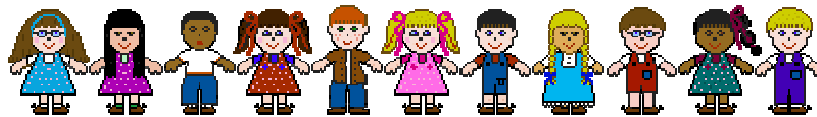


**ELIZABETHTOWN INDEPENDENT  
SCHOOLS  
AFTER SCHOOL CARE  
PROGRAM**

**for  
Helmwood Heights Elementary School  
And  
Morningside Elementary School**



***PARENTS*  
POLICIES and PROCEDURES  
HANDBOOK**

REVISED April 17, 2006

# **ELIZABETHTOWN INDEPENDENT SCHOOLS AFTER SCHOOL CARE PROGRAM POLICIES and PROCEDURES**

***ENROLLMENT IN THE AFTER SCHOOL PROGRAM CONSTITUTES AN AGREEMENT THAT YOU AND YOUR CHILD WILL ABIDE BY THE POLICIES AS FOLLOWS:***

## **SECTION I. PARENT'S EXPECTATIONS OF THE PROGRAM**

### **Parents may expect that:**

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Director about concerns related to their child or the Program.
3. They will be told about any misbehavior on the part of their child, and to visit with the Director in order to effect improvement.
4. They will be informed promptly if their child does not arrive at the Program according to his/her enrollment information.
5. They will be regularly informed about Program activities.

## **SECTION II. PROGRAM'S EXPECTATIONS OF THE PARENTS**

### **The Program expects that parents will:**

1. Pay fees on time as explained in Section V.
2. Keep the child's records up-to-date as explained in Section VIII.
3. Pick up children on time as explained in Section XI.
4. State Regulations require parent/guardian/authorized person to sign out/in their child.
5. Follow health policies as explained in Section XVI.
6. Contact the Director if their child will not be attending on a scheduled day.
7. Pay attention to any communication from the Director/Asst. Director/Group Leader regarding their child's behavior, and cooperate in efforts to improve the situation.

## **SECTION III. CHILDREN'S EXPECTATIONS OF THE PROGRAM**

### **Children may expect:**

1. To have a safe, supportive and consistent environment.
2. To use all the Program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

## SECTION IV. PROGRAM'S EXPECTATIONS OF THE CHILDREN

### The Program expects that the children will:

1. Be responsible for their actions and respect staff.
2. Respect the school rules that guide them during the day and while at the Program.
3. Remain with their group and Program staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at the Program promptly, according to the Enrollment Information.

## SECTION V. FEES AND PAYMENT POLICY

The Program salaries, supplies and administrative expenses are supported entirely by fees. **Tuition is billed and due in advance of services rendered, and is therefore pre-paid on a weekly basis.** Tuition is charged for all school days each week whether or not your child is in attendance. It may be helpful to think of tuition as you might rent on an apartment. It holds a place for your child in the program. Just as a landlord is unable to fill your apartment while you go on vacation, we are unable to fill your child's space for a brief vacation/illness period while our operating expenses remain constant. The Elizabethtown Independent School District provides the space, utilities and custodial services as part of the Program. Fees are as follows:

### *Regular School Days*

<b>REGISTRATION FEE:</b>	<b>\$20.00 per child per year (renewal: \$10)</b>
<b>FULL TIME TUITION:</b>	<b>\$30.00 or \$45.00 per child per week</b>
<b>PART TIME/DAILY RATE:</b>	<b>\$15.00 per child per day</b>
<b>HOURLY RATES:</b>	<b>No hourly rates are available</b>

### *Non-School Days*

<b>FULL TIME TUITION:</b>	<b>\$80.00 per child per week</b>
<b>PART TIME/DAILY RATE:</b>	<b>\$20.00 per child per day</b>
<b>HOURLY RATES:</b>	<b>No hourly rates are available</b>

1. Registration Fees are non-refundable. Tuition Fees are only refundable with a two week notice if you pay for a month in advance.
2. **Parents/Guardians are responsible for advance payment of weekly fees in the amount of \$30.00 (normal school week), \$45.00 (teacher work day in the week), or \$80.00 (Fall, Spring or Summer Break). (Rates per day-school day \$15.00; non-school day \$20.00) Tuition is billed and due each Friday in advance of services rendered, and is therefore pre-paid on a weekly basis. *Tuition payments not kept up-to-date will be charged a late fee of \$20.00 each month.***
3. **Parents understand that in the event of any absences during Program hours, you will be responsible for fees for *time reserved, not actual time* spent in the Program.**
4. **The parent that signs our contract agreement is responsible for ALL PAYMENTS DUE to the program. We do not give discounts for multiple children.**
5. Parents must give 10 days notice in writing prior to withdraw from the Program, *during which time they will be responsible for payment of fees for those two weeks.*

6. **If your account is in arrears of \$100.00, you must discuss your account with the director to decide if your child will be discharged from the program until the account has been paid in full.** Reinstatement may occur on a space-available basis when all fees have been paid.
7. Non-sufficient fund checks are held until cash or money order is received by the Program to cover the amount of the check. Parents must also pay the banks' charges, currently **\$25.00, for a NSF check.** Parents will be notified immediately upon receipt of the NSF notice and shall have two school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the second day after the notice, childcare services will be suspended immediately. If the tuition and charge is not paid in full by the end of the first full week after notice, the child will be discharged from the Program.
8. If all required enrollment forms are not completed and returned to the Director by the day the child is scheduled to start the Program, the child will not be allowed to attend until all completed forms are submitted to the Director. The parent / guardian / custodian will be responsible for payment of weekly fees starting from the requested start date in order to reserve the enrollment spot until such time as the completed forms are returned.
9. Depending on your income, child care assistance may be available to families through the local Community Coordinated Child Care program.

## **SECTION VI. IRS STATEMENTS**

**The Program does not provide an itemized statement for tax purposes.** We suggest that you keep a record of your tuition checks as an accurate account of your childcare expenses.

## **SECTION VII. REGISTRATION AND ENROLLMENT**

The Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background. Please refer to the form titled "REGISTRATION AND ENROLLMENT POLICIES" for more information.

## **SECTION VIII. ENROLLMENT FORMS**

Parents will be asked to complete the following:

<b>Enrollment/Registration Form</b>	<b>Medical Examination Records (copy)</b>
<b>Immunization Records (copy)</b>	<b>Emergency Medical Treatment Release Form</b>
<b>Medication Release</b>	<b>Homework Preference Form</b>
<b>Photo/Video Release</b>	<b>Individual Use Agreement Form</b>
<b>Personal Grooming Release</b>	<b>Permission to Swim Form</b>

The Program expects that the parent/guardian will **keep the forms current (forms must be renewed each school year and summer) for your child's safety.**

## **SECTION IX. WITHDRAWAL FROM THE PROGRAM**

It is important for your child to be given the opportunity to say goodbye and have a sense of closure when he or she leaves the program. This is to make the transition a positive experience for your child, his or her friends and teachers.

**We ask that you notify us at least two weeks in advance of withdrawal from the program. This notice is required if you want to qualify for any tuition refund if you pay by the month. Parents are responsible for payment of tuition for the two weeks before withdrawal. *Tuition refund will not be given without two week notice.***

## **SECTION X. HOURS OF OPERATION**

The Program will be in operation on every student attendance day in which Elizabethtown Independent Schools are in session. **The Program will begin at 2:45 p.m. and end at 6:00 p.m. on school days.** In addition, the program will operate on “non-school” days (Fall, Spring, and Summer Breaks). **Hours of operation on “non-school” days will begin at 7:00 a.m. and end at 6:00 p.m.** The Program is closed the week of July 4<sup>th</sup>, Christmas Break and major holidays (Memorial Day, Labor Day, Martin Luther King Day, and Thanks Giving Day)

## **SECTION XI. AFTERNOON CLOSING TIME**

The Program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay overtime fees as follows:

**5 - 15 minutes overtime:                      \$5.00 per child**

**Each additional 1 - 15 minutes:        \$5.00 per child**

**Overtime Fees are paid directly to the After School Care Program Director or overtime fees will be added to your account.**

**Childcare services may be withdrawn if three overtime charges occur.**

## **SECTION XII. ABSENCES**

If your child will not be attending the Program because of a scheduled appointment, vacations, illness or other planned absences, please notify the Child Care Director in advance. **Your phone call is crucial to ensure the safety of your child.** If you pick up your child from school, please call our ASCP office. Absentees without prior notice may be mistaken for a missing child and unnecessary concern and time spent in searching for the child will occur. We are committed to the safety, health and well-being of every child. If a child does not arrive at the Program as intended, the Director will contact the parents. If the parents cannot be reached, the Director will contact the child’s emergency persons.

### **SECTION XIII. RELEASE OF CHILDREN**

**Children must be signed in by an adult (parent or guardian) on non-school days and also signed out by an adult.** Children do not sign themselves in or out. They will be allowed to leave with persons other than the parent only if permission has been given to the Director on the Enrollment Form, or in writing or called from the parent. If an exception is made to this schedule, the parents should provide the Director with a written notice prior to the date.

### **SECTION XIV. SCHEDULED & UNSCHEDULED NO-SCHOOL, SCHOOL OPENING DELAYS AND SCHOOL CLOSINGS**

1. Scheduled No-School Days. The Program will be available on scheduled “No-School” days, such as Conference Days, Teacher Work Days, Breaks and Summer.
2. Scheduled Early Dismissal Days. The Program will be available on these days.
3. Unscheduled Early Dismissal Days. The Program will normally be available on such days, unless road conditions or the condition of the facilities render this unsafe.
4. **If the Elizabethtown Independent Schools are closed due to unsafe road conditions, the program will also be closed.**

### **SECTION XV. DISTRIBUTION OF MEDICATIONS**

We cannot administer over the counter medication. Doctor prescribed medication must be in the original pharmacy container with the unaltered label attached that details the dosage information. The parent/guardian must complete and sign the medicine authorization form. Children *cannot* carry their medicine to or from the Program. A child *can* carry asthma medicine if a written statement by the physician and authorization signed by parent/guardian are on file. These two forms will need to be updated each school year.

### **SECTION XVI. HEALTH AND SAFETY POLICY**

If your child has a known medical condition (asthma, diabetes, seizure disorders, etc.), please be sure the Director knows what to do should a problem occur during Program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious Diseases, Fever over 100° F, Vomiting, Diarrhea, or Accident requiring medical attention.**

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be notified as soon as possible.

Caregivers will make every effort to keep a child from getting into a car with a parent or any adult under the influence of drugs or alcohol. The caregivers are instructed to call the

police to give the child and parent a ride home. Caregivers will not, under any circumstances, give transportation to a parent who appears to be impaired by drugs or alcohol, as the Program insurance does not cover transportation by private vehicle related to the Program.

The Program's license requires caregivers to report suspected cases of child abuse and neglect.

## **SECTION XVII. INSURANCE**

Families are expected to carry their own insurance coverage. The school system also provides parents with School Insurance information at the beginning of each school year. This insurance can be purchased by the family to cover the child only during regular school hours, or 24 hours per day. Parents interested in enrolling for this insurance should contact the school office.

## **SECTION XVIII. SNACKS**

A nutritious snack is served to all Program students each afternoon. On full days a morning breakfast and afternoon snack is provided. **Parents are responsible for providing lunch for their child during full day service.** Should parents want to provide treats in honor of a child's birthday, etc., please contact the Program Director to make arrangements. When providing additional snacks, serve healthy foods to promote a healthy lifestyle. ASCP encourages children to drink water or milk. Buying soda pop from vending machines is not permitted in our program.

## **SECTION XIX. CHILD'S PERSONAL PROPERTY**

Children's personal property, coats, clothing, school bags, etc. must be cleared from the Program facilities after each session of the Program. Items should be clearly marked with the child's name. Any personal property not marked that remains after each session will be taken to the school Lost and Found. The Program attempts to help children stay organized. However, the Program assumes no responsibility for lost personal property. Children should not bring money, toys (gameboys and trading cards), food or other items not necessary for school activities to the Program without receiving prior approval from the Program Director. **The program assumes no responsibility for broken, stolen, or lost personal property.**

## **SECTION XX. VISITORS AND OBSERVATIONS**

Parents, and community members who are screened by the Program Director, are welcome to observe the Program at any time. For liability and supervision reasons it is not possible for children who visit the Program to take part in activities.

## **SECTION XXI. DISCIPLINE AND DISCHARGE**

The following policies and procedures apply to the ASCP Program. Minor modifications due to unique circumstances may be necessary, but must be approved by ASCP Director

and Building Principal. The purpose of these policies and procedures is to create and sustain a safe, productive environment in which students learn to be accountable for their behavior and responsible for their choices.

Participating in the Morningside After School Care Program is a privilege. Set the behavioral atmosphere by ensuring that 1) Program Group Leaders, volunteers and students are familiar with the school rules and, 2) that students have entered into written contracts with their Program Group Leaders. It is important that each student understands both the contract and the consequences of breaking the contract. The Program Group Leader is accountable for facilitating this process. If a student disregards interventions and violates the contract three times, he/she will have chosen to leave the program for a period of time determined by the Program Group Leader/ASCP Director.

Child guidance and discipline at the ASCP Program will follow the guidelines outlined in this handbook, the individual school rules, and the rules of the Elizabethtown School District. Any child consistently exhibiting disruptive behavior will be “guided” in the following order of protocol.

ASCP is committed to building the capacity of students to succeed. This requires the establishment and maintenance of a positive, structured environment in which students can learn. Effective after school care and classroom management is essential. To promote and sustain a positive atmosphere, Director and Assistant Director are responsible for ensuring that 1) Program Group Leaders, volunteers and students are familiar with the school rules, and 2) students have entered into personal contracts with Program Group Leaders and understand the provisions of the Agreement with their parents.

### ***The Contractual Process***

If a student violates the provisions of the Agreement document, she/he will have chosen to be removed from the program and placed at the end of the waiting list. This policy must be strictly adhered to in order for consistency and fairness to characterize our program and to guarantee, insofar as possible, that all parties understand and are involved in the process. The steps to be taken are:

- 1) The first warning is a discussion with the Program Group Leader and the student.
- 2) The second warning requires the active participation of the Director and notification to the parent/guardian.
- 3) The third warning (removal from the program) requires that the parent/guardian be present, with the child, the Program Group Leader and the Director. Notification will be given to the School Principal.

In the case of disorderly conduct, assault, vandalism, defiance, fighting, or any other endangering behavior, the Program Group Leader and Director will fill out an incident report, and the child may be immediately removed from the program without going through the protocol listed above. When an expulsion is warranted according to the protocol listed above, the School’s Principal will be notified prior to its implementation. In the event of a suspension, the Director will advise the School’s Principal.

# PROGRAM GROUP LEADER AND CHILD CONTRACT



*The purpose of this contract is to provide a safe, healthy, fun and well-supervised environment for children. This agreement between Group Leaders and their cluster of children is to ensure this contract is enforced.*

## RIGHTS AND RESPONSIBILITIES

*Children's Rights include:*

- To be respected.
- To have a choice of activities that are available.
- Having a safe and reliable environment.
- Having equipment in working order with all pieces.
- Having staff members that care about and enjoy them.

*Children's Responsibilities include:*

- To respect the rights of others.
- Listen when they are spoken to.
- To walk with (ZERO Voice Level) through the halls.
- To ask their Group Leader when they need to go somewhere. (Restroom)
- Taking care of equipment.
- Cleaning up after themselves.
- Sharing equipment with others.
- **Keeping their hands and feet to themselves.**
- Using appropriate language.
- Treating staff with respect.
- Coming to the ASCP Program directly after school.
- Finishing what they start.

*Staff's Rights include:*

- To be respected by children and staff.
- To give input into the program.
- To express their creativities.
- A safe, comfortable work environment.

*Staff's Responsibilities include:*

- To treat children with the utmost respect.
- To provide a safe, fun and warm environment.
- To provide a variety of planned and interesting activities that is challenging and creative to children.
- To be a good role model for children that encourages and promotes good emotional, physical, social and educational development.

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I \_\_\_\_\_ understand and will adhere to the rights and responsibilities set by the Group Leader and me.

## **SECTION XXII. EMERGENCY EVACUATION PLAN**

EMERGENCY EVACUATION PLAN - The ASCP Program emergency evacuation procedures follow those detailed by the School. The details of evacuation are located by most exits. Fire drills are conducted each month. Earthquake and tornado drills are conducted quarterly. The Director keeps a log of drills, located in the ASCP office.

### **FIRE DRILL PROCEDURES**

- Fire drills will be held once each calendar month.
- Staff will be notified at the beginning of their shift that a fire drill will be held that day.
- Director will call on the two way radio that we will have a fire drill.
- It is imperative that all persons evacuate the school building in a timely manner. Children must be taken a safe distance from the building to the basketball court. Don't panic. Children must be kept calm and quiet during this time.
- Each group leader must have their list of children with them as the children are lining up. It is their responsibility to check attendance after the building has been evacuated. Any missing children must immediately be reported to the director.

### **TORNADO DRILL PROCEDURES**

- Tornado drills will be held every 3 months.
- Staff will be notified at the beginning of their shift that a tornado drill will be held that day.
- The Director will alert staff that we will have a tornado drill.
- All persons, including those in the gym and outside on the playground will move into the interior hallways.
- Everyone is to sit quietly facing the wall. Everyone is to place their heads between their knees.
- No one is to be placed near a door or a window.
- Exterior windows and doors should be kept closed, while interior classroom doors kept open.
- Don't panic.
- Children must be kept calm and quiet during this time.
- All group leaders should have their list with them which should be in the front of their daily discipline spiral notebook to take attendance.
- Any missing children must immediately be located or reported to the director.

## **EARTHQUAKE DRILL PROCEDURES**

Because earthquakes can strike without warning, the immediate need is to **protect lives by taking the best available cover**. All other actions must wait until the tremor(s) subside(s). **Staff should review the procedures below with students, and hold earthquake drills with students.**

### **IF INSIDE:**

1. Don't panic. If protected from falling objects, the rolling motion of the earth is frightening, but not dangerous.
2. To protect from falling objects, take cover in this manner:
  - a. Get beneath a desk, table or bench. If possible, cover head with a coat or other clothing to minimize injury.
  - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows, or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against inside wall or inside doorway and crouch.
5. The building evacuation shall be determined by the principal, or the person in charge of the building, by sounding the fire alarm.

### **IF OUTSIDE:**

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to person in charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instruction from person in charge.

## SECTION XXIII. PROCEDURE FOR FIELD TRIPS

### TRANSPORTATION

Morningside After School Care will take field trips weekly throughout the summer months. The program utilizes the Elizabethtown Independent Schools Board of Education Transportation Department for providing transportation for these field trips. Our program will maintain staff to child ratios, which comply with CFC regulations, while on these field trips as well as when traveling to them. When a field trip is scheduled, the director will be responsible for scheduling transportation with the Board. The director will complete a Request for Transportation Form one to two weeks prior to the scheduled trip to reserve said transportation.

All buses are inspected and pass state transportation guidelines. All bus drivers are certified to transport school age children.

Bus transportation is for ASCP staff and ASCP children only.

Parents participating on field trips are responsible for their transportation and direct payments to any event we attend.

### PROCEDURES

- **PERMISSION FORMS MUST BE SIGNED AND RETURNED BEFORE FIELD TRIP DAY. CHILDREN ARE REQUIRED TO BE AT THE PROGRAM 30 MINUTES PRIOR TO DEPARTURE.**
- **ALL CHILDREN GO ON THE FIELD TRIPS, IF YOUR CHILD DOES NOT WANT TO PARTICIPATE; PARENTS ARE RESPONSIBLE FOR MAKING ALTERNATIVE CHILD CARE ARRANGEMENTS ON FIELD TRIP DAYS.**
- **PARENTS ARE RESPONSIBLE FOR SENDING LUNCH WITH THEIR CHILDREN. *We do not provide lunch. Lunches should be sent in Ziploc bags ONLY. Child's name should be written legibly on the outside of the bag. Lunches will be stored in coolers on each trip.***