

# **SCOTTIE KIDS CLUB PARENT HANDBOOK**

## **TRI-VALLEY LOCAL SCHOOL DISTRICT**

DRESDEN, NASHPORT, FRAZEYSBURG

- ❖ THIS HANDBOOK CONTAINS INFORMATION ABOUT OUR SCHOOL-AGE CHILDCARE. PLEASE KEEP IT HANDY THROUGHOUT THE SCHOOL YEAR.

### **WELCOME AND INTRODUCTION**

The Tri-Valley School District is pleased to provide before and after school child care to families within the Tri-Valley Local School District as a safe place for your school-age child(ren) to be before and after school, when parents are unavailable due to job/vocational constraints. This programming will be available at satellite sites throughout the District to include Nashport Elementary School, Dresden Elementary School, Frazeyburg Elementary School. The program is managed under the auspices of Tri-Valley Local Schools by the Program Coordinator.

The "Scottie Kid's Club" will provide school-age students with a positive, well-structured environment in which they can learn and grow, physically, mentally, emotionally and socially. Students will follow a daily schedule that will allow time for creative, educational and physical activity.

### **1. PROGRAM PHILOSOPHY**

The philosophy of "Scottie Kid's Club" is that all children of working families or with one or both parents seeking further education be provided a safe environment both before and after school where they can thrive and feel safe. This environment will ensure an opportunity

for children to develop socially, physically, mentally and emotionally as is developmentally appropriate. "Scottie Kid's Club" is intended to provide parents with the peace of mind knowing that students in the program are in a safe environment where they are being thoughtfully supervised and given the opportunity for personal growth.

## **2. PROGRAM GOALS**

The goals of "Scottie Kid's Club" in the Tri-Valley Local School District are as follows:

- 1) To provide a quality school-aged child care program before and after school that operates during the school year, excluding Holiday breaks and days when school is cancelled. The program will operate on two-hour delay days at no additional charge but not during early dismissal days due to weather.
- 2) To provide students involved in the Program with opportunities to grow mentally, physically, emotionally and socially.
- 3) To offer a variety of developmentally appropriate activities as well as time allotments for school work, reading, recreation and games, arts and crafts, music, and supervised free time for children to pursue their own interests. All of these items will be offered in a safe and friendly environment.
- 4) To establish staff development practices that ensure staffing at all levels have the knowledge, skills and abilities necessary for working with school-aged children and their families.
- 5) To establish a program evaluation process that will regularly assess the performance of the Program, its staff, and students as a basis for expanding successes and making continuous improvements.

- 6) To establish a means for regular and effective communication between the Program and home.
- 7) To develop and implement a plan for collaboration with other child care center agencies and organizations to expand the resources available for providing a comprehensive school-aged child care program here at Tri-Valley.
- 8) To maintain the correct staff to student ratio as outlined by the Ohio Dept. of Education.
- 9) To consult with special education staff to make any needed program modifications for any special needs children that might become enrolled in the program.
- 10) To assist the students in the development of improved health and safety skills through day to day participation in the program.

### **3. PROGRAM OBJECTIVES**

For Our Children:

- 1) To provide a positive environment that is interesting and encourages growth in all aspects of a child's development.
- 2) To provide age appropriate programming and activities including tutoring and homework assistance.
- 3) To provide a safe environment from a facility perspective.
- 4) To provide students with supervision from a staff that is well trained through professional in-service opportunities.
- 5) To have students annually evaluate the Program.

6) To communicate frequently and effectively with each child's parents/guardians.

#### For Our Families:

- 1) To give families who have to work at inopportune times or those who must attend higher forms of education, peace of mind because their child is thoughtfully being cared for.
- 2) To provide our District's families with a safe, convenient and affordable option for before and after school childcare.
- 3) To provide age appropriate and developmentally appropriate activities for every child.
- 4) To provide staff with in-service opportunities that will allow them to communicate effectively with each child's family.
- 5) To give parents an opportunity to evaluate the Program annually.
- 6) To establish a method for effective communication between home, school and the SACC Program.

#### For Our Community

- 1) To plan staff development opportunities that utilize local trainers and resources.
- 2) To aid in creating future good citizens through modeling satisfactory behavior expectations.
- 3) To support job growth and expansion by allowing adults the opportunity to utilize our Program while they work or attend to opportunities for furthering their education.

## **4. License**

Ohio Department of Education

CENTER PARENT INFORMATION

REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request. The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

## **5. ADMISSION TO "SCOTTIE KID'S CLUB"**

School-Aged Child Care (SACC) Programming provided as "Scottie Kid's Club" is available to any elementary school child between the ages of 5 years (must be in Kindergarten) and thirteen years of age who attends school in the Tri-Valley Local School District at either Dresden Elementary School, Nashport Elementary School, Frazeyburg Elementary School. A child(ren) can be admitted to "Scottie Kids Club" once the application for admission is completed, the receipt of Policies and Procedures handbook has been signed and the registration fee has been paid. Registration forms are located on the District's page under the SKC tab. ProCare is used to maintain records and billing. Parents are expected to keep the Program Coordinator informed of any changes to personal information that might occur throughout the year. This includes emergency and health information. 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.

## **6. HOURS OF OPERATION**

"Scottie Kid's Club" will be available Monday thru Friday, both mornings and afternoons. The morning session will run from 6:30 AM until the start of school. The afternoon session will be available from the end of the school day until 5:30 PM. The program will not be available if school is not in session for any reason. The program will be available on days that there are two hour delays at an additional charge of \$5 per child. There will be no Latchkey on early dismissal due to weather or other serious circumstances. Children should be dropped off at the rear doors of the building and will be let into the building by a member of our staff. Please make sure your child is in the building before leaving. All doors to the building will remain locked at all times in cooperation with the District's building lock-down policy

### **IMPORTANT**

#### **LATE TO PICK UP YOUR CHILD(REN):**

We realize that from time to time there are traffic tie ups and other unforeseen delays in our hectic schedules however, PER OUR LICENSE AND OPERATIONAL POLICY, ALL CHILDREN MUST BE PICKED UP BY 5:30PM.

IN THE EVENT THAT A PARENT/GUARDIAN IS LATE TO PICK UP A CHILD THEY WILL BE GIVEN ONE REMINDER THAT OUR DAY AND LICENSE ENDS AT 5:30PM.

SHOULD A PARENT/GUARDIAN BE LATE A SECOND TIME IT WILL RESULT IN AN ADDITIONAL FEE\_BEING ADDED TO YOUR BILL OF \$5.00 FOR THAT DAY PLUS \$1.00 PER MINUTE AS ASSESSED IN TIME LENGTH BY THE STAFF PERSON IN CHARGE.

A THIRD VIOLATION WILL RESULT IN DISMISSAL FROM OUR PROGRAM.

## **7. COST TO PARTICIPATE IN THE PROGRAM/WEEKLY BILLING**

There is a one-time registration fee of \$50.00/child to be admitted. Siblings registration fee will be \$25. This fee must be paid at the time of registration. The cost for each session will be \$7.00 per child. Payment is required to be paid the following week. Bills are issued every Tuesday or Wednesday. Payment may be made by cash, check, or Payschools. Payschools will always reflect a \$0 balance. Please make checks payable to Tri-Valley Schools. There is a \$15.00 fee for returned checks and cash will be expected for all future payments in the event a check is returned a second time. Any accounts that are 14 days past due will acquire a \$10.00 late fee each week until payment is made in full. Failure to make successful, on-time payments will result in dismissal from the program, or will be asked to pay in advance. Your account balance can be obtained at any time from the Program Coordinator or by checking Procure.

## **8. STAFF**

Students involved in "Scottie Kid's Club" Programming will be directly supervised by staff members who are onsite. All students will be immediately visible to those staff members in charge at all times with the exception of restroom visits. Staff members will be subject to BCI/FBI Fingerprinting and will be satisfactorily trained in CPR, FIRST AID, COMMUNICABLE DISEASE RECOGNITION and CHILD ABUSE RECOGNITION/PREVENTION as required through the Tri-Valley Local School District. Additional relative ongoing staff development will occur annually. Staff members will be supervised by the Program Coordinator of Scottie Kid's Club. "Scottie Kid's Club" Programming will be offered at



Nashport Elementary School, Dresden Elementary School, Frazeyburg Elementary School and will take place within the school buildings and on the school playgrounds. All doors to the building will be locked during "Scottie Kid's Club" hours. Students will be permitted to use the restroom facilities located in the cafeteria. Students will not leave the school grounds for any reason unless they are under the supervision of their parent/guardian. No field trips will take place. ODE licensing requirements are staff ratio of 1:18 for children ages 5 to 13.

### **Guidance Policy**

Scottie Kids Club believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right thing") and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate.

### **EXPECTATIONS:**

Students are expected to follow the rules set up in each activity. They are to be respectful and listen to All teachers and instructors.

Students are to follow the Tri Valley Local School's Code of Student Conduct.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to remove the child. Every attempt will be made to work together with the parents and the child

to correct the behavior. The Program Coordinator will communicate with the parents/guardians prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22

### **CONSEQUENCES IF YOUR CHILD FAILS TO FOLLOW THE RULES:**

First Offense-Strike one (written letter sent home)

Second offense- Strike two (written letter sent home, a meeting scheduled with director and parents)

Third offense- Strike three (student will be removed from the program.)

### **9. STUDENT ARRIVALS AND DISMISSALS FROM THE "SCOTTIE KID'S CLUB"**

Students arriving for "Scottie Kid's Club" should be dropped off to enter the building at the rear doors of the school building. Parents may also walk their child inside. Once inside, students should report to the onsite Program Leader to be signed in for the day. **Students will be picked up no later than 5:30. STUDENTS MUST BE PICKED UP AT 5:30. IF YOU ARE LATE TWO TIMES, YOUR CHILD WILL BE REMOVED FROM THE PROGRAM.**

**Departure:** all children will depart from one appointed door. Parents must be timely when picking up their children.

**Release of Child:** Site Coordinators will only release children to persons on the release form provided by the parent/guardian. Persons picking

up the child will show a must have a current driver's license or picture I.D... 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.

**Custody Agreement:** If there is any change in custody agreement the school and program coordinators must be notified immediately.

**Child Abuse Reporting:** All staff members are mandated to report any signs of child abuse.

## **10. OUR POLICY ON COMMUNICATION WITH PARENTS**

The Program will strive to keep parents/guardians informed about the Program and the services it provides. This communication plan will include but not be limited to:

- 1) Conferencing with the Program Coordinator and Team Leader to discuss problems or behavior issues. Please email to make an appointment.
- 2) Providing parent/child activities that encourage social development.
- 3) Children's behavior issues will be documented and shared with Home.
- 4) Complete and comprehensive records will be kept about injuries that occur during the Program.
- 5) Papers, crafts and seasonal projects will be sent home to be shared with parents/families.
- 6) Telephone conferences are available with the Program Coordinator at any time.

- 7) A survey will be developed to evaluate the Program annually. Staff, students and parents/guardians will be encouraged to participate
- 8) Program Coordinator will post information and alerts on the Scottie Kids Page.

## **11. STUDENT PREPAREDNESS FOR EMERGENCIES/DRILLS**

Students will participate in monthly fire, tornado and response to a building intruder drills and will know how to properly respond to emergency situations. Fire, tornado and the response to a building intruder drills will be practiced, monitored and posted.

## **12. ILLNESS DETECTION/ ILLNESS MANAGEMENT**

Scottie Kids Club Programming provided through the Tri-Valley Schools at satellite sites throughout the Tri-Valley School District will be administered in a safe, clean and healthy environment. To ensure the safety and health of all students attending AM/PM Programming we ask that you do not send a sick child in to obtain services.

In compliance with our District's communicable disease policy, the parent shall be notified immediately for:

- a child who demonstrates a fever of 100 degrees or more
- severe coughing that causes a child to become red or blue in the face or makes a "whooping" sound
- difficult or rapid breathing
- diarrhea
- yellow skin or eyes
- redness of the eyes that includes discharge or matting
- conjunctivitis

- and/or untreated rash or skin patches.

The child will be removed from the group and their emergency contacts will be called for them to be returned home immediately.

A child with any of the following signs or symptoms of illness shall be isolated immediately to an area free of other children but within clear sight or hearing of a staff member. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the Program Coordinator or onsite Team Leader and the parent(s)/guardian(s). The child will be evaluated for:

- unusual spots or rashes
- sore throat or difficulty swallowing
- elevated temperature above normal
- vomiting
- evidence of lice, scabies, or other parasitic infestation
- any exhibition of a communicable disease.

### **13. Medications**

**Scottie Kids Club staff members will not administer any medication of any kind to any child. In the event that a child has a medical emergency, we will call 911.**

### **14. Transportation**

There will be no transportation provided by the Tri-Valley Local School District for the purpose of transporting children to and from "Scottie Kid's Club. "Parents/Guardians will be responsible for delivering their

children to the SACC site in the mornings and for picking them up from the site in the evenings. However, the site obtains written emergency transportation authorization and health information from each parent or guardian before the child begins attending the program.

### **15. Snacks**

Students are encouraged to take advantage of the school breakfast program at the SACC site. Students may also bring in a breakfast meal/item of their choice. No microwave is available for preparing meals. The "Scottie Kid's Club" will not provide a morning snack.

A healthy snack will be provided during the afternoon session. A variety of items will be offered such as fruit, vegetables, cheese, crackers, pretzels, etc. If a parent feels that their child may need more food than we provide they may choose to send something additional with their child(ren). Please keep in mind that we do not have access to microwaves or refrigerators and that whatever you send must be able to be eaten in a timely fashion. Children may not share their food.

### **16. EMERGENCY ACTIONS FOR WEATHER, MEDICAL, DENTAL AND OTHER TYPES OF EMERGENCIES**

In the event of inclement weather that causes the services of the Scottie Kids Club to be disrupted, every attempt will be made to notify the parents/guardians. The Scottie Kids Club will remain open until the last child is picked up (not to exceed our normal operation hours). Parents may also sign up on the Communication tab of the [www.tvschools.org](http://www.tvschools.org) website to receive automatic text and email messages in the event that school/Scottie Kids Club is closed for the day.

In the event that a medical or dental emergency presents itself, staff will implement the Emergency Response Procedure by calling 911 and will do their best to provide basic first aid/basic emergency cardiac care to the individual until the emergency medical staff arrives. In the event that another emergency presents itself, the staff will keep the students best interest to ensure the safety of those in the Program.

## **17. DAILY SCHEDULE**

The daily schedule for the "Scottie Kid's Club" will be:

### **Mornings**

6:30 AM to 7:30 AM: Arrivals and quiet activities such as homework, games, art activities, reading, talking with friends, or special activities will be available in the cafetorium. Recreational activities will be available in the gymnasium at the discretion of the staff.

7:30 AM to 8:30 AM: Gym open!

8:45 AM to 9:00 AM: Breakfast and Preparation for Dismissal

9:00 AM: Student dismissals to classrooms

### **Afternoons**

3:30 PM to 3:50 PM: Afternoon snack and drinks

3:50 PM to 4:20 PM: Homework help and reading time

4:20 PM to 5:15 PM: Free Play Choices to include: Time outside or in the gym (weather to determine location); art activities; special activities; games; etc.

5:15 PM to 5:30 PM: Cleanup and preparation for dismissal

**SCHEDULES ARE SUBJECT TO CHANGE AS THE NEED ARISES**

## **18. Outdoor Play**

Weather permitting-Based on the state requirements students will be permitted outside if the temperature is 25 F and above, and below 90 F. (Wind chill and heat index will be factored in)

## **19. INJURY MANAGEMENT**

In the event a child obtains a minor injury while participating in "Scottie Kid's Club", a staff member will deal with the situation by the best possible means. In the event that the injury is more serious, first aid will be administered, the situation will be evaluated and the parents will be contacted immediately. If an injury or illness is life threatening, EMS will be contacted and the parents will be called immediately after. Staff will never provide transportation for any reason, Injury reports will be completed for any situation that presents itself and will be given to the Program Coordinator of "Scottie Kid's Club" in a timely manner. A copy of the injury report will also be sent home to the parents/guardians and a copy will be placed in the student's file. Parents will be notified immediately in the event that their child sustains a serious blow to the head and/or for any injury that occurs to the neck, face or skull region that causes a mark of any kind to be left on the body.