

Tri-Valley Local School District

"Scottie Kid's Club"

School Aged Childcare Program
Policies and Procedures Handbook



ADAMSVILLE, DRESDEN, FRAZEYSBURG, NASHPORT

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WELCOME AND INTRODUCTION

The Tri-Valley School District is pleased to provide before and after school child care to families within the Tri-Valley Local School District as a safe place for your school-age child(ren) to be before and after school, when parents are unavailable due to job/vocational constraints. This programming will be available at satellite sites throughout the District to include Nashport Elementary School, Dresden Elementary School, Frazeyburg Elementary School and Adamsville Elementary School. The program is managed under the auspices of Tri-Valley Local Schools by the Program Coordinator.

The "Scottie Kid's Club" will provide school-age students with a positive, well-structured environment in which they can learn and grow, physically, mentally, emotionally and socially. Students will follow a daily schedule that will allow time for creative, educational and physical activity.

1. PROGRAM PHILOSOPHY

The philosophy of "Scottie Kid's Club" is that all children of working families or with one or both parents seeking further education be provided a safe environment both before and after school where they can thrive and feel safe. This environment will ensure an opportunity for children to develop socially, physically, mentally and emotionally as is developmentally appropriate.

"Scottie Kid's Club" is intended to provide parents with the peace of mind knowing that students in the program are in a safe environment where they are being thoughtfully supervised and given the opportunity for personal growth.

2. PROGRAM GOALS

The goals of "Scottie Kid's Club" in the Tri-Valley Local School District are as follows:

- 1) To provide a quality school-aged child care program before and after school that operates during the school year, excluding Holiday breaks and days when school is cancelled. The program will operate on two-hour delay days at no additional charge but not during early dismissal days due to weather.
- 2) To provide students involved in the Program with opportunities to grow mentally, physically, emotionally and socially.
- 3) To offer a variety of developmentally appropriate activities as well as time allotments for school work, reading, recreation and games, arts and crafts, music, and supervised free time for children to pursue their own interests. All of these items will be offered in a safe and friendly environment.
- 4) To establish staff development practices that ensure staffing at all levels have the knowledge, skills and abilities necessary for working with school-aged children and their families.
- 5) To establish a program evaluation process that will regularly assess the performance of the Program, its staff, and students as a basis for expanding successes and making continuous improvements.
- 6) To establish a means for regular and effective communication between the Program and home.
- 7) To develop and implement a plan for collaboration with other child care center agencies and organizations to expand the resources available for providing a comprehensive school-aged child care program here at Tri-Valley.
- 8) To maintain the correct staff to student ratio as outlined by the Ohio Dept. of Education.
- 9) To consult with special education staff to make any needed program modifications for any special needs children that might become enrolled in the program.
- 10) To assist the students in the development of improved health and safety skills through day to day participation in the program.

3. PROGRAM OBJECTIVES

For Our Children:

- 1) To provide a positive environment that is interesting and encourages growth in all aspects of a child's development.
- 2) To provide age appropriate programming and activities including tutoring and homework assistance.
- 3) To provide a safe environment from a facility perspective.
- 4) To provide students with supervision from a staff that is well trained through professional in-service opportunities.
- 5) To have students annually evaluate the Program.
- 6) To communicate frequently and effectively with each child's parents/guardians.

For Our Families:

- 1) To give families who have to work at inopportune times or those who must attend higher forms of education, peace of mind because their child is thoughtfully being cared for.
- 2) To provide our District's families with a safe, convenient and affordable option for before and after school childcare.
- 3) To provide age appropriate and developmentally appropriate activities for every child.
- 4) To provide staff with in-service opportunities that will allow them to communicate effectively with each child's family.
- 5) To give parents an opportunity to evaluate the Program annually.
- 6) To establish a method for effective communication between home, school and the SACC Program.

For Our Community

- 1) To plan staff development opportunities that utilize local trainers and resources.
- 2) To aid in creating future good citizens through modeling satisfactory behavior expectations.
- 3) To support job growth and expansion by allowing adults the opportunity to utilize our Program while they work or attend to opportunities for furthering their education.

4. ADMISSION TO "SCOTTIE KID'S CLUB"

School-Aged Child Care (SACC) Programming provided as "Scottie Kid's Club" is available to any elementary school child between the ages of 5 years (must be in Kindergarten) and thirteen years of age who attends school in the Tri-Valley Local School District at either Dresden Elementary School, Nashport Elementary School, Frazeyburg Elementary School or Adamsville Elementary School. A child(ren) can be admitted to "Scottie Kids Club" once the application for admission is completed, the emergency care card has been completed, the receipt of Policies and Procedures handbook has been signed and the registration fee has been paid. Parents are expected to keep the Program Coordinator and Site Leader informed of any changes to personal information that might occur throughout the year. Please keep all contact numbers current.

5. HOURS OF OPERATION

"Scottie Kid's Club" will be available Monday thru Friday, both mornings and afternoons. The morning session will run from 6:30 AM until the start of school. The afternoon session will be available from the end of the school day until 5:30 PM. The program will not be available if school is not in session for any reason. The program will be available on days that there are two hour delays at no additional charge but not early dismissal due to weather or other serious circumstances. Children should be dropped off at the rear doors of the building and will be let into the building by a member of our staff. All doors to the building will remain locked at all times in cooperation with the District's building lock-down policy.

IMPORTANT

LATE TO PICK UP YOUR CHILD(REN):

We realize that from time to time there are traffic tie ups and other unforeseen delays in our hectic schedules however, PER OUR LICENSE AND OPERATIONAL POLICY, ALL CHILDREN MUST BE PICKED UP BY 5:30PM.

IN THE EVENT THAT A PARENT/GUARDIAN IS LATE TO PICK UP A CHILD THEY WILL BE GIVEN ONE REMINDER THAT OUR DAY AND LICENSE ENDS AT 5:30PM.

SHOULD A PARENT/GUARDIAN BE LATE A SECOND TIME IT WILL RESULT IN AN ADDITIONAL FEE BEING ADDED TO YOUR BILL OF \$5.00 FOR THAT DAY PLUS \$1.00 PER MINUTE AS ASSESSED IN TIME LENGTH BY THE STAFF PERSON IN CHARGE.

A THIRD VIOLATION WILL RESULT IN DISMISSAL FROM OUR PROGRAM.

FAILING TO PAY THIS ADDITIONAL FEE WILL RESULT IN IMMEDIATE TERMINATION OF OUR SERVICES UNTIL PAID.

6. COST TO PARTICIPATE IN THE PROGRAM

There is a one-time registration fee of \$30.00/child to be admitted to SACC with Tri-Valley Schools. This fee must be paid at the time of registration. The cost for each session will be \$6.00 per child. There is no additional charge if there is a two-hour delay. Payment is required at the end of each week where services have been provided. Payment may be made by cash or check and checks should be made payable to Tri-Valley Schools. There is a \$15.00 fee for returned checks and cash will be expected for all future payments in the event a check is returned a second time. Any accounts that are 14 days past due will acquire a \$5.00 late fee each week until payment is made in full. Failure to make successful, on-time payments for your child's receipt of "Scottie Kid's Club" Programming will result in dismissal from the program. Your account balance can be obtained at any time from the onsite Program Leader.

7. SCHEDULING YOUR CHILD

Scheduling sheets have been provided to every family and one should be on file for your child before their first day of use of our services. Should your schedule vary, you must provide an updated schedule as often as necessary. Changes are welcome at any time and walk in's are always accepted. Should a change be made during the day, it is necessary to call the office and inform them of your changes. Scheduling sheets provide a safe guard so that staff knows to expect your child on any given day, in case they forget. Parents are also asked to send in a note to inform your child's classroom teacher about when they will be staying afterschool for Scottie Kids Club. This is extremely important because it will prevent a child who is unsure about what to do from going home to an empty house. Please do not assume that the Kids Club Staff and your child's classroom teacher communicate your child's attendance schedule to one another as most days the two staffs do not see one another. It is the parents responsibility to keep everyone informed as to your intentions for your son/daughter on each and every day.

18. OUR PARTNERSHIP WITH THE DEPT. OF JOB & FAMILY SERVICES

We are pleased to be able to partner with the Ohio Dept. of Job and Family Services to provide before and after school childcare at a reduced cost to families. To qualify for this reduced fee schedule you must apply thru the Ohio Dept. of Job and Family Services and request to participate in the before and after school programming offered by Scottie Kids Club at Tri-Valley Schools. Be sure to designate which building your child(ren) will be attending. You will be notified by ODJFS as to whether or not you qualify to use an EBB card to pay for services at Scottie Kids Club. Part of the contractual agreement requires you to scan your EBB card at our point of sale device EACH TIME that your child receives services. You must also pay your copay each week in a timely manner. Failure to scan your card will result in the usual \$6.00 per session fee added to your balance. Failure to scan your card or pay your co-pay on a regular basis will result in you losing the ability to utilize the services provided by Scottie Kids Club. Due to the fact that participants in this ODJFS Program are made aware of their responsibilities to Scottie Kids Club when they are granted entrance into ODJFS Services, we will not seek you out to honor your end of this agreement. We thank you in advance for scanning your card and paying your copays as required.

9. STAFF

Students involved in "Scottie Kid's Club" Programming will be directly supervised by staff members who are onsite. All students will be immediately visible to those staff members in charge at all times with the exception of restroom visits and to the water fountains. Staff members will be subject to BCI/FBI Fingerprinting and will be satisfactorily trained in CPR, FIRST AID, COMMUNICABLE DISEASE RECOGNITION and CHILD ABUSE RECOGNITION/PREVENTION as required through the Tri-Valley Local School District. Additional relative ongoing staff development will occur annually. Staff members will be supervised by the Program Coordinator of Scottie Kid's Club. "Scottie Kid's Club" Programming will be offered at Nashport Elementary School, Dresden Elementary School, Frazeyburg Elementary School and Adamsville Elementary School and will take place within the school buildings and on the school playgrounds. All doors to the building will be locked during "Scottie Kid's Club" hours. Students will be permitted to use the restroom facilities located in the cafetorium. Students will not leave the school grounds for any reason unless they are under the supervision of their parent/guardian. No field trips will take place.

10. STUDENT ARRIVALS AND DISMISSALS FROM THE "SCOTTIE KID'S CLUB"

Students arriving for "Scottie Kid's Club" should be dropped off to enter the building at the rear doors of the school building. Parents may also walk their child inside. Once inside, students should report to the onsite Program Leader to be signed in for the day. Students leaving the "Scottie Kid's Club" must be physically signed out to the staff member in charge by an adult who is picking them up. Only those people listed on the Emergency Care Card will be allowed to remove a child from the building. In the event that a parent/guardian knows ahead of time that they will need someone else to pick up their child, the parent/guardian must send in a signed note ahead of time stating who will be picking up their child and granting them permission to do so. If the change occurs unexpectedly the parent may contact the school secretary during normal school hours to give authorization. For your child's safety, if we do not have a note or call, they will not be released. Students will never be released to anyone who is suspected of being under the influence of drugs or alcohol. Students are not to leave the building under any circumstances until they have been signed out.

11. OUR POLICY ON COMMUNICATION WITH PARENTS

The Program will strive to keep parents/guardians informed about the Program and the services it provides. This communication plan will include but not be limited to:

- 1) Conferencing with the Program Coordinator and Team Leader to discuss problems or behavior issues. Please email either to make an appointment.
- 2) Providing parent/child activities that encourage social development.
- 3) Monthly newsletters will be emailed to parents/guardians.
- 4) Parents may observe the Program at any time.
- 5) Children's behavior issues will be documented and shared with Home.
- 6) Complete and comprehensive records will be kept on the dispensing of medications.
- 7) Complete and comprehensive records will be kept about injuries that occur during the Program.
- 8) Papers, crafts and seasonal projects will be sent home to be shared with parents/families.
- 9) Telephone conferences are available with the Program Coordinator at any time.
- 10) A survey will be developed to evaluate the Program annually. Staff, students and parents/guardians will be encouraged to participate.

12. OUR POLICY ON COMMUNICATION WITH SCHOOL STAFF/ADMINISTRATION

"Scottie Kid's Club" Staff will keep the school staff and administration informed at all times about all aspects of the SACC Program. The Program Coordinator and Program Leader will maintain an open line of communication with all teaching staff and Tri-Valley Administrative Staff via a "SCOTTIE KID'S CLUB SCHOOL/SACC CONNECTION SHEET" and will support them to assist students in the Program as needed with homework/projects.

13. OUR EXPECTATIONS FOR STUDENT BEHAVIOR

Attending Scottie Kids Club is a privilege and students are expected to exhibit good manners, exceptional behavior and self control at all times during Scottie Kids Club.

- 1) Students will keep their hands and feet to themselves at all times and not do anything that could cause bodily harm to another individual.
- 2) Students will respect one another.
- 3) Students will not bully one another in any way.
- 4) Students will use appropriate voices for the environment they are in.
- 5) Students will enter and exit the building through the appropriate doors.
- 6) Students will sign in when they arrive and will not leave the premises until signed out by an approved adult.
- 7) Students will follow directions and be respectful of adult leadership.
- 8) Students will not chew gum anywhere in the school building.
- 9) Students will treat materials that belong to "Scottie Kid's Club" with respect and will not purposely damage these items in any way.
- 10) Students will return materials belonging to "Scottie Kid's Club" to the appropriate locations as designated.
- 11) Students needing assistance with homework or projects will come prepared with what they need.

14. OUR DISCIPLINE POLICY

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so that a child may regain control.
- 4) No child shall be placed in a locked room or confined to an enclosed area such as a closet, a box, or a similar cubicle.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to rest or sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame or frighten a child.
- 8) Discipline shall not include withholding food, rest or toilet use.
- 9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a SACC staff member in a safe, lighted and well-ventilated space.
- 10) A Student Discipline Plan will exist as follows:

Violation of Behavior Expectation:

Verbal Warning on First Offense

Timeout and/or removal from
Situation/Area Parents Notified in
writing or

Parents will be called

Possible permanent removal from Scottie Kids Club Program

15. ERRAND AND RESTROOM USE POLICY

Children may run errands or use the restroom on their own without direct adult supervision if children are within hearing of an adult, staff member knows their whereabouts (but will not be permitted to go back towards the classrooms unless supervised), and staff member checks on children every five minutes. Children should go to the rest room one at a time. The only exception to this is during established group restroom/drink times.

16. STUDENT SUPERVISION POLICY

Children fourth grade and higher in groups of two or more may be without direct adult supervision if children are within sight or hearing of staff member in adjacent space, staff member knows the whereabouts of children at all times, and staff member checks on children every fifteen minutes.

When children are outdoors, a staff member should be able to summon another adult without leaving the group alone or unsupervised when a group of students exist. A school child, fourth grade or older, may be allowed to leave the group and summon another adult.

17. STUDENT PREPAREDNESS FOR EMERGENCIES/DRILLS

Students will participate in monthly fire, tornado and response to a building intruder drills and will know how to properly respond to emergency situations. Fire, tornado and the response to a building intruder drills will be practiced, monitored and posted.

18. STAFF EMERGENCY PREPAREDNESS

Staff will be properly trained on evacuation procedures for tornados or fire situations and evacuation procedures will be clearly posted on the Program bulletin board. Monthly drills will take place. In the event there is a threat of violence or an environmental threat presents itself, students will be taken to the safest possible location to ensure their safety.

- 1) Emergency Medical Cards will be kept on-site by the Program Coordinator and will be available at all times to the Program on-site Program Leader. Program Leader will be familiar with any/all special "alerts" as they pertain to any child.
- 2) Monthly fire, tornado and response to a building intruder drills will be held and logged.
- 3) A fire/emergency evacuation route poster will be displayed in each Program area clearly showing the evacuation routes that should be followed.
- 4) In the event of an emergency, parents will be contacted immediately.
- 5) A SACC staff member shall immediately notify Muskingum County Children's Services when child abuse/neglect is suspected.
- 6) A child may not be released to anyone who is not on the child's Emergency Care Card. In the event that someone tries to remove a child without permission, the following plan will go into action:
 - a) The child will be removed to a safe area.
 - b) The parents or guardians will be called immediately.
 - c) If unauthorized person becomes belligerent, the Authorities will be called.
 - d) In the event the parents cannot be reached, the child WILL NOT be released to the unauthorized person and the child will be kept safe until an authorized person arrives. To ensure the safety of every child there will be NO EXCEPTIONS. (If a parent knows ahead of time that they will require the assistance of someone not on the Emergency Care Card they should notify the Main School Office at that site in writing or by telephone before the situation itself. Additions or deletions to the Emergency Care Card can be done at any time.)

19. INJURY MANAGEMENT

In the event a child obtains a minor injury while participating in "Scottie Kid's Club", a staff member will deal with the situation by the best possible means. In the event that the injury is more serious, first aid will be administered, the situation will be evaluated and the parents will be contacted immediately. If an injury or illness is life threatening, EMS will be contacted and the parents will be called. Staff will never provide transportation for any reason, Injury reports will be completed for any situation that presents itself and will be given to the Program Coordinator of "Scottie Kid's Club" in a timely manner. A copy of the injury report will also be sent home to the parents/guardians and a copy will be placed in the student's file. Parents will be notified immediately in the event that their child sustains a serious blow to the head and/or for any injury that occurs to the neck, face or skull region that causes a mark of any kind to be left on the body.

20. ILLNESS DETECTION/ ILLNESS MANAGEMENT

Scottie Kids Club Programming provided through the Tri-Valley Schools at satellite sites throughout the Tri-Valley School District will be administered in a safe, clean and healthy environment. To ensure the safety and health of all students attending AM/PM Programming we ask that you do not send a sick child in to obtain services.

In compliance with our District's communicable disease policy, the parent shall be notified immediately for:

- a child who demonstrates a fever of 100 degrees or more
- severe coughing that causes a child to become red or blue in the face or makes a "whooping" sound
- difficult or rapid breathing
- diarrhea
- yellow skin or eyes
- redness of the eyes that includes discharge or matting
- conjunctivitis
- and/or untreated rash or skin patches.

The child will be removed from the group and their emergency contacts will be called for them to be returned home immediately.

A child with any of the following signs or symptoms of illness shall be isolated immediately to an area free of other children but within clear sight or hearing of a staff member. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the Program Coordinator or onsite Team Leader and the parent(s)/guardian(s). The child will be evaluated for:

- unusual spots or rashes
- sore throat or difficulty swallowing
- elevated temperature above normal
- vomiting
- evidence of lice, scabies, or other parasitic infestation
- any exhibition of a communicable disease.

21. ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Prescription and non-prescription medications shall be administered in accordance with program policy and procedures and only with written permission of a parent or guardian.

(1) All prescription medicine must be current within the last twelve months, kept in its original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. All medicines will be kept in a locked box that is inaccessible to children. An inhaler or non-prescription medication may be available to a child with a special health condition with parent permission in accordance with the District's policy.

(2) In the case of an emergency, parents shall give the first dose of any newly prescribed medication so that they may personally observe the child's initial reaction to the medication.

22. COMMUNICABLE DISEASE TRAINING FOR STAFF

Staff will receive in-service training concerning the management of communicable diseases which includes the following:

- 1) Training of signs and symptoms of illness.
- 2) Training on handwashing procedures.
- 3) Training on disinfecting equipment and materials.
- 4) Procedures for isolation and exclusion of an ill child.
- 5) Procedures for care of a mildly ill child.
- 6) Notification of parent(s) or guardian(s) immediately of child's condition.
- 7) Notification of parent(s) or guardian(s) when child must be excluded from school due to a suspicion of communicable disease. The school nurse will be consulted should this situation occur to confirm suspected illness.

23. TRANSPORTATION

There will be no transportation provided by the Tri-Valley Local School District for the purpose of transporting children to and from "Scottie Kid's Club." Parents/Guardians will be responsible for delivering their children to the SACC site in the mornings and for picking them up from the site in the evenings. No field trips will be held.

24. SNACKS

Students are encouraged to take advantage of the school breakfast program at the SACC site. Students may also bring in a breakfast meal/item of their choice. No microwave is available for preparing meals. The "Scottie Kid's Club" will not provide a morning snack.

A healthy snack will be provided during the afternoon session. A variety of items will be offered such as fruit, vegetables, cheese, crackers, pretzels, etc. If a parent feels that their child may need more food than we provide they may choose to send something additional with their child(ren). Please keep in mind that we do not have access to microwaves or refrigerators and that whatever you send must be able to be eaten in a timely fashion. Children may not share their food. Water will be available at all times from the water fountains located in the cafetorium.

25. PROGRAM WITHDRAWAL POLICY

In the event that a parent/guardian wishes to withdraw their child(ren) from the Scottie Kids Club Program the parent/guardian is asked to inform the Program Site Leader in writing as soon as possible and any balance left on your account must be taken care of in full before departure.

26. EMERGENCY ACTIONS FOR WEATHER, MEDICAL, DENTAL AND OTHER TYPES OF EMERGENCIES

In the event of inclement weather that causes the services of the Scottie Kids Club to be disrupted, every attempt will be made to notify the parents/guardians. The Scottie Kids Club will remain open until the last child is picked up (not to exceed our normal operation hours). Parents may also sign up on the Communication tab of the www.tvschools.org website to receive automatic text and email messages in the event that school/Scottie Kids Club is closed for the day.

In the event that a medical or dental emergency presents itself, staff will implement the Emergency Response Procedure by calling 911 and will do their best to provide basic first aid/basic emergency cardiac care to the individual until the emergency medical staff arrives. In the event that another emergency presents itself, the staff will act in their and the students best interest to ensure the safety of those in the Program.

25. DAILY SCHEDULE

The daily schedule for the "Scottie Kid's Club" will be:

Mornings

6:30 AM to 7:30 AM: Arrivals and quiet activities such as homework, games, art activities, reading, talking with friends, or special activities will be available in the cafetorium. Recreational activities will be available in the gymnasium at the discretion of the staff.

7:30 AM to 8:30 AM: Gym open!

8:45 AM to 9:00 AM: Breakfast and Preparation for Dismissal

9:00 AM: Student dismissals to classrooms

Afternoons

3:30 PM to 3:50 PM: Afternoon snack and drinks

3:50 PM to 4:20 PM: Homework help and reading time

4:20 PM to 5:15 PM: Free Play Choices to include: Time outside or in the gym (weather to determine location); art activities; special activities; games; etc.

5:15 PM to 5:30 PM: Cleanup and preparation for dismissal

SCHEDULES ARE SUBJECT TO CHANGE AS THE NEED ARISES