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Parent/Student Handbook Policies and Procedures

YOUR THREE PROGRAM GUIDE TO:

School Year Program

All-Day Care Program

Summer Program

Mission Statement

To provide an opportunity, after school, for elementary aged school children to experience Christ's love by providing a place of enjoyment and security, both physically and emotionally.

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Welcome

Welcome to Church After School Association, Inc. (C.A.S.A.) it is our pleasure to provide affordable quality childcare to school age children of working parents. We encourage you to carefully read this handbook in order to familiarize yourself with the many opportunities that C.A.S.A. provides for your child. Several new policies have been put into place to ensure each child remains safe and happy while in the care of the Church After School Association, Inc. This handbook is a work in progress, and updates may be made throughout the year; we will do our best to get updates distributed in a timely fashion. Please be patient with us as we work to improve C.A.S.A. and the different programs we provide each year.

Primary Goals of C.A.S.A.

The staff of C.A.S.A. creates a Christian setting in which children will find warmth and comfort, as well as an abundance of opportunities for exploration and self-discovery according to each individual child's needs. The staff strives to drive each child to his/her fullest potential by creating an environment designed to nurture and facilitate growth as a confident, empathetic member of society. The staff of C.A.S.A. also helps children to achieve independence, enthusiasm for learning, intellectual growth, and social competence. We at C.A.S.A. take pride in introducing children to the love of Christ through devotional opportunities, bible verse memorization activities, and Christian-based activities.

Governance

- ✓ The Church After School Association, Inc. is a non-profit 501 (c) (3) organization, governed by a board of directors. The names and contact information of our board members are listed as a supplement to this handbook.

Licensing

- ✓ C.A.S.A. is licensed by the Mississippi State Department of Health at each of the C.A.S.A. church sites. For more information and a complete list of requirements, visit their website at www.msdh.state.ms.us.

Emergency Relocation

- ✓ Each church site has a designated emergency relocation site. In the event of severe weather, such as a tornado, a fire, bomb threat or other emergency situation that would require evacuation, all children and staff would be relocated to the site by Bus. When possible, parents/guardians will be notified that children and staff have been relocated as soon as safety permits.
 - ✓ Emergency Relocation Sites:
 - BancorpSouth Arena (1 Mile Radius) – 375 E. Main Street, Tupelo MS
 - Link Center (5 Mile Radius) – 1800 W. Main Street, Tupelo MS

School Year/All Day Care/Summer Tuition Rates

School Year: \$145 per month (Additional siblings \$110)

School Holidays (All Day Care):	Entire Program	Select Days ONLY
	\$19/day	\$25/day
(Additional siblings)	\$15/day	\$20/day

Summer Program: \$95.00 per week (Additional siblings \$75.00)

School Year Program

The school year program operates from the first day of school through the last day of school according to the calendar of the Tupelo Public School District. After School care will take place from 2:30 p.m. to 5:30p.m. for grades kindergarten through sixth and from 2:00 p.m. to 5:30 p.m. for our Pre-Kindergarten students who attend the TPSD ECEC program. A calendar is provided for your convenience as a supplement to this handbook. In addition, All-Day Care programs, 7:30a.m. to 5:30p.m., are in operation on "school holidays" that are NOT typical business holidays, as well as our Summer Program, for an additional fee.

C.A.S.A. WILL BE CLOSED TO OBSERVE THE FOLLOWING HOLIDAYS:

- ✓ **Labor Day**
- ✓ **Thanksgiving Day/Friday After Thanksgiving**
- ✓ **Christmas Eve/Christmas Day**
- ✓ **New Year's Day**
- ✓ **Good Friday**
- ✓ **Memorial Day**
- ✓ **Independence Day (July 4th)**

We service the following schools during our School Year Program:

During School Year:

Grades ECEC-2nd

Parkway Elementary
Thomas Street Elementary
Carver Elementary
Joyner Elementary
ECEC

Grades 2nd-5th

Lawhon Elementary
Lawndale Elementary
Pierce Street Elementary
Rankin Elementary

Grade 6th

Milam Elementary

We service the following host churches:

During our School Year Program, C.A.S.A. operates from 12:00 p.m. to 5:30 p.m. for parents who need after school childcare when our host churches release students from their day school programs. C.A.S.A. services the following host churches:

- ✓ **Calvary Baptist Church**
- ✓ **First United Methodist Church**
- ✓ **First Presbyterian Church**

All-Day Care Program

Childcare is available from 7:30 a.m. until 5:30 p.m. during school holidays that are **NOT** typically observed by the business community. Separate registration and pre-payment is required for participation. Information on these special holidays will be distributed a week or two prior to the holiday. Tuition is charged for the entire program, not per day of attendance; however, you may attend for fewer days at the higher rate indicated in this handbook under "**Tuition Rates**". **Space is limited and registration is required! You may NOT leave your child if they are NOT registered! No refunds for absent students, or days registered but not attended.**

These “school holidays” are as followed:

- ✓ **Columbus Day**
- ✓ **Thanksgiving Holiday**
- ✓ **Christmas Holiday**
- ✓ **Staff Development Days**
- ✓ **Martin Luther King Holiday**
- ✓ **Spring Break**
- ✓ **Easter Monday**
- ✓ **Summer Program**

****Please see the Current School Year & All Day Holiday Care tuition rates.**

Summer Program

The summer program operates during the month of May/June/July after the Tupelo Public School District dismisses for the Summer but not before Memorial Day and ends the day before Tupelo Public School District reopens for the next School Year. Our Summer program is packed with loads of FUN. C.A.S.A. takes daily field trips during the summer and will have special activities and events planned throughout the summer as well. C.A.S.A. offers multiple camps such as: Theatre Camp, Art Camp and Sports Camp. C.A.S.A. also schedules all students registered in our summer program the opportunity to attend a local VBS. Parents are allowed to choose the weeks that they need childcare for, and only pay for those weeks. We call this option our “Pick Your Weeks” policy. This program is offered to all local families, families outside the Tupelo Public School District, and even to out of state children visiting for the Summer. Space is limited and always fills up fast.

C.A.S.A. will be closed during the summer on the following days:

- ✓ **Memorial Day**
- ✓ **Independence Day (July 4th)**

Scholarship Information

- ✓ Church After School Association, Inc. (C.A.S.A.) strives to keep tuition costs as low as possible for all working parents in the program. The staff and board of directors view the program as a ministry for working parents to provide a safe, pleasant environment for their children. In the name of Christ, C.A.S.A. offers scholarships to families with a financial need as indicated in the chart below.
- ✓ The application must be submitted each year for your scholarship to remain active, though changes to the application can be made at any time of financial need throughout the year. A completed application and proof of income must be received before a scholarship application can be approved. The following documentation must be received before a scholarship application can be approved: most recent tax return AND three most recent pay-stubs from the adult/guardians of the home.

Church After School Association, Inc.

Scholarship Guidelines Revised 2013

Household	Annual	Monthly	Household	Annual	Monthly	Household	Annual	Monthly
1	\$11,964	\$911	1	\$14,521	\$1,211	1	\$20,665	\$1,723
2	\$17,112	\$1,340	2	\$19,669	\$1,640	2	\$27,991	\$2,333
3	\$22,260	\$1,769	3	\$24,817	\$2,069	3	\$35,317	\$2,944
4	\$27,408	\$2,198	4	\$29,965	\$2,498	4	\$42,643	\$3,554
5	\$32,556	\$2,627	5	\$35,113	\$2,927	5	\$49,969	\$4,165
6	\$40,944	\$3,056	6	\$40,261	\$3,356	6	\$57,295	\$4,775
7	\$42,852	\$3,485	7	\$45,409	\$3,785	7	\$64,621	\$5,386
8	\$48,000	\$3,914	8	\$50,557	\$4,214	8	\$71,947	\$5,99

Payment Methods

- ✓ ACH – Automatic Clearing House
 - The account given to the C.A.S.A. office will be drafted on the 5th and 20th or the next business day of each school year month. ADC/Summer Program ACH payment due dates and deadlines are announced as needed throughout the year.
 - For all returned ACH payments there will be a \$20 service charge.

- ✓ Pre-Payment
 - Tuition is to be paid in FULL by the last school business day of each month. Cash, check, or money orders are accepted. ADC/Summer Program Pre-Payment due dates and deadlines are announced as needed throughout the year.
 - For all returned checks, there will be a \$20 service charge.
 - Pre-Payment is considered LATE if NOT received by the last school business day of the month.

Early Dismissal Days

C.A.S.A. will pick up on days that the Tupelo Public School District dismisses early such as 60% days. **This does not include when the School District is dismissing early due to inclement weather.**

Staff and Staff Ratios

- ✓ Each church site has a Director and a Director Designee who meets the qualifications set forth by the Mississippi Department of Health to guarantee C.A.S.A. children with the best care possible. The number of aides who assist each director depends on the number of children enrolled. Every employee of C.A.S.A. has completed a complete fingerprint background check through the FBI database and has been approved to work with students. State Licensing requires a staff/child ratio of 1:20 for Kindergarten through Fourth Grade, a staff/child ratio of 1:25 for Fifth through Sixth grade and a staff/child ratio of 1:16 for Pre-Kindergarten students. C.A.S.A. strives to maintain a staff/child ratio of 1:12 or better.

School Year Field Trips

- ✓ Each month C.A.S.A. will celebrate birthdays with a field trip. Parents will be notified in advance of any and all field trips. During field trips, all sites will be **CLOSED**. Please remember to pick your child up at the field trip location. C.A.S.A.'s operation time will

stay the same, so please remember to pick your child(ren) up promptly, or late fees will be charged. Please look at our “Late Fee” policy in this handbook.

Summer Daily Field Trips

- ✓ Field trips are planned for each day during the C.A.S.A. Summer Program. These field trips are at no extra cost to parents; tuition covers **ALL** traveling and admission expenses. Other items being bought such as souvenirs, trinkets, or other food items **BESIDES** lunch will be at the child’s expense. Please see “**Spending Money**” section of this handbook for more information.

Spending Money

- ✓ C.A.S.A. participates in several activities throughout the year where items may be purchased in addition to the admission charge which is covered by tuition. Parents may send extra spending money for the additional activities; however, we have several families in our program who cannot afford to send this additional money, and we ask that no one send more than \$5 per child, per day.
- ✓ Additional spending money should be turned into the Director or a staff member each day. The staff will document and distribute as needed for individual activities. The C.A.S.A. staff will NOT be responsible for money sent with your child that is not turned over to a C.A.S.A. staff member.

Registration/Registration Fee

- ✓ The registration process is an important and necessary part of our program. It determines our staffing and location needs for each program. Registration is required to attend any of the C.A.S.A. programs. The deadline for registration varies, but in all cases, should be completed at least one week prior to the start of any program.
- ✓ All school-age children, pre-kindergarten through sixth grade, attending C.A.S.A. must be registered online or with the Executive Director. To ensure accuracy, records are confirmed every year with parent signatures. Changes of contact

information should be given to the Site Director immediately. (i.e. phone, home address, parental custody or living arrangements)

- ✓ To apply for the C.A.S.A. program, parents must submit the official enrollment form with a \$25 registration fee due at the beginning of each program. The application will be reviewed, and the parent will be notified when the child can begin the C.A.S.A. program. **BEFORE A CHILD CAN ATTEND C.A.S.A., ALL PAPERWORK MUST BE TURNED IN.**
- ✓ There is a non-refundable registration fee of \$25 per child (No extra charge if multiple children are registered at the same time) due when the registration form is returned to C.A.S.A. This fee ensures your child a place in the C.A.S.A. program. Until the fee is received your child's spot in the C.A.S.A. program is **NOT** guaranteed. This is a one-time yearly fee provided there is **NO BREAK** in enrollment from year to year.

Daily Schedule/Schedule of Events

- ✓ A schedule of events will be provided at the beginning of the program which lists the various activities in which the children participate each day. If it is necessary to make changes to that schedule, the parent/guardian will be provided with an amended schedule as soon as possible.

Absences

- ✓ Parents are expected to contact the office if a child will not attend the After School Program on a regularly scheduled day. Please contact the C.A.S.A. office via email or phone prior to 1:45pm, even if the child doesn't attend school that day.
- ✓ If on a specific day, your child attends a sponsored extracurricular activity (i.e. sports, tutoring, clubs, etc.) please provide the C.A.S.A. office notification so that the child will not be expected at C.A.S.A. on that given day.

If your child will NOT be attending after-school care for any reason, YOU ARE EXPECTED TO CALL THE OFFICE to let our staff know.

THERE ARE NO REFUNDS OF TUITION FOR DAYS OF ABSENCE.

Sign In/Out Procedure

- ✓ We at C.A.S.A. take the security of your child very seriously. Roll will be taken each day to mark attendance of every child. Students arriving from school will be checked in by C.A.S.A. staff. **Parents MUST sign their child(ren) out on the daily roster. Parents are required to sign their full name; initials are NOT sufficient to satisfy state requirements. Parents or visitors who wish to go beyond the Directors Table will need to present a Drivers License for holding and receive a Visitors Badge.**

Authorization To Pick Up Children

- ✓ A child will be released **ONLY** to the parent/guardian or person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. If a child is to be released to anyone other than the person listed, the Site Director must be notified in writing. A parent may also call to notify the director of the person picking up the child, but I.D. must be presented at the time of pick-up. The Site Director may call the parent to verify any written authorizations to release a child to someone else. **Any additions or deletions must be done in writing. You may amend your child(ren)'s pick-up list at any time. See your Site Director for assistance.**

ANYONE NOT RECOGNIZED BY C.A.S.A. STAFF WILL BE ASKED TO SHOW IDENTIFICATION. TPD EMERGENCY SERVICES WILL BE ON STANDBY IN CASE OF ANY SUSPICIOUS ACTIVITY.

Late Pick-Up Fees

CHILDREN ARE TO BE PICKED UP BY 5:30P.M.

- ✓ C.A.S.A. will charge a late fee of \$1.00 for each minute after the 5:30p.m. closing time. Parents who have children at more than one of our church locations, will need to plan accordingly so that all children are picked up by 5:30p.m.. A late fee of \$1.00 per minute per site will be charged for parents who have not picked-up by 5:30p.m.. Our host churches have activities that are sometimes scheduled after our time on the property. If late pick-up becomes a habit, the late fee may be increased by \$1.00 for each occurrence up to the hourly salary of our staff that must stay with your child(ren) until your arrival.

Transportation and Transportation Rules

- ✓ C.A.S.A. transports children from the TPSD and our host churches to our program sites during the school year, on Field Trips or for any other transportation matters by school buses and 15-passenger vans. All C.A.S.A. vehicles are equipped with seat belts and must be worn by everyone. We take the responsibility of safely transporting your children very seriously, and ask that you go over the bus/van rules with your child so that you and your child will take this responsibility seriously as well. For everyone's safety, the following bus/van rules apply:
 - ✓ Everyone on the van/bus will use seat belts
 - ✓ Soft voices will be used in all vehicles
 - ✓ Upon arrival at locations, children will follow instructions by the bus/van monitor before leaving the vehicle.
 - ✓ Only unopened food/liquid will be permitted on the bus/van. Any opened food/liquid must be consumed before getting on the bus/van
 - ✓ ALL children MUST remain seated while on the bus/van
 - ✓ Arms, legs, and other body parts must remain inside the bus/van at all times
 - ✓ The following activities are NOT allowed on the bus/van: spitting, throwing objects, climbing, pushing, shoving, running and profanity

C.A.S.A. RESERVES THE RIGHT TO REMOVE A CHILD FROM RIDING C.A.S.A. TRANSPORTATION DUE TO EXCESSIVE MISBEHAVIOR AND/OR ENDANGERING THE LIVES OF OTHERS ON THE BUS/VAN.

Behavioral Expectations

- ✓ All staff and children must follow the rules set forth by the churches regarding use of the space and playground equipment that is made available to C.A.S.A. Children in the program are expected to conduct themselves in a manner that is cooperative with the group. Efforts are made by the C.A.S.A. staff to work within the appropriate social developmental stages for each individual child; however, a child's consistent refusal to follow directions given to them by the site staff creates an atmosphere that is disruptive to the program and will not be tolerated. If redirection is not effective and/or if a child has consistent and/or serious disciplinary problems, the following steps will be taken:
 1. When the Director determines that there is a problem, and is unable to get the child to respond to verbal redirection, no more than two (2) conduct forms will be documented and presented to the parents to review and sign.
 2. After two (2) documented conduct forms, if the child's behavior continues to be disruptive, a meeting will be set up with the Site Director, the parents and, if necessary, the Executive Director. The purpose of the meeting will be to determine why the child is having difficulty and what efforts might be made by the site staff, parents and child to find a possible solution. In some instances, at the Executive Director's discretion, the child may not be allowed to attend the program until the conference is held.
 3. If the child's behavior continues to be disruptive to the program, C.A.S.A. reserves the right to withdrawal the child from the program.

A CHILD MAY BE WITHDRAWN FROM THE PROGRAM, WITHOUT PRIOR WARNING, FOR ANY BEHAVIOR AND/OR VERBAL THREATS THAT JEOPARDIZE THE SAFETY OF THEMSELVES, THE STAFF AND/OR OTHER CHILDREN.

Discipline Policy

- ✓ Because we at C.A.S.A. care about your children, and in order to provide a safe and respectful environment where children can play and learn, limits are set on behavior. C.A.S.A. has **three rules** that cover nearly every area of behavior and discipline.

- 1. Respect**
- 2. Obedience**
- 3. Above all, honor God.**

- ✓ Children will be encouraged to respect their teachers and other students in all activities. These rules are explained to every student each semester and emphasized throughout the year by staff.

Disciplinary practices will:

- ✓ be directed toward teaching the child to understand and practice acceptable behavior
- ✓ help children learn respect for adults, other children and themselves
- ✓ be consistent and individualized for each child
- ✓ be appropriate to the child's level of understanding
- ✓ never be humiliating, frightening, or physically harmful to the child
- ✓ prevent children from injuring themselves or others

Directors and/or Bus Monitors have the option to write-up children using conduct forms. These forms may be used to ask the director to intervene with an office visit.

- ✓ Corporal punishment and unsupervised total isolation are **NOT** acceptable forms of discipline. Verbal abuse is also unacceptable. Positive redirection will be used whenever possible. If a child does not respond positively to discipline measures, other measures may be taken. These include, but are not limited to, the following: time out, limiting privileges, a teacher/parent meeting, a director parent conference or suspension.
- ✓ We at C.A.S.A. appreciate your cooperation in dealing with behavior management. While on site, adults are expected to model the desired behavior that is expected of the children.

IF A PARENT DOES NOT AGREE WITH THE IMPLEMENTED DISCIPLINE MEASURES, A PRIVATE MEETING WITH THE EXECUTIVE DIRECTOR MAY BE REQUESTED.

Dress Code

- ✓ All students should follow the dress code for the Tupelo Public School District. C.A.S.A. reserves the right to make additional dress codes to preserve a Christian environment for activities and special events.

Personal Items Policy

- ✓ Each C.A.S.A. site is provided with board games, sport activities, and other toys for play while at the church sites. However, many children choose to bring toys and other entertainment from home. These items may be brought at the discretion of the Site Director. C.A.S.A. is NOT responsible for lost, broken, or stolen items. Please be sure to label all clothes and personal items.

Electronics Policy

- ✓ We at C.A.S.A. understand that technology is rapidly growing. The use of technology through electronic entertainment is as well. However, all C.A.S.A. facilities are a **NO ELECTRONIC ZONE.**

Cellular Devices:

- ✓ Cellular Devices may be brought to C.A.S.A. with the understanding that they are to be put away, out of sight from others. **If a child is caught texting or calling out on the device, it will be confiscated and held until the parent(s) arrive to pick up the child.** If a child needs to contact a parent, he/she can speak with one of the staff and/or site director.

WITH ALL ELECTRONIC EQUIPMENT:

IF A CHILD IS FOUND TO BE VIOLATING THE RULES, INCLUDING HAVING OR USING ANY ELECTRONIC, C.A.S.A. RESERVES THE RIGHT TO CONFISCATE ALL ELECTRONIC EQUIPMENT FOR THE DAY AND THEN RETURN IT TO THE PARENT(S).

Homework Policy

- ✓ All students will have homework time each day during After School Care. We understand that it's very beneficial for them and you. Many students will often tell us that they don't have homework when actually they do. Please let your children know that they can begin their homework during this time, even if they don't finish. If they don't have homework, they will then begin our daily activities. Please remember that C.A.S.A. does provide each site with a tutor; however, we are not playing the role of parenting, but only here to assist your child with their homework after school.
 - ✓ We will guide and assist when applicable, but believe it is the parent's job to check homework
 - ✓ Our goal is not completion of all assignments, but to give your child a JUMP START, making your evening a little easier

Accident/Liability Insurance Statement

In the event of a medical emergency, C.A.S.A. reserves the right to approve any medical or first aid treatment. In the event of an emergency due to sickness or accident while in the care of C.A.S.A., parents/guardians will be responsible for all costs incurred. Parents must understand that they waive their right to informed consent for any medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics only in the event that neither parent/guardian can be reached in the case of an emergency.

Arrival and Departure Procedures

- ✓ C.A.S.A. currently holds no scheduled time frame for arrival of students during our All-Day Care/Summer Program days when our facilities operate from 7:30 a.m. through 5:30 p.m.. Students may get dropped off at their site location between the hours of 7:30 a.m. through 5:30 p.m.. Parents are required to arrange for their child(ren) to be picked-up by 5:30 p.m.. Please see the "Late Fee" and "Sign In/Out Procedure" section of this handbook.

- ✓ All students will be radioed to the front of the building during pick-up. If a parent chooses to go beyond the Director's table to view their child or the facility, I.D. must be provided for holding, the parent must sign-in and then given a Visitor's badge. NO parent(s) are to be left alone with students unless it is their own children.

Emergency Drills Policy

Each month, C.A.S.A. schedules various emergency drills at each site in order to maintain state requirements and to help keep each student at C.A.S.A. as safe as possible. All scheduled emergency drill information is available for parents upon request.

Head Lice Policy

Head lice are not dangerous. They do not transmit disease, but they do spread easily, making it a community issue. If a child is found with active lice, a parent or guardian will be notified to pick-up as soon as possible. The student will be secluded from others until the arrival of a parent or guardian. Students sent home due to active lice will not be allowed to return to C.A.S.A. for 24 hours. If a child continues to carry lice, C.A.S.A. reserves the right to dismiss any children from the program until the said issue has been treated; returning to C.A.S.A. with no active lice or eggs.

Special Needs Statement

- ✓ **Church After School Association** loves children. We love all children regardless of their age, gender, race or disabilities. C.A.S.A. is **NOT** a special needs care center. Though we make certain exceptions considering the child's "needs", the staff at C.A.S.A. is **NOT** licensed or formerly educated to teach special needs children. We accept special needs children into our program on a very limited basis.

- ✓ Special Needs children accepted into C.A.S.A. must be able to function within the parameters of our group. This may include but is not limited to the following:
 - ✓ **Complete toilet training**
 - ✓ **Capable of self-feeding and washing**
 - ✓ **Ability to function in a group setting at all times**
 - ✓ **Basic communication skills**
 - ✓ **Respect for caregivers and other students**
 - ✓ **Understanding of rules**
 - ✓ **Non-violent**

- ✓ At C.A.S.A. we strive to be patient with ALL children as they grow through different and sometimes difficult stages of childhood. C.A.S.A. does reserve the right to act accordingly with any violation of policy. This may include but is not limited to:
 - ✓ **Verbal Warnings**
 - ✓ **Withdrawal of Privileges**
 - ✓ **Time Out**
 - ✓ **Parent Conferences**
 - ✓ **Suspensions or Expulsion from the program**

- ✓ Our goal is to keep all children in the program; however, it is possible for any child to be dismissed from our program in due course.

Snacks

- ✓ On school days, a nutritious snack will be supplied each afternoon. Snack standards are set forth by the Mississippi Department of Health.
- ✓ On All-Day Care Days: (i.e. President's Day, Fall Break, Summer Term, etc.)
 - Three snacks will be provided by C.A.S.A. at 9AM/2PM/4PM
 - **ALL** snack standards are set forth by the Mississippi Department of Health.
 - C.A.S.A. provides water with all snacks
 - No outside SNACK foods are allowed to be brought into the C.A.S.A. facility and consumed by a student.

Lunch

- ✓ C.A.S.A. will provide lunch on days that exceed eight (8) hours. Meals will meet the standards set forth by the Mississippi Department of Health, and menus will be provided at the beginning of each program. Parents who wish to send a lunch from home may do so, but the meal must meet Mississippi Department of Health requirements.
- ✓ During the summer, C.A.S.A. participates in the Summer Food Service Program administered by the Office of Child Nutrition through the Office of Healthy Schools within the Mississippi Department of Education. Nutritional meals are served at area city schools within Tupelo during the summer months. C.A.S.A. will have lunch each day during the summer at one of the schools. Meals served are typically those served during the school year. A menu is provided at the beginning of each month, and will be provided to parents/guardians as soon as the Summer Food Service Program Director provides the meal plan to C.A.S.A. Because C.A.S.A. travels to a school cafeteria for lunch, any lunches brought from home should be packed in a thermal storage container if refrigeration is necessary.
- ✓ **ALL** meal standards are set forth by the Mississippi Department of Health. Meals must adhere to state policies regarding acceptable nutritional standards. Please find these standards at: <http://www.msdh.state.ms.us> or our website. Written copies are available

upon request. See “**Additional Policies and Procedures**” in this handbook for more information.

PLEASE DO NOT SEND GLASS BOTTLES OR CONTAINERS TO C.A.S.A.

IF A FOOD SUBSTITUTION IS NECESSARY FOR A CHILD WITH FOOD ALLERGIES, PLEASE SEND YOUR CHILD TO C.A.S.A. THAT DAY WITH A SELF-SERVED LUNCH.

Food Allergies

- ✓ C.A.S.A. works hard to provide the safest environment for the children enrolled in our programs. If your child has a food allergy, please advise the program director in writing, and include the information on the medical portion of the registration form.
- ✓ If a food substitution is necessary, written documentation from a physician is required.
- ✓ C.A.S.A. try’s to limit any food products containing nuts within our facilities but does NOT guarantee these products will not be served. Due to the high enrollment of students with food allergies into the program, C.A.S.A. strives to maintain the safest environment for students along with lowering the risk factor when it comes to students with food allergies.

Medical Emergency

- ✓ If a child is injured at C.A.S.A., the staff will assess the injury. In the event of a medical emergency that **CANNOT** be handled by the program staff, **Emergency Medical Services** personnel will be called and the child will be transported to North Mississippi Medical Center. If the injury or accident is minor, an accident report will be taken, and the parent will be notified by phone or when they come to pick up the child.

Medication Administration

- ✓ Should it be necessary for your child to receive medication at C.A.S.A., the procedures below should be followed:
 - The parent **MUST** complete the Medication Release/Administration Form, available from the director or office. Clear, concise written directions must be provided.
 - Medicine must be brought in the original container. **NO** ziplock bags. Federal Law prohibits the distribution of medication that is **NOT** correctly labeled by an accredited pharmacy or doctor.
 - The child's name **MUST** be on the container.
 - C.A.S.A. **WILL NOT** administer medication without written authorization.

Illness

- ✓ For the protection of all children, parents are requested NOT to bring a child who appears to be ill. Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists:
 - ✓ Fever (currently or within previous 24 hours)
 - ✓ Vomiting or diarrhea
 - ✓ **ANY** symptoms of a childhood disease (such as scarlet fever, German measles, mumps, chicken pox, or whooping cough)
 - ✓ Common cold or sore throat
 - ✓ **ANY** unexplained rash
 - ✓ **ANY** skin infection
 - ✓ Pink eye or other eye infections
- ✓ If a child has symptoms of illness or signs of a communicable disease, the parents will be contacted and asked to pick up the child within an hour of notification.
- ✓ ANY contagious illness may require a doctor's note for re-admission. The staff is expected to instruct children on State Regulations for washing hands as posted at each site in an effort to reduce contagious illness.
- ✓ A child who is absent from school during the school day or who has been picked up due to illness may NOT attend C.A.S.A. that day. There will be NO refunds of tuition for nonattendance.

Weather/Emergency Closings

- ✓ C.A.S.A. will follow the Tupelo Public School System for ALL weather/emergency closings.
- ✓ The decision to close schools, adjust calendar with make-up days, or delay opening will be made by Tupelo Public School personnel. If possible, the decision will be made the evening before the closing or delay. If no announcement is made on area radio or television stations, you may assume that schools will operate on a normal schedule, and that C.A.S.A. will operate on normal schedule.
- ✓ Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, C.A.S.A. reserves the right to cancel pick-up and send students home.
- ✓ In the event that inclement weather causes a threat to the safety of the C.A.S.A. children and/or staff, we will dismiss with enough time for all concerned to travel to safety. Parents will be notified by telephone, using the numbers they have provided to us. If we are unable to contact a parent, we will begin calling the emergency contacts listed on the enrollment form. Parents should pick up their child(ren) as soon as possible. In the event that a parent's late arrival or the inability to contact anyone on the call list causes children and/or staff to be put in harm's way, we reserve the right to transfer children and staff to safety.

Parents and Visitors

- ✓ We, as an organization, promote strong relationships with our staff and the parents of the children we serve. We highly recommend that all parents be actively involved with the activities that are provided within our program. We have an "open door" policy that allows for parents to ask questions and present great ideas that may be nurturing and creative for use by the children and staff to enhance our program. Parents are welcome in our program at any time. It is important for parents' peace of mind to have regular information about their child's experiences. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. This is not always possible in the rush of drop-offs and pick-ups, so C.A.S.A. provides the following opportunities to ensure communication between parents and staff:

- ✓ Personal Appointments – arrangements can be made for a meeting at a mutually agreeable time for parents and staff.
- ✓ Email – A primary means of communication at C.A.S.A.
- ✓ Open Door Policy – We are here to serve and minister to your family. The staff of C.A.S.A. is committed to providing an environment that fosters children’s growth and learning, and that responds to the needs of parents. If a parent feels their child’s needs are not being met, they are encouraged to speak directly to the director. The door is always open.

IF AT ANY TIME THERE IS A PRAISE, CONCERN, CONSTRUCTIVE CRITICISM OR SUGGESTION, PLEASE DO NOT HESITATE TO TALK WITH US. FEEDBACK IS ALWAYS WELCOME.

Parent volunteers must follow all C.A.S.A. policies, including child protection policies that specify that no private one-on-one contact is allowed during the program, except with a parent’s own child. An occasional volunteer need only follow the direction of staff in regard to policies.

Volunteers who assist the program on a continuing basis must complete volunteer paperwork including reference checks, fingerprinting and a criminal record background check and wear and ID Badge at all times.

Withdrawal from the Program

- ✓ The Executive Director should be notified two weeks in advance of the date a child is to be withdrawn. Failure to do so may result in all information being turned over to a collection agency. A withdrawal form must be filled out and signed by the parent when the child withdraws.
- ✓ Once a child withdraws, his/her spot will be filled from the current waiting list. If the parent decides to re-enroll the child in the program during the school year, it may not be immediately possible, in which case the child will be added to the waiting list and will have to begin the registration process.

Year-End Tax Statements

- ✓ Year End statements are available upon request from the C.A.S.A. Office. Parents may request this form by emailing the office at office@casatupelo.comcastbiz.net. A tax ID number is included in the reports and on the cover of this handbook.

Waiting List

- ✓ C.A.S.A. is licensed by the Mississippi State Department of Health, thus enrollment is limited to licensing requirements based on the amount of space and caregiver/child ratio. A child may be placed on our waiting list for the current school year and/or summer program. Parents will be notified when a vacancy is available in his/her age group.

Remind System

Remind is a program that will allow the C.A.S.A., Inc. Office to send quick up to date information to our parents via Text Message. This new program will allow parents to receive daily updates, activity schedules, emergency alerts, etc. ALL parents are encouraged to sign-up!

Text @casaoffice to 81010

Social Media

Social Media is a vastly growing tool that allows everyone to get quick up to date information or just stay in touch. C.A.S.A., Inc. uses three commonly used media sites:

- ✓ Facebook: www.facebook.com/casatupelo
- ✓ Twitter: @casatupelo

Parents are encouraged to sign-up and/or register for these social sites for C.A.S.A. purposes.