



COVID-19 INFORMATION

- All kids must be 6ft apart. We will have spots measured 6 feet apart in each room your child is in.
- Temperatures will be taken on all kids that come into the before and after school program. A staff member checks the child's temperature, the parent then signs the child in and you mark that the temperature was below 99.5 (if their temperature is higher than this in the morning and we have taken it several times the child must not attend the program. If the child's temperature in the after school program is higher than this, we will contact parents. It is expected that the child will be picked up within 15 minutes. If parents cannot be reached, we will proceed through emergency contacts, if emergency contacts cannot be reached, DCFS will be contacted.), then we will take them to wash their hands and then they are delivered to their designated location.
- No more than 25 kids should be in any given area. We will use more locations in the school to make sure the kids are the correct distance apart. Each child will be assigned a group, or 'team', that they will be in for the rest of the year, where each group will be located will be included below and your child will know which team they are in on the first day.
- Snacks will be delivered to the rooms by the runner.
- The rooms we are using for the programs will be sanitized BEFORE and AFTER the program.
- Kids will not mix with each other so no group activities. We will take turns outside and activities will be done in the various locations with their specific group.
- A runner will answer the door in the afternoons and deliver the children to their parents (parents will not be allowed in the schools)
- If children start to show signs of sickness during the program the child will be isolated and a parent will be called immediately. Child's temperature may be taken at any point during the program.

Team Discover: Computer Lab **Team Explore:** Gym **Team Wander:** Cafeteria

Lincoln Elementary Before/After School Program

Guardian Handbook Policies and Procedures



Lincoln Elementary Before and After School Program Mission Statement

At Lincoln Elementary Before/After School Program we strive to provide a safe out of school environment that will provide parents with peace of mind. Through building relationships with our families and students we hope to help children learn, grow and reach their full potential. We will offer new learning opportunities that help students do better in school and life.

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Dear Parents/Guardians,

The staff at *Lincoln Elementary B/ASP* would like to take this opportunity to welcome your family. We pride ourselves in creating an environment where students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This handbook outlines what you may expect from the *b/asp* and what the program expects from you in return. We hope it will be helpful and we welcome your suggestions and feedback.

Responsibilities & Expectations

As providers, WE agree to:

- _ Provide a consistent, quality and respectful program
- _ Provide a safe, wholesome and challenging environment
- _ Listen to student's concerns and answer their questions
- _ Treat each student with respect and dignity
- _ Respect each student and family's confidentiality
- _ Be sensitive to all cultures
- _ Encourage creativity, growth, and foster self-esteem in each student
- _ Assist each student in educational and recreational development
- _ Provide positive reinforcement and clear discipline
- _ Provide daily nutritional snack
- _ Comply with the grant regulations and enforce handbook obligations

As a student and or guardian, I agree to:

- _ Listen and abide by all directions of staff and teachers
- _ Be on time
- _ Practice respect to ALL other students and staff
- _ Practice respect of property
- _ Stay with my group at all times
- _ Try to resolve all conflicts or problems in a productive manner
- _ Leave personal belongings at home
- _ Remain drug, tobacco and alcohol free
- _ Display a positive attitude, be kind and show appreciation
- _ Have the right to feel safe
- _ Not disrupt the program or jeopardize the health and well-being of students and Staff by staying home if I am sick.
- _ Support the program and its many components of the day
- _ Adhere to the rules and regulations in the handbook, grant and of the program
- _ If a student chooses to bring games, puzzles, books, and personal items, parents must recognize that the staff cannot be responsible for loss or damage of these belongings.

General Information

Our Staff

Lincoln B/ASP strives to hire and train the most qualified staff. All staff must be highly qualified according to the Davis School District. Our staff are committed to providing engaging opportunities to the youth participating in our program. They will participate in professional development throughout the year to raise their quality of care.

Communication

Lincoln B/ASP utilizes many different ways to communicate and pass on information to our families. The use of phone trees, emails and newsletters will be used throughout the school year to get information to our families. Please refer to our grievance policy for any concerns on your end.

Parent Involvement

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the site director, or staff assistants is encouraged. The B/ASP is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs.

A Parent Board should be included in each site and will display parent calendars and newsletters, which will inform parents of what is happening in their student's program.

The center will make available information on upcoming events and additional parenting resources. It will also have a schedule for the day, the snack menu, license, and contact info for concerns.

Volunteer Information

*covid-19 update: we will be using no volunteers at this time

Lincoln B/ASP operates with the help of many volunteers in the community. These volunteers are required to sign in and out and review the program goals. They are required to sign a code of conduct as well. We do not allow our volunteers to be alone with the students at any time. There is always a qualified staff present to provide supervision.

Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student grades K-6 are eligible to participate in the Lincoln B/ASP and are enrolled on a "first come, first served" basis or referral by a teacher or the principal. Children with special needs (physical, emotional or mental disabilities) are eligible to participate in Lincoln B/ASP as long as existing staff are able to provide adequately for the student's needs in the program setting. We will do our best to accommodate all children, but they must be able to perform without assistance and follow the *Roles & Responsibilities*.

Parents of students with special needs are required to make an appointment with the site director prior to registering the students in the program.

The enrollment capacity will be established by the site director and principal according to the needs and space available at the school.

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Registration

Before your student can begin participation in Lincoln B/ASP a registration packet must be completed. The registration packet includes:

1. Youth Information
2. Parent/Legal Guardian Information
3. Emergency Contacts

4. Special Health Needs (allergies, medical needs, etc.)
5. People other than the parent/guardian who are authorized to pick up the youth
6. Fieldtrip/Transportation Release
7. Emergency Medical Treatment Release
8. A Computer and Internet Acceptable Use Agreement (on file in school office).

A Current emergency information and medical treatment form will be kept on file for each student. It will also be copied and taken on all field trips. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions. In case of serious illness or injury, the staff will call the parents to come pick up their child. They will be isolated to the best of the programs ability until the parents can arrive. If a parent can not be reached then an emergency contact on the registration form will be contacted. However, in all cases, staff will call for emergency assistance in situations that are deemed to be serious enough in nature as to cause harm to your child's life. We also have an on call nurse for initial questions.

It is also the parent's responsibility to let the director know of any custody issues or individuals who are not allowed to pick up their child. A legal document may also be needed.

Homework Policy

Students are required (per grant specifications) to work on homework for 30 minutes minimum during program hours. This may include classroom reading or other homework provided by the classroom teacher. Each staff will assist students with any homework on a daily basis during that 30 minutes. If students do not complete daily homework during that time, it will be sent home and become the parent's responsibility to help their student complete it. There will also be assistance each day by a certified teacher. If you have any specific homework needs for your child that the Lincoln B/ASP can help with, please contact the site director. Refer to the daily schedule to see when homework time will take place to work your pick-up schedule around this time if possible. This educational time is vital to the success of each child.

Program Information

**PLEASE READ COVID-19 INFRMATION FOR PROGRAM
INFORMATION UPDATES!**

Sign In/Out Procedure

The following procedures will be followed when youth arrive or leave the program.

* Each youth must be signed in at the BSP and out of the ASP by an authorized person listed on the registration form. When signing out you must include the date and time the youth leaves.

* Persons signing youth in or out of the program shall use identifiers, such as a signature or initials and have photo identification if they are unknown to the provider.

*Only parents or persons with written authorization (or are listed on their registration form) from parents will be allowed to take youth from the program. The staff will question anyone that is unfamiliar to them and check their ID to pick up a student. Please let the person you are sending to pick up your child know to bring proof of identification. If someone other than those listed on their emergency forms is picking up the student, notification to the site director is required in writing.

*Parents are required to provide their own transportation for the student's pick-up each day. Staff are not allowed to transport any of the students to or from the program.

***All children must be signed IN to the before school program each morning. The school works with the fire and police department to set up a safe walking path to school with lights and cross guards. This is not the case in the early before school hours. If this will not work with your family please consider asking another before school parent to assist with this issue, or have your child wait and just walk to school when it is going to start. Remember that these programs are an option and for the safety of your child this rule will be enforced. You may also have another child sign a sibling in as long as they are no longer elementary school age.**

Arrival to Program

All children will walk directly to the after school program immediately following the school bell. The staff will take a roll within the first 10 minutes of the program. Any child unaccounted for will have a call to home to check on the child. If no answer the staff will then go down the contact list to find a responsible adult to verify the whereabouts of the child. In an event that no parent or contact is available the staff will make a written note of the efforts on their sign out chart and the local police will be contacted. Remember that early efforts to locate the child will also include talking to the principal, checking the school absent list, talking with the school day teacher and other children in the program.

Departure from Program

Each youth's registration form indicates that the only available departure from the program consists of an authorized person signing the child out. There will be NO walking home from the program without that signature. You may have a friend of the family, neighbor, or other sibling (as long as they are no longer in elementary school and listed on the approval to sign out list) sign out your child. This is for the safety of your child and the program. All children must be picked up no later than 6pm daily. Late fee's may be applied if you are late and police called if the child has been left and there was no success of reaching a parent or contact. Contact the program in the event that you will be late or another person will pick up your child.

Daily Schedule

COVID-19 UPDATE: Rotating schedules, schedule will vary by group, but will include:

Monday-Thursday

Sign In and Welcome
Wash Hands and Snack
Outside Recess
Homework time
Daily Enrichment Activity Choices
Clean Up
Parent Pick Up

Friday

Sign In and Welcome/Greeting
Free choice
Friday Special Activity
Wash Hands and Snack
Outside Recess
Homework Time
Group Activity
Clean Up
Parent Pick Up

Snack

The Lincoln B/ASP will provide a daily nutritious snack. It is the responsibility of the parent/guardian to inform the program if their child has any food allergies (see health form). If your child has an allergy then we will need an doctors note. The program will provide an alternative. Snacks are provided by the USOE therefore we must comply with their regulations. USOE mandates that we provide a drink and snack each day to every child enrolled in the program. You may send a snack with your child if your child does not prefer what we provide. We will only give an alternate snack in the situation of an allergy (with doctors note), not food preference. We will offer a two week variety to help fit everyone's needs. The snack menu is posted for your convenience.

Healthy Practices

Covid-19 update: Hand washing will happen frequently throughout the program when needed. Hand sanitizer will be available.

Staff and youth will wash their hands with liquid soap and warm running water at the following times:

- After using the toilet
- Before eating
- Before and after food preparation

We encourage hand washing at these additional times throughout the day:

- Upon returning from outdoor activities
- After wiping noses
- After handling animals
- Before and after food preparation during cooking clubs

Hand washing procedures will be posted throughout the program area. All areas utilized

for food preparation or eating will be sanitized prior to use. We also have hand sanitizer and Keenex available at all times.

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Policies

Child Abuse/Neglect Reporting Requirements

Utah law requires any person who has reason to believe that a child has been subjected to abuse, neglect, or dependency to immediately notify the nearest Office of Child and Family Services, a peace officer, or a law enforcement agency. Abuse, neglect, or dependency of a child can be physical, mental or sexual.

Exclusion of Staff and Youth

If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been completed and/or the doctor releases the student.

Youth with any of, but not limited to, the following symptoms should not attend the Lincoln B/ASP:

- Fever (do not return until the child has had NO fever for 24 hours)
- Diarrhea
- Vomiting
- Undiagnosed Rash
- Inflamed or Matted Eyes
- Severe cold, cough, and/or sore throat

If your student shows signs of illness after arriving at the program, we will separate him/her to the best of our ability from the other youth.

The Site Director or staff will then contact you and require you or an authorized person to pick the student up from the program. If a guardian cannot be reached, the youth's emergency contact numbers will be called (see "Should I send my child to school? Form).

Medication

We prefer not to give *any* medication to youth, but if a youth is to receive *any* medication during the hours of the program, the following policies must be adhered to.

Our program will administer medication to a youth only after receiving a completed Authorization for School Personnel to Administer Medication form. We also have a nurse on call each day to help with any health concerns that the director may not be able to handle. All medication will be locked up in a secure location.

Attendance Policy

For the safety of your student, we ask parents to notify the Lincoln B/ASP if their youth will not be attending the program in the event of illness, vacation or other activities on a regularly scheduled attendance day. The Lincoln B/ASP site director needs to be notified by parents either through a written note or personal phone call. If the youth has attended the school day and has not arrived to the program, staff will attempt to notify a parent or emergency contact. If parents, guardians, and emergency contacts cannot be reached and the child is not located, local law enforcement will be called. We will not allow a child to just leave because they don't want to be there or want to go home with another individual.

Transportation / Field Trips

At our program we do not transport to or from the program. We also follow the School Districts policy of transporting children off school property.

For youth attending any field trips, a transportation release form will need to be signed by the parent or guardian (included on registration process).

If there are delays with the return of a field trip, a program staff member will notify the parents or legal guardians.

The program cell phone will be taken on all field trips.

If your child is attending the program from another school then you will be responsible to get your child to and from the program daily.

Accident/Injury

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times the staff person attending to the youth will administer minimal first aid. If a more severe incident occurs (hitting their head, open wound etc) an incident report will be filled out and parent contacted. A copy of the report, including how the incident occurred and steps taken will be given to the parents upon pick up of their child. If an outside health provider is needed you will be contacted and we will also report it with Care about Childcare. All staff will be certified in CPR.

Computer Use and Internet Safety

It is the policy of Lincoln B/ASP to permit students to have internet access.

An Acceptable Use Contract must be signed by the student and his/her parent or guardian. This contract is maintained in the school office.

Grievance Process

The Lincoln B/ASP is an equal opportunity employer, and holds that all employees, parents, and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive, or in violation of any civil rights.

Employees, parents, and youth wishing to appeal decisions and/or actions made by the Lincoln B/ASP shall first discuss the complaint with the Site Director. The Site Director shall conduct an investigation into the complaint as deemed necessary.

The Site Director may also include the school principal, counselor, or your child's school day teacher if needed to help resolve the issue.

You may always use the suggestion box to address any problems, concerns or ideas of the program.

Behavioral Expectations

It is the goal of the *BSP/ASP Program* to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, site director, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth. The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. The program will use the following positive discipline measures:

If your child misbehaves or breaks any of the rules, they will receive a written warning that will be sent home to be signed by a parent and the student. Three written warnings will result in immediate expulsion from the programs.

Emergency and Disaster Preparedness

Our program has an emergency and disaster plan which follows the school's procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area that the program operates in. The program holds quarterly emergency drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster which requires us to leave our site, we will evacuate to _____. If that site does not work out, our back up evacuation site is _____.

We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan are as follows:

- The person in charge is the Program Director.
- The person with decision making authority is the Program Director.
- People who will be notified in an emergency are the School principal, Program Manager and parents.

Emergency telephone numbers:

- Emergency medical personnel 911
- Fire Department 801-336-3940
- Police 801-497-3800
- Poison Control 1-800-222-1222

Extravaganza

COVID-19 UPDATE: Extravaganza will happen in some form, details as more information becomes available.

Extravaganza is a performance that the After-School Program participates in each year in the springtime. It will be a 6-8-minute program that shows the theme that we are learning that year. Participation is not required but strongly encouraged. If your child is not performing that night, parents will be responsible to find an alternate childcare for that day.

