal achievement.

We will support children in the discovery and development of their individual talents, strengths, and skills through an enriching, fun, and inspiring after school environment.

We will support families by providing a safe and reliable program as well as safe transportation to MAC Preschool & Childcare.

## **Our Goals**

- Offer a diverse and high quality after school program for children kindergarten age through 3<sup>rd</sup> grade.
- Provide a safe, supportive environment where children develop social skills, build life-long friendships and gain self-confidence.
- Engage children in at least 30 minutes of active, physical play every day.
- Offer additional enrichment activities.
- To provide a caring staff who will interact with the students in group and individual situations.
- To provide communication with parents regarding their children's general well-being.

**Important : Program Numbers & emails: Please put the following numbers in your cell phone.**

**503-656-5705** MAC Preschool & Childcare. Call here first and **before 1:30pm** with important information or changes in your child's transportation schedule.

**503-799-6121**(cell) Teacher Shelby, after school program teacher and driver. Call or text her if it's AFTER 1:30pm with important information. Email: shelbylotspeich@yahoo.com

**503-804-9317**(cell) Teacher Michelle Kuepker, MAC Owner/Director. Email: michellekuepker@comcast.net

**After 1:30pm you must call Shelby's cell for absences.** Please do not call MAC if it's after 1:30pm to tell us your child will be absent from the after school program. You must call or text Shelby directly so she will not be expecting them to board the bus. (See Trace Procedure page 3)

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## **Program Location:**

MAC Preschool & Childcare  
2300 Century Lane  
West Linn, OR 97068  
503-656-5705

## **Registration Information**

You will receive a registration packet which will include all the paperwork you will need to return for your child's file.

## **Drop-In Care:**

Children who are pre-registered for the after school program are eligible for Drop in care if space is available. Drop in rate for After school is \$45/day. Early release Wednesdays drop in fee is \$65, and in-service days are \$95. If your child is signed up for 5 days these are all included in your tuition. (see colored calendar) Please contact Michelle at MAC least 1 business day in advance for availability, and so we can be sure to have enough supplies and to ensure we keep the proper staff to child ratio. Extra charges will be added to the next month's tuition invoice.

## **Hours and Dates:**

MAC Preschool & Childcare's after school program begins at 2:10pm, when children are dismissed from Trillium Creek Primary and goes until 6 pm, Monday-Friday. Children not using our transportation from Trillium Creek should be dropped off at MAC at 2:35pm to ensure the van has arrived. Be sure to let the school know which days your child will be boarding the Orange Monkey van to MAC preschool.

## **Emergency Delays, Dismissals & Closings:**

MAC's after school program follows the WLWV Public School calendar and operates on days when school is in session. Review the colored calendar closely. School starts on August 26 and ends June 5 if no snow days are used.

If West Linn Wilsonville School closes because of inclement weather, MAC's After School Program will be closed as well.

## **Transportation from Trillium Creek and Sign out from MAC:**

**Transportation pick up procedure:** This is our first year providing transportation for the after school program (in the past we've had bus service to MAC) so we don't have the exact details at this time. However we will meet with the school before the 1<sup>st</sup> day and they will show us where our van is to be parked as we wait for the children. Be sure to let the school know your child will be boarding the Orange Monkey bus to MAC, and on which days. (If your child is not signed up for 5 days a week.)

## **Departure Procedure:**

Teacher Shelby will check your child in each day before departing from Trillium Creek. It is extremely important that we hear from you if your child is not there on a given day for any reason. When you pick up your child at the end of the day, you will need to sign them out in the sign-in/out book located on the desk in the Welcome Room. Please plan on showing an ID until we get to know you. In the enrollment paperwork, you will list those who have permission to pick up your child. You will need to send a written note or email to Teacher Michelle to make changes to this list.. Please remind those that pick up your children that they may be asked for an ID.

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**Trace Procedure:** If your child will be absent on an afternoon he/she is scheduled to attend, please inform MAC before 1:30pm or call or text Teacher Shelby if it's after 1:30pm. (See page 1 for phone numbers).

If a child is absent on an afternoon he/she is scheduled to attend, and we are not notified, the MAC After School Program trace procedure will be followed. Shelby will first call the Trillium Creek office, then call the parents to determine the child's whereabouts. Once parents are contacted, they are responsible for locating the child with Shelby's assistance. If attempts to call the parents are unsuccessful, messages will be left, and the emergency contacts will be called.

Because the trace procedure takes a staff member away from the group for an extended period of time, a \$10.00 trace fee is assessed for failure to notify MAC staff of an absence. MAC Preschool & Childcare reserves the right to suspend and/or discontinue enrollment for recurrent unnecessary traces.

## **Withdrawal and Change of Attendance:**

MAC must be notified in writing by the 15th of the month to withdraw from the program or to change days of attendance. If notice of withdrawal is not given by the 15th of the month, no refunds will be offered. Changes in days of attendance will be made if space in program permits. Please email Michelle Kuepker, MAC owner/director at [michellekuepker@comcast.net](mailto:michellekuepker@comcast.net) as soon as you know you want to withdraw or to request a change.

## **Absent/No Call Fee: aka Tracing Fee**

Parents/Guardians must notify the program cell if their child will be absent for any reason. It becomes very time consuming to track kids down if you have not called us. In addition, it takes a staff member away from other kids in the program, so please call. (A note to just the teacher is not useful as we generally do not receive them.) A trace fee of \$10.00 will be charged when we are not notified in advance.

See page 1 for important phone numbers.

## **Late Pick Up:**

MAC staff members have evening responsibilities and are not expected to remain past 6pm. Although no child will be left unattended, a fee of \$10 will be assessed for each 10 minute increment of tardiness. Late fees will be added to the next month's tuition invoice.

## **Staffing:**

All staff and MAC have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations. School-age staff ratios are generally 1 staff per 10-13 school-age children. All MAC staff are certified in CPR and First-Aid and hold a current food handlers card.

## **Program Schedule:**

2:30 – 3:10	Arrive/Get situated/Playground
3:10 – 4:30	Snack/Homework assistance/Reading/Journaling
4:30 – 5:15	Yoga Stretching/Project Time/Clean up
5:15 – 6:00	M&M Room free play or Playground

## **Snack and food policy:**

You may pack your child's favorite snack for the afternoon if you like. We will always offer two of the following snacks daily, along with sliced apples and 2% milk or water:

- Bars (Granola and Nutragrain)
- Mozzarella cheese stick & Ritz, Wheat Thins or Saltine crackers
- Deli meat & Wheat Thins or Saltine crackers
- Graham Crackers

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- Gogurt and Goldfish or pretzels
- Trail Mix
- Belvita Breakfast cookies

If there is a nut allergy in the group nut free options will replace some of the offerings.

## **Homework:**

We realize that homework can cause stress for students and families. During homework time we are able to provide some assistance and guidance. Unfortunately, the staff may not have the time to tutor your child or do one on one work for long periods of time.

We also realize that each family may have different priorities. In our program we believe, free play time (providing a healthy, positive outlet) is just as important as homework time.

If your child does not have homework, he/she can read, draw or journal.

## **Birthday Celebrations**

On your child's birthday, he/she can share a special treat with the class. Treats must be small and store bought. Always check with Shelby or Michelle to agree on a celebration date.

*Note: Please refrain from delivering birthday party invitations at MAC unless the whole group is invited. You may use the Orange Monkey roster to mail or email party invitations if the whole class isn't invited.*

## **Code of Conduct:**

All participants in our after school program are entitled to a pleasant and harmonious environment. The goal of our behavior management policies at MAC are to teach young people respect for themselves and for one another and to take responsibility for their actions while providing a safe, non-threatening environment for all. We will contact parents if discipline issues occur. If a participant is asked to take a day off because of unsafe or extremely disrespectful behavior, it may be decided that he or she may not re-enter the program until there has been a meeting with the parents and Teacher Shelby and Michelle. Occasionally, efforts are not successful and participants are dismissed from the program. MAC Preschool & Childcare reserves the right to withdraw any participant whose behavior interferes with the rights and safety of others.

## **Behavior Policy:**

**Step 1-** Child will be given a verbal warning

**Step 2-** Child will be removed from activity for a 5-10 minute period.

**Step 3-** A verbal conversation with a parent will occur or a note will be sent home.

**Step 4-** Child's parents will be called to come pick up the child.

**Step 5-** If steps 1-4 happen consistently, the child may be suspended: a parent conference may be required before the child returns to the program

Payment is still due for the time the child is suspended. After suspension, if the child's behavior does not improve, the child's enrollment may be discontinued.

## **Discontinuation of Enrollment:**

A child's enrollment may be discontinued or enrollment may be denied by MAC Preschool & Childcare for any of the following reasons:

- Tuition or other fees are more than 30 days past due
- Recurrent late pick ups, unnecessary traces or late payments
- MAC determines that the child is unable to benefit from the program, or behavior is unsafe or unmanageable, or the program is unable to meet the needs of the child.
- *There are no refunds for sick days, family vacations or any other absences.*

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## **Accidents, Emergencies and Safety of Children:**

The safety of the children is of greatest concern at MAC. Several procedures have been devised to assure the safety of the children: In the event of an emergency 911 will be called and every effort will be made to contact parent.

\*See page one of this handbook for program contact numbers.

\* “Boo Boo Bear Report” will be filled out for minor injuries. Parent’s should read, sign and leave at the school for the child’s file and MAC staff will administer basic first-aid. For a more serious injury, first-aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, 911 will be called, parents will be notified, and a staff member will accompany the child to the hospital with the child’s file. Parents are required to grant permission for emergency transportation at the time of registration.

\*If transportation is required for an emergency situation, it will be provided by the Tualatin Valley Fire & Rescue/EMT, MAC transport van, or the parent-depending on the nature of the emergency.

In the event of an environmental threat, or other threat, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed.

Parents will be informed as soon as the situation safely allows.

-In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the teachers and children may to the Bolton Tualatin Valley Fire Station.

-A sign will be posted at the program site indicating the location to pick up your child.

-Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

## **Health Information:**

Any child or staff member exhibiting any of the following symptoms should not attend the before or after school program:

\*Temperature of 100° (in combination with any other sign or symptom of illness)

\*Diarrhea (three or more abnormally loose stools within a 24 hour period)

\*Severe coughing causing the face to become red or blue, or to make a whooping sound

\*Difficult or rapid breathing

\*Yellowish skin or eyes

\*Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain

\*Untreated, infected skin patches, unusual spots or rashes

\*Unusually dark urine and/ or grey or white stool

\*Stiff neck with an elevated temperature

\*Evidence of untreated lice, scabies, or other parasitic infestation

\*Sore throat or difficulty in swallowing

\*Vomiting (more than one time or when accompanied by any other sign or symptom of illness)

If a child becomes ill with any of the above symptoms while at the MAC, the parent or guardian will be notified to immediately pick up their child. The child will be separated from the group, supervised within sight and hearing of an adult, and made as comfortable as possible until the parent or guardian arrives.

If a child does not feel well enough to participate in the daily activities of the program, the parent or guardian will be called to pick up the child. The child will not be readmitted to the program until he/she is symptom free for 24 hours or until a physician’s written permission verifies that the child is no longer contagious/symptomatic. A child who is absent from school for illness will not be permitted to attend MAC after school program that day. No credit or refunds will be given for days missed due to illness.

If your child has a contagious disease, do not send them to the program. If you find out they have been exposed to one and have attended our program please let us know so that we may act in a responsible manner to

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protect our staff and other children at MAC.

## **Medical Assistance:**

MAC's after school program is not an extension of the school day or West Linn Wilsonville Public School System. We are a private, certified preschool and childcare. There is no nurse on the premises but all staff are trained in first-aid, CPR and Epi-Pen administration. First-aid supplies and ice packs are available. We are allowed to administer medication only if you sign the permission to administer form located by the front door.

## **Program Enrollment and Tuition:**

After receiving your registration form along with the \$55 registratin fee, you will receive a paperwork packet which will need to be filled out and returned before your child's first day of school. Your tuition invoice will be emailed to you around the 1<sup>st</sup> of each month and is due by the 8<sup>th</sup>. You may pay by check or online, at no cost.

Tuition includes transportation, 6 in-service days, and 12 early release days. All food is provided during the extended days.

- 5 days \$525/month.
- 3 days \$435/month Monday/Wednesday/Friday
- 2 days \$285/month Tues/Thurs

(Program days are firm. No switching or trading days)

## **Communications: Orange Monkey MAC Chat**

From time to time you may receive a email form director, Michelle Kuepker and/or Teacher Shelby. This will serve as a way to communicate upcoming events, closures and anything else we'd like you to know.

## **What to Wear and Bring/ or Not Bring:**

Children should wear washable, comfortable play clothing. Children may get dirty so please send an extra change of clothes if they are dressed up for school. We recommend socks and sneakers be worn each day. We go outside every day except in major rain. Please send your child with appropriate clothing during the winter months. Please send one ENTIRE change of clothes in a labled bag to be kept at MAC. Items such as phones, iPods or mp3 players, portable video games, collectable cards or trading card games **will not be allowed** to be taken out at the program. No weapons of any kind (sling shots, jack knives, play guns, water pistols etc) will also not be allowed. We advise that children do not bring anything valuable. We are not responsible for lost items.

Thank you for choosing MAC Preschool & Childcare as your after school child care provider. We are excited to have our after school program back after a 7 year hiatus. We hope your child has a wonderful experience. Please do not hesitate to contact me with questions, concerns or suggestions, anytime!

Cartwheelles,

**Michelle Kuepker, Director**

**2300 Century Lane**

**West Linn, OR 97068**

**MAC 503-656-5705**

**Cell 503-804-9317**

**<https://www.facebook.com/macpreschool/>**

**[macpreschool.com](http://macpreschool.com)**

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**Your child's group is called the Orange Monkeys. Our transport van will be obvious!**

