

AFTERSCHOOL PROGRAMS OF LANCASTER

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Website: www.AfterschoolProgramsofLancaster.org



STUDENT-PARENT

2019-2020

HANDBOOK

For 21st CCLC and Childcare Programs at:
Medill Community Learning Center
TarheTrails Community Learning Center
Mt. Pleasant Community Learning Center
Gorsuch West Community Learning Center
Tallmadge Community Learning Center

The Afterschool Programs of Lancaster are dedicated to enriching the educational, social and cultural opportunities of students and families in our community.

STUDENT & PARENT HANDBOOK

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Dear Parents,

Welcome to our before and afterschool childcare and educational programs. We are looking forward to a great year with you and your child at one of our sites. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. The following information will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to call the appropriate site.

Please read the enclosed packet, fill out and return the enrollment forms to the appropriate Afterschool site.

- **Child Enrollment and Health Form**
- **Parent Permission and Consent Form**
- **Pick-up Permission**
- **Step-up to Quality**
- **Tuition Contract (if applicable)**
- **Ethnic Racial Data Form**

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Medill Community Learning Center-Receiving 21st Century Funds

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Mt. Pleasant Community Learning Center

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Tarhe Trails Community Learning Center

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Mission Statement

The Afterschool Programs of Lancaster are dedicated to enriching the educational, social and cultural opportunities of students and families in our community.

Philosophy and Goals

The Afterschool Programs of Lancaster are an independent and privately-operated non-profit community agency. A before and afterschool childcare program is also offered in addition to an afterschool educational program. Many other programs are offered as part of the 21st Century Community Learning Center, a collaborative partnership with Lancaster City Schools. In collaboration with community partners, we offer services in a variety of settings and program options including:

- Information on Community Resources
- Family Parenting Information
- Family Nights
- Exploratory Classes (STEAM, Physical Fitness, etc.)
- Before and Afterschool Childcare
- Summer Lunch Program

It is our goal to provide high quality, affordable, FUN, safe, and secure educational and childcare programs for the students and families of the Elementary school which is served.

We provide social and educational support services to our students and families. The LCS district performs and shares assessment information with the Afterschool Programs, as such we do not perform additional formal assessments on our students.

License

The State of Ohio, Department of Job and Family Services (ODJFS), licenses all the before and afterschool program sites. (Medill Community Learning Center, Gorsuch West Community Learning Center, Mt. Pleasant Community Learning Center, Tallmadge Community Learning Center, Tarhe Trails Community Learning Center)

At the end of the handbook you will find a link to an attachment about licensing and other valuable information. Please take the time to read this information.

Admission of Students

Students will be admitted to one of the program sites using the following considerations and procedures:

Special Needs: All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the program. However, a child requiring an individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

1. **Morning/Afternoon Childcare** -- Students from nearby schools (no transportation is provided) may enroll in the school age childcare program (fees are applicable).
2. **Afterschool Educational Programs** -- Student must reside within the specific Elementary School attendance area and/or have teacher and principal recommendation that meet grant requirements.
3. All required paperwork is received by the center. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of previous participation.
6. Consideration of sibling participation.

7. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.
8. All students must be potty trained.
9. Special needs consideration- If the student meets all the above requirements, we will do our best to serve a student. Our staff is not trained in special needs and cannot legally perform specific actions (i.e. restraint, toileting) if necessary, to maintain a safe environment. Our required teacher to student ratios is higher than that of special needs and therefore we may be unable to provide services.
10. The Lancaster City School District shares assessment information (STAR reading and math) with The Afterschool Programs. We do not perform separate formal assessments on students.

Discipline Policy

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after-school program, these expectations are specifically outlined in a Children's Rights and Responsibility code. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Children's Rights and Responsibilities (see below) have been established. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.

Children's Rights:

Every child in the program has the RIGHT:

- To be happy and treated with kindness.
- To be treated fairly.
- To be safe.
- To hear and be heard and have their opinions and desires considered.
- To participate in all activities.

Children's Responsibilities:

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations.

If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed permanently from the program.

The 21st Century Learning Centers are private entities. The site director, in collaboration with the Executive Director, may suspend or dismiss a student from activities for just cause for any specified period of time. The centers are not bound by rules governing emergency removals and/or suspensions, hearings, and appeals of students as with public schools.

Hours and Days of Operation

The hours at Elementary Schools are 6:00 a.m. to 8:35 a.m. (at which time students will be escorted to the playground/gym) and the afterschool childcare operates from 3:30 p.m. to 6:00 p.m., Monday thru Friday. The 21st Century Learning Programs operate Monday-Friday from 3:30 p.m. to 6:00 p.m.

The centers will be closed to observe the following holidays: Labor Day, Fairfield County Fair Days, Thanksgiving (Wed., Thurs. and Fri.), and Christmas, New Year 's Day, Martin Luther King Day, President's Day, Memorial Day, and Independence Day. If Lancaster City Schools close, the Afterschool Programs of Lancaster will also be closed unless adequate enrollment for childcare would warrant a center staying open.

Our before and afterschool programs will be closed when the Lancaster City Schools are closed for vacations or weather-related cancellations. If there is a morning delay, the before school childcare program will operate on a regular schedule until the beginning of school.

Orientation

Upon completion of required paperwork, a staff member will sit down with the parent and/or student to review the enrollment packet, go through the Student/Parent handbook and Afterschool Programs of Lancaster contract, provide an overview of the program, and give a tour of facility if desired.

Attendance Policy

If your child is enrolled at any of the 21st Century Grant sponsored afterschool programs (non-childcare) **at Medill or Gorsuch West** the child is expected to attend each day. If a child is absent, we will make every attempt to determine why the child is not present. It is for your child's safety and your peace of mind that we do this. If there is a reason your student is unable to attend the program until at least 5pm on a given day they cannot attend the program. **If your child is going to be absent, please call, text or email the site prior to 3 pm in addition to calling the school.** If we don't know why your child is absent, we will call you!

***For students to benefit from the 21st Century After School Program at Medill and Gorsuch West Elementary regular and consistent attendance is required. Regular and consistent attendance is defined as attending at least 4 days per week every week. Once a child is enrolled, attendance will be monitored, and the following procedures will be followed if the student does not have regular and consistent attendance. Procedures will be documented and placed in the student's file.

The program sites can serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" must be made available to the students on the waiting list.

Step #1 Student misses 3 consecutive days, a discussion with the parents will be held to determine the cause of the absence unless staff has been informed about the reason for the absence. We understand there will be times when a child will be absent for reasons such as illness, appointments, etc., and these are excused absences. Not attending because student "doesn't feel like it" is **not** an excused absence.

Step#2 Student is not attending at least 4 days per week and/or attendance is sporadic and not consistent with no excused reason.

- Letter will be mailed to parent explaining that if attendance is not improved, student will be removed from program.
- Inform school staff and seek their assistance in encouraging the child to return.
- Attendance will be monitored for 2 weeks.
- If there is no satisfactory improvement, a letter will be mailed to the parents explaining that the student has been removed from the program.
- Student's teacher and principal will be notified.

Permanent Disenrollment- a student may be permanently disenrolled from a program if any of the following acts are perpetrated and/or at the discretion of the Director.

1. Violates a school rule on school grounds or at a school activity.
2. Acts in a way that is disruptive or endangers other people or property on school grounds or at a school activity.

3. Violates a school rule off school grounds and is "seriously disruptive of the educational process."

Dismissal Time for 21st Century tutoring programs:

Elementary Parents - Parents are encouraged to pick up their child at 5:30 p.m. This will allow enough time for full participation in the program.

Childcare Parents: Parents may pick up anytime keeping in mind the center closes at 6pm.

Late Pick-up: The elementary centers close at **6:00p.m.** Any pickup after 6pm is considered late and will result in a late charge. We have taken into consideration that an emergency or unpredictable situation could arise and have made one allowance for such an occasion. Any late pick-up after that will be \$5 the first minute and \$1 each additional minute. This payment must be made before your student can return to the program. If late pickups become an issue your child may be terminated from the program.

Parents must enter the building and sign in all a.m. childcare children daily. Parents must enter the building to sign out all children at the end of the day.

Staff/Child Ratios and Maximum Group Size

The Afterschool Programs of Lancaster will not exceed the following state required ratios:

School age: Age 5-11 1:18

This is defined by the number of children in one group that may be cared for at any time.

Daily Schedules (September through May Schedule)

The daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

Typical a.m. schedule:

	<u>Elementary</u>
Center Opens	6:00 a.m.
Quiet Activities/Rest	6:00 – 8:00 a.m.
Homework/Computer	6:00 – 8:00 a.m.
Prepare for school	8:30 a.m.
Breakfast (TBA School)	
Walk to playground/gym	8:40 a.m.

Typical afterschool schedule for all students:

Children gather at the center	3:30 p.m.
Outdoor/indoor physical activity	3:35 – 3:50 p.m.
Restroom, Snack	3:50 – 4:00 p.m.
3 Part Rotation	4:00 – 5:00 p.m.
IXL/Reading	4:00 – 5:30 p.m.
Homework	
IXL Math/Math	
Center Closes	6:00 p.m.

Fees and Payment Policies

The following fees apply to students who do not qualify for the 21st Century Learning Program but want to attend either the before school or afterschool childcare program.

Family Discount- First child is \$11 per session, each child thereafter is \$9 per session.

We will be open for AM weather delays.

Registration Fee: An annual \$25.00 non-refundable registration fee per family is required at the time of enrollment.

Fee Payment & Refunds: Billing is done in arrears or at the end of a period of service. Fees are due the following week. If a payment is 2 weeks late the account is considered delinquent. (See delinquent payments below.) No refunds of less than \$10 will be made. Other refunds of credit balances must be requested by parent/guardian. Credit balances can be carried over from one year to the next.

Late Pick-up Fee: The elementary centers close at **6:00p.m.** We have taken into consideration that an emergency or unpredictable situation could arise and have made one allowance for such occasions. The second late pick-up will result in a fee of **\$5.00 for the first minute and \$1 per minute thereafter payable before the student can return to the program.**

Delinquent Accounts: All check-in and sign-out accounts will be electronic. When the account is delinquent for one week, a notice will be given to the parent/guardian. When the account is delinquent by two missed payments, electronic check-in will be blocked, and services denied.

Returned Check Fee: A fee of **\$30.00** will be charged for any returned check due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Publicly Funded Child Care: For those who qualify for PFCC assistance, approval from Job & Family Services must be received by the center **before** the students begin.

Withdrawals: Parents wishing to withdraw their child may do so at any time. A one-week notice, in writing, is appreciated.

Supervision Policy

All children served at each site, will always be supervised by appropriate staff.

A.M. Child Care: Parents are required to accompany their child into the center and register their attendance. **The child may not be dropped off at the entrance of the building or be sent inside alone.** Staff must be made aware of each child's presence before the parent departs.

Afterschool Programs: Appropriate staff members will meet children in designated area at 3:30 p.m. to begin the daily schedule. (See daily schedule.)

Supervision: School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member, the staff checks on the children at least every 5 minutes until they return and the restroom is for exclusive use of the program. One group of not more than 6 children, 4th grade and older, may engage in activities that pose no physical risk to their safety in a room without a child care staff member as long as the staff member can see or hear the children at all times and checks on them at least every 5 minutes. All children will be under the direction and supervision of the site staff and not a volunteer.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide either a written, signed note or a phone call identifying the adult who has permission to pick up their child. Please let these people know they will need a picture ID for identification by staff. **Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol.** Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Contact Information for other parents or guardians: Parents or guardians may request contact information from the Director for other parents or guardians with children attending the center. The Director will provide that information in a reasonable time.

Custody Agreements: If there are custody issues involving your child, you must provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

Child Abuse Reporting: All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Field Trips/Transportation of Children:

The center staff will **not** transport a child in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. It is our policy to call 911 in case of emergencies.

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation, to an additional walking destination, or for children to participate in other special activities within the building. Our programs do not participate in swimming or water activities.

Field Trips As Arranged By Sites: Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During fieldtrip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parents on the ODJFS form. Phone calls and handwritten notes are not acceptable.

Snacks

The Afterschool Programs of Lancaster participate in the CACFP (Child, Adult Care Food Program) food program.

For children enrolled in the A.M. childcare program, breakfast will be served at the school.

All afterschool participants will be served a snack consisting of two of the following: milk, juice/fruit or vegetable, grain/bread/dry cereal, or meat/meat alternate.

Accidents/Emergencies:

Each site has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in the center. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, children will be evacuated to designated emergency locations. Please call the center cell phone for information on the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we must evacuate because of weather conditions. In all cases the Site Director will take the attendance roster and account for all children. **Severe Storms:** Site Directors will monitor the radio or smart phone for any storm updates or emergency instructions. **Tornado:** In the event of a tornado warning, Site Director will take the attendance roster and the children will gather in the designated space. Site Director will account for all children and they will assume the safe position (covering head and neck) facing the walls until the inclement weather has passed. **Flooding:** Site Director will monitor the radio or television for flooding details. If advised to evacuate we will do so immediately. Parents/Guardians will be notified as soon as possible of evacuation and where to pick up the children. **Winter Weather:** If there is a level "3" travel advisory the childcare will be closed. Site Director will notify each parent when the center closes due to weather. **Earthquakes:** A safe place will be identified in the school building on the main level, such as under sturdy furniture, wood framed doorway or against an inside corner or wall. We will assume the safe position (covering head and neck) in the safe spot until the earthquake has passed.

A) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks: Site Director will take attendance roster, first aid kit, and emergency contact information for children, account for all children, exit the building to the primary evacuation location listed above and account for all children again. We will follow instructions from emergency personnel as to whether to stay there or to proceed to our secondary locations listed above. Parents/Guardians will be notified as soon as possible, and an incident report will be completed and provided to the parents as soon as possible. State will be notified within 24 hours. Shelter in Place Locations: listed above. We will stay in the shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Shelter-in-place will be used in an emergency where hazardous materials (chemical, biological, or radiological contaminants) may have been released into the atmosphere.

B) Outbreaks, epidemics or other infectious disease emergencies: In case of an outbreak, epidemic or other infectious disease emergency the childcare center will contact the local or state health department. The health department will investigate the situation. Specific prevention and control measures will be recommended to reduce spread to others. Notification will be made to all parents of the outbreak. Appropriate preventive measures will be taken to stop the spread of the outbreak, such as cleaning, sanitizing

and the exclusion of infected children. We will practice covering your cough, sneezing into your elbow, hand washing, disposable hand towels, and using personal water bottles, to avoid this from occurring at the childcare.

C) Loss of power, water or heat: Site Director will contact the utilities company to notify of outage and assess expected time of outage. Site Director and Executive Director will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. We will then determine whether the children need to be sent home or may continue to stay. The local health department will be contacted if in doubt and determination will be made if care can continue and still meet the rule requirements. Parents/ Guardians will be contacted as soon as possible to pick up their children if loss of power, water or heat is longer than an hour.

D) Other threatening situations that may pose a health or safety hazard to the children: In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our primary location. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we must evacuate. Children will be evacuated immediately before calling 911. In case of evacuation Site Director will take the attendance roster, exit the center with the children to the designated meeting place. Site Director will account for all the children, call emergency personnel (911), and notify them if all children are present or if any are missing. We will not return to the building until the all clear is given.

***Note: If a school is in Lockdown prior to our center hours of operation we will be closed.**

There is always one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents/guardians or EMS will transport. **It is our policy to call 911 if there is an illness/injury that is life threatening. If you refuse consent to transport, we will call the provided emergency contact list and then call 911.**

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

Management of Illness

The Community Learning Centers provide children with a clean and healthy environment. It is our hope that sick children will not be sent to the center. If this occurs, they will be sent home. Please plan and have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stools in a 24-hour period.)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free; a doctor's note will be required stating that the child is not contagious.

Immunization requirements

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment we require immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. We may also require tuberculosis examinations in compliance with law.

Medications

The center will administer medications to a child only after the parent completes a Request of Medication form. All proper sections must be completed, and the medication handed to the staff member each day. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition which is authorized by a physician. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are always permitting their child to have access to the inhaler. The child must keep the inhaler in his/her backpack and the backpack must be kept in the office. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over-the-counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over-the-counter medications will not be administered for more than three days without instructions from a physician.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. The Site Director/Executive Director shall make all final decisions. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you the center to be positive.

Parents are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Become involved with the Parent Advisory Committee and help make program decisions.
- Contact other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.

Parent Conferences: Parent conferences are scheduled annually at the end of the first semester. All parents/guardians are encouraged to take advantage of this opportunity to meet with the academic staff of the center. Daytime and evening hours are made available.

Additional Policies:

Balloons, Flowers, and Treats: Balloons, flower bouquets, and treats are great ways to celebrate birthdays at home, but they do not work out very well at school or at our learning centers. Unfortunately, we have difficulty with space to store them when they arrive, and they become distracting for some students, especially to those children whose families may not be able to afford them. Therefore, we do not permit balloons, flowers, or special treats.

Bicycles, Skateboards, Scooters, and Rollerblades: Students riding bicycles to and from school and the learning center sites must park and lock them in the designated bike areas. We cannot be responsible for lost or stolen bicycles. Skateboards, scooters, rollerblades and shoe-skates, etc. are not permitted at the centers.

Bullying: Bullying will not be tolerated at the center. Bullying is defined as harassment and/or intimidation used in any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) Causes mental or physical harm to the other student: (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Dangerous Weapons – Zero Tolerance: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center as by Ohio Revised Code Section 2923.1212.

The Lancaster Board of Education and the Afterschool Programs of Lancaster Learning Centers share a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the Lancaster City Schools Serious Misconduct Code, which could include suspension and expulsion from school and dismissal from the learning center programs.

Dress and Grooming: Students attending the learning centers have the right to express themselves through their choice of personal appearance, style of dress, and/or grooming, as long as their choice(s) does not interfere with the educational process or programs of the center. Students are, however, encouraged to demonstrate a sense of pride in themselves, their families, and their school when making decisions affecting their personal appearance. Parents should use the following guidelines in determining what is appropriate dress and grooming for their children at school and the learning centers.

- Clothing worn to school or the learning center should fit properly, be neat, clean, and free of odor.
- Students must wear appropriate footwear to school. Athletic shoes may not contain cleats.
- Bare midriffs, spaghetti straps, tank tops cut low under the arms, and sheer and/or suggestive clothing are not permitted. Shorts must be long enough to reach fingertips when arms are hanging down.
- Clothing advertising drugs, alcohol, tobacco products, violence, or other offensive items are not permitted.
- Hats and bandannas are not to be worn inside during the school day unless otherwise designated.
- Clothing may not contain profane language or an inappropriate message.
- Dangling earrings should not be worn for the student's own safety.

Students in violation of our dress code may not be permitted to participate in programs and may be dealt with through some form of disciplinary action.

Smoking and Tobacco Use: All school buildings and school grounds within the Lancaster City District and the premises of each learning center are designated as smoke-free environments. All employees, students, parents, and visitors are asked to refrain from smoking and/or using tobacco products anywhere on center or school property.

Sexual Harassment: Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior, which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

Telephones: The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity.

Transition Policy for The Afterschool Programs of Lancaster Community Learning Centers: Gorsuch West, Tallmadge, Tarhe Trails, Mt. Pleasant, and Medill.

The Afterschool Programs of Lancaster Community Learning Centers have multiple open enrollment sessions at our main office where parents and students are welcome to visit and meet our site directors and staff. Parents are always welcome to visit or volunteer at our centers at any time during the school year. The site director and staff at each location attends the school hosted open house where parents and students can meet, ask questions, and enroll in our programs. If students matriculate into our program throughout the school year our site directors meet with students and parents to initiate the enrollment process and discuss rules and expectations.

Our students are typically grouped by grade in our centers; k-2 and 3-5. Depending on enrollment numbers, we have 2, 3, or 4 groups. We rotate within the program from homework, to math, to reading. In some centers the teachers remain with the same group of students and in some centers the students rotate to a different teacher. We use the gym, cafeteria, computer lab, library and classrooms. The teachers lead the transition and communicate via walkie talkies.

At the end of each school year we have awards ceremonies to mark the academic strides that were achieved that year. If we are informed that a student will be leaving us during the school year, we make an announcement during programming and give our departing student a small gift and a card of well wishes.

Safe School Helpline: Help keep our schools and learning centers safe! When you spot any activity that could hurt students or our center, you now have a way to let someone know without ever being asked your name. You can call the Safe School Helpline at 800-418-6423, Extension 359.

Personal Property: Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. The site directors/Executive Director reserve the right to specify the types of personal items and games that students may bring on center property.

Homework/Internet Use: Students will be assisted with homework as time allows. Unless special programming is taking place, students will have time to work on homework each day. Homework **may or may not** be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Students will have access to the Internet at the center only with parent approval. Inappropriate usage of the Internet will result in loss of privileges.

Confidential Information: All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to administrative personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

Parents will be asked to sign a release form to allow the learning center to **share** information **with** or **obtain** information **from** the school staff or administration regarding their child.

Playground Safety Rules: The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during school will be observed during the time the child is enrolled in the learning program.

- Students may not leave the playground without staff permission and supervision.
- Students should stay away from the cars in the parking lot and the bicycles in the bike racks.
- Be considerate of others and share the equipment.
- Do not push, trip, hit or tease others.
- Do not throw snowballs, rocks, or sticks.
- Go down the sliding board in a seated position, feet first. Only one student may slide down at a time. Use the ladder when climbing to the top of the slide.
- Be safe, be careful, and be kind!

Newsletters: The Afterschool Programs of Lancaster will maintain a website (www.afterschoolprogramsoflancaster.org) and a Facebook page with updates. We also have a Twitter account. The Centers will have a monthly publication available for parents that contain important information and a schedule of events specific to that Center.

Center Parent Information required by Ohio Administrative Code: A copy of the Parent Information form is included in the registration packet. It can also be found online at <http://ifs.ohio.gov/cdc/childcare.stm> look for JFS 01237 Center Parent Information.

REVISION DATE: (10/26/2018)

USDA Nondiscrimination Statement:

USDA Nondiscrimination Statement SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. Page 1 of 3 October 14, 2015 USDA Nondiscrimination Statement (Continued) For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. 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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: http://www.fns.usda.gov/snap/contact_info/hotlines.htm. To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider.