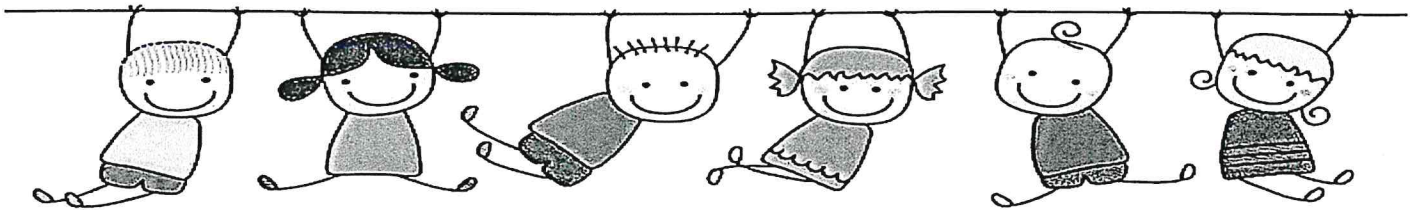


Alcester-Hudson After-School Program



ATTENDANCE

Parents may also register their child(ren) as regulars by informing the ASP staff about specific days (i.e., Tuesdays & Thursdays) that their child(ren) will always be in attendance. Parents may also phone or text registration notices to the ASP phone at 605-408-6046 or call the elementary office at 605-934-2171.

Child(ren) who are registered for a certain day are expected to be present on that day. Parents and/or guardians are responsible for notifying the ASP staff if a child(ren) will not be attending due to illness, a death in the family or for other personal reasons. Notification of these registration changes must be made by leaving a message at 605-408-6046 or calling the elementary office at 605-934-2171

If students register for the program and do not show up, it means that staff wastes time attempting to find the missing student.. So please take a moment to let us know if there is a change.

The center's policy for dealing with registered students who fail to arrive at the center is as follows:

Handling student failure to arrive at center

If a student who is registered to attend the after-school program on a particular day fails to arrive, the following steps will be taken:

1. Determination of whether the student was absent from school that day will be made. If a student was absent from school and the after-school staff was inadvertently not notified, no further action will be taken.
2. If the student was in school, staff will contact the student's homeroom teacher to find out if the student was kept after school for some reason. If this is the case, no further action will be taken so long as the student reports to the after-school program once his or her homeroom teacher releases him/her.
3. If the student was neither absent from school nor retained by his or her classroom teacher, attempts will be made to call the students' parents/guardians and emergency contacts. If a messaging service is available, a message will be left and the attempted contact will be recorded.

Picking up your child(ren)

When you are here to pick up your child(ren), Please call or text the After-School phone @ 605-408-6046. Please let us know what side of the building you are on. Either North aka bell tower side, or South aka Map side. We will then get your child(ren) ready to go and send them out to you.

SNACK

A nutritious snack will be provided each day after school. The National School Lunch Program now offers cash reimbursement to help schools serve snacks to children after their regular school day ends. In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal. Parents may provide treats for special events, such as birthdays, if they wish. Please bring snacks in a proper container to insure quality as well as health standards. A refrigerator is available if needed to store snacks until snack time. Students may not bring personal, individual snacks unless they are for special dietary needs and the staff has been informed. Please let us know of any special dietary needs and we will accommodate those needs. Snacks will usually be served after recess, at approximately 4:00.

STAFF INFORMATION

Our staff meets qualifications set forth by Child Care Services. For more information about specific qualifications, please talk with the site coordinator.

When hired the following steps are taken with each staff person:

- Three references have been contacted;
- Their name has been screened against the South Dakota Department of Social Services Registry. (The Registry is a listing of all individuals who have substantiated reports of child abuse or neglect including those investigated by the Dept. of Social Services and those where there is a court finding.); and
- Staff annually completes training as required by the state.
- Our staff is mandated to report suspicions of child abuse and neglect. We will report any suspicions of abuse/neglect to the Dept. of Social Services. If a staff member is accused of neglect, they will be suspended until an investigation is completed and the outcome decided. When hired, each individual signs a statement to indicate his or her awareness of this obligation.

SUPERVISION OF STAFF AND CHILDREN

The after-school program will have one individual in charge on site while our program is open. This staff member will be at least 18 years of age.

We will provide at least 1 staff person for every 15 children in attendance. These staff persons must and will be at least 16 years of age when they are counted in the staff/child ratio.

DISCIPLINE POLICY

Realizing that all children require discipline at one time or another we feel that consistent, pre-taught discipline and consequences are very important. At no time will your child be subjected to physical discipline or be deliberately frightened or humiliated. Instead, positive guidance, redirection, and limit setting practices will be used. Our program does not condone the practice of peers administering discipline. Brief separation from the group or removal from an activity will normally be used to discourage unacceptable behavior. If unacceptable behavior is chronic or extreme, you will be contacted immediately so we can work together to find a solution. If a child is engaged in a behavior that is potentially dangerous to him/her, another child or adult, and that child does not immediately stop upon request from staff, the parents will be called immediately and expected to pick up the child without delay. In the meantime, the child will be isolated from the rest of the children and staff. Please share with us discipline practices that are successful for you at home.

Should a student continue to be disruptive in the after school program, the following applies:

1. Time out for disruptive students will be used. Also, the parent/guardian will be notified in writing by the staff of the child's behavior. The notification must be signed by the parent and returned

early due to heat, the program will not be held. Designated program personnel will remain at the school during inclement weather until all students have departed.

If real feel is 45-54 degrees, students need a light jacket or sweatshirt to be outside, If it is 55 degrees or higher it is ok to be in a T-shirt.

MISCELLANEOUS

Children are discouraged from bringing items from home. If items are brought from home, the staff cannot be responsible for their safe return. Please be sure that everything your child brings is clearly labeled.

If a child is witnessed purposely destroying property of Alcester-Hudson After-School Program, the parents will be responsible for repair or replacement of the property.

CONFIDENTIALITY OF RECORDS

It is the responsibility of the school superintendent and site coordinator to provide for the proper administration of student records for the Alcester-Hudson After-School Program. All current After-School Program records are held in a locked file cabinet in the after-school program room or are kept with the site coordinator while he or she is working with them. Records from previous years (After-School program records must be held by the school for seven years as required by law) may be placed in school storage facilities.

Confidential information about After-School students—either written or verbal—may be shared with school staff members, After-School staff members, the County Health Nurse, the Special Education office, parents, the students themselves and federal and state government officials who are privileged to conduct record inspections.

After-School records are not part of the cumulative records held by the Alcester-Hudson School District but are considered working records.

Student directory information may be released to the press, media and others authorized by the school unless a written request from a parent or guardian not to release such information is held in the After-School program files. Directory information includes: the students' name; students' address; students' phone number; students' date of birth; name of parents and/or guardians; parents or guardians' address; dates of students' attendance; students' participation in officially recognized school activities and sports; students' height and weight if a member of an athletic team; students' class designation (i.e. first grade); awards and honors received by a student, past and present; any other form of information which denotes accomplishments, achievements, or special recognition given a student, past or present; individual and group photographs pertaining to any of the above or after-school program activities; and the school or school district the student attended before he or she enrolled in the Alcester-Hudson School District.

Parents/legal guardians are expected to read the parent handbook. Once the handbook is read, please detach the following form and return it to the site coordinator. This form must be on file before a student may attend the after-school program.

I have read and understand the policies and procedures outlined in the Alcester-Hudson After-School Program parent handbook. Failure to comply with these policies may result in the removal of my child from the after-school program.

Child(ren's) names:

Parent/legal guardian signature:

Date: _____