

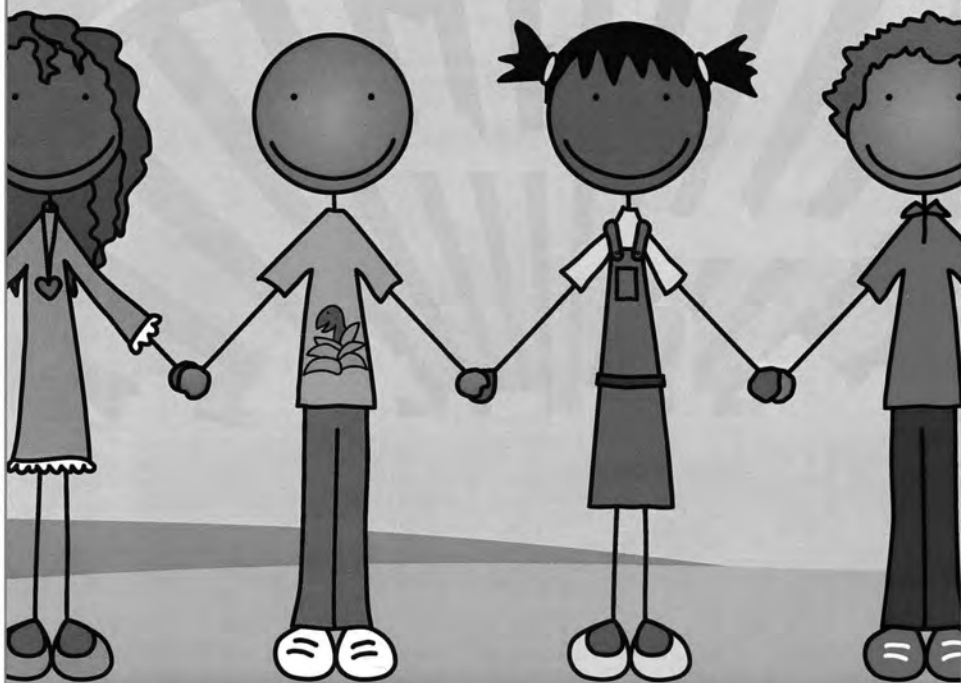
BEFORE AND AFTER SCHOOL CARE PROGRAM

For Children in Pre-K through Grade 8



Neighborhood Ministries
of Philadelphia, Inc.

PARENT HANDBOOK



MERCY FAMILY CENTER

1939 West Venango Street • Philadelphia, PA 19140

phone 215-227-4393 • fax 215-227-4394

MERCY NEIGHBORHOOD MINISTRIES STAFF

Executive Director: Sister Ann Provost, RSM
Director of Operations: Joan Stokely
Director of Philanthropy: Joe Cuozzo
Director of Child Care: Barbara Coleman, MS ED
Coordinator of Adult Programs: . . Sister Theresa Saetta, RSM
Site Supervisor: Alice McCall
Group Supervisor: Deborah Adams

Assistant Group Supervisor: Sheila Williams
Sharon Harrison
Judy Simpson
Mildred Smith
Anthony McCall

Reading Specialist: Norine Bastian
Math Specialist: Susan Polin



Welcome!

Some people brought children to Jesus for him to place his hands on them. But the disciples scolded the people. When Jesus noticed this, he was angry and said to his disciples “Let the children come to me, and do not stop them, because the Kingdom of God belongs to such as these.” Then he took the children in his arms, placed his hands on each of them, and blessed them.

-Mark 10: 13-14, 16

The staff at Mercy Neighborhood Ministries is blessed and privileged to care for your children. The quote from the Bible gives us a true witness of the love Jesus had for children and his desire to see them protected and supervised.



Admission Policy

Mercy Neighborhood Ministries admits children from the age of 3 through 13 without regard to race, culture, sex, religion, national origin, disability, religion or ancestry. When the parent or legal guardian of a child identifies that a child has special needs, the child care director and parent or legal guardian will meet to review the child's care requirements. Mercy Neighborhood Ministries does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided for the child.

Enrollment

The following forms will be completed and submitted to Mercy Neighborhood Ministries prior to child's first day of attendance. The information will remain confidential and will be shared with other caregivers only as required to meet the needs of the child:

- Application for Child Care Services
- Child Health Assessment
- Child Care Emergency Information
- Consent for Child Care Program activities
- Child Care Agreement
- IEP/IFSP

Staff: Child Ratio

Similar Age Levels	Staff	Children	Maximum Group Size	Total Number of Staff required for Max Group Size
Infant	1	4	8	2
Young toddler	1	5	10	2
Older toddler	1	6	12	2
Preschool	1	10	20	2
Young school-age	1	12	24	2
Older school-age	1	15	30	2

Medication Form

Parents, if your child/children have an IEP or IFSP Profile (Individualized Education Plan or Individualized Family Service Plan) we need you to fill out the form that is given to you at the time of registration. PLEASE SEE ATTACHMENT.

Civil Rights Compliance

Nondiscrimination in Services

TO: PARENTS

FROM: Barbara Coleman/Child Care Director

Admission, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods

Any individual, parents, student and/or their guardian who believes they have been discriminated against, may file a complaint of discrimination with:

Mercy Neighborhood Ministries of Philadelphia, Inc.

1939 W. Venango Street
Philadelphia, PA 19140

PA Human Relations Commission

Philadelphia Regional Office
110 North 8th Street
Philadelphia PA 19107

Department of Public Welfare

Bureau of Equal Opportunity
PO Box 2675
Harrisburg, PA 17105

US Department of Health and Human Services

Office of Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania

DPW Bureau Of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

Program Hours

CHILD CARE

Program open: 7:00 AM Monday through Friday
Program closes: 6:00 PM Monday through Thursday
5:30 PM on all Fridays
5:30 PM on non-school days

Daily Schedule

MORNING

7:00 AM Attendance and individual activity
7:30 AM Breakfast is served in dining room
Individual activity (reading, arts and crafts, current events, enrichment, educational TV shows)
8:10 am Prepare to leave for school, Staff escort students to school: Grover Cleveland, Kenderton Elementary

AFTERNOON

Noon or 2:30 PM Children are met at school and escorted to center
3:30 PM Attendance/bathroom/cold supper
3:45 PM Homework, tutoring, reading, math, art, music, health and wellness, physical education, computer classes
5:45 PM Clean-up, prepare to leave, parents pickup/sustained silent reading, board games
6:00 PM Parent Pick up

NON-SCHOOL

DAYS: 7 AM until 5:30 PM

***Parents, Please come into the Center and sign your child/ren in and out daily.

Arrival before 7:00 am – If there is a need for an earlier drop off time, you need to make arrangements with Mrs. McCall. An additional fee will be paid directly to Mrs. McCall.

PRE-K PROGRAM

8:30 AM Drop off
3:30 PM Pick Up



Homework and Special Programs

- A scheduled homework period will be provided Monday through Thursday. It is the child's responsibility to have his/her books and assignments. Parents are asked to check your child's homework before he/she returns to school the following day.
- **Special Programs:**
We provide classes in: art, computer, health & wellness, music, physical exercise, and one on one tutoring for math and reading. Parents, if your child/children have an IEP Profile (Individualized Education Plan or IFSP (Individualized Family Service Plans), we need you to fill out the form that is given to you at the time of registration. PLEASE SEE ATTACHMENT
- **Field trips:** of an educational and/or recreational nature will be scheduled on some non-school days
- **Adult EDGE Program:**
Pre-GED and GED program, Adult Basic Education, Computer Education: Microsoft Office, Word, Excel, PowerPoint, Outlook, Workforce Development, Individual Education Success Plan, Literacy, and Mentorships & Sponsors. For more information call: (215) 227-4393 or go to: www.mercyneighbors.org.

Supervision

- No child will be left unsupervised while attending the program. At least 2 staff will always be available if more than 6 children are in care.

Payment Policy

- Payments are made on a bi-monthly basis (7th and 21st of each month from September through June). The fee is a flat rate and is not based on weekly participation. **You are charged for days on which your child(ren) do not participate.** Parents, Mercy Neighborhood Ministries will only accept cash or money orders payable to Mercy Neighborhood Ministries.
- Families will pay at the following bi-monthly family rates: Before and After School: \$70, After School Only: \$70, Before School Only: \$40. (Actual cost of program is \$325 per child per pay period.) NO REFUNDS WILL BE GIVEN! Return check fee is \$20. CCIS parents who have a \$0 Co-Pay will pay a minimum weekly co-pay of \$5.

Late fee: Staff members are employed only until 6 pm. (5:30 pm on Fridays and non-school days). Beginning 6:01 pm or 5:31 pm you are late. You are charged \$5.00 for every ten minutes you are late. The late fee is paid at the time of pick-up. Chronic lateness or failure to pay the late fee promptly will result in the termination of services.

Sign In/Out Procedure

- Care giving adults who bring the child to, or remove from Mercy Neighborhood Ministries will sign in and out of the facility. This policy will be provided to families at the time of enrollment and will be strictly enforced.

Authorization to Pick Up Children

- Children will be released to individuals listed on the registration form. Parents must notify center if a different person will pick up your child(ren). The authorized person will sign the child(ren) out.

Mercy Neighborhood Ministries will not be responsible for children who are authorized by parents or guardians to walk home from the after- school Program.

- Parents please come inside the center to sign your child/children out; a phone call from your car will not be acceptable.
- All documents available at www.mercyneighbors.org.

Communications

- We will be sending information home on a regular basis. If you have any concerns or questions, please do not hesitate to call Miss Coleman or Mrs. McCall. We are always eager to hear from you. Your concerns, suggestions, comments, or friendly greetings are welcome. Please call daily if your child/children will not be in Mercy Neighborhood Ministries. You may reach us at 215-227-4393, or via email bcoleman@mercyneighbors.org.
- Log onto our website for all of the latest developments: www.mercyneighbors.org or text "Mercy" to 41411 and receive up-to-date text alerts.

Fire Drills

- Fire drills are conducted and logged on a monthly basis.
- Shelter-n-Place drills will be conducted monthly.

Snow Closing Policy

- If Philadelphia Public Schools are closed because of snow conditions, Mercy Neighborhood Ministries is also closed. If schools dismiss early due to deteriorating weather conditions, Mercy Neighborhood Ministries will also be dismissed early. Please pick your children up from school.

We at Mercy Neighborhood Ministries will follow the public/parochial school's announcements. Please tune in to KYW 1060.

Traffic Patterns and Pedestrian Safety

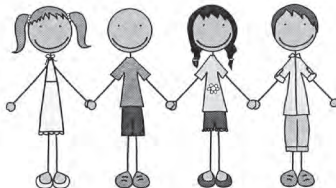
- The program is located on first floor of the Mercy Family Center at 1939 W. Venango St., Philadelphia, PA. 19140. The designated Childcare entrance on W. Venango St. is to be used for all drop-off and pick-up of children. Parking is available on W. Venango St. and 20th St. Please do not block the driveway. All children are required to be signed in and out by their caregiver.

Health Policies

Immunization will be required according to the current schedule recommended by the U.S. Public Health Service and the American Academy of Pediatrics. For more information go to: www.aap.org

A child whose immunizations are not up-to-date will be dismissed after three written reminders to the parent(s) or legal guardian over a three month period. Health education will be a part of the curriculum for staff, families, and children.

- Any contagious diseases will require that the child be kept at home. Examples of these are: high fever, stomach bug, swine flu, conjunctivitis (pink eye), as well as, measles, mumps, rubella, and chicken pox. These are all types of transmittable diseases.
- Should a child become sick during the program hours, a cot will be placed in the nurses' office. Parents/Caregivers will be called and advised of the child's illness, and asked to make arrangements for their child to be picked up.
- In the event of any suspicious health situation, e.g. rashes, diarrhea, fever, etc., Mercy Neighborhood Ministries reserves the right to request that a medical diagnosis be made before the child returns to the center.
- Every child must have an up-to-date Child Health Assessment form filled out at enrollment. The form must show that the child's immunizations are up-to-date and conform to the standards of the US Public Health Services. A medication log and an illness tracking log will be used to track children's ailments, and to whom must be administered medication by a staff person.
- This facility will administer medication to children with written consent from a parent/guardian. If a child has a specific medical condition, an order from a health provider should be submitted to Mercy Neighborhood Ministries with a specific condition and types of medications upon registration and to whom medication should be given.



Emergency Action Plan

First aid kits are located in each classroom; emergency phone numbers are accessible to every staff person.

If an injury happens to a child, which requires EMS,

- 1) Staff person who is supervising that child at the time of the emergency will remain with the child and call for additional help.
- 2) The site supervisor will call for EMS and contact the child's parent / caregiver.
- 3) Another staff person will remove the other children from the scene, talk to them about what happened and supervise the children.
- 4) If a parent / care giver does not arrive before EMS arrives, the site supervisor will accompany the child to the hospital with the parent consent form. The site supervisor will remain with the child.

Security and Evacuation Plan, Drills and Closings

Security Plan:

- 1) Entrances will be protected from unauthorized access by keeping all doors into the facility locked (to outside).
- 2) In the event of an admission of an individual who subsequently demonstrates threatening behavior, children will be placed in a secured area, police will be notified and caregivers directed to avoid the area where the threatening individual is located.

Evacuation Procedure:

- 1) Child: staff ratios will be maintained, and the children will be evacuated to the Southeast corner of 20th & Venango Street.
- 2) Children and staff will exit the building using appropriate routes and procedures as practiced during fire drills.
- 3) If we must leave the area, all children and staff will be counted and taken to Mercy Vocational High School located at 29th Street and Allegheny Avenue. The site supervisor and/or her representative will begin to notify the parents / care givers and advise them of the situation.

Nutrition

Nutritional Snacks

- Children who attend our morning program are provided a nutritious breakfast before leaving for school. In the afternoon the children receive a cold supper that includes a balanced nutritious meal to fill the gap between lunch and supper. Our meals are provided by Nutritional Development Services. Each meal provides the children with all the necessary nourishment that is needed for the body. Being fit and well fed results in wellness. In our center, games and activities associated with eating and physical activities contribute to fitness and nutritional health. We model good eating habits and provide healthy choices. We expose children to healthy food and activities that strengthen their understanding of good nutrition. We provide knowledge concerning healthy eating through workshops twice a year to educate students on eating healthy. We share all information with parents and caregivers. Each family is provided with a monthly menu and hints for good eating habits. We acknowledge that eating healthy comes by way of our circle of friends.

Behavioral Expectations

Caregivers will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children in the problem solving to foster child's own ability to become self disciplined. Caregivers will not use physical punishment or abusive language.



- Children are expected to respect the staff, each other, the materials and environment provided.
- Children may never leave the building or grounds without explicit permission of the staff. This permission is granted only by the request of the parent and after this request is personally communicated to the staff.
- Profane language will never be tolerated.
- Habitual rudeness or refusal to follow directions is unacceptable. Uncorrected actions could be cause for dismissal from the Program.
- There is a zero tolerance policy toward fighting. Any child involved in a fight will be suspended. The number of days will depend on the circumstances leading to the fight and the aftermath of the fight.

If a potential fight (that is pushing or shoving) should occur the following procedure will be followed:



- Both parties will be asked to sit down for a cooling off period.
- The children will be asked to discuss the situation with each other and resolve the problem: they will make a plan agreeable and fair to both parties.
- If children are unable to resolve the problem a staff person will make an appropriate decision after both parties have been heard.
- Children involved in a hostile situation during a given activity will be excluded from the remainder of the activity.
- If a child is involved in more than one hostile situation, is rude to staff or volunteers, or refuses to follow the directions of staff or volunteers, that child may be suspended from the program for up to one week.
- Children suspended from the program will be readmitted after a conference with the parent or care giver.
- If there is no improvement after the above procedure and a conference with the parent or care giver, Mercy Neighborhood Ministries reserves the right to dismiss a student from the Program.
- Mercy Neighborhood Ministries reserves the right to suspend/ dismiss a child without warning if he/she is involved in serious misconduct which results in actions that deliberately disregard the safety or rights of others.
- Biting is considered a serious matter. Any child who bites another will be suspended regardless of the circumstances which led up to the incident.



School Year Calendar

Philadelphia Public/Parochial Schools are closed for holidays and professional days several times throughout the academic year.

Mercy Neighborhood Ministries is open on non-school days except for the days listed below;

PLEASE CHECK SCHOOL CALENDARS FOR ADDITIONAL DATES.

Days Mercy Neighborhood Ministries is closed.

***CALENDAR SUBJECT TO CHANGES

Independence Day	July 4
Labor Day	September 6
Thanksgiving	November 25-26
Christmas Holiday, New Years Eve	December 23 – January 3
New Years Day	January 2
Reverend Martin Luther King Day	January 16
Presidents' Day	February 20
Spring Break	April 2-6
Memorial Day	May 28
Mercy Family Center Summer Enrichment Camp begins	June 18

Mercy Neighborhood Ministries Fee Schedule Per Pay Period

*Effective September 2011-12
(Actual cost of program is \$325 per pay period)*

Before & After School	\$70.00
After School	\$70.00
Before School	\$40.00

- THE COST OF THE BEFORE AND AFTER SCHOOL PROGRAM IS PAID ON THE 7TH AND 21ST OF EACH MONTH; \$70.00 ONE CHILD/\$80.00 FAMILY RATE. PARENTS PLEASE NOTE THAT THERE ARE **NO REFUNDS** GIVEN. TRIPS ARE NOT COVERED IN BI-MONTHLY FEES.
- Please note: The above payment is based on 180 service days from September through June
- Family of One child the rate is \$70.00 per pay period.
- Families of Two or More will receive family rate of \$80.00 per pay period.
- There is no reduction in fees based on child's weekly participation. Families participating in subsidy programs will pay at their current rate. Fees will be paid in accordance with the above time line.

For more than thirty-five years, the Sisters of Mercy have been a steady presence and active participant in the life of the community in the Tioga section of North Philadelphia. Officially incorporated in 2003, Mercy Neighborhood Ministries evolved from Mercy Collaborative Ministries and the hands-on work of Sisters of Mercy and co-workers in the parishes of North Philadelphia.



Mission Statement

The Mission of
Mercy Neighborhood Ministries
of Philadelphia, Inc.
is to create partnerships and services
that responds to the needs
of those who are poor
in the North Philadelphia community,
especially women, children and
persons with special needs.

Consistent with the gospel values
and the vision of Catherine McAuley,
the focus of these ministries is
to identify needs
which are not being met by other groups,
to respond to these needs over time,
and to fulfill them
in a collaborative and empowering way.



MERCY

**Neighborhood Ministries
of Philadelphia, Inc.**

www.mercyneighbors.org

