

IMPACT BEFORE & AFTER SCHOOL CARE



**PARENT HANDBOOK
2018-2019**

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INTRODUCTION

Welcome

Welcome to the Impact Before & After School Care Program. Impact is a ministry of Zion Congregational Church. Impact provides each child a fun, safe, and supportive environment before school 6:30 A.M.-8:00 A.M and after school 3:25 P.M.-5:45 P.M., Monday-Friday. Impact provides a range of activities for each child. Such activities include:

- Homework Assistance
- Reading and writing activities
- Bible stories and lessons
- Free Play inside and outside
- Arts and Crafts
- Sports, Health and Fitness Activities
- Songs of praise and worship

Mission Statement

Growing and Going in Jesus's Name

Philosophy

To provide a ministry to commuting parents in our community by creating a safe, faith based environment for before and after school care.

OPERATIONAL AGREEMENT

Address

Zion Congregational Church
103 E Main St
Trey nor, IA 51575

Phone Numbers

Church Office: (712) 487-3289
Jordan's Cell: (712) 310-1835

Website, Email Address

Zion Congregational Church Website: <http://www.ziontreynor.org>

Jordan Campbell Email: pastorjordancampbell@gmail.com

Admission and Enrollment Requirements

Children must be enrolled in Treynor Elementary School.

Children must be in Kindergarten through Eighth grade.

Parents may enroll their child(ren) as long as there are available openings and adequate staff coverage.

Hours of Operation

Impact will operate according to the following schedule:

Before school care

Monday	Tuesday	Wednesday	Thursday	Friday
6:30 a.m.-	6:30 a.m.-	6:30 a.m.-	6:30 a.m.-	6:30 a.m.-
8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.

After school care

Monday	Tuesday	Wednesday	Thursday	Friday
3:25 p.m.-	3:25 p.m.-	3:25 p.m.-	3:25 p.m.-	3:25 p.m.-
5:45 p.m.	5:45 p.m.	5:45 p.m.	5:45 p.m.	5:45 p.m.

- The program is strictly before and after school care. **The program will not be open on:**
 - Any In-Service days or snow days
 - Any days school is cancelled due to state tournament games being played by Treynor sports teams or dismissed early for state tournament games if it causes staffing shortages (Ex. State Volleyball, Football, Basketball...etc.)

School Closings

- In case of school cancellation due to severe weather, announcements will be made over radio stations KMA (960) and KFAB (1110) as well as TV channels KMTV3, WOWT (6) and KETV (7).
- The public schools have many early-outs, late-starts, and no school due to Professional Development/Teacher In-service days. Impact will not be operating on no school days due to professional development/in-service days.

TUITION INFORMATION

Program Fees

- Tuition may be paid by cash, check, or money order.
- Invoices will be sent out once each month is complete. Payment is due the first week of the following month.
- Returned Checks: In the event a check is returned by the bank, there will be an additional fee of \$25.00 assessed. After the second such occurrence, tuition will only be accepted in cash form.
- Before School Care- \$75 per month for full-time before school care. \$5.00 per day for part-time before school care.
- After School Care-\$200 per month for full-time after school care. \$15 per day for part-time after school care.
- Late start or early dismissal days will not have an extra charge.

Monthly Contract Fees

Impact will have 30 full time slots available. These full time slots will have a contracted price. Below are the monthly contract fees due on the first week of the following month. To keep our accounting simple, we cannot offer refunds on unused days for contracted students.

Using Before and After School Care

- August \$100
- September \$275
- October \$275
- November \$275
- December \$200
- January \$275
- February \$275
- March \$275
- April \$275
- May \$275

Using only After School Care

- August \$70
- September \$200
- October \$200
- November \$200
- December \$150
- January \$200
- February \$200
- March \$200
- April \$200
- May \$200

Families with Multiple Children

For the families that enroll for a full time slot with multiple children, you will receive a break for each additional child. The second child will have a 25% discount. The third child will have a 50% discount.

For the families that enroll for a part-time slot with multiple children, you will receive a break for each additional child. The second child will have a rate of \$12 per day. The third child will have a rate of \$10 per day.

Late Fees

If the tuition has not been paid by the 15th of the month, a bill will be sent assessing a \$10.00 late fee, requesting payment by the 30th of the month. If unusual circumstances arise, please visit with the Director to explain this situation.

Late Pick up

- There will be a 10 minute grace period for late arrival
- 5:55 p.m. begins the \$1.00 fee per minute for late pick up, which is due on the 15th of the month.
- At 6:15 p.m. the local authorities will be notified if staff have not been notified of late pick-up.

HEALTH AND NUTRITION

Required Immunizations/Annual Physical

State law requires each child enrolled shall have an annual physical check-up. A report of this examination and an up-to-date immunization record must be completed by a health care official and returned prior to the first day of before and after school care. The signed current immunization record and physical form must be on file before the child attends. This is in accordance with the State of Iowa licensing regulations.

Sick Policy

Please call the church to notify us if your child is ill and if his/her illness is contagious.

To ensure the overall health and safety of all the children, we ask you not to send your child to Impact if one or more of the following exists:

- The illness prevents the child from participating comfortably in the activities planned, including outdoor play
- The illness results in a greater care need than the staff can provide without compromising the health and safety of the children
- The child has any of the following conditions:
 - Fever, 100 degrees or higher
 - Symptoms or signs of possible severe illness, such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child
 - Persistent abdominal pain
 - Diarrhea within 24 hours before Impact
 - Vomiting within 24 hours before Impact
 - Rashes
 - Lice or nits (must be treated and excluded for one day and Impact must be notified)
 - Any contagious disease

Illness While in Child Care

If a child becomes ill while in child care and it is determined the child should be excluded, staff will:

- Contact the parent/guardian immediately, with the expectation the child be picked up within an hour
- Care for the child apart from the other children in a quiet room
- Give appropriate attention and supervision until the parent/guardian picks up the child
- Give extra attention to hand washing and disinfecting surfaces
- Use universal precautions

Allergies/Dietary Needs

If a child has a food allergy, the parents/guardians must provide written notice to the Director. Impact will take the necessary precautions to keep the allergic foods away from the child and train staff on the proper management of the specific food allergy, including the emergency procedures and how to administer medication.

Snacks

We will serve a nutritious snack each day of Impact between 3:45pm and 4:30pm. We will be paying special attention to any food allergies or diabetic needs noted on your child's registration form.

ARRIVAL AND DISMISSAL PROCEDURES

Safety is a priority for our program. Impact uses an electronic check in/check out system. This system will send emails or text notifications to each child's parent when they arrive each day at after school care and when they are being released at the end of the day. In order to ensure your child's safety as s/he arrives to and leaves from our program, please read the procedures below.

- Students are admitted to the after school program after the dismissal of school. Children will ride the bus from the elementary to Zion Congregational Church and be dropped off each day. Staff will be waiting outside and will walk all the kids into the church for check-in.
- Parents or authorized persons can use the front entry of the church or the side entry under the canopy. Pick-up times can begin as soon as the kids arrive up until closing time each day.
- The parent or authorized person must be listed on the authorized list before the child is released from the program. I.D. may be required upon pick-up. Staff will use a tablet to click on the individual from a list of names for each child before releasing the child on that day.
- If any unauthorized person comes to pick up the child and there is no record of authorization or signed note from a parent, the child will not be released to that individual.
- In case of child custody, where the non-custodial parent or guardian may NOT pick up the child, a copy of the court identification is required.
- Parents **must call the Site Coordinator** if they will be late to pick up their child.
- When the program staff is **not called** about a late pick-up and staff cannot reach the parents of the child, local authorities (24-hour Child Abuse Hotline) may be contacted.
- If a parent cannot be reached in the event of an emergency, the program will notify the child's emergency contacts.

Family Rights and Responsibilities

Opportunities and expectations for family involvement

Involved families are an important element in the total success of the Impact program. We value the input of families and listen intently to their issues and concerns.

- A parent/guardian may observe the program at any time during hours of operation; however, for safety and/or practical reasons, our program reserves the right to refuse admittance to non-family members. Please contact the Site Coordinator to schedule a program visit.
- Parents/guardians are expected to follow the policies, procedures, rules, and regulations of the program.
- Family members may volunteer as aides, mentors, or chaperones.
- Family members must show respect for all students, staff, and other adults. Adults who exhibit poor behavior (threats, fighting, etc.) will be removed from the program.

Communication Between the Program & Families

- Parents/guardians are encouraged to provide input and feedback on the services as well as the needs of their child(ren).
- Staff members are accessible to families to discuss individual concerns of children enrolled in the program.

Withdrawal/Disenrollment

Children may be discharged from the program if any of the following situations exist:

- If multiple payments are received late.
- Found that the child or family presents a danger to staff and/or children in the program.
- Program cannot adequately meet the needs of the child.

Dispensing of Medication

Medical Care and Administration of Medication

We understand that many of our youth have special medical needs. The information below outlines how our program will work to meet the needs of your child.

- Parents/Guardians are required to provide emergency contact information and health/medical information for enrolled children. If a child has a known medical condition that requires special care, the Site Coordinator must be informed.
- Medication is administered under the following conditions:
 1. The medication can only be administered during the before school or after-school program at the time it is prescribed to be taken by the child.
 2. Impact staff will only give medication to children with doctor's order and written approval from the children's parents. All medication must be in its original container including name of the pharmacy with a doctor's instructions.

Medical Emergency

- In case of serious illness or injury, the staff will notify the person designated on the Emergency Contact Form if the parent or guardian cannot be reached.
- Program staff cannot transport the child to the hospital. In the case of an emergency, 911 and the parent(s) will be notified. A staff member will accompany the child to the hospital.
- An injury report will be completed by a staff member for all emergencies.
- The parents/guardians will be responsible for payment of all related medical expenses for the care of the child.

EVACUATION PROCEDURES

In case of a fire or tornado, the children will be taken to the designated safe areas. They will be supervised at all times by the staff. Fire and tornado drills are conducted monthly in accordance with licensing regulations.

The designated safe area for a tornado is the basement located below the kitchen. The designated safe area for a fire is the grassy area to the north of the church back behind the playground. In the event of a fire or tornado situation, staff would contact families of students and would remain with the children until parents or designated emergency persons have picked them up.

EMERGENCY PROCEDURES

Blizzard: In the case of a blizzard, all students would remain at the church until parents would be able to get them.

Power Failure: If Zion Congregational Church has a power failure due to weather or other unforeseen problems, we will contact parents of all students and they will be required to pick up their child within one hour of contact. If a parent cannot be reached, we will call one of the emergency contacts in the child's file.

Intoxicated Parent: The staff shall notify the police to manage an adult under the influence of alcohol or drugs or any individual who poses a safety risk. Staff will offer to contact the emergency contact to make transportation arrangements for the child and adult to a place of safety. If an intoxicated parent/guardian or adult removes a child from Zion, the staff should notify the police immediately.

Bomb Threat or Chemical Spill: If Zion Congregational Church has a bomb threat or chemical spill, we will evacuate the facility to a secure place and contact parents.

Earthquake: If there happened to be an earthquake, we would keep the students at the center until we are able to contact parents.

Flood: Depending on the situation, we would keep the students at the highest level possible until we can safely transport them to a safe area. We will contact parents with emergency numbers immediately to let them know where the children will be until safe pick up can take place.

Intruder: Students would be evacuated to the safest location away from the intruder while a staff member detains the intruder. We will call emergency numbers and contact parents.

MANDATORY REPORTING POLICY

All staff members of Impact are mandatory child abuse reporters. If any staff suspects child abuse, he/she must follow procedures learned during Mandatory Child and Adult Abuse training to report the suspected abuse to the Department of Human Services.

SMOKE FREE AIR POLICY

To comply with federal and state laws regarding smoking in child care centers, Impact is a completely smoke free property. This includes inside the church, on the playground, and in the parking lot.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rules of Conduct

- Students participating in program activities must:
 - Show respect for each other and for staff.
 - Follow program rules and directions.
 - Behave responsibly
 - Exhibit appropriate and non-threatening behavior

Discipline

Types of misbehavior include, but are not limited to:

- Failure to follow directions from program staff and/or program rules
- Disruption of program by the failure to behave in a safe, appropriate and respectful manner
- Fighting
- Cursing
- Destruction or theft of property

The steps of the program's discipline policy are as follows:

- When students are involved in misbehavior, staff members will intervene appropriately.
- Disruptive students will be separated for a brief period of time, always under supervision of staff.

- The misbehaving child and a staff member will discuss the circumstances leading up to the misbehavior and the appropriate actions that could have been taken to avoid the misbehavior, before the child returns to the program group.
- In the event a child misbehaves a second time or in a serious manner, program staff will prepare a behavior report to advise parents about the child's behavior. The original report will be kept in the program's files, and a copy will be given to the child's parent.
- After 3 behavior reports, a child will be suspended from the program for 3 days.
- If a child's behavior does not improve, the Coordinator will bring the appropriate staff and family members together to decide what is best for the child and program.
- Fighting and threatening others is not tolerated and children caught fighting will be suspended from the program for 1 to 3 days.
- After some or all of the above steps have been taken to resolve a behavior problem, and it has been determined by program personnel the student cannot function appropriately within the program, Impact reserves the right to remove a student from the program.

Personal Property

- Students enrolled in the program are responsible for their own belongings including clothing, toys, and other personal items. They will be given a place to store their belongings.
- We strongly discourage bringing toys, money, or expensive items to the after-school program.
- If there are missing items, parents should request an opportunity to check the Impact lost and found for a specific item(s).
- Impact is not responsible for lost personal items.

Student Appearance

- All students are expected to dress and groom themselves neatly in clothes suitable for school. Student dress should not distract from the educational process, should not be a health or safety problem, and should not be indecent or obscene.
- Shorts of acceptable length may be worn any day that the weather is appropriate. Specifically, students may not wear to Impact:
 1. T-shirts or sweatshirts advertising commercial products (e.g. beer, liquor, etc.) or with inappropriate language or slogans.
 2. Shirts that reveal a student's midriff
 3. Shoes must be worn, socks are recommended; for safety reasons, flip-flops and clogs are discouraged.
 4. Bike style shorts are considered exercise apparel; therefore they may be worn only under other clothing.

BITING POLICY

Impact recognizes biting is a behavior by young children and we will address this challenging behavior in a positive and appropriate manner. Children bite for reasons relating to their developmental stage, expression of feelings or their environment so Impact's response to biting will include observation, understanding, teaching, and environmental changes.

When a biting incident occurs, staff will immediately move the biter away from the victim. The victim will be comforted, wound examined, and first aid administered. If skin is not broken, the area of the bite will be washed with soap and water and an ice pack used to reduce the swelling. If skin is broken, pressure will be applied to stop bleeding. If necessary, the wound will be washed using mild soap and rinsed under running water. The wound will be bandaged and an ice pack applied. Due to possible blood exposure, staff will have the child who has bitten immediately rinse his mouth with water.

If the skin is broken or the bite located near the eye, on the face, or on the fingers, the parent/guardian of the victim will be notified immediately since medical attention may be necessary. If blood is present, the parent/guardian of the child who has bitten will also be called immediately because the child may have come in contact with blood from the victim. After the victim's needs have been met, staff will talk with the biter and the victim to determine why the incident happened.

Staff will complete a Bite Fact Sheet to be signed by biter's parent/guardian and an Incident Report to be signed by the victim's parent/guardian. The Director will review the Bite Incident Report and work with staff to determine actions that should be taken to prevent future biting incidents. All staff and volunteers will maintain the confidentiality of the children involved in biting incidents.

PARENT INFORMATION

No Babysitting Policy/Babysitting for families outside of Impact

Staff members are not allowed to be paid caregivers for families with children enrolled in our program. If a parent insists on hiring a teacher as a babysitter, parents can choose to waive their right to hold our program liable. Parents will need to sign a Hold Harmless agreement. Parents need to complete, sign and date the consent form. A new form must be done each year and kept on file. A copy is given to the family as well. Parents who sign a Hold Harmless agreement and hire a teacher to babysit acknowledge they:

- a.) Are aware of the programs' policy and,
- b.) In choosing to bypass the policy, accept the consequences of their choice.

Tentative Impact After School Care Daily Schedule

3:30	Staff arrives
3:40-3:45	Kids arrive at bus stop and are greeted by staff
3:45	Kids hang up backpacks and coats (staff check in kids)
3:45-3:50	Kids wash hands
3:50-4:10	Prayer and Snack Time
4:10-4:20	Devotion Time, Kid's Sermon, Movie Time
4:20-5:00	Free play inside or outside
5:00-5:20	Special (Group activities, crafts, etc.)
5:20-5:45	Free play inside or outside or homework time