

Before/During/After Care

Tri-Center Community School District

Parent Handbook



Office:
Tri-Center Elementary School
33980 310th Street
Neola, IA 51559
712-485-2257

Mailing Address:
Before/During/After Care
33980 310th Street
Neola, IA 51559

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Introduction

Welcome to the Tri-Center Before/During/After Care Program. This handbook is designed to explain the policies and procedures of the program. The term parent used through this handbook refers to any parent, foster parent, guardian or other person legally responsible for providing care. Please take time to read through the handbook.

Organization

The Before/During/After Care Program is owned and operated by the Tri-Center Community School District and licenses by the Department of Human Services. Any child attending school in the Tri-Center Community School district, Preschool (including 3 year old Preschool)-grade 6 may be enrolled in the Before/During/After Care Program. Enrollment is based on state licensing standards and space availability. The program is supported solely by child care fees.

Tri-Center School Board Policies

The Tri-Center Before/During/After Care Program adheres to the policies of the Tri-Center Community School District. School Board policies can be found on the school district website tctrojans.org.

Goal

To create a fun, comfortable, and safe environment that will allow children to develop self-confidence, self-discipline and a good self-image.

Supervision and Access

Parental Access

Parents have unlimited access to their child and to the providers caring for the child during the center's hours of operation, or whenever their child is in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. The parent or guardian must always sign their child in and out each day their child attends Tri-Center Before/During/After Care.

Authorization Forms

Parents will need to complete an authorization form that includes the names, numbers and relationship to the child, of all of those persons allowed to pick-up the child.

Persons not listed on the authorization form will not be allowed to pick up your child, unless directed by a parent via phone or written message.

Anyone authorized to pick up a child who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the child to and from the center, unless they have the written permission of the director. The center director is not obligated to provide written permission, and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender.

Volunteers with Unrestricted Access

Any volunteer who has unrestricted access, which means that a person is alone with a child, or is directly responsible for child care, must be at least 18 years of age.

Volunteers must sign a statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent adult abuse in any

state. They must sign a statement indicating whether or not they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History Child Form B, 595-1396. They must complete the Request for Child Abuse Information Form 470-0643. They must sign a statement that they have been informed and are aware of the Mandatory Reporting responsibilities. Anyone required to have an Iowa State Record check is also required to be fingerprinted (the national criminal record check).

Volunteers who would have restricted access, meaning they would only be in the presence of children when an authorized adult was present, would not be subject to the above measures.

Mandatory Reporters

The Department of Human Services requires caregivers to report suspected cases of child abuse. This reporting also includes the reporting of parents who appear to be impaired by drugs or alcohol.

Notice of NonDiscrimination

TCCSD Board Policy Code No. 102.E1

It is the policy of the Tri-Center 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 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 the district's Equity Coordinator, Chad Harder, Secondary Principal, Tri-Center Community Schools, 33980 310th Street, Neola, IA 51559, (712)485-2257, charder@tctrojans.org.

Site Information and Hours

Grades PK-5

Tri-Center Elementary --Cafeteria
33980 310th Street, Neola

6:30-8:00 a.m. &
3:30-6:00 p.m.

Wrap-Around Child Care for Tiny Trojans Preschool

Tri-Center Elementary
33980 310th Street, Neola

6:00-8:00 a.m. &
11:00 a.m.-6:00 p.m.

PK-5 Daily Schedule

Before School Program

6:30 Center Opens
Choice of Activities (i.e., Board Games, Study/Reading Area,
4-square, etc.)
7:50 Breakfast is served

After School Program

3:20 Center opens
3:35 Attendance taken
3:45 Snack time
After snack, children have the choice of playing indoors, playing
outdoors, a gym activity or Study/Reading area.
6:00 Center Closes

Tiny Trojans Wrap Around Schedule

6:30 Center Opens
Choice of Activities (i.e., Board Games, Study/Reading Area,
4-square, Rest area, etc.)
8:00 Breakfast is served
8:15 Preschool
9:30 Snack time

11:15	Lunch
11:45	Group time, centers, story time, gym, rest time
3:00	Outdoor or gym time
3:45	Snack time
	After snack, children have the choice of playing indoors, playing outdoors, a gym activity or Study/Reading area.
6:00	Center Closes

Program Hours and Days

The program will open on the first day of the school year and close on the last day of the school year.

Child Care is available each day school is in session, Monday through Friday and will be available on early out days.

Full day care is available for current participants on no school days from 6:00 a.m. to 6:00 p.m. with the following exceptions.

- ★ Labor Day
- ★ Thanksgiving, Thursday
- ★ Christmas Eve/Christmas Day
- ★ New Year's Day
- ★ Easter

A sack lunch will be required for full days when school is not in session.

Child Care Fees

Weekly Fees

\$50 for wraparound care with Tiny Trojans--regular school day

\$80 for wraparound care with Tiny Trojans--regular school day plus Before/After Care

\$25/week per child for Before Session

\$35/week per child for After Session

\$60/week per child for Before and After Session

Drop-In Fees:

\$10/day per child for Before Session

\$15/day per child for After Session

\$25/day per child for Early Out days

\$50/day per child for Full days

Drop-In Fees for Weekly Users*:

Additional:

\$10/day for Early Outs

\$25/day for Full Days

*These additional drop-in rates do NOT apply to the 3 year old students who have paid for Full-Day or full-day plus before and after care.

**We need to know 10 days in advance if your child is going to be a Drop-In so we can make sure we can staff appropriately.

Payment Policy

- We ask that you pay for any services for your child no later than the Friday before the week of services. For example, payment is due Friday August 25th for child care August 28-September 1.
- Child care payments MUST be kept up-to-date. Late payments may result in your child's suspension from Tri-Center Before/After Care until payment is made.
- All enrollment forms must be completed prior to a child's starting date.
- Attendance during full day inservices and/or "vacation" days where care is offered is optional. Sign-up is required 10 days prior in order to attend. A full day fee of \$50 will be assessed for each day your child is signed up. Sack lunches will be needed during those days.
- An On-Line payment option is available on our website (see www.tctrojans.org).
- The Child Care tax identification number is 42-602462
- Child Care Statements
 - Monthly: statements will be e-mailed or mailed at the end of each month in order to verify accuracy of billing and payments or can be used for child care flex accounts.
 - Annually: Tri-Center Before/During/After care will provide an itemized statement of child care payments for tax purposes. Statements will be e-mailed or mailed by January 31 of the following year.

Enrollment Policies

The following forms must be completed and returned prior to your child's starting date:

- ★ Enrollment Forms
- ★ Photo Release
- ★ Authorization Form
- ★ Emergency Form
- ★ First Aid Form
- ★ Health/Immunization (grades K-5)
- ★ Physical/Immunization record (3 and 4 year old Preschool)

Program Procedures

Transportation

Any child attending a program at Tri-Center is able to use regular school bus transportation.

Signing your child in and out

Legally, parents or previously authorized parties must sign each child in and out of the program daily. A minor/sibling may sign out a child if the parent has signed the appropriate release. Children will be allowed to leave the center with persons designated by the parent(s) on the Authorization Form. Any requested changes must be made in writing.

Absences

It is important to notify the Before/After Care center in advance if your child will be absent on a day that s/he is scheduled to attend. Credit is not given for days when a child is absent from the program.

Breakfast, lunch and snack

Children that attend Tri-Center will be able to purchase breakfast and lunch through the school's meal program. Families establish an account and deposit money for the desired meals.

Children who remain at school after 3:30 will be provided a snack, the cost of which is included in the fee.

Parent Communication File

A parent communication file is located near the Sign In and Sign Out book. Each child has a folder with his/her name on it. The child care employees use this file for notes regarding how your child's day went, announcements, newsletters, reminders, reports, and miscellaneous reasons. Please check the file daily.

Ethics and Confidentiality

Staff follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Personal Belongings

Please label your child's belongings: backpacks, jackets, boots, etc. The child care center is not responsible for lost or stolen items.

Winter Weather

During the winter months, we encourage all children to have coats, hats, snow pants, boots, and gloves or mittens to play safely and comfortably outside.

Children will need to wear a coat or jacket when the temperature is below 60 degrees.

Snow Days

In extreme weather, the child care program may be closed early or for the day. If a child attends during a snow day, the full day rate will be charged.

Messages for Before/During/After Care

A clipboard, located by the Sign In and Out book will be available for parents to leave notes for the child care program. Urgent messages should be given directly to a child care employee.

Closing Time

Care hours are 6:00 a.m. to 6:00 p.m. Any child picked up after 6:00 p.m. will be charged a late fee according to the schedule below. Child Care services will be withdrawn if three late pick-ups occur. The authorities will be contacted at 7:00 p.m. if a parent has failed to pick up a child and the center is unable to reach any of the contact persons,

Time	late fee	Time	late fee
6:01-6:15	\$10.00	6:16-6:30	\$20.00
6:31-6:45	\$30.00	6:46-7:00	\$40.00

Discontinuation of Services

Parents wishing to discontinue child care need to give written notification one week prior to discontinuation.

Health Policy

Health Statements/Physicals/Immunization Records

Grades K-5

Children are required to have a Health and Immunization Statement completed by a parent at enrollment.

Preschool

Children are required to have an immunization record on file with school.

Medical and Dental Emergency Information

An emergency form must be completed at enrollment to provide the center with necessary medical and dental emergency information.

Direct Contact with Child Care Employee

Upon arrival each day, children must have direct contact with a child care employee for the detection of illness.

Illness

Children who exhibit the following symptoms will not be allowed to remain at the center, or will be sent home if they become ill during the day: diarrhea, fever (100 degrees) within the past 24 hours, severe continuous coughing, pink eye, vomiting, unexplained rashes or swollen glands.

Communicable Diseases

Parents should notify the center immediately when a child contracts a communicable disease. The center will post notices of exposure of children to a communicable disease.

Hand Washing

Children and employees will be required to wash their hands upon arriving at child care, before leaving the restroom, before eating, before water play, after handling animals, after outside activities, before any food activity, when visibly soiled, and before leaving child care.

Medication

Parents must complete a Medication Authorization form when a child is to be given prescription or over the counter medication. Medication must be provided in the original container. The doctor's directions must accompany prescription medication. All non-prescription medication should be labeled with the child's name. All medication is stored in the original containers inaccessible to children.

Employee Training

Employees will use universal precautions in handling blood and body fluids as recommended by the Center for Disease Control. The employees receive training in the program's medical and dental emergency procedures.

Employee Orientation

Employees must know their role and duties. New staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy and goals;
- Expectations for Ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepting guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child Abuse and reporting procedures;
- Program policies and procedures;
- Regulatory requirements.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures will be explained.

Staff Development Activities

All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities.

Staff are expected to attend staff trainings and meetings throughout the year. Trainings will focus on topics relevant to the program and community.

Safety Policy

These guidelines have been set for your child's safety and help ensure a safe and wholesome environment:

- ★ No child will be left alone on school grounds.
- ★ Parent must use the Sign In and Out Book when children arrive and depart from the center.

- ★ An Authorization form must be completed at enrollment. Parents must list persons authorized to pick up a child from the center. The list will include the person's phone number and his/her relationship to the child.
- ★ The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, bus accidents, power failures, bomb threats, chemical spills, earthquakes, and blizzards.
- ★ Tornado, fire and emergency drills will be practiced monthly as required by law.
- ★ Emergency evacuation plans will be posted by all exits.
- ★ All phones will post emergency number for police, fire department, and poison control center.
- ★ All employees will be certified in First Aid and CPR within the first three months of employment.
- ★ First Aid kits will be available within the center, on the playground and on field trips.
- ★ Copies of Emergency forms are taken when transporting children.
- ★ An employee completes and Accident Report or written notification to the parent or minor injuries that occur. Serious injuries will be reported immediately to the parent.
- ★ No smoking is allowed within the center, in facility vehicles or on school grounds.

Participation Policy

The Participation Policy clearly states the responsibilities of the Tri-Center Before/During/After Care employees, parents and children.

Employee Responsibilities:

- Provide a safe and caring environment for your child
- Provide a variety of activities for your child
- Communicate regularly with you, the parent, concerning your child
- Serve as a positive role model for your child

Parent Responsibilities:

- Sign your child in and out each day
- Notify center staff of absences
- Respect the 6:00 a.m. opening and 6:00 p.m. closing times
- Notify, in writing or email, any changes on the enrollment or emergency forms (address, phone number, authorized pick-up information, etc.)

Child's Responsibilities:

- Always show respect for others
- Always show respect for other's property
- Keep hands and feet to self
- Be polite in words and actions--no foul language or put downs
- Pick up an activity before choosing another one
- Use outdoor equipment safely
- Run only when it's part of an activity or safely outside
- Be responsible for toys, games, or equipment brought from home
- Use good table manners
- Be a good representative of Tri-Center Before/During/After Care while on field trips or activities.

Behavior Guidelines

Social growth is crucial during elementary years. Tri-Center Before/During/After Care will focus on helping children to learn appropriate behavior. Positive disciplinary methods including, but not limited to, redirection and behavior management programs will be used. Behavioral guidelines, included in the Participation Agreement, have been established with the goal of maintaining the physical and emotional well-being of each child, as well as teaching self-discipline, judgement and manners.

The center will use a Behavior Report or a Problem Report for recording disciplinary action. A copy of the Behavior Report or Problem Report will be given to the parent. The Behavior Report lists the behaviors expected of the child in the Participation Agreement listed on page 16-17. A Problem Report will be used in extreme cases when a Behavior Report is not sufficient.

If a child receives three Problem Reports, a conference between the Director and the parent(s) will be scheduled. After the conference, if a child receives an additional Problem Report, another conference will be scheduled to determine the enrollment status of the child.

In cases where a Problem Report is not sufficient (physical contact to another child or employee, continuous disruptive behavior, etc.), a child may be suspended from the Tri-Center Before/During/After Care program. The length of the suspension will be determined between the child's parent and the Child Care Director. Child Care payments will be required during suspension.

Parents and teachers are viewed as partners in guiding a child's development, and this approach will be utilized.

Biting Policy

Biting is a very common behavior among children ages birth to three years. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When observing signs that a child might be on the verge of biting, the provider may be able to act immediately and prevent the biting behavior (i.e., distraction, redirection, close physical presence of the teacher).

If a biting incident does occur, the provider will respond by:

- Keeping their feelings in check and not express frustration or anger to the child
- Ensure all children are safe; applying first aid if necessary
- Address the child who bit in a short, simple and clear way
- Shift their attention to the child who was bitten and show concern and support for that child
- Go back and talk with the child and the different strategies s/he can use next time, instead of biting
- Help the children move on. Do not make them play with one another, unless they want to (Zero to Three, 2010)

The provider will fill out an Accident and Problem Report and share information about the incident with parents or involved children. When informing parents that their child has been bitten or bit another child, it is important for providers to maintain the confidentiality of the other child. When biting occurs more than once, the providers should observe the child and document observations, including behaviors and context (where, when, how, who--adult and children) both before and after biting occurs to identify functions of the behavior. It is also helpful to know when the behavior is absent. Providers will then use the data to find patterns and potential solutions, and meet with the family to collect information about the child's behavior at home, share information and demonstrate a commitment to working together to address the child's needs.

Discharge Policy

Children may be discharged from the program for failure to meet center policies, failure to pay, inability of a child to adjust to group experience, or other reasons as determined by the Director. A child that poses a threat to other children, employee, or his/herself may also be discharged from the program.

Grievance Procedure

The following procedure is in effect to resolve grievances involving a parent and/or employees.

1. Attempt to solve the problem with the people involved. Most problems are minor of the result of misunderstanding and can be solved by the directly affected parties.
2. If the problem cannot be solved to everyone's satisfaction, go to the immediate supervisor and clearly state that you have a grievance.
3. The immediate supervisory and all of the people involved will meet in an attempt to resolve the dispute. After reviewing relevant information, the group (chaired by the immediate supervisor) will attempt to resolve the dispute. Decisions will be made with the consensus of all of the people involved if at all possible. If consensus cannot be reached, the immediate supervisory will decide and detail what actions are necessary.
4. If the immediate supervisor's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the On-Site Director. All records of the previous meeting will be forwarded to the On-Site Director for review. The On-Site Director will meet with the parent and/or employee.
5. If the On-Site Director's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the Superintendent. The Superintendent's decision is final.