CARE PROGRAM

BEFORE & AFTER SCHOOL CHILD CARE

LITTLE ROCK SCHOOL DISTRICT

Revised February 2023

PARENT HANDBOOK
Mailing Address:  You can bring to:
4800 West 26th Street       4800 West 26th St.
Little Rock, AR 72204       Room 12
(501) 447-1880

On Line Payments are available.

1. Go to MyProcare.com
2. Enter your email address as listed on your registration form.
3. Enter the confirmation code sent to your email, choose a password and press Go.
4. Then you may:
   View and print your child’s statement and balance.
   Use the Pay button to make a payment with your card. (There is a 2.75% charge for credit or debit card payments).
   You can update your address, phone number or email address if needed.
TABLE OF CONTENTS

Introduction .............................................................................. 1
Program Description ............................................................. 1
Enrolling Your Child ............................................................. 2
Enrollment Options ............................................................... 3
Monthly Fees ........................................................................ 4
Multiple Enrollments Within Family .................................... 4
Late Payment fee ................................................................. 5
Payment Schedule .................................................................. 5
Return Checks ........................................................................ 5
Payment of Fees (Drop-In) .................................................... 6
Long Day/Holiday CARE ...................................................... 6
Hours and Days of Operation ................................................. 7
Parent Access to Children/Communication ......................... 7
Release of Children ............................................................. 7
Closing Time .......................................................................... 8
CARE Time ........................................................................... 9
Student Accident Insurance .................................................. 10
Illness in CARE ..................................................................... 10
Parties and Special Occasions ................................................. 10
Medication ............................................................................ 11
Health Information ............................................................... 11
Child Nutrition ..................................................................... 12
Inclement Weather Information ........................................... 13
Changes in Information ........................................................ 12
Discipline Plan ...................................................................... 13
Parental Conduct .................................................................. 16
Telephone Information ........................................................ 17
Consumer Product Safety ..................................................... 18
Covid Plan ............................................................................ 18
The CARE Program is a non-profit, self-supporting program of childcare provided for elementary-age students and parents of the Little Rock School District. The LRSD Board of Education authorized the development of the program for the 1980-81 school year. Based on a survey of district needs, CARE was initially offered in thirteen primary schools. The program continues to strive to meet the needs of district patrons by offering CARE in elementary schools with a minimum of fifteen participants.

The CARE Program provides a continuation of important elements in the child's educational environment: a well-known, comfortable place, with a friendly staff, and other children they already know. The program eliminates parental concerns about children being transported to another location for childcare.

This manual explains the CARE policies and procedures. Parents are encouraged to observe, make suggestions, and volunteer their skills and interests with the CARE children.

**Program Description**

As a school-age childcare service, the CARE Program provides an informal and unique environment for children of different ages to live and learn together. CARE maintains a structured
environment to insure order and safety, yet provides children with opportunities to make choices and become involved in both group and independent activities. The program includes a wide range of social, recreational, and creative opportunities. The CARE Program is based on the following goals:

- to provide a safe environment for students before and after school
- to offer a wide variety of creative and recreational activities
- to help children feel good about themselves and develop positive attitudes toward school
- to encourage growth in relationships and social skills

**Enrolling Your Child/Registration**

A child may be enrolled in the CARE Program on a full-time, drop-in, or part-time (1, 2, 3, or 4 days per week) basis. To register a child, mail, bring to office or go online at [https://www.lrsd.org/Domain/89](https://www.lrsd.org/Domain/89) to complete registration form with the $50.00 registration fee and the first monthly payment to the CARE Program Office. The first monthly payment must be made before your child's first day of attendance in CARE. **Monthly payments are paid to reserve a slot for**
the entire month of CARE or according to the option you chose. **No credits or refunds are given for absences.** Slots are available according to the number of staff hired. When all slots are filled, children's names will be placed on a waiting list. Additional spaces will be available only when a child is withdrawn from the program or an additional staff person is hired.

Registration forms must be completely filled out with current information. If any changes occur in this information it must be updated on the registration form at your child’s school and through the CARE office.

**ENROLLMENT OPTIONS   FEES**
Annual Registration Fee .................$50.00
Full-time (5 days @ week).............195.00 @ month
Part-time (4 days @ week).............160.00 @ month
Part-time (3 days @ week).............119.00 @ month
Part-time (2 days @ week).............80.00 @ month
Part-time (1 day @ week)..............39.00 @ month
Drop-In (up to 3 days @ month).......31.50 @ card
Holiday (reservations required) .......15.00 @ day
Late Payment Penalty--$25.00 @ month
Late Pickup Fee $1.00 per minute ....1.00 @ minute

We do accept Better Beginnings Level 2 vouchers.

Children enrolled in CARE can participate mornings and afternoons 5 days per week according
to the full time or part time attendance option in which they are enrolled. Any additional days MUST be purchased in advance. Additional days will be assessed at $10.00 per day.

**Multiple Enrollments Within Family**

If one family enrolls three or more children in the CARE Program, the charge for the third child and every child thereafter will be one-half the normal rate. This applies to a one-family unit with all children living at the same address under the guardianship of the parent making payments.

**Monthly Fees**

Monthly fees for regular school days, **not including the days students are out**, are averaged over nine months in order to have equal monthly payments. They are due in advance each month. Payments are calculated as follows: 178 school days times $9.85 per day divided by 9 months.

Monthly payments are due on the 15th of each month. The grace period extends from the 15th to the last working day of the month. All payments received in the CARE office, either by walk-in or by mail, after that, will be charged a $25.00 late payment fee. **The fee must be paid immediately in order for your child to continue attending CARE.**
Returned Checks

A $25.00 service charge will be assessed for all checks returned due to insufficient funds. In the event a check is returned, future payments must be made in cash, money order, or cashier's check.

CARE Monthly Payment Schedule

Monthly payments are due prior to the month of service according to the following dates:

*First Day of School ..... August/September fees
September 15 .............. October fees
October 15 ................... November fees
November 15 .............. December fees
December 15 ............... January fees
January 15 .................... February fees
February 15 ............... March fees
March 15 ..................... April fees
April 15 ......................... May/June fees
*With the exception of the Aug/Sept payment, all monthly fees are due by the 15th of each month.
Late Payment Fee
A notice will be distributed to parents for late payment. In order for day care service to continue, your payment must be in the CARE office by noon the following day. A $25.00 late payment fee will be charged on the first day of the new month and must be paid immediately in order for your child to continue CARE services. If your child is dropped from the program for non-payment, you will be responsible to pick up your child/children at 2:35. There is a $15.00 reinstatement fee.

Drop in Fees
Drop-in cards provide three regular days of CARE for $31.50. The cost is $10.50 per day not to exceed 3 days in a month. The cards can be purchased by mail or at the CARE Office. CARE teachers will punch out one day on the card each time the child attends. Drop-in cards are not for use on Long Days.

Long Day
Long Day CARE will be available on days during the year when students are out. Parents will be notified in advance of the schools which will be open for CARE from 7:00 AM- 5:30 PM during Teacher Record Days, Parent Conference and Professional Development days. Reservations for child care at one of these schools and payment of the $15.00 fee for each day must be received in the
CARE Office by the reservation deadline in order for your child to attend. Hiring of staff and purchasing of food/supplies for the children must be done in advance on the basis of the paid reservations received by that date. A receipt will be issued to parents upon receipt of payment.

**No refunds can be made if your child does not attend CARE on Long days.**

**Hours and Days of Operation**

CARE sites are open from 7:00 AM until school opens and from school dismissal until 5:30 PM on regular school days. Long day CARE is open from 7:00 AM until 5:30 PM. When a school site is closed before the normal dismissal time, due to an emergency or inclement weather, CARE is closed (refer to page 13, Inclement Weather Information). CARE is **closed** on all legal holidays and other holidays when schools are closed.

**Parent Access to Children/Communications**

Parents have access to their child anytime during the hours of operation, except in the case of parental separation/divorce or custody and visitation court orders. The estranged parent may **not** come to CARE.
Release of Children

A child will be released from CARE only to authorized parents or persons authorized on the registration form to pick up the child. Each child must be signed out of CARE everyday by a parent or authorized person from a CARE Aide on a daily basis before leaving the CARE site. No change in pickup can be called over the phone to the CARE Site; any change must be made through the CARE office before 2:30 and will be verified before your child can be released. Be prepared to show a picture I.D., as all authorized persons are initially required to show identification.

Closing Time

CARE closes at 5:30 PM. All children must be picked up no later than 5:30 PM. Atomic Clocks are used to ensure the correct time. If you are unable to pick up your child by 5:30 PM, please have an AUTHORIZED PERSON listed on your registration form to pick up your child. If you or the authorized person is late due to an emergency:

• Contact the CARE site to inform them that you may be late. (See Page 17 for numbers)
• If you pick up your child late be prepared to pay the late pick-up fee of $1.00 per minute that you are late.
• Late fees start at 5:31 PM. Parents pay these fees upon pick-up to the CARE person - or persons who stayed late with your child.
• You also may be charged for any overtime pay required for the school custodian to remain until your arrival.

Please pick your children up by 5:30 PM. If you are unable to pay the late fee at the time of pickup it must be paid within the next 5 days. When late pick-up fees are not paid within 5 days after the late pick-up date or when parents are late three times, CARE reserves the right to terminate all childcare services.

If you are late and after all reasonable efforts to locate an authorized person to pick up your child have been unsuccessful; authorities will be contacted to pick up your child/children.

**CARE Time**

For morning CARE, parents drop off children at the cafeteria.

For after school CARE, children come from class directly to CARE after dismissal.

During CARE, children participate in indoor and outdoor activities. Children are on the playground every day after school weather permitting. The
playgrounds are built on dirt and sometimes it is unavoidable that the children will get dirty.

CARE is responsible for your children from the time they come to CARE in the morning until classes start and in the afternoon until they are picked up by parents. During CARE children may not stay in teacher’s classrooms for any reason.

**Parties and Special Occasions**

Parties may be held throughout the year on special occasions and holidays. Parents may be asked to contribute $1 to $2, food, cookies, candy, soft drinks in unopened original containers, but are under no obligation.

**Illness in CARE**

If your child comes to CARE sick or becomes ill and unable to participate in CARE activities, a parent will be requested to pick up the child. Should the staff be unable to reach parents or guardians, emergency persons listed on child's records will be called.

**Student Accident Insurance**

Parents are encouraged to purchase low-cost student accident insurance through the school district at an affordable price. Enrollment forms are available in the school office. The LRSD CARE Program
cannot assume financial liability for injuries received by students.

**Medication**

Any medication to be given to a child must be authorized by a written statement from the physician and/or parent and given before 3:00 PM by the school nurse or principal. All medication must be in the original container, with the child's name, type and date of prescribed medication, dosage, and time of day to be given.

When medication is required the parent must complete a medication sheet, and the medication must be given to the school nurse for proper storage.

On long days medication will be given to children by an authorized CARE staff person.

**Health Information**

Parents are required to complete the health information section of the registration form for each child. A copy of the form will be on file at the CARE office and a copy will be on file at the CARE site and must be kept current. In the event your child needs medical or emergency attention this information is extremely important.
**Child Nutrition**

CARE students are offered a breakfast in the morning and a snack during after school CARE. The food is prepared by the LRSD Child Nutrition Department and meets the federal breakfast program guidelines. The snack menu is planned with consideration given to nutritional content and cost guidelines. If your child is allergic to any food and needs alternative food, you must provide a doctor’s statement.

**Changes in Information**

Please notify the CARE office (447-1880) between 8:00 AM and 5:00 PM. Inform the CARE site staff of any changes in important information relating to your child. This includes telephone numbers, emergency names and numbers, address, allergies, medical or behavioral information, etc. If your child is sick or will be out of town, please notify the CARE site staff. Parents can contact CARE Site Staff during CARE hours 7:00-8:00 AM and 2:30-5:30 PM. See Page 17 for CARE site telephone numbers.
Inclement Weather Information

When schools are **dismissed early** due to inclement weather, **CARE** is closed.

**When schools are CLOSED due to inclement weather, CARE is CLOSED.** School days missed due to snow will be added to the CARE calendar, and your child may attend CARE on those days with no additional charge. Official announcements about early dismissal and closings of school are made on radio, TV stations, & LRSD telephone message.

**Discipline Plan**

During CARE, children are expected to be responsible for their own behavior and respect the rights of others.
Behavior rules for CARE children

1. Follow directions of CARE aides.
2. No cursing, teasing, threatening or bullying, hitting, fighting, kicking, biting, etc.
3. Show respect to others and respect the rights and property of all students.
4. Return all materials to their proper place.
5. Keep hands, feet and objects to self.
6. Children must stay in assigned CARE area.
7. Terroristic threatening will be reported to proper authorities.
8. Threatening bodily injury will not be tolerated and could result in dismissal.

Consequences

When children misbehave, consequences include the following and can occur at any time, not necessarily in this order, depending on the severity of the misbehavior:

1. Warning.
2. Time out/ Loss of recreational or play privilege.
4. Parent conference with site staff.
5. Parent conference with a CARE supervisor in person or by telephone.
6. Child will be sent home. Parents will be called at the time of the misbehavior and asked to pick up the child immediately.
7. Short term suspension, 1-3 days. Refunds will not be given for these days.
8. Long term suspension 1-5 or 1-10 days. Refunds will not be given for these days.
9. Expulsion from Program.

Severe Clause: Immediate suspension or expulsion from the CARE program may occur at any time a student threatens violence, is involved in fighting, causes physical injury or bullies other children, is severely disruptive or endangers the safety of others. Additional similar behaviors include but are not limited to aggression, rude, indecent and/or defiant behavior, temper tantrums, and biting. The student will be immediately suspended or expelled from the CARE Program, pending a parent conference. In these instances parents will be notified at the time of the misbehavior and will be expected to pick their child up immediately.

Note: Corporal punishment (paddling) will not be used in disciplining children in the CARE Program.

Parental help will be requested for behavior problems that cannot be solved by time-out. We
reserve the right to suspend a child for 1 to 10 days or to expel a child permanently from the program, after appropriate efforts to correct the behavior problems have been made and the child is still unable to conform to the required behavior. Bullying, threatening violent acts, disruptive, violent or indecent behavior will not be tolerated. In severe cases, students will be expelled immediately.

*In extreme circumstances, it may be necessary to inform the Department of Health and Human Services, Little Rock School District Safety and Security and the Little Rock Police.

Parental Conduct

Under no circumstances do parents reprimand, scold, threaten or take any other disciplinary measures toward another person's child. In addition, any episodes of anger, aggression, shouting, frustration, cursing, bullying, threatening, bodily harm or any other similar violent act toward any student, parent, CARE staff member (either site staff or office staff), parent, or refusal to follow CARE policies and procedures will not be tolerated. As a consequence, this will result in the loss of the ability to pick up your child or be permitted on the premises during CARE. The CARE Program
reserves the right to deny CARE services to anyone whose actions necessitate it.

**Telephone Numbers**

<table>
<thead>
<tr>
<th>CARE site</th>
<th>CARE Phone</th>
<th>CARE Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady</td>
<td>447-3939</td>
<td>515-3789</td>
</tr>
<tr>
<td>Carver</td>
<td>447-4073</td>
<td>539-2649</td>
</tr>
<tr>
<td>Chicot</td>
<td>447-7007</td>
<td>539-4120</td>
</tr>
<tr>
<td>Fair Park</td>
<td>447-4435</td>
<td>539-2656</td>
</tr>
<tr>
<td>Forest Heights</td>
<td>447-2700</td>
<td>539-0288</td>
</tr>
<tr>
<td>Forest Park</td>
<td>447-4540</td>
<td>539-2657</td>
</tr>
<tr>
<td>Fulbright</td>
<td>447-4762</td>
<td>539-2701</td>
</tr>
<tr>
<td>Geyer Springs</td>
<td>447-4800</td>
<td>519-6936</td>
</tr>
<tr>
<td>J A Fair</td>
<td>447-1795</td>
<td>539-2650</td>
</tr>
<tr>
<td>Jefferson</td>
<td>447-5009</td>
<td>539-2702</td>
</tr>
<tr>
<td>King</td>
<td>447-5185</td>
<td>539-2703</td>
</tr>
<tr>
<td>McDermott</td>
<td>447-5553</td>
<td>539-2704</td>
</tr>
<tr>
<td>Otter Creek</td>
<td>447-5837</td>
<td>539-2705</td>
</tr>
<tr>
<td>Pulaski Heights</td>
<td>447-3285</td>
<td>539-2706</td>
</tr>
<tr>
<td>Roberts</td>
<td>447-8367</td>
<td>539-1230</td>
</tr>
<tr>
<td>Rockefeller</td>
<td>447-6290</td>
<td>539-2747</td>
</tr>
<tr>
<td>Romine</td>
<td>447-6358</td>
<td>539-0946</td>
</tr>
<tr>
<td>Terry</td>
<td>447-6553</td>
<td>539-2986</td>
</tr>
<tr>
<td>Washington</td>
<td>447-6787</td>
<td>TBD</td>
</tr>
<tr>
<td>Western Hills</td>
<td>447-6912</td>
<td>539-3751</td>
</tr>
<tr>
<td>Williams</td>
<td>447-7163</td>
<td>539-3752</td>
</tr>
<tr>
<td>CARE Office</td>
<td>447-1880</td>
<td></td>
</tr>
</tbody>
</table>
**Consumer Product Safety**

The web site is posted at every site for parents to view.
www.cosc.gov
Consumer Info Hotline Toll Free
800-638-2772

**Covid Plan**

Employees and students must wear a mask with the exception of pre-kindergarten students and respect a 6 foot physical distancing between themselves and others when feasible to help slow the spread of Covid 19. (This plan will be reviewed and updated according to CDC recommendations.)

Staff and students who are experiencing Covid-like symptoms and/or have a fever of 100.4 degrees or greater are NOT to report to school.

Lower staff/child ratio will help to decrease the number of exposed children. Smaller groups will be maintained.

Frequently touched surfaces will be cleaned and disinfected.