

# United Way CARE Academy

Children's After-School Recreation & Education

*Providing care, academic support, and enrichment to Billings' and Laurel children*



United Way  
of Yellowstone County

## Parent Handbook

June 13, 2022 – August 12, 2022

Monday through Friday

**\*Summer Hours\* 6:45 am – 6:00 pm**

June Summer Program: \$400 (14 days) June 13 - June 30

July Summer Program: \$600 (20 days) July 1 - July 31 (**Closed July 4<sup>th</sup>**)

August Summer Program: \$300 (10 days) August 1 - August 12

(10% discount for each additional sibling)

**Registration Fee:** There is a \$20 registration fee. This will be added to your first payment of the summer.

## Summer Locations

Arrowhead and Boulder students will attend Arrowhead Elementary 2510 38<sup>th</sup> St. W., 406-850-9029, [kautzk@billingssschools.org](mailto:kautzk@billingssschools.org) (Kayla).

Meadowlark, Big Sky, and Central Heights students will attend Meadowlark Elementary 221 29<sup>th</sup> St. W., 406-850-4455, [perkinsjo@billingssschools.org](mailto:perkinsjo@billingssschools.org) (Joey).

Highland, Broadwater, Miles, Rose Park, Washington, McKinley students will attend at Highland Elementary at 729 Parkhill, 406-850-4454, [chavezc@billingssschools.org](mailto:chavezc@billingssschools.org) (Candace).

Laurel students will attend Laurel West Elementary at 502 8<sup>th</sup> Ave, Laurel MT, 406-698-1437, [laurelcare@uwyellowstone.org](mailto:laurelcare@uwyellowstone.org) (Annie).

## Registration Information

1. **You will first pre-register on-line at Procure with a link sent to you via email. Select the school that says CARE Academy.**
2. **Once pre-registered, you will be sent additional forms to be filled out.**

**Registration Fee:** There is a \$20 registration fee. This will be added to your first payment of the summer.

**Registration Packet:** The preferred method is to email forms back to [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org) or fax 406-252-3839. You are not fully enrolled unless you have received a confirmation email. You will receive a confirmation email within 72 hours of receipt of all forms. Please fill out registration forms completely, if not it may jeopardize your enrollment spot. Please complete and return all registration forms to the United Way of Yellowstone County office by March 18, 2022. On March 21, 2022, we will open enrollment to the public if we have available space. Please contact the Care Program Service Assistant, at 406-272-8512 or [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org) for assistance if you have any questions regarding tuition fees and payments.

**NEW & IMPORTANT:** Cancellation of enrollment in summer CARE must be received 30 days in advance. Cancellations received less than 30 days in advance will be charged for the month of CARE. Please be sure you are going to use CARE before enrolling your child. We had several last minute cancellations last year and were unable to fill the vacancies. Thank you!

**Medication:** If your child needs to take medication during CARE hours you will need to fill out a Medication or Over the Counter Medication Form. If these forms are not filled out completely we will not be able to administer the medication.

**Parent Custody Paperwork:** If you have custody paperwork we will need the paperwork on file before your child can start our program.

**CARE Academy** offers a summer program for K-5 students for school year 2022-2023. The program provides a safe place for children during summer months under the supervision of qualified and caring adults. This program includes opportunities for hands-on enrichment activities, field trips, guest speakers, fun physical activities, healthy snacks, and relaxation time.

Please send your child(ren) with clothing suitable for outdoor play and any items they would need for the day (inhaler - if applicable, sunscreen, masks, appropriate socks & footwear, etc.). If your child(ren) wear flipflops or sandals, please send extra shoes suitable for indoor/outdoor activity. If you have any questions regarding summer activities, please call your assigned school phone number.

### **Field Trips**

If field trips are scheduled, parents are required to sign a field trip permission form regarding any field trip as acknowledgment of the field trip date, time, and location. Any field trip requiring transportation will be provided by the school district's transportation office or the City MET bus.

CARE Academy provides many opportunities for children to explore their community and sites of interest. In order for our program to provide quality care and enrichment, it is critical that, on dates when field trips occur, all children participate. Therefore, no on-site care is provided for those not wishing to participate in any given off campus activity.

### **Snacks**

Snacks will be served mid-morning and mid-afternoon. Parents should send child(ren) to CARE after eating breakfast with a sack lunch and drink. No food will be provided for breakfast or lunch at the site.

### **Payments & Payment Options**

Monthly tuition payments will be made by pre-authorized auto pay only via debit/credit card or ACH payment from a checking or savings account. Payments for the summer program are monthly and will not be prorated or credited for days your child(ren) do not attend. Invoices will be emailed on or around the 1<sup>st</sup> of each month with the auto pay transaction charged on the 10<sup>th</sup> of the month. You will be contacted if the auto payment is rejected. Updated payment information must be provided within 3 days, or your child will be suspended from the program. You also will be charged the rejection fee of \$4.00.

### **Closing Time**

Please observe our closing time of 6:00 pm. Any child(ren) left at a site outside of operating hours will result in additional billing. More than three infractions may result in termination of services. Late pick up fee is \$10 for every 10 minute increment.

### **Absences & Illness**

No credit will be given for absences. If a child(ren) do not arrive as intended, the CARE staff will contact the parent(s). If the parent(s) cannot be reached, the CARE staff will contact the child(ren)'s emergency contact persons. If a child becomes ill, or arrives ill at the CARE Program, the parent will be contacted and expected to promptly pick up the ill child within 30 minutes of notification. The child will be isolated from the other children until the parent, or authorized person arrives.

## **COVID VIRUS**

If you, your child/children, or anyone in your household has tested positive for COVID, please let us know immediately. If we are not provided with this information and you proceed with allowing your child/children to attend the CARE Program while having COVID, it could adversely impact the health of our staff and other children. UWYC/CARE Academy masking and social distancing efforts are in effect.

## **Release of Children**

Children will be released only to person(s) who have been specified by the enrolled parent(s) through written permission. All individuals with permission to sign out a child must be 16 years of age or older, unless special arrangements are made. Identification may be required prior to the release of a child. Any exceptions to this must be communicated in writing to the CARE staff at the site.

## **Discipline and Termination**

Children are entitled to a safe, pleasant and harmonious atmosphere. Unacceptable behavior may be cause for dismissal from the program.

If a child is chronically disruptive to the functioning of the program, his/her enrollment may be suspended and/or terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program, and after consulting the Director, the parent(s), and the Site Coordinator.

## **Children's Rights:**

1. To have a safe environment.
2. To use all equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful.
5. To have staff members who care about them, enjoy being with them, and help them grow.

## **Children's Responsibilities:**

1. To learn the rules and accept the consequences for their actions.
2. To control their feelings so their actions do not harm people or school property while in the program.
3. To follow directions and remain with the group and supervisor at all times.
4. To return materials and equipment to the place they found them for other children to use before taking out a new activity.

## **Parents' Rights:**

1. To know their child(ren) are in a safe environment.
2. To share concerns with the staff about anything they do not feel is in the best interest of their child(ren).
3. To know about their child(ren)'s behavior. If there is a concern, to spend time talking with the staff about a solution.
4. To know if their child(ren) do not report to the program as intended.

### **Parents' Responsibilities:**

1. To notify your child(ren)'s CARE Site Coordinator by phone or written notice if a child(ren) will not attend.
2. To notify your child(ren)'s CARE Site Coordinator in writing when another unauthorized person is picking up the child(ren).
3. To provide accurate payment information.
4. To keep the child(ren)'s records up-to-date with changes in phone numbers, physical and email addresses.
5. For your child(ren)'s safety, you must sign your child(ren) in each morning and out each afternoon.
6. To pick up your child(ren) on time. Parents whose child(ren) remain past 6:00 pm must pay overtime fees of \$10 for every 10-minute increment. Child(ren)'s services may be denied if three overtime charges occur.
7. To tell the site coordinator if the child(ren) needs special attention which may not be indicated on their registration forms (for example: a special crisis time in the child(ren)'s life, a death in the family, medication a child is taking, etc.).
8. To notify the CARE Program Service Assistant of enrollment, phone number, address or email changes as soon as possible by calling 406-272-8512 or emailing [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org).

### **Behavior Plan Policy**

CARE staff works hard to help children adjust to the CARE Program setting. We appreciate all our children in CARE, and our staff is trained to discipline them with kind, but firm redirection when necessary. This may include one-on-one talks, time-out, or a written behavior plan. We may also, at times, ask parents to assist us.

Seriously disruptive behavior is a different matter. Any misbehavior serious enough that it affects the ability of the staff to conduct the program, or that could endanger the safety of the child or other children, will be dealt with as follows:

The child will be given **one "behavior point."** If this occurs, **we will tell the parent about it when they come to pick their child up.** This will give the parent the chance to work with their child at home to reinforce the need to follow CARE rules, and help to avoid further problems.

After this, if there is another incident, the child will receive a **"2nd point."** If this occurs, we will **call the parent and ask that the child be picked up immediately, and they will be suspended from the program for the remainder of the day.**

If a child receives a **"3rd point"** from another incident, this will result in the child being **immediately suspended from the program.** Reinstatement will depend on the seriousness of the ongoing behavior problem, and the likelihood of a continuation of the behavior.

(Please note that this agreement does not limit us from removing a child at any time if, in our judgment, the child's behavior is too disruptive, or if they become a danger to themselves or others, regardless of "points" received or not received.)

## **Emergency Procedures**

In case of a medical emergency:

**Step 1:** The Site Coordinator will call the parent(s). If neither parent can be reached, the next step will be taken.

**Step 2:** If the parent has listed an alternative emergency number, that number will be tried (for example: grandparent, neighbor, or close friend). If those individuals cannot be reached, then step number 3 will be followed.

**Step 3:** The child will be taken by ambulance to the emergency room at a local hospital at the parent's expense.

**Step 4:** CARE Academy's responsibility ends when the child has been transported to the emergency room at the hospital. It is suggested that parent(s) have a notarized permission form on file with the hospital to treat their child(ren).

In case of poisoning, staff will immediately contact Poison Control (1-800-222-1222) and follow their instructions.

## **CARE Academy Contact Information:**

**For day to day activities, please call your designated Summer CARE Academy site:**

Arrowhead Elementary Summer CARE Academy: 850-9029

Highland Summer CARE Academy: 850-4454

Meadowlark Summer CARE Academy: 850-4455

Laurel Summer CARE Academy: 698-1437

**If you have questions for the Program Director, please contact:**

Michelle Lamberson, Director

Phone: 406-672-4214

Fax: 406-252-3830

Email: [CAREmanager@uwyellowstone.org](mailto:CAREmanager@uwyellowstone.org)

**If you have questions in regards to enrollment, payment, waiting list, please contact the CARE Program Service Assistant at the United Way of Yellowstone County office:**

Chrissy Brese

Phone: 406-272-8512

Fax: 406-252-3830

Email: [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org)

**Looking for ways to be more involved with the CARE Program? Come Join CARE Academy Parent Advisory Council.**

**Staff Liaison:** Michelle Lamberson

**Meeting Frequency:** Quarterly Meeting

**Duration:** 1 ½ hours

**Time Commitment:** It is expected committee members read materials and consider points of discussion prior to the meeting. There is expected post-meeting work. Committee members will spend 1-3 hours per quarter.

**Purpose:** The Parent Advisory Committee (PAC) is comprised of parent representatives and family caregivers from each CARE Academy location who meet quarterly. The PAC serves as an advisory, not a decision-making body, that makes recommendations and provides advice to CARE Academy Director relating to programs, activities, and resources in order to 1) help the program attain its goal of providing each child with the best Out Of School Time experience possible and 2) have policies and programs that support families' strengths and needs.

- Increase community support for CARE Academy.
- Enhance the quality of the program through recommendations and feedback.
- Assist in identification of community resources.
- Act as an advocate for CARE Academy.