

Anamosa Community School District Before/After Childcare



Bright beginnings...bright futures

Anamosa Raiders Kids Club Parent and Student Handbook

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent Lisa Beames, 200 S. Garnavillo St., Anamosa, IA 52205, [319-462-4321](tel:319-462-4321), lbeames@anamosa.k12.ia.us.

Approved by the Anamosa School Board - June 20, 2016

We appreciate your giving us the opportunity to care for your child(ren) and taking the time to read through this handbook carefully. If you have any questions, please let us know. Please sign the last page of the handbook and return it to the Director. This lets us know you have read the information carefully and agree to the contents of the handbook.

Mission Statement:

The mission of Anamosa Raiders Kids Club is to provide quality school-age childcare for children and their families through beneficial and stimulating programming.

Table of Contents:

- ❖ Access Policy
- ❖ Hours of Operation
- ❖ Holidays
- ❖ Weather Cancellations
- ❖ Registration Fees
- ❖ Rates
- ❖ Schedule
- ❖ Payments
- ❖ DHS/Promise Jobs
- ❖ Parent Portal
- ❖ Enrollment
- ❖ Arrival and Departure
- ❖ Center-Based Programming/Activities
- ❖ Positive Guidance Techniques and Discipline
- ❖ Discharge
- ❖ Biting Policy
- ❖ Other Important Information
- ❖ Admission and Exclusion from Care due to Illness
- ❖ Medication
- ❖ Accidents
- ❖ Staff Training

Access Policy:

Anamosa Raiders Kids Club is responsible for preventing harm by ensuring the safety of children while they are under our care. ARKC staff will be proactive and diligent in supervising not only the children, but also other people present at the facility.

1. Our facility does not allow any person who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian. (*Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare.*)
2. Staff members will limit, to the best of their knowledge and ability, the people allowed on the property when children are present. It will be limited to authorized persons who include, Director, Anamosa School District employees, and parents/custodians of the children enrolled in our program. Any other person on the property will be closely supervised and monitored by one or more of our staff depending upon the reason the person is on the property. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” will entail watching what the person is doing and controlling their access to the area where the children are present. The Director or onsite supervisor will be responsible for the supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility. If there is a conflict of interest, the Director, onsite supervisor or authorized staff member will fulfill this responsibility.
3. Any persons who are listed on the sex offender registry shall only have access with written permission from the school principal relating to their own minor child coming to and leaving the facility. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - The precise location in the facility where the sex offender may be present.
 - The reason for the sex offender’s presence at the facility.
 - The duration of the sex offender’s presence.
 - Description of how staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

The written permission shall be signed and dated by the school principal and sex offender and kept on file for review by the center-licensing consultant.

Hours of Operation:

School days: 6:30 am – Start of school

After school – 6:00 pm

Summer or Days school is not in session: 6:30 am – 6:00 pm

Holidays:

Anamosa Raiders Kids Club will be closed on all major holidays that occur during the week. We may also be closed on some Mondays and Fridays where there is only one day between the holiday and the weekend or if the holiday falls on a weekend.

Holidays – ARKC is closed

New Year’s Day

Good Friday

Memorial Day

Day prior to summer

July 4th

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve & Christmas

New Year’s Eve & Day

Weather Cancellations: During times of bad weather, it is our intent to continue to run the program. However, if school is delayed or cancelled, we may delay our opening until 7:30 am. Breakfast will be served. If school is cancelled, your child must bring his/her own lunch. If school is released early due to bad weather, we will make every effort to continue to stay open.

Registration Fees:

Registration fees are assessed at the start of the school year and the start of summer. The fee is used to offset costs of programming and activities (*registration/activity fee is non-refundable*). The fee charged at the beginning of the summer and school year is \$35.00. There will be an additional fee during the summer for a t-shirt to wear on field trip days.

Rates:

School Year:

School Days:	<u>1st child</u>	<u>2nd child</u>	<u>3rd child</u>
(per hour)	\$4.45	\$3.90	\$3.50

Non-school days:

	<u>1st child</u>	<u>2nd child</u>	<u>3rd child</u>
Full day (over 5 hours)	\$27.50	\$25.50	\$22.50
Half day	\$22.00	\$20.00	\$18.00

Summer Rates:

	<u>1st child</u>	<u>2nd child</u>	<u>3rd child</u>
Full day (over 5 hours)	\$27.50	\$25.50	\$22.50
Half day	\$22.00	\$20.00	\$18.00

Schedule:

Parents will be sent a weekly scheduling Google document or have access to a paper document each week. It is mandatory that this document be filled out weekly in order to staff correctly to comply with DHS guidelines. ***Parents that do not fill out the electronic or paper document each week and their child is in attendance, they will be charged an extra \$.20/hour or an extra \$.50/full or half day for each day that they are unscheduled.***

Please notify us if your child will be absent. If your child's schedule should change during the school day, please call Anamosa Raiders Kids Club and leave a message. If you know of an absence in advance, either provide Anamosa Raiders Kids Club with a written note, let our staff know or call the program site.

Children will be charged a minimum of one hour when attending Anamosa Raiders' Kids Club. This means that children that attend any given day will be charged a minimum of one hour for that day. For example, if your child attends for 15 minutes from 3:10-3:25, you will be charged a full hour. If your child attends for 1 hour and 15 minutes, you will be charged for one hour and fifteen minutes (*prorated by the minute after the first hour*). If your child does not attend, you will not be charged.

Payments:

Please pay childcare fees weekly, payments are due on Mondays. **If your account becomes 2 weeks past due, your child may be dismissed from the program.**

DHS/Promise Jobs:

If families need assistance in paying for child care, DHS and Promise Jobs are programs that may be available. More information about these programs is on the DHS website. Until families are approved for these programs, they are required to pay the regular rates and fees that apply. Families that receive assistance will be charged a registration fee of \$15.00/child. They will also be charged for a t-shirt for the summer program.

Parent Portal:

Parent Portal gives families access to statements from anywhere. The Billing Secretary does billing every Wednesday. An email will be sent out to all ARKC families that their statement has been updated and ready to view. Parent Portal all families to update child(ren) information, change your password, view your AKRC balance, view your last payment, ARKC event calendar, and attendance.

Enrollment:

Anamosa Raiders Kids Club is open to any children ages 4-12. We allow four-year old children to be served the summer before their Kindergarten or Begindergarten year. Anamosa Raiders Kids Club maintains a file for each child. This file needs to be updated annually or when changes occur.

The file includes:

- Emergency contact form: Authorization for emergency medical/dental procedures, parent information, and emergency contacts.
- School-age health assessment.
- Release information: Travel, picture and records.
- Pick-up permission form.
- Medication Authorization form.

Arrival and Departure: Parents are expected to bring their child into the program and pick them up from the program. This is necessary to ensure safety and that the staff is aware of the arrival and departure of each child. It is also an expectation that each parent sign his/her child in and out of the program using the ChildWatch system.

Center-Based Programming:

Center-Based Programming	Activities
Guided Art Projects	Coloring with Markers, Crayons, and colored pencils
Create your own Art	Puzzle Art, Stencil Art, Stampers, and more
Sensory activities	Kinetic sand, play dough, crafting clay
Games	Trouble, GuessWho, Checkers, and more
Block Activities	Blocks, Dominoes, Magnetics, and Lincoln Logs
Floor Activities	Grocery Store, Marble Maze, Farm Animals
Quiet Activities	Homework (3:30 pm - 4 pm), Reading
Large Motor Activities	Gym and Outdoor play
Movement & Music	High School Musical, Kidz Bop, Freestyle dancing

Positive Guidance Techniques and Discipline:

Positive guidance techniques are used so that a child can develop trusting and available relationships. Using these techniques takes more energy because it requires the social environment to be trustworthy, to develop social skills by demonstrating, explaining and modeling, to understand cultural differences, to have routines, and to have a physical space that is comforting.

The techniques we use when teaching social skills and to develop healthy relationships include:

- **Distraction/redirection**
- **Humor**
- **Positive Reinforcement**
 - State specifically what the child is doing well. “You are sharing with your friend.” “I’m glad to see you taking turns.” “It’s very respectful when you use your manners and say thank you.”
- **Ignoring**
- **Active Listening**
 - When you can sense a strong emotion, ask the child how the situation made him feel and LISTEN!! If the child has a strong emotion toward another child, take him to the other child and say, “John has something to tell you and he wants you to listen.” Then ask, “Do you want to say anything to John?”Good job boys, next time I bet you can do this by yourself.”
- **Consistency/Routines**
 - Consistent schedules and programming helps children. This helps them know what to expect and helps them feel safe and secure. For children who have difficulty with transitions, additional preparations and patience is required to help them cope. ○ Provide timelines before transitions, “We will be cleaning up in 5 minutes.”
- **Choices**
 - Choice does not mean allowing a child to choose not to follow a direction. Offering choice gives the child some control over the situation. Offer only choices you intend to honor such as: Would you like to play this game or do this craft? Would you like to go to this center or play with this game? Which part of this group activity do you want to clean up?
- **Set Limits/Expectations**
 - This parallels consistency and routines. We use similar common expectations that are used for the school. This works well since children tend to know these expectations for the spaces we use within the school.
- **Natural/Logical Consequences**
 - Natural consequences happen without adult intervention. “If you don’t come to snack now, all the apples will be gone and you won’t get any.” Logical consequences require adult intervention. “If you choose to throw sand again, you will need to stay out of the sand for the rest of the day.”

If a behavior becomes disruptive or extreme and one of the above techniques doesn't work, the staff member will first speak with the child about the behavior. If the behavior continues, a cooling off period will be issued. The child will be neutrally prompted to go to a designated area within staff site to take a break. After a few minutes or when the child appears calm, the staff member will discuss the situation with the child and help them reenter an area. The child will be closely monitored to ensure everyone is safe. A behavior report will be written if the behavior is deemed extreme, violent, or has continued after staff has made multiple attempts to correct. In rare occasions, the above techniques are not successful. One determining factor of a lack of success is if a child has 3 behavior reports in a 3-month period or less. In these rare situations, the Director will be in close contact with parents. The Director and parent will meet to create a behavior plan to help the child be successful. If necessary, the Director will also include the school Principal in the creation of the behavior plan.

Discharge: We reserve the right to terminate enrollment if we feel the presence of a child is a detriment to our environment or if policies are breached. This could include, but is not limited to:

1. Inability of child to follow our programming rules.
2. Child is a threat to other children, self, or staff.
3. Three written major behavior reports in a 3-month period or less.
4. Failure to provide updated information on Parent Portal as needed to maintain current file.
5. Failure to pay child care fees when services are rendered.

Biting Policy:

Even in the best child care facilities, an occasional outbreak of biting can occur with older children. This is an unintended consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Childcare group situations can be difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation can be difficult for children. Biting is not something to blame on children, their parents or their teachers. When a biting situation occurs, a high quality childcare program immediately takes action, not to blame the biter, but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration toward the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken:

1. A staff member will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. A staff member will talk to the child who bit and discuss different strategies that the child can use next time instead of biting.

Exploring reasons for biting and working closely with parents in this process is an important first step. We will remain in close contact with families and create a behavior plan if there are multiple instances of biting.

When a bite occurs, the safety steps outlined in this document will be followed.

Other Important Information:

Clothing:

Children are asked to wear (or have available) tennis shoes and play clothes. Children are able to partake in many more activities if they are wearing sturdy shoes and comfortable clothes.

Field Trips and Transportation:

Fieldtrips play a major role in our summer program. In order for your child to partake in the field trips, a permission slip is required. Parents are responsible for any extra fees that are a part of the field trip. Anamosa Raiders Kids Club uses Anamosa Community School District buses as the means of transportation.

In order to accommodate for staffing and transportation, parents must sign up for each field trip on the electronic form provided at least one day in advance. If your child is unable to attend the field trip (after signing up), you will be charged any fees related to the trip, unless you contact us at least one day prior to the event.

Food:

During our school program, Anamosa Raiders Kids Club provides a daily snack. One snack and breakfast are provided during non-school days and summer. A menu is posted so that you are aware of snacks being offered. Exceptions to the menu are made for allergies, medical conditions, religion, etc. Parents must notify us of exceptions in writing. Any food allergies must be reported through a note from a medical doctor. All menus are subject to change. During non-school days and summer, children are required to bring a sack lunch.

Items brought from home:

The program contains many games and activities for the children to use; therefore we do not allow games/toys to be brought from home. If items are brought, we will ask that they remain in the schoolbag. Anamosa Raiders Kids Club will not be held responsible for any lost, damaged, or stolen items.

Non-Center Activity:

If your child will be leaving during the time they are scheduled to be at Anamosa Raiders Kids Club and picked up by another party in order to take part in the non-center activity, a non-center activity form must be completed. This form releases the child from our care.

Admission and Exclusion from Care due to Illness:

A diagnosis of disease can only be made by the child's health care provider. The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the care program. The program shall ask the parents to consult with the child's health care provider and keep the provider informed of the advice received from the health care provider. We reserve the right to admit or exclude a child regardless of the health care provider's recommendations.

Communicable Diseases:

Parents will be notified of any communicable diseases to which the children have been exposed. A notice will be posted on the information board.

Exclusion from Care:

Due to not having facilities to care for sick children, when your child has a fever over 101 degrees, has vomited or had diarrhea in the past 24 hours, your child is not allowed to attend Anamosa Raiders Kids Club.

Illness while in Child Care:

If a child becomes ill while in child care and it is determined that the child should be excluded, we will:

- Immediately contact the parent, legal guardian, or other person authorized by the parent
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent picks the child up
- Give extra attention to hand washing and disinfecting surfaces
- Use Universal Precautions

Medication:

Whenever a child is to be given oral, surface or inhaled medication; written authorization must be given by a parent on the medication form. All medication requires authorization by the parent and prescription medication must be in the original containers with the child's name for whom the medication is intended. The container must also have a label with the physician's directions, his/her name and the name of the pharmacy. In order to make this easier, you may request an extra-labeled container from the pharmacy at the time you buy the medication.

Our policy for fever reducing medication (such as Tylenol or Ibuprofen) is as follows: you must bring in your own supply in original container, you must have a form signed and we will call prior to giving it to your child for verbal verification.

Accidents:

When an accident occurs that includes an injury, a written report will be completed. A staff member and parent will sign the report. The report will be kept in the child's file.

Dental Emergencies: Parents will be notified immediately if any of the following events occur: broken tooth, knocked-out tooth, bitten lip or tongue, objects wedged between teeth, or possible fractured jaw.

Staff Training:

- Section 232.69 of Iowa Code requires that all staff is a mandatory reporter of child abuse. All staff has completed Mandatory Child Abuse training.
- CPR and First Aid

Anamosa Raiders Kids Club thanks you for the opportunity to care for your child!
Please read the handbook carefully and discuss the contents with your child.

Please return this form to Anamosa Raiders Kids Club Director.

Child's Name: _____

Child's Name: _____

Child's Name: _____

I have read and understand the handbook as outlined. I agree to abide by all rules and regulations as stated. If questions should arise, I will speak with the Director.

Parent Signature

Date