

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 Larry Hunt, 200 S. Garnavillo St., Anamosa, IA 52205, 319-462-4321, lhunt@anamosa.k12.ia.us.

"Approved by the Anamosa Community School Board - June 19, 2017"
"Revised Approved June/2018"

We appreciate you 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 the page 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.

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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.

Confidentiality: Staff members must use discretion in their conversations with parents and other staff. Personal matters about parents, children, or staff remain with those people and should never be discussed with other staff members, parents, or around children. Any breach of confidentiality will result in disciplinary action.

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
 Please do not ring doorbell after 7:50am, call cell phone at 319-480-7900 and ARKC staff will come to the door.

Director office hours: School year- 6:30 am to 10:30 am and 2 pm to 6pm.
 6:30a to 8:10a/3:15p to 6p in office
 8:10a to 10:30a & 2p to 3p reachable by phone or email.
 Summer - Hours will vary depending on the day.

Contact information: (319) 462-3549 ext. 1219 or
 Cell number: (319) 480-7900
dlangevin@anamosa.k12.ia.us

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:

- Good Friday
- Memorial Day
- 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:	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
School Days (per hour)	\$4.45	\$3.90	\$3.50
<u>Non-School days:</u>	<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
<u>Summer Rates:</u>	<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 by email or phone message. If your child's schedule should change during the school day, please call or email 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, or email, 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.

Billing & Payments:

Billing: During the school year billing is completed weekly on Wednesdays, during the summer it is completed on Tuesdays due to field trips. Your statement will be sent out via email, unless request paper form.

Strawberry Hill's office does not track ARKC fees. We utilize ChildWatch for payments and fees, not Infinite Campus, please contact the Director with questions about billing.

Payments: Please pay childcare fees weekly, payments are due on the following Mondays after billing. Forms of payment, ARKC request that you pay by check, if paying with cash please place in a sealed envelope and drop in payment drop box with name and child(ren) on it. Please make checks payable to Anamosa Raiders' Kids Club or ARKC. If you have a payment after 8:10 am, please take to SHE's office, staff does not answer Kids Club door after 8:10 am and not before 3:15 pm during school year. There is a payment drop box at the front of ARKC's office or you can drop off payment to the front office (during the school year). **If your account becomes 2 weeks past due, your child may be dismissed from the program & additional fees are charged should a client not make a payment toward their bill after 2 weeks.** The client will be assessed a \$5.00 late fee on the third week of late payment and a \$5.00 late fee will be added to the bill every week thereafter until a payment is made.

Late payment process

1. Reminder payment email
2. \$5 Late Fee email reminder
3. Dismissal Letter with \$5 late fee added
4. Collection letter with \$5 late fee added

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. Billing is done 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. Preschoolers may either attend morning session of Kids club from 630 am to 810 am or afternoon session from 310 pm to 6 pm. When a child turns 13, they can no longer attend ARKC. Anamosa Raiders Kids Club maintains a file for each child. This file needs to be updated annually or when changes occur.

Forms: Registration packet and Student, Parent handbook needs to be completed in full annually and returned to ARKC along with registration payment fee, and for summer registration fee and t-shirt fee.

- **Intake packet-** Complete with the best current information
- **Parent Handbook-** Return signature page. Please read carefully before Signing.

The file includes:

- 1) Emergency contact form: Authorization for emergency medical/dental procedures, parent information, and emergency contacts.
- 2) School-age health assessment.
- 3) Release information: Travel, picture and records.
- 4) Pick-up permission form.
- 5) 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 signs 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, Guess Who, 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:

- 1) **Distraction/redirection**
- 2) **Humor**
- 3) **Positive Reinforcement**
 - a) 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."
- 4) **Ignoring**
- 5) **Active Listening**
 - a) 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."
- 6) **Consistency/Routines**
 - a) 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. o Provide timelines before transitions, "We will be cleaning up in 5 minutes."
- 7) **Choices**
 - a) 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?
- 8) **Set Limits/Expectations**
 - a) 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.
- 9) **Natural/Logical Consequences**
 - a) 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. Below are some examples of how the ARKC Staff will begin this assessment.

Staff will examine the context in which the biting is occurring and look for patterns. Staff will use the Center Action Plan for documentation and ask the following questions:

- 1) Was the space too crowded?
- 2) Were there too few toys?
- 3) Was there too little to do or too much waiting?
- 4) Was the child who bit getting attention and care he/she deserved at other times, other than when he/she was biting
 - a) Staff will change the environment, routines or activities if necessary.
 - b) Staff will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
 - c) Staff will observe the child, to get an idea of why and when they are likely to bite.

- d) Staff will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
- e) Staff, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
- f) If biting continues staff will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

- 1) Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.
- 2) Apply ice or cool compress to help reduce the pain or swelling.
- 3) Bandage the wound as necessary.
- 4) Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

- 1) Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
- 2) Control the bleeding.
- 3) Cover the wound with sterile dressing and bandage.
- 4) Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
- 5) Write a detailed incident report for both children involved with the incident.

*If a staff member is bitten, we will use the Anamosa Community School District/ Anamosa Raiders' Kids Club Exposure Control Plan.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept a locked file cabinet in office.

When biting occurs, here's what you can expect from us:

- 1) We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- 2) We will provide appropriate programming for children to help prevent biting.
- 3) We will make current information and resources on biting available to you.
- 4) We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- 5) We will take your concerns seriously and treat them with understanding and respect.
- 6) We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- 7) We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.
- 8) We will work to schedule conferences about biting with you, at a time you can attend.
- 9) We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know—we are here to help you and your child on their journey to independence!

Other Important Information:

ARKC Toys: Normal wear and tear in childcare is expected. However, anything your child(ren) willfully destroy or damage, the parent will be responsible for paying to replace or repair the item.

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: Field Trips play a major role in our ARKC program. In order for your child to partake in the field trips, a permission slip is required. Parents are responsible for admission, transportation, and 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.

Field Trips & Special events:

1. Sign up must be completed by deadline due date (Please No late sign ups). Any sign ups after the due date will be assessed a \$5 fee.
2. A \$10 fee will be applied to field trips or special event day cost for unexplained absences on these days if you signed up for attendance.
3. Field trip cost will be applied for cancellations after sign up deadline due date.

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 of deadline date. 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 prior to the deadline sign up date for the event.

If you cancel after the Deadline you will still be responsible to pay for the Field Trip. We must have our final field trip numbers by the end of the Deadline date for our Central Office, so they can make payment for our field trip. NO late Sign ups.

Nutrition & Food Program: 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. ARKC snacks meet the State of Iowa's Child & Adult Care Food Program standards.

Food Brought from Home: ARKC does not restrict parent from providing meals brought from home for school aged children or apply nutritional standards. Perishable foods brought from home are maintained to avoid contamination or spoilage. Snacks that may not meet CACFP guidelines are allowed by parents for special occasions.

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.

Health and Safety:

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 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 Clubs.

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:

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

Employees to observe Universal Precautions to prevent contact with blood or other potentially infectious materials (OPIM). Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Treat all blood and other potentially infectious materials with appropriate precautions such as:

- a) Use gloves, masks, and gowns if blood or OPIM exposure is anticipated.
- b) Use engineering and work practice controls to limit exposure.

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. Staff that is administering medication must document and the log date and time the medicine was given, and sign the log. If the medication was not given the staff will log why (child left early, forgotten, etc.).

All medication must be kept in a closed container in a designated area of the center.

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.

Medical Emergencies

When an immediate response is required the following emergency.

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: Our Staff are qualified early childhood professionals who have met strictly enforced state standards. ARKC's staff has not only been selected for the experience that they have, but also for the love they have for children in our care. In making sure your child has a wonderful time while at ARKC. Staff members have also to pass a thorough background check of personal references, health examination, and a demanding state screening. All new staff goes through orientation and a tour of the facility.

Staff Ongoing Training: Learning is a lifelong journey, for the children and for Adults. Our Staff continually furthers their education through training opportunities.

- 1) 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.
- 2) Essentials Training
- 3) Universal Precautions
- 4) CPR and First Aid

Child Care Emergency Preparedness and Response Plan: ARKC has an evacuation plan in place. We practice this plan as required by DHS. In the case of an emergency where an evacuation is required, communication will be given to parents at the time of the emergency.

2019-2020 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