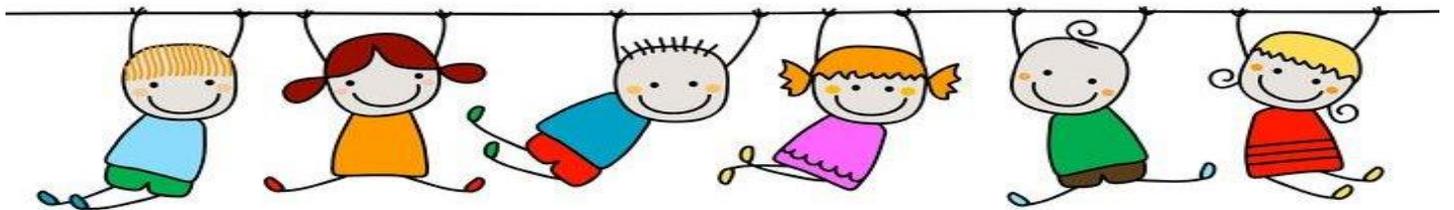


# Alcester-Hudson After-School Program



## **PHILOSOPHY AND PURPOSE**

Welcome to Alcester-Hudson After-School Program! Alcester-Hudson After-School Program is a licensed after-school program for children in grades kindergarten through sixth. The goal of the program is to reach children in grades K-6th by providing appropriate developmental opportunities in an enriching and secure environment. No child will be refused admittance on the basis of race, color, creed, religion, age, gender, disability, national origin or ancestry. We plan to provide a safe, enriching environment for your child during the school year. To ensure success, we would like for you to carefully read the following guidelines. Parents are encouraged to volunteer or visit at our center at any time.

## **DAYS AND HOURS OF OPERATION**

### **During the school year**

This program will be available to children grades kindergarten through eighth grade from 3:15-6:00 p.m. Monday-Friday when school is in session. The program may not be open during early school dismissal days (holidays, etc.); please check the monthly calendar for specifics. Staff will attempt to notify parents of all schedule irregularities. This information will be included in the monthly calendar and/or newsletter that will be distributed to each student through his or her classroom teacher. Notes about schedule changes made after the monthly newsletter/calendar is distributed will also be sent home with the students.

Students must be picked up no later than 6:00 p.m. All students not picked up by 6:00 p.m. will be charged a late fee of \$10 for each additional 15-minute increment. For example, picking up children between 6:15 and 6:25 p.m. will result in an additional \$10 charge. Failure to pick up child(ren) before 6:35 p.m. will be considered an emergency situation, and a call will be placed to the appropriate emergency personnel. If late-pick up occurs, your child could be withdrawn from the program. **YOU ARE ENCOURAGED TO HAVE A BACKUP PERSON WHO CAN PICK UP YOUR CHILD IF YOU ARE UNABLE TO ARRIVE BY 6:15 P.M.** If you will need to speak to staff when you pick up your child, you are encouraged to arrive no later than 6:00 p.m.

### **During the summer**

The program will be available to children grades kindergarten through sixth grade from 8:00 – 12:00 Monday –Friday. Please check calendars for specific days off through out the summer. Staff will notify parents of all schedule irregularities.

Student may arrive 15 minutes early and leave 15 minutes late. Anything before 7:45 am or anything after 12:15 pm will result in an additional \$10. **HAVE A BACKUP PERSON WHO CAN PICK UP YOUR CHILD IF YOU ARE UNABLE TO ARRIVE BY 12:15 P.M**

## **ADMISSION/TERMINATION**

Parents or legal guardians must have registered their child(ren) before child(ren) may attend Alcester-Hudson After-School Program. Registration materials are available from the Alcester-Hudson site coordinator between 3:20-6:00 p.m. at the Alcester-Hudson Elementary School when school is in session. Student immunization records must also be on file at the school. If pertinent information concerning a student changes, the parent or legal guardian is responsible for notifying the site coordinator in writing of the changes.

Students in Alcester-Hudson After-School Program are expected to adhere to the policies set forth by the school. Inappropriate behavior will be documented and may result in suspension or withdrawal of your child. Disruptive behavior will not be tolerated.

Students may be suspended or withdrawn from Alcester-Hudson After-School Program for the following reasons:

- a. Late pick-ups.
- b. Discipline problems.
- c. Nonpayment of tuition and or late pick-up fees.
- d. Failure of parents to inform staff of absences or to follow policies.

## ATTENDANCE

Parents may also register their children as regulars by informing the site coordinator about specific days (i.e., Tuesdays & Thursdays) that their child will always be in attendance. Parents may also phone or text registration notices to the site coordinator at 605-408-6046, leave a note in the site coordinator's mailbox in the elementary teacher's lounge or call the school business manager at 934-1890.

Early registrations (by Friday for the coming week) are encouraged, but registrations must be no later than noon the day the child wishes to attend.

Students who are registered for a certain day are expected to be present on that day. Parents and/or guardians are responsible for notifying the site coordinator if a student 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 no later than noon on the day the change will occur by contacting the site coordinator, leaving a message at 605-408-6046 or leaving a note in the site coordinator's mailbox.

If students register for the program and do not show up, it means that staff wastes time attempting to find the missing student and that snacks and supplies are also wasted. Because of this, students who are registered for the program and who do not cancel by noon and do not show up, will be charged their regular daily fee.

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 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 or was not 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.

## SIGN OUT PROCEDURE

Only persons designated on the registration form will be allowed to pick up your child. This policy is for the protection of your child. Your child must sign in and out each day, noting the time. Only students who have a walk home release form on file will be allowed to leave the site without being accompanied by an approved adult.

## 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 3:45 p.m.

## **ILLNESS AND EMERGENCIES**

We require current immunization records for each child in our care. These immunizations must be kept current for admission to the program. If your child attends this school district and the immunizations are up-to-date in the school office, this is acceptable for the after-school program. Children who are sick or have had a fever within the last 24 hours should not attend the after-school program. When your child is absent from school because of illness, or becomes ill during school, DO NOT allow your child to attend the after-school program. When a child becomes sick after school, parents will be notified and expected to make arrangements to pick up the child immediately. The child will be isolated from the rest of the children if possible until a parent or authorized person arrives. In the case of an emergency, as determined by staff, the paramedics will be called first and the parents/guardians/emergency contacts will be notified next. Parents will be responsible for any and all costs incurred in such emergencies. The after-school staff will not dispense or store medications. If your child needs to take medication during after-school program hours, he or she should be responsible for doing this him or herself. In the case of an accident, an accident form will be completed by the staff and sent home with the child. Parents are responsible for any and all medical costs incurred by their child/children in the case of an accident. The Alcester-Hudson School District is not responsible for any medical payments. Any contagious diseases will be reported to the Department of Health.

## **FIELD TRIPS**

Should we plan a field trip, notice will be made through the monthly calendar. A signed field-trip permission form (included with registration materials) must be signed before your child may attend. When transportation is necessary, the use of passenger restraint systems (seatbelts) will follow the requirements of South Dakota law. Each vehicle used will carry only the number of children allowed by vehicle passenger capacity (determined by the number of safety belts installed in the vehicle). If a child is witnessed purposely destroying property of Alcester-Hudson After-school Program, the parent's will be responsible for repair or replacement of the property.

## **CHILD ABUSE REPORTING POLICY**

As school district personnel, all staff of Alcester-Hudson After-school program is under obligation by law to report any suspected cases of child abuse or neglect. All employees will be required to read and sign a statement defining child abuse/neglect and the procedures and responsibilities for reporting such cases. Any signs of abuse or neglect will be reported to the Department of Social Services. If a staff person or volunteer is suspected of child abuse or neglect, whether personally or at the program, a report will also immediately be made to the Department of Social Services or law enforcement officials. To insure that such incidents do not re-occur while awaiting investigation, that employee shall be suspended until a decision is reached in the investigation. At that time a determination will be made as to whether or not that employee shall retain employment. Each employee will be screened through the central registry for prior involvement in child abuse or neglect cases.

## **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:

- They must have had a Mantoux tuberculin test within the 12 month time period prior to hire;
- 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 (such as time outs) 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 student 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 within two school days. The staff will follow up with a phone call to the parent/guardian if the written notification is not returned.
2. A conference will be held with the parent/guardian, staff, school administrator, and the site coordinator to discuss the student's disruptive behavior and to develop a behavior plan.
3. Suspension of after school privileges for one week will result if the student's disruptive behavior continues. A conference with the parent/guardian, staff, school administrator, and coordinator will be held to inform the parent of the continuing behavior and to notify the parent/guardian of suspended privileges.
4. For continuing behavioral and discipline problems, the school superintendent will review the student's discipline file and meet with the parent/guardian to discuss the reasons for suspension from the after school program.

## **HOMEWORK POLICY**

Each child is expected to work on homework during the daily half-hour homework period. Children are expected to be honest about informing us that they have homework and using this time to complete it. Classroom teachers have been asked to provide information about work we can help the children complete (practicing spelling tests, etc). If this information has been provided, we will help the children with these tasks. If the child has no homework or completes his homework before the allotted time is through, he or she will be expected to play an educational game (provided) or read so as not to disturb other students.

## **Sunscreen**

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center/school.

School-age children may apply sunscreen to themselves with adult supervision for proper application.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring. Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection.

## **EMERGENCY EVACUATION PLAN**

In the event of a building fire or similar emergency, students will be evacuated according to the evacuation plan for the room that we are occupying at that time or through the nearest, safe fire escape. Signals and exit routes will be explained shortly after the after-school program begins.

## **PROGRAM ACTIVITIES**

### **School Year**

Our daily schedule will offer children a similar pattern each day, yet allow for flexibility and individual differences. There will be alternating periods of active and quiet play. In suitable weather, we will provide for time to be spent outside.

Our daily schedule is as follows:

3:10-3:15 p.m.-Sign-in;

3:15-3:45 p.m.-Recess (outside, weather permitting); Snacks

3:45-4:15 p.m.—Homework

4:15-5:15- p.m.—Project

5:15-5:45 p.m.—Free time; Computers

The daily schedule is subject to variations depending upon our daily project. Please note monthly calendars/newsletters for more specific information.

### **Summer**

Schedule:

8:00 – 9:00 – Free time

9:00 – 9:30 – Snack

9:30 – 11:30 – Activity

11:30-12:00 – free time/clean up

Field trips will be taken in the summer

\*This will be a fun hands on learn experience for students. It will be a lot like the After-School Program, but with more adventure!

## **INCLEMENT WEATHER**

If the Alcester-Hudson School District closes because of inclement weather or for any other unscheduled reason, the after-school program will also be closed. If inclement weather begins during after-school program hours, parents/guardians will be called to arrange early pick-up for students. If school is closed 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.

## **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 is 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 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:

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Parent/legal guardian signature:

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Date: \_\_\_\_\_