



## **ECI SCHOOL CARE PARENT HANDBOOK**

### **Welcome to ECI School Care!**

ECI School Care is a program of ECI Youth Services, which is a new, private, nonprofit corporation serving Richland/Wilkin counties and the tri-state region. ECI operates a broad range of programs that seek to create good mentoring situations for youth, and provide age appropriate challenges, ranging from school care to AAU/USSSA athletics, with more to come!

ECI School Care provides safe, convenient and affordable care for children ages in kindergarten through elementary years. We believe that children will benefit from the focused attention of caregivers. We know that flexible childcare can be hard to find and transportation even more difficult to arrange. That's why ECI, in cooperation with the local school districts, offers the convenience of a childcare program at or near your child's school.

The childcare staff is enthusiastic and full of ideas that your child will enjoy. The schedule and programs will frequently change as they work to keep things fresh and challenging. A large majority of our site supervisors and youth workers are college students majoring in fields such as education or child development. All staff members are thoroughly screened and highly trained. Among the training requirements are First Aid and CPR certification, and age appropriate child management techniques. ECI policies and procedures are provided to each family. Our goal is to create a climate of warmth and acceptance for every child.

### **MISSION of ECI School Care**

Our mission is to create challenging, healthy mentoring opportunities between mature, healthy adults and youth. ECI Youth Services began this program because it recognized the need for affordable and convenient childcare with a strong commitment to mentoring and providing challenges.

### **Goals and Principles of ECI School Care**

ECI School Care provides opportunities for each child to grow, through help with school work, structured play, hands-on experience, natural discovery and community activities. The working principle of ECI is to create an environment of choices with mature mentors, providing guidance that promotes decision-making skills and increases confidence. We are committed to providing safe, convenient and affordable care to families with elementary children in order to reduce the incidents of children being left alone at home in their neighborhoods.

ECI School Care is committed to providing an environment for children that is physically safe, clean and sanitary, promotes healthy development by providing nutritious snacks and exercise, is nurturing and emotionally supportive, meets the needs of all children including those with special needs, encourages independence according to each child's needs, provides opportunities for children to have quiet time, art experiences, games, reading, exercise, cultural awareness and languages, promotes individual thought and behavior, and allows interactions with people of diverse backgrounds, ages, abilities and cultures.

ECI School Care works to provide experiences, interactions and activities to aid each child's development in social skills, nutrition, fine/large motor skills, language, intellectual abilities, creativity, and cultural awareness.

ECI School Care provides caregivers who give encouragement, attention, challenge, and enthusiasm, who treat children with respect, are educated, consistent, patient and predictable, utilize developmentally appropriate methods in response to children's behavior, and respect children as individuals.

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ECI School Care encourages open, frequent communication between parents and staff by inviting parents to stop and observe children at their school site, providing parents newsletters and a monthly calendar, providing written incident and behavior reports when necessary, and conducting parent quality assessment questionnaires.

### ***Guidance/Discipline***

ECI School Care intends to help children learn appropriate ways of handling their feelings and desires. Our goal is to teach children to develop self-control. We want children to show respect for themselves, others and property. Please give our staff any insight that you can about your child, so that we may work with you as parents to guide them well.

ECI School Care uses methods of guidance/discipline that are positive whenever possible. Guided by the individual needs of children and families, these include:

- modeling, praising and encouraging positive behaviors
- setting clear, reasonable and consistent rules which are explained to children
- planning developmentally appropriate activities
- continuous monitoring and assessing of the environment
- practicing low child to staff ratios
- permitting flexibility within curriculum
- facilitating problem solving skills in children
- maintaining developmentally appropriate expectations of children
- being aware of possible causes of behaviors
- ignoring minor attention seeking occurrences
- verbally reminding children of rules
- redirecting children to another activity

When behavior needs to not be allowed to continue, our staff will say “no” clearly and calmly.

• if no isn’t effective, they will use a “time-out”. Time out is a designated area in the program room or hallway that has visual contact by a staff member. It is not a separate room that is isolated by others, but may simply be a chair on the other side of the room away from other children and is not to exceed 10 minutes after calming down.

\* if time-outs are not effective, the site supervisor will begin this process:

- verbal notification with written incident report to parent (first notification)
- second offense, written incident report and/or notification to parent by the Executive Director
- third offense, parent may be asked to meet with the Executive Director to discuss the behavior. Possible suspension from programming may occur at any point, depending on the nature of the problem.

If a child needs to be restrained because they are in danger of hurting themselves or others, our staff will use a “basket hold” or a “carry hold” until they calm down.

### ***REGISTRATION***

ECI School Care allows parents to register their children at any time during the year, provided the sites have openings. Due to North Dakota Rules and Regulations for Day Care Centers, we are restricted to a specific number of children at each site based on the space given to the program by the host school. ECI strives to maintain between a 10:1 and 7:1 ratio of children with adult workers, well below what the state requires. This license also requires that all children have a current photo on file in our office for identification purposes and a current registration form for each program year annually. The school year and summer sessions are two separate programs, each requiring a separate registration form for each child attending...one for the school year and one for the summer. Families enrolling multiple children must have one registration form for each child, although the registration fee is per family, not per child. Registration forms do not carry-over from one year to the next.

Registration forms are available in the following ways.

- at Central or Zimmerman school offices,
- on our website: [www.eciyouth.org](http://www.eciyouth.org)
- by calling, 701-640-8734, or 701-640-8736 and requesting one
- stop in at Central or Zimmerman schools during our sessions and request one from our staff.

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Forms must be completed in their entirety and submitted with a \$25.00 non-refundable registration fee before the form will be processed for enrollment. The fee will be applied to the program fees once the child is enrolled. Forms should be brought to the director or site supervisor during program hours. Pending available space at the site, children will be enrolled within 3 business days from initial registration.

### **SCHEDULING**

A unique aspect of the ECI School Care programming is that you only pay for the days your child is scheduled to attend. If your child's schedule changes weekly, you must submit your child's schedule to the director or site supervisor by Thursday at 6 p.m. in order for ECI to print attendance schedules and schedule staff for sites for the following week. All other schedule changes require 3-business day advance notice otherwise parents will be charged for that day or be assessed the \$20 or \$30 unscheduled fee. All notices MUST be made with the director or site supervisor.

**ECI does not provide "drop-in" service. If your child attends programming on a school day when you have not scheduled attendance, either for the morning or afternoon program, ECI reserves the option to assess the \$20 unscheduled fee-to your account (if space is available under the license). Unscheduled service on a full day may also be a \$30 fee (again, only if space is available under current licensing)**

### **Extra-Curricular Activities**

ECI will be happy to work with parents of children involved in before and after school activities in conjunction with ECI programming, although parents are required to incorporate those schedule modifications into their advanced scheduling to ECI, complete with dates and times of ECI attendance. The time of arrival to ECI programming after the activity must be specific and cannot be "whenever the activity is over" or "only if he wants to go". The same is true for the after school homework room. As with all scheduling, ECI requires a 3 business day notice and must be made with the director or site supervisor. To avoid the possibility of miscommunication, written schedules of all extra-curricular activities are required. An extra-curricular activities form will be available at the school sites for your convenience.

ECI will not be held accountable for children who do not report directly to the ECI site when cancellations of non-ECI after school activities take place. ECI accountability begins when the child arrives at the ECI programming site, as site staff is unaware of extra curricular cancellations.

### **Sick Children**

For the well-being of the children and staff, **please do not send children to the sites if they are ill.** If a child arrives ill or becomes ill while attending ECI, parents will be contacted immediately and asked to take their child home. Basic first aid will be administered to the child until a parent arrives.

If your child is home ill and not attending school, or you are having a family emergency, please notify the ECI supervisors. Tuition charges are waived for all sick days, as well as family emergencies in the event that ECI supervisors are notified on the morning of that day.

### **When child is not going to attend on a scheduled day:**

In the event your child is ill or will not be attending the program for various reason, please notify ECI at 701-640-8734, or 701-640-8736, prior to the program time so we can notify the site staff and avoid spending time looking for your child. Daily charges will be dropped for scheduled days missed due to illness or family emergencies only when parents notify the director or site supervisor prior to programming on that day. All other absences will be assessed the daily charge unless 3 business days have been given to director or site supervisor for a schedule change.

**ALL INFORMATION REGARDING YOUR CHILD MUST BE GIVEN TO THE DIRECTOR OR SITE SUPERVISOR. THEY WILL PASS PERTINENT INFORMATION ON TO THE**

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**OTHER STAFF AS NEEDED AND MANAGE THE LINES OF COMMUNICATION, WHILE DOCUMENTING ALL INCOMING INFORMATION FROM PARENTS.**

**Dispensing of Medication**

Parents must provide a one week's supply of medications if these medications are taken on an on going basis during ECI programming hours. Please do not exceed one week's supply at a time. Short-term medications, such as antibiotics, may be brought in daily. At the end of the week, the empty bottle(s) will be returned to the parent for re-fill. Medication bottles must have the child's name, name of the medication and specific dosage with time of day to be given.

At all sites, children requiring medication must have a release of medication form signed by the parent to be kept on file at ECI School Care. All medication will be kept inside a locked medication box at the site of attendance. Please indicate if the medication needs to be refrigerated, as not all sites have refrigeration available. The site supervisor or assistant supervisor will dispense medications.

It is extremely important that good communication exist between parents and staff in order to ensure proper medication dispensing.

**COSTS: SCHOOL YEAR PROGRAMMING**

**Each family will be required to pay a \$25 non-refundable registration fee with the registration form, before registration forms will be processed.** The registration fee will be applied to program costs, once the child is accepted.

**School Year Program Rates per child per day:**

Morning Only (6:45-school starts)	\$3.00 per day
Afternoons Only (after school until 4:30 PM)	\$5.00 per day
Afternoon Only (after school until 6:00 PM)	\$8.00 per day
Before & After School until 4:30 PM	\$8.00 per day
Before & After School until 6:00 PM	\$10.00 per day Summer 5 hrs. or less
All Day (when there is no school)	\$20.00 per day Summer more than 5 hours
Unscheduled Services (a school day)	\$20.00 per day
Unscheduled Services (during all day care)	\$30.00 per day

**All Day** care is provided on days when the elementary school is not in session, such as certain holidays, teacher conferences days, etc. Please check your ECI monthly calendar for specific All Day programming. These ALL DAY programs require the parent to sign the child up in advance and are not counted as a regular ECI day. Sign up is on a first serve basis and may fill up quickly due to limited site space. Parents may register their child by calling the ECI director or site supervisor at 701-640-8734, or 701-640-8736, All Day scheduling will open one month in advance of the scheduled day and cut off dates for scheduling and cancellations will be noted on the weekly parent notes prior to the all day date. ECI needs to know how many children will be attending these days in order to adequately staff for a manageable ratio. Attendance after the cut-off date will result in an unscheduled fee charge and be available only if space and staffing ratios allow the additional attendance count.

Children attending ALL DAY programming need to bring a cold sack lunch, including utensils, from home. Morning and afternoon snacks are provided by ECI. Children need to bring appropriate clothing for the activities on that day. Please refer to the parent calendar / note or contact the director or site supervisor if you have questions regarding activities.

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The cost for the All Day Program is \$20.00 per day for registered children and \$30.00 per day for unscheduled attendance. Space for unscheduled attendance is not guaranteed and may be unavailable due to full enrollment counts or limited staff availability.

Cancellation by the parent for ALL DAY programming must be made in accordance with the dates listed on the monthly calendar, otherwise parents will be charged for that day's services.

We will assume the sign-out time to be 6 pm if you fail to sign your child out and/or fail to record the time.

**Summer Programming:**

Summer programming may require a separate registration form from the school year.

Rates per child:                      \$20.00 per day                      \$10.00 half day (5 hours or less)

**ECI Closes at 6:00 pm.**

Any child not picked up at 6:00 p.m. will be assessed a \$10.00 late fee for every 15 minutes past 6:00 p.m. In the event of multiple children attending from one family and all children are picked up after 6:00 p.m., each child will be assessed the late fee. Emergencies do arise, so please call if you will be late. NO CHILD will be left unsupervised while waiting for a parent or guardian. If we cannot locate an authorized adult within one hour after closing (7:00 pm.), ECI administration will call the local police department for assistance.

\* In the event a parent is chronically late at picking their child up, termination from the program may result.

**SPECIAL NEEDS CHILDREN:**

For ECI purposes, "Special Needs" children will be those children currently being served by their public school district in Special Education. ECI School Care reserves the right to choose not to accept a child's application if it is determined that ECI cannot serve the child competently, properly or adequately based on the handicapping condition.

**PAYMENT**

Payments are required in advance. This can range from "as far in advance as you wish" to "when you send us your child's schedule" to "at the time your child is dropped off". By keeping billing and receivables as low as possible, we hope to be able to pay for as many field trips and extra curricular activities for the students as possible. Records of your child's attendance and your payments are kept at the site by the site supervisor and overseen by the director, and payments may be made at the site to either the director or site supervisor, or mailed to ECI Youth Services, 321 Dakota Ave., Ste. 2, Wahpeton, ND 58075. If paying with cash, **please note that ECI does not keep cash on hand**, and will not be able to give change when making a payment. When payment is made by check, please write your child's name on the "memo" section of the check in order to credit the appropriate account.

Note: If financial assistance or alternative payments are needed, please contact Dan Hodgson, the Executive Director, at 701-672-1420.

**Scholarships for reduced tuition rates are available to all who qualify.**

ECI Youth Services began this program because it recognized the need for affordable and convenient childcare. An application for scholarship help is available from the director or site supervisor

ECI Youth Service's **TAX IDENTIFICATION NUMBER IS 41-2084591**. If you are in need of an end of the year receipt for a flex plan or tax verification, please call and request one from the Executive Director at 701-672-1420 or e-mail [schoolcare@eciyoung.org](mailto:schoolcare@eciyoung.org).

**REGULATIONS THAT APPLY TO THE SITE PROGRAMS**

**County Social Services**

The regulations are to establish minimum standards for licensed school age child care centers and to ensure that those standards are maintained.

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### **Child Abuse and Neglect Law**

ECI Youth Services recognizes each individual's basic human and legal rights. It is ECI's policy that all staff, caregivers and volunteers treat individuals with dignity and respect. Physical abuse, verbal abuse or neglect of any individual within or outside the program is forbidden. Any staff member, care giver or volunteer who has the knowledge of abuse or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual **MUST** report this information to the Executive Director, as well as to Social Services as required by North Dakota Century Code 50-25.

ECI School Care employees and volunteers must submit to criminal and child abuse background checks to be eligible for employment. It is ECI's policy not to employ convicted felons.

### **Health Regulations**

ECI School Care abides by the guidelines set by North Dakota and Minnesota Health Services.

### **Fire Regulations**

ECI has annual inspections completed by local or state authorities. Fire and tornado drills are performed at the sites in accordance with the school fire and tornado drills as recommended by local authorities.

### **Transportation Regulations**

ECI will not transport your child in ECI vehicles unless you have completed and signed a release (in registration release section). Activity Forms are available at the ECI Main Office, and school site locations. **Each activity** requires a separate form.

### **Field Trips**

Parents are required to sign their child up for certain scheduled field trip activities that may take place during the ECI afternoon program. They may have an extra cost, and it will be noted if they do. Sign up sheets are posted at each site and available the week prior to the activity. We will require a minimum % of the enrolled students signing up to attend a field trip, otherwise it may be cancelled. One staff member will supervise 7-10 children on field trip activities off of the school grounds. Parents are not to pick up their child while attending the field trip due to safety precautions.

### **Pick-Up & Sign- Out**

It is the policy of ECI School Care, that a child will not be released to any individual who is not named on the registration form as a Parent/Guardian/Sponsor or indicated as an authorized pickup. **Verbal permission by the parent is not permitted.** Any changes must be made to the director or site supervisors in writing by the Parent/Guardian/Sponsor. **A photo ID is required at time of pickup.** It is also our policy that if a child is not picked up by 7:00 p.m. and every attempt has been made to locate Parent/Guardian/Sponsor, ECI School Care will contact the local Police Department for assistance.

Parents must sign their child out from the site when removing them from ECI School Care. This is a liability release and safety issue requirement. Parent cooperation is greatly appreciated. The site location sign out sheets are for ECI liability and billing purposes. ECI administration may reference these documents to resolve any billing discrepancies. Due to the confidential information contained on these documents, these documents are not available to any sponsor or co-sponsor for purposes of information gathering.

In the event that you must drop off or pick up your child during field trip activities, **advance notice to ECI Administration is required** in order for a safe and appropriate exchange. **A child pick up waiver will be required to be signed.** Please understand that having children dropped off and/or picked up during field trip activities is in direct opposition to ECI safety practices.

### **Walking home or going to another child's home after ECI closes.**

Any child may walk home as indicated on the registration form. Any changes must be made to the administration office in writing with parent's signature, the date and specific time the child can walk-home. Verbal permission by the parent is not permitted due to liability conditions.

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**Impaired Person Policy**

The safety of the children enrolled in ECI programming is of paramount concern to our organization. Therefore, no person who appears to be affected by, or under the influence of any alcoholic beverage or drugs shall be allowed to pick up any child from ECI programming sites. This policy shall apply with equal force to all persons including a child's parent and/or guardian. If a parent or guardian is under the influence and insists on taking the child, the local Police Department will be contacted immediately.

**Inclement Weather/Closings**

ECI School Care will follow the weather closing schedule of the school district. If the school is closed, ECI is closed. If a school opens late due to weather, ECI morning programs will not be held. If the school closes midday and the ECI programs have not begun, **NO** ECI services will be provided. The Executive Director will decide, during site operating hours, if an early closing is advisable. All ECI supervisory staff will remain on site until all children are picked up. Children will not be transported by ECI during inclement weather.

**Personal Belongings**

**ECI discourages children from bringing personal item (Example: Game Boys, Game Boy games, CD players and collectable cards)**

ECI will not be responsible for children's lost personal items while at the ECI sites, although we will make every effort to insure the children go home with all of their personal belongings. Items will be put in the site's lost and found storage. Please notify the site supervisor or director if your child has lost an item while attending ECI programming.

**Accident Procedures**

In the event of an accident, we will make every attempt to immediately reach you at home or at work. We will take action on behalf of your child if and when medical attention is needed in an emergency, per your permission on the registration form. If you cannot be reached, we will use the emergency numbers listed on your registration form. We will then continue to make every attempt possible to contact you. Please make sure all of you emergency phone numbers listed are current and correct. This is extremely important for the safety and care of your children. For emergency purposes, parent's cellular phone numbers are extremely helpful and should be indicated on the registration forms.

CONTACT INFORMATION

**ECI Youth Services:**

Dan Hodgson, Executive Director  
321 Dakota Ave., Ste. 2, Wahpeton, ND 58075  
701-672-1420 e-mail: schoolcare@eciyouth.org.

**ECI School Care** Site Director: 701 640-8734 On site cell phone: 701 640-8736

Child Care Resource and Referral Information--for parents  
1-800-941-7003  
1-218-299-7026

Websites:

[www.cwox.net/ccr&r](http://www.cwox.net/ccr&r) [www.ndchildcare.org](http://www.ndchildcare.org)

**Emergency numbers**

Cell phone- principal at Central 899-1167 Lynn Sabbe  
Poison control 1-800-222-1222 1-800-732-2200