



Woodward Pacers 21st CCLC Program

Parent Handbook

Rev. 05/01/2024

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21st Century Community Learning Center (CCLC) at Woodward

Mission, Philosophy & Goals

Delaware City Schools Mission & Vision

Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society.

We will build on our traditions, respect our diversity, and partner for a strong community.

School Age Child Care Mission & Philosophy

We embrace, support, and align with the mission of Delaware City Schools by offering engaging, innovative programming provided by qualified and caring employees in an environment where all students feel safe and welcome.

Our curriculum approach is influenced by the Science of Learning and Development (SoLD). We embrace a holistic approach to learning and endeavor to provide a program that exemplifies the best practices for our field.

- We believe that children thrive when they feel safe, supported, connected, valued, and engaged.
- We believe that every child needs strong, trusting relationships to learn and develop.
- We believe that learning happens in many unique ways, both formal and informal, and that academic and social skill development is supported by fostering exploration, decision-making, and problem-solving.
- We believe that every individual is a unique and valuable asset to the afterschool community and we develop relationships with children and families based on trust, respect, and acceptance.

Goals

1. Provide positive developmental relationships.
2. Ensure environments that are filled with safety and belonging.
3. Recognize, value, and appreciate diversity and strive for equity and inclusion in our curriculum, environments, policies, and practices.
4. Create opportunities for rich learning experiences and knowledge development.
5. Support the development of 21st Century skills, habits, and mindsets.
6. Create, value, and participate in integrated support systems.

Location & Contact Information

Woodward Leadership Team:

- Pamela S. Steurer, Director of SACC & Community Programs
- Beth McDaniel, SACC Assistant Director
- Brindi Hellinger, Business Specialist
- Brooke Decker, Grants Coordinator - 21st Century Community Learning Centers

Administrative Office:

Willis Education Center

74 West William St., Room 104B

Delaware, Ohio 43015

P: (740) 833-1853

F: (740) 363-0093

E: SACC@delawarecityschools.net

Office Hours: 8:00 am - 4:00 pm on school days

Woodward Location, Phone, and Hours

- 200 S. Washington St.
Delaware, OH 43015
- (740) 833-1611
- Program Start Date: First day of school in August
- Program End Date: Last day of school in May
- School Year Hours: Monday - Friday 6:30 am until school starts (8:15 am) and after school (3:15 pm) until 6:00 pm (For a total of 4.5 hours/day, and 22.5 hours/week.)
- Summer Hours: Monday - Friday 8:00 am - 3:30pm (For a total of 100 hours).

Licensing

The Woodward Pacer 21st CCLC Program is licensed by the Ohio Department of Education as a childcare center. Our programs meet or exceed all regulations established by the Department of Education and Delaware City Schools School Board Policies. For more information on ODE SACC Licensing Rules, visit

<http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>.

Relationship to the District

The SACC program is fiscally self-sufficient, owned by the Delaware City School Board, but operating as a non-profit business within the public school setting. Operating funds for staffing, supplies, transportation, and other expenses are provided through the Ohio Department of Education's Nita M. Lowey 21st Century Community Learning Center Grant. No Delaware City Schools tax income is used to support the SACC program. The SACC Program pays usage fees to the District in exchange for space, utilities, janitorial support, administrative, and fiscal support.

Registration Process

Registration for all Pacer SACC programs, including Woodward Pacer 21st CCLC, is completed through our online registration portal. Visit our website at <https://www.dcs.k12.oh.us/page/220> and click on Enrollment and Registration for program details and to access the registration system.

Families who need access to a computer to complete registration, or who would like assistance with completing a registration may contact the SACC Office at (740) 833-1853 for assistance.

Program Information

Program Description

The program at Woodward is a Nita M Lowey 21st Century Community Learning Center (CCLC) program. This program is funded through a grant from the Ohio Department of Education and Workforce. For information about the 21st CCLC programs please visit <https://education.ohio.gov/Topics/Federal-Programs/Programs/21st-Century>. This initiative fosters the establishment of community learning centers designed to offer academic enrichment opportunities outside of regular school hours. It aims to assist students in meeting both state and local academic standards, with a strong emphasis on core subjects like reading and mathematics. Additionally, the program provides a diverse range of enrichment activities to complement students' regular academic curriculum and extends literacy and educational support services to the families of participating children.

Tuition & Other Program Costs

There is no tuition fee to participate in this program. More information about program requirements and expectations can be found below.

Enrollment Criteria

- The Woodward 21st CCLC program serves students who live within the attendance boundaries of Woodward Elementary School and attend Delaware City Schools or an associated non-public institution (eg: private or charter schools). If a student attends a non-public institution and wishes to attend Woodward 21st CCLC, the parent or guardian is responsible for arranging transportation to the program.
- The program serves children who are enrolled in Kindergarten through grade 5.
- The program is offered on a first-come, first-served basis. Current enrolled families receive priority registration opportunities before registration is opened to the public.
- The Woodward 21st CCLC school year and summer programs operate as choice-based, large-group care programs with 15 or more students for each childcare staff member. The programs are facilitated in the cafeteria/commons and gym.
- Regular and consistent attendance is required for all participants.
- All children, parents, guardians, and family members must be willing to abide by the expectations and policies outlined in this handbook.

Days of Operation

The Woodward Pacer program offers quality academic enrichment and art exploration services after school and during the summer for students in grades K-5 at Woodward Elementary School. Woodward Pacer 21st CCLC Programs typically begin the first day of school in August and end on the last day of school in May. Summer Woodward Pacer days of operation vary based on school availability. These dates can be found on the SACC Website at <https://www.dcs.k12.oh.us/page/220>. The program is closed on the following Holidays:

- Labor Day
- Brown Jug Day and the day following
Brown Jug Day
- Day before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day

- Week between Christmas and New Years (some all day SACC programs may be offered during this week based on demand)
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- 4th of July
- program may be closed on additional dates for professional development

Sample Daily Schedule - School Year

The schedule below is a general overview of the daily schedule for the program. A detailed lesson plan is posted at the parent table for your review.

6:30 - 8:00 am	Greet Children, Snack, Academic and Exploration Centers
8:00 - 8:30 am	Announcements and Recess
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3:20-3:45 pm	Greet Children, Attendance, Snack, and Announcements
3:45-4:30 pm	Pacer Time (Academic support & Homework) and Physical Activity
4:30-5:30 pm	Activity Centers (STEAM, PBL, PYD)
5:30 - 6:00 pm	Free Time
6:00 pm	Program Closes

Ratios and Supervision

The Woodward Pacer program maintains a minimum ratio of one staff to 18 students, and the typical ratio is 1 staff for 15 students. Staff members ensure active supervision.

Curriculum

As a recipient of the Ohio Department of Education's Nita M. Lowey 21st Century Community Learning Center grant, the Woodward 21st CCLC program will focus on academic support and enrichment, particularly in the areas of math and English Language Arts and has a strong focus on Social-Emotional Learning and positive youth development. The program utilizes evidence-based practices, tools, strategies, and curricula.

Students and families are encouraged to utilize Canvas to keep up to date with resources provided by our community partners, special activities, information pertaining to the Woodward Pacers program, program newsletters, and announcements.

Our curriculum is based on the [Science of Learning and Development \(SoLD\)](#), a research-based foundation that focuses on equitable whole-child program design. A copy of the SoLD Design Principles can be found at each program location. Our programs also incorporate each school's Positive Behavioral Interventions and Supports (PBIS) plan into our programs.

Program staff align planned activities to Ohio's Learning Standards. Alignment is typically completed for age bands K-2, 3-5, and 6-8 to ensure a variety of developmentally appropriate activities for all participants. Aligned standards are indicated on the weekly activity plan and posted at the program site. Our curriculum is designed to ensure alignment with the school day by ensuring that time, space, and support for academic enrichment is available for all students.

Afterschool and summer learning programs are a unique setting where youth can connect to positive adult mentors, feel safe to try new things, and have the opportunity to acquire new skills and develop

mastery in an area. They help to develop the critical social and emotional skills that help create happier, more engaged, and more productive citizens. The Ohio State Board of Education has adopted social-emotional learning standards that provide a continuum of development across five competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-Making. A copy of the standards is available at every location and weekly “positive youth development” activities are designed and implemented to support these standards.

Appreciation for Diversity

As a core value of the Pacer School Age Child Care programs, we believe it is important to emphasize the explicit connection between quality child care and inclusion practices. We strive to ensure environments and activities that are representative of each child. We are committed to promoting and supporting a learning community where all people can learn and work together in a safe and secure atmosphere free of fear, bias, discrimination, and other negative treatment. The Woodward Pacer 21st CCLC program will ensure lessons and activities that are appropriate for each child’s development and abilities, and that will support students in developing an appreciation of diversity and a commitment to inclusion.

Summer Woodward 21st CCLC Program

Pacer SACC is pleased to offer a Woodward 21st CCLC program during the summer break. The Woodward 21st CCLC Summer Program offers academic enrichment, creative expression, physical activity, and life skill development in a fun, engaging environment to support continued learning and academic growth throughout the summer. Students also have the opportunity to participate in swimming, field trips, and guest speakers.

All programs are offered on a first-come, first-served basis. Enrolled families receive priority registration opportunities before registration is opened to the public.

Registration typically begins in March. Please visit the SACC website at <https://www.dcs.k12.oh.us/page/220> for details on locations and registration information.

Summer Program Tuition Rates

The Woodward Pacer Summer Program is supported by the Ohio Department of Education’s Nita M Lowey 21st Century Community Learning Centers grant. There is no tuition fee to participate in this program.

Sample Daily Schedule - Summer

The schedule below is a general overview of the daily schedule for the program. A detailed lesson plan is posted at the parent table for your review.

8:00-8:45 am	Welcome, Breakfast, Entrance activity, Announcements
8:45-9:00 am	Group Game/Physical Activity
9:00-9:30 am	Positive Youth Development
9:30-11:00 am	Theme/Workshop Time/Brain Brak
11:00-12:30 pm	Lunch, physical activity
12:30-1:30 pm	Theme/Workshop Time
1:30-2:30 pm	Exploration Time
2:30-3:00 pm	Reading Club
3:00-3:30 pm	Snack/Pick-Up

Emergency Cancellations or Delays

School Year:

When Delaware City Schools are closed due to emergency conditions, including severe weather, public emergencies, safety, or building accessibility, the Woodward 21st CCLC program may not have access to the school building and may not be able to operate regularly scheduled programs.

- Delays
 - When the school district initiates a two-hour delayed start, the morning program will also operate on a two-hour delay if the building is accessible.
 - If school is resumed after a morning delay, the afternoon program will operate as scheduled.
 - If school should be canceled for the day after students have arrived at the program, parents/guardians will need to make arrangements to pick up their student from Woodward as the program will then close.
- Early Release
 - When school is dismissed early the afternoon SACC program will not operate. The school will dismiss children from school according to the information parents/guardians have provided the school office on the Emergency Card. The SACC/21st CCLC Programs may NOT be listed on the school Emergency Card as an emergency release contact.
- Closing
 - If school is closed for the entire day, the SACC Program will not operate on that day.

Summer:

There may be emergency incidents that would prevent the summer program from operating due to building unavailability, natural disasters, or unsafe conditions such as a gas leak.

Should the Summer SACC Program need to close, parents will receive an email or text and the notice will also be posted on the SACC Parent Gateway at www.ezchildtrack.com/PacerSACC/Parent.

Arrival & Departure

In order to ensure each student's safety, expectations for arrival and departure are identified below.

- When the school day starts, students are released to their classrooms.
- When the school day ends, students are released and monitored by school-day staff as they walk to the program area.
- During the school year Parents/guardians or other authorized persons are required to sign the student out of the program. All authorized persons must be at least 16 years old.
- A child will not be released to anyone other than the custodial parent, guardian, or a person authorized by the parent/guardian on the registration form or in writing.
- Parents/guardians and authorized persons should be prepared to show identification each time they pick up a student.
- Program staff are committed to ensuring the safety and well-being of all children under their care. In line with this commitment, staff members are unable to release a child to anyone they suspect may be under the influence of alcohol or other substances. In such situations, program staff will collaborate with the parent to determine a safe transportation arrangement for the child's journey home. If the individual declines discussion or assistance, staff will inform them that if they choose to leave the program premises with the child, the authorities

will be notified. This notification will include the identification details of the suspected impaired driver, such as name and license number if available, to uphold the safety and security of the child.

- In special custody circumstances, if a parent is prohibited from accessing or retrieving a student from the program, a legal custody or restraining order must be on record with SACC. We are unable to deny access to a biological parent without proper legal documentation.

Late Pick Up

During the school year the 21st CCLC programs are licensed to operate until 6:00 pm, and during the summer the program until 3:30 pm.

- Students must be picked up by the program closing time, according to the clock at the program site. Please allow sufficient time to pick up your child, considering traffic, road conditions, and delays. Please drive safely.
- Frequent or repeated late pick-ups may result in the suspension or termination of services.
- If a parent/guardian or emergency contact person does not pick up the student within one-half hour of the program closing time and no contact has been made with the Site Manager to explain the delay, staff shall assume that a personal crisis or emergency has occurred. The local police department may be contacted to assist in a plan for locating the parent/guardian or emergency contact persons. The Delaware County Department of Children's Services may also be contacted.

Absences and Attendance Expectations

Regular and consistent attendance in afterschool programs is known to benefit students in many ways, however, there may arise occasions when a student is unable to attend. If a student misses school, they cannot attend the afterschool program on that day. As the Woodward 21st CCLC program receives funding from the Ohio Department of Education, attendance is mandatory, with more than 10 absences per semester possibly resulting in disenrollment.

Reporting a Student's Absence

At the Woodward Pacer 21st CCLC program, your student's safety is our primary goal.

- Parents must notify the program - in addition to notifying the school office - when a child is absent.
- If the parent calls the site phone number and does not get an answer, they should leave a message with complete information including the parent's name, the student's name, and the date that the student will be absent. Parents will also be able to leave a written notice of planned absences at the Parent Table.
- Unless notified in advance by the parent/guardian, all students scheduled for the program are expected. Attendance is taken as the students enter the program area and again upon departure. If a student is not in attendance the site director/designee will contact the parent/guardian by phone, as well as the other emergency contacts identified on the registration form. If staff are unable to reach the parent/guardian they may do the following:
 - Check the school absence list
 - Check with school personnel
 - Contact listed emergency contacts
 - Contact the police
- Early pick-ups

- o Doctor's appointments must be reported before pick-up and provided with written documentation (Doctor's note) the following day of attendance to be counted as excused.
- Sports/other activities/events
 - o Please provide a schedule for sports practices/games and events.
- SACC Suspensions
 - o The days of the suspension from SACC are counted as unexcused (similar to regular school day policies)

As this process can be time-consuming and removes staff from the program duties, please make every effort to report a student's absence in advance. Recurring unreported absences may result in the termination of services.

Attendance for the week is always submitted to the grant coordinator the following Monday. If absences are not reported or if excuses are not provided, the absence will be marked unexcused. It takes a great deal of time to backtrack and resubmit attendance reports/excuses. All attendance reports are data collected and submitted for continuation of grant funding. Additionally, accurate attendance is required by ODE Licensing.

If an extended absence is anticipated, parents are welcome to withdraw the student from the program. Although we will try to accommodate situations in which children must be withdrawn, we cannot guarantee that there will be room available at the program when the student is ready to return.

Special Activities

Parents may give permission for their children to go to Woodward afterschool clubs or events, work with a teacher, or participate in other events after school by completing a routine trip permission form. These activities will be approved as long as the attendance and participation grant requirements have been met. Please see your Woodward Pacer Program Manager for this form.

Withdrawing from the Woodward Pacer Program

To withdraw a student from the program please follow these steps:

- Notify the SACC Office in writing of the withdrawal at least one week before the withdrawal date.
 - o Email: SACC@delawarecityschools.net
 - o Mail or personally deliver notice to SACC Office: 74 W. William St., Delaware, OH 43015. Office hours are 8:00 am-4:00 pm Monday – Friday.
- Should a student need to re-enroll after withdrawal there is no assurance that space will be available in the program.

Behavior Guidance & Management

Behavior Expectations

Program staff will discuss the following behavior expectations with all students. We appreciate your assistance in reinforcing the importance of safe, respectful, and appropriate behaviors.

1. **I will take care of myself:** I will make good choices and speak up if I need help.
2. **I will take care of others:** I will treat my friends and teachers kindly. I will listen to my teachers. I will not hurt others. I will not be a bully and will stand up for others that are being bullied.
3. **I will take care of the space:** I will use the toys, games, and equipment with respect, clean up after myself and take care of the school building and playground.
4. **I will have good sportsmanship:** I will play by the rules and try not to argue. I will follow directions. I will encourage my teammates and ask everyone to play. I win without gloating – I don't rub it in. I lose without complaining – no hard feelings.
5. **No weapons:** Weapons of any kind are not allowed at school or the program. This includes violent toys and any object that is a facsimile of a real weapon. Any use of articles designed for other purposes (i.e. pencils, scissors, etc.) to inflict bodily harm and/or intimidate others will be treated as the possession and use of a weapon.

Program Activities

Program staff plan activities with input from children/youth, parents, and staff members. Activities planned are done so according to best practice standards and student interest and include choices that are age and developmentally-appropriate. Activities are planned with consideration to student interest and children will be expected to participate (activities include: homework/enrichment time, whole group activities, special speakers, guests, or field trips). Grant requirements include activities relating to reading and math enrichment, positive youth development, social-emotional learning, family engagement, STEM/STEAM, PBL, and service learning.

Early, Mid and End of Year (iReady) are given to students to assess their academic progress. This helps inform staff of beneficial activities to include into programming. It is mandatory that your child(ren) participate in this activity. Students are given 3 weeks to complete each assessment. If any of the assessments are not completed in this time frame, there is a possibility that your child may be removed from the program.

Cell Phones & Electronic Devices

The Woodward Pacer program recognizes the excitement students feel as well as the potential educational benefits of electronic devices such as tablets, Chromebooks, cell phones and wearable tech (smart watches or glasses). Students are permitted to use these devices **ONLY** during identified days and times and only as long as the use is not disruptive to the activities in the program. Please see your site manager for information on when electronic devices may be used in your Woodward Pacer program.

Parents should not rely on cell phones as a method of communication with their students while the child is in the program. The best way to reach your student is by calling the program directly (please see program information at the beginning of this handbook for phone numbers).

Wearable tech may be worn by students during program hours, but may not be used for making or placing phone calls or texts without permission from program staff.

Electronic devices that connect to the internet must use the district student access wifi. Inappropriate use of electronic devices will result in the removal of that device from the student and a requested conference with the parent/guardian of the student.

Students may NOT use electronic devices to take pictures, videos, or audio recordings of other students or staff in the program, even if the other student gives permission.

The Woodward 21st CCLC Program is not responsible for the loss or damage of any electronic device a student brings to the program. Please be sure to label all items with the student's name.

Personal Items from Home

Students are discouraged from bringing toys and other items from home except for identified occasions such as "share days". Pacer SACC and Woodward 21st CCLC are not responsible for the loss or damage of items brought from home.

Students may not ride their bicycles, rollerblades, skateboards, or scooters on school grounds during program hours unless a special activity is planned

If a personal item causes distraction to students, staff, or others, it may be requested to be put away and not brought again.

Code of Conduct

All students are expected to abide by the Code of Conduct for their school. The Code of Conduct may be found on the district website (www.dcs.k12.oh.us) in the "Handbook" section for each school.

Disciplinary Process

The Pacer SACC program promotes discipline that fosters self-control and self-esteem. Children are guided to learn self-discipline through positive reinforcement and redirection, with expectations tailored to their capabilities. Staff encourage positive behavior and social skill development, fostering empathy and respect for others, while supporting students in expressing their wishes and feelings.

Bullying

Definition: "Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other students; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other students; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student.

Bullying in the Woodward Pacer program will not be tolerated.

Pacer SACC employees follow the Delaware City Schools Board Policies for investigating and reporting bullying behaviors: (Board Policy [5517.01](#)).

Prohibited Discipline Techniques

Staff will not impose punishments for failure to eat or toilet accidents. Spanking, hitting or rough handling of the children by staff, volunteers, or parents is strictly prohibited. Discipline shall not be delegated to a child. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse. Staff will not use withholding of food, water, or bathrooms as a consequence for behavior.

Disciplinary Process

The primary behavior management strategy in all SACC/21st CCLC programs is prevention. SACC/21st CCLC staff will engage with and actively supervise students and will intervene and redirect them should a situation start to escalate. The Woodward Pacer programs enforce natural and logical consequences for behavior whenever possible, striving to support students in developing decision-making and conflict-resolution skills. Students may be encouraged to separate from the other students or take a break from an activity if they need to calm down or think about a behavior response.

Most behavior incidents are handled immediately on-site, however, occasionally the behavior concern is more serious or is repeated and will involve parent notification and/or additional steps.

Written Behavior Notifications are a method of sharing important information about students with their parents/guardians. Notifications can include:

- “Above and Beyond” recognition for positive and helpful behavior,
- “Information” regarding an incident or series of incidents that parents should be aware of, and
- “Concerns”, which are incidents of a more severe nature.
 - Parents/Guardians are encouraged to discuss any “Concern” Behavior Notifications with their Site Manager to assist in developing strategies to prevent the incident from occurring again.
 - A student who receives 3 “Major Concerns” may be suspended from the program for three days. A parent meeting is required before the student’s return to ensure that parents and program staff are working together to do whatever is possible to support the student to be successful in our program.
 - A student who receives a 4th “Major Concern” may have program services terminated.
 - In order for a student to re-enroll in the program after having services terminated due to behavioral concerns, a parent meeting must be held and must include the parent/guardian, the Site Manager and/or Administrator, and any additional relevant support personnel including teachers, principals, therapists, etc. Following this meeting, a SACC Administrator will evaluate the plan for the student’s return to ensure the safety of all participants in the program and will notify the parent/guardian of the decision.
 - In most cases of suspension or termination of services, the program will work with the family to provide a 24-hour advance notice whenever possible. In some situations, particularly those involving concern for the safety of other students, advance notice will not be possible.

Time Outs

A student may be asked to sit for a short time period to give the child a chance to regain control if they are having a difficult time. Timeouts will be age-appropriate in length and done within the program space in view of staff. Staff will have a conversation with each child who takes a time out to ensure the child understands why they were in time out, and to make sure they are feeling better and ready to rejoin the group.

Immediate Removal

The Delaware City Schools SACC/21st CCLC Programs reserves the right to immediately remove a SACC/21st CCLC participant from the program at any time who poses a continuing danger to property or persons and/or whose behavior presents an ongoing threat of disrupting the safety and well being of any or all members of the program or the community in which the program interacts. The parent/guardian or parent designee will be contacted and asked to remove the student from the program immediately.

After this removal, program services may be suspended for up to three program days without a 24-hour notice. During this time SACC/21st CCLC staff and administrators will investigate the incident that prompted the immediate removal. A SACC administrator will make a determination as to whether the student can safely return to the program. The SACC/21st CCLC Program does reserve the right to discontinue service if the student has shown that he/she cannot participate in the program without the risk of disrupting the safety and well-being of other program participants and staff.

Suspension of Service

The SACC/21st CCLC Program reserves the right to suspend services for up to three program days as a result of the disciplinary process or if a student is immediately removed from the program. A parent conference may be required before the student may return to the program.

Termination of Service

The SACC/21st CCLC Program reserves the right to terminate services as a result of the disciplinary process or as a result of the investigation following an immediate removal incident.

Suspension/Expulsion from School

If a student has been suspended or expelled from school, the student may not attend the SACC/21st CCLC Program during the duration of the suspension or expulsion.

Health & Nutrition

A person trained in First-Aid, CPR and Child Abuse/ Neglect Recognition is on duty at all times.

Health Concerns and Illness

A trained staff member will greet children daily, watching for signs of illness. Parents will be notified immediately if symptoms of a communicable disease are observed. Children showing the following symptoms will be isolated until picked up by a parent or guardian.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine or gray or white stool
- Temperature of one hundred degrees
- Stiff neck
- Untreated infected skin patches
- A child with any of the following signs, symptoms or illness shall be isolated immediately:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Vomiting
- Elevated temperature
- Evidence of lice, scabies or other parasitic infestation

A child suspected of a communicable disease will be isolated in a separate area within sight or hearing of staff, provided warmth and safety, and monitored every 15 minutes.

Please refrain from bringing children to the program if they exhibit these symptoms until they are cleared by a doctor. Parents must inform the program within 24 hours if their child is sent home or kept home from school due to a contagious illness.

Child Abuse & Neglect Protection (Board Policy 8462)

The Board of Education and the School Age Child Care Programs are concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Employees are mandated reporters and are bound by Ohio law to immediately report known or suspected child abuse or neglect to local law enforcement or human services agencies. The Ohio Revised Code (ORC) provides immunity from civil or criminal liability for those who make reports in good faith of possible abuse or neglect. The identity of the referral source is confidential and Children’s Services does not release the identification of the referral source to the family.

All SACC employees and administrators must complete at least six (6) hours of in-service training within six (6) months of the date of employment, and a three (3) hour refresher course every three (3) years after.

Please refer to Board Policy 8462 for additional information. All Board Policies may be found on the Delaware City Schools website at www.dcs.k12.oh.us.

Medications

The program staff will administer medication to a child only after the parent/guardian and physician complete a complete Request for Administration of Medication form. All sections must be completed and the medication given to the site manager. Medications will be stored in a designated area inaccessible to the children. Medication may not be stored in the child’s backpack or cubby. All medications will be kept in a place inaccessible to children/youth. An ongoing prescription must be renewed every twelve months on the appropriate medication form. Please see your site manager to obtain these forms.

- Prescription medications must be in their original container with the prescription label identifying the child’s name and dosage amount. The medication will be administered in accordance with the instructions on the label. Program staff will not administer medications that have expired.
- Over the counter medications must also be administered in accordance with written instructions provided by a physician on the Request for Administration of Medication form.
- In the event the parent asks program staff to conduct medical procedures, such as breathing treatments, administering inhalers or epi pens, changing bandages, or any other medical or physical procedure, the parent and physician must complete a Request for Administration of Medication, a Medical Physical Care Plan form, and provide training for staff on how to properly conduct the procedure.

Use of Inhalers

Students who have been prescribed an inhaler may carry their inhaler on their person provided the following procedures are followed:

- The inhaler has all required prescription information on the label of the inhaler, including the child's name and dosage.
- A Request for Medication Administration of Medication Form has been completed
- A Medical/Physical Care Plan Form has been completed.

Ohio's Early and Periodic Screening, Diagnostic & Treatment

Ohio

Department of Medicaid

fact sheet

OVERVIEW

Healthchek services are required by the federal government. These services include a comprehensive health and developmental history to assess physical and mental health, screenings for potential health problems – including vision, hearing, and dental screenings.

Healthchek also covers:

- » necessary laboratory tests,
- » vaccines,
- » blood lead screening, and
- » health education and nutritional advice.

Providers may make referrals to other health providers for more specialized care. Healthchek services are also available to individuals covered by a Medicaid managed care plan or who are on a Medicaid home and community-based waiver.

Additional Services

If a screening reveals a medical condition, Ohio Medicaid can be billed for any necessary follow-up services provided to treat the child's medical condition.

HEALTHCHEK: OHIO'S EPSDT PROGRAM

Healthchek is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid.

A CLOSER LOOK AT HEALTHCHEK IN OHIO

WHEN SHOULD A CHILD GET HEALTHCHEK SERVICES?

Babies should have at least 8 Healthchek exams by their first birthday. Children should have Healthchek exams at 15, 18, 24, and 30 months. After 30 months, one exam per year is recommended until the age of 21.

HEALTHCHEK COORDINATORS

Every county department of job and family services has a coordinator responsible for informing Ohioans covered by Medicaid about available Healthchek services. The person supports the coordination of non-medical Healthchek support services when requests are made.

Examples of these services include:

- » assistance making appointments,
- » transportation,
- » referrals to food pantries, clothing, and heat assistance, and
- » referrals to lead-free housing options.

For a list of Healthchek Coordinators, visit: <http://medicaid.ohio.gov/Healthchek>

HEALTHCHEK PROVIDERS

Any doctor who accepts Medicaid can provide Healthchek services. Individuals can ask their doctors for Healthchek services at their next appointment. Sometimes, a provider may refer a patient for specialized care. Some services may need prior approval.

HEALTHCHEK AND MANAGED CARE

Healthchek services are a part of the benefit package every managed care plan offers its members. Managed care plans and county Healthchek coordinators work together to ensure Healthchek services are available.

PREGNANCY RELATED SERVICES

In many counties, the Pregnancy Related Services (PRS) and Healthchek coordinators are the same. The county's PRS coordinator can explain the importance of Healthchek services to a mother before a baby is born. They can also assist pregnant women with services like arranging transportation, making prenatal appointments and explaining the importance of attending these appointments to increase the likelihood of a healthy pregnancy and a healthy baby.

Food Supplements and Modified Diets

If a child requires a food supplement or modified diet, written information from the physician is needed and parents are asked to provide the supplement or foods that are appropriate for the child.

Safety

Safety is the highest priority of the SACC and 21st CCLC programs. Many of the program policies and practices are designed to prevent safety concerns. All staff receive training on safe practices and there are staff on-site at all times who have current training in first aid, child abuse recognition, CPR, and communicable diseases. There are regularly scheduled emergency drills; a plan is posted explaining the action to be taken in case of fire or severe weather alerts. Written reports will be filed on all accidents/incidents and a copy will be given to the parent. A telephone is available at each site for emergencies.

Minor Injury or Illness

In the case of a minor accident/injury staff will administer basic first aid. The parent/guardian will receive a written incident report of the incident. If the injury is more serious, first aid will be administered and the parent/guardian will be contacted immediately to assist in deciding an appropriate course of action.

Serious Incident, Injury, or Illness

In the case of a serious incident, injury or illness the parent/guardian will be notified immediately. If EMS are contacted and determine that a child should be transported a staff member will accompany the child until the parent arrives and will provide medical personnel with all available health records for the child.

Swimming Safety

Swimming activities will be provided for school-age children during the summer program and occasionally, as a special field trip, during the school year. In the summer children are regularly scheduled to swim on the same day/s of the week at the same time. Dates, times, and pool locations are posted on the parent information board at each summer program site. Children who do not choose to swim will be offered alternative activities at the pool.

SACC/21st CCLC staff and certified lifeguards at the swimming facility will supervise all swimming field trips and water play events. Staff will be assigned a designated area of the pool to monitor for safety. The staff/child ratio for any swimming activity is 1:15 or less, depending on pool requirements. Lifeguards are not included in the ratio.

A permission form must be signed by the parent/guardian to allow a child to participate in any swimming activity. The child's swimming level must be indicated on the permission form.

The following will apply:

- Please mark all personal items with child's name and site
- Sharing of personal items (suits, towels, brushes, combs, sunblock, etc) is not permitted.
- On swim days, children must have a swimsuit, sunblock, and a towel. No swimsuit, no swimming. In this case, children will be offered alternative activities.
- Money for snacks and game machines at the pool are not permitted.
- We suggest that all children bring a personal water bottle to the pool for easy access to water.
- Children must obey all the Mingo Park pool rules and employees at all times.
- Activities in bodies of water two or more feet in depth shall be supervised by certified Lifeguards or Water Safety Instructors by the American Red Cross, YMCA, or an equivalent Water Safety Program.

Sunscreen and Insect Repellent

We are always concerned about the health and safety of children. Since many of our summer activities take place outdoors, we want to ensure that all children are protected from sunburn. Please help us to protect your child, and ensure that your child has a bottle of sunscreen at the Woodward 21st CCLC summer program at all times. Program staff will encourage your child to apply their sunscreen whenever they will be exposed to the sun for an extended period of time.

- All children enrolled in the Summer Programs must bring one bottle of sunscreen on the first day of the program. Students may choose to bring non-toxic insect repellents that will be managed the same as sunscreen.
- The staff will label each child's bottle with their name. This bottle will be kept at the program site for the remainder of the summer. We will let you know if the bottle runs out and we need another one.
- Program staff are not permitted to apply, or ask a child to apply, sunscreen that was not provided by the parent.
- Children will not be allowed to apply their personal sunscreen to another child.
- The program will not be responsible if a child does not have any sunscreen and gets a sunburn.
- Program staff will not provide sunscreen nor apply it to any child.
- There is no guarantee of an area at Jack Florance Pool that offers shelter from the sun. Children are permitted to bring a t-shirt/swim shirt to wear in the pool as additional protection from the sun.

Field Trips

Our program offers field trips throughout the year and during the summer to offer enrichment, enhance learning opportunities, and provide new experiences. Field trips will always be planned in advance. Parents will be informed and parental permission will be obtained. All students must attend field trips and non-optional activities off school grounds, as no program will operate at the program site during field trips. Please be sure to arrive on time for field trips. Late arrival will result in no staff at the program to care for your student. Transportation for field trips will be provided by Delaware City Schools Transportation unless otherwise noted at the time of parental permission.

Before departing the program site and after getting on the bus, attendance will be taken of all the children. This count will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the program site. During the course of the field trip, each staff member will have specific children that they are responsible for supervising and will conduct frequent head counts to assure the safety of the children in their care.

The following will be available on all field trips:

- A First Aid kit.
- The emergency transportation authorization for each child.
- The health record of each child.
- A record listing each child on the field trip

Each child will have identification attached showing the SACC Program Office's address and telephone number to call in the event a child is separated from the group.

Routine Trips

Transportation for routine trips, if needed, will be provided by Delaware City Schools Transportation Department or by a private transportation service. Safety procedures for routine trips are the same as those listed for field trips.

There is no option for care at the program site during the time of a trip.

Written permission is required from parents for all trips.

Lunches, Snacks & Nutrition Information

Nutritious snacks are offered in the afternoon sessions. Snacks consist of at least two items from two different food groups. Menus are posted on the Parent Information Board at each site. If needed, nutritious snacks or breakfast items may be brought from home as a supplement to the foods offered. Refrigeration and microwave are not available for storage or preparation of food brought from home.

Meal Requirements

Parents are responsible for providing children with a nutritious lunch on all Summer program days. All foods served at the program follow the USDA Child and Adult Care Food Program guidelines.

Nutritional Information for Lunches

Lunches brought from home during our Summer program days must consist of nutritious food from the following food groups: (minimum portion for 5-12-year-old)

- Protein (2 oz.)
- Grain (1 slice or $\frac{3}{4}$ cup)
- 2 servings of fruits & vegetables ($\frac{3}{4}$ cup)
- Dairy (1 cup fluid milk)

All food items must be stored in a lunch box/bag labeled with the child's name. Include ice packs if foods need to be kept cold.

If a child arrives without a lunch or a packed lunch does not meet the nutritional requirements, the program staff may contact the parent/guardian to return with lunch or make arrangements to provide one.

Parent Involvement

Parents are always welcome to visit the Woodward 21st CCLC Program and are encouraged to participate in any program activities.

Many opportunities for parent participation are available throughout the year. Some ways parents may participate include:

- Participate in field trips
- Visit the program as a special guest to share a favorite talent or topic with the students
- Complete an annual parent survey and provide feedback to program staff on an ongoing basis.
- Parents are encouraged to help transition their children from the program to home by joining them in the conclusion of an activity or helping with the cleanup of the child's area.
- Informal staff/parent communication at sign-out.

The Woodward Pacer Program will hold parent events during the year. Events may include student presentations, special activities, performances, and carnivals, among others. These events are special days for our students and we strongly encourage parents to participate whenever possible.

Parent Responsibilities

Parent/guardian contributions in maintaining the peace and cooperative spirit that we strive for in our programs are essential. To accomplish this goal, the parents/guardians in our program have the following responsibilities:

- Parents/guardians are responsible for following Program Handbook policies and procedures.
- Parents/guardians are responsible for informing anyone who enters the program, on their behalf, of the policies and procedures.
- Parents/guardians are responsible for respectful communication with staff and children.
- Parents/guardians are responsible for informing the program if their child will be absent.
- Parents/guardians will keep informed by checking parent mailboxes, parent information board, newsletters, Canvas, and their email.
- Parents/guardians are encouraged to communicate with staff on a regular basis. Conferences may be scheduled with the site manager and/or SACC Director at the parent's request.
- Parents/guardians are responsible for informing the program of any changes in home, work, and cell phone numbers, addresses, and e-mail addresses.
- Parents/guardians are responsible for monitoring and being aware of any personal belongings their student may bring to the program from home. Inappropriate items brought from home by a child will be confiscated by program staff and returned only to a parent/guardian. Staff are not responsible for lost, stolen, or damaged property brought into the program from home.
- Parents/guardians are responsible for keeping medications current and available on-site.
- Parents/guardians are expected to use positive behavior reinforcement when reprimanding their own child while in the program area.
- Parents/guardians may only reprimand their own child while in the program area.
- Parents/guardians are responsible for the safety and supervision of any non-enrolled child accompanying them into the program area.
- Parents/guardians are responsible for the pick up of their child no later than the listed close of business time for each program.
- Parents/guardians and authorized persons should be prepared to show identification at the site.
- Parents/guardians are responsible for repairing or replacing any school, program, or personal property damaged or destroyed by their child.
- Parents/guardians are asked not to bring pets into program areas, including the program playground, except for service animals.

Custody Arrangements/Shared Parenting

We recognize that some students have non-married parents or have experienced divorce and/or separation. In order to provide the best possible care for your child it is important that we be able to maintain good relations with all of the significant adults in his/her life.

Program staff are not permitted to prevent a parent from picking up or interacting with a child without clear, official legal documentation.

Parents must provide:

- Legal court orders identifying custody arrangement (if applicable)
- Legal protective/restraining orders (if applicable)
- Which parent to contact first for general questions and in the event of an emergency
- Whether duplicate program information should be sent to both parents
- Which parent will pick up the child, and on which days

Non-Discrimination Policy

Discrimination and harassment can severely impact academic progress, social relationships, and self-worth. The Pacer SACC/21st CCLC Program prohibits discrimination based on race, color, national origin, sex, sexual orientation, transgender identity, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its employment practices and activities. We uphold the Board policy on Non-Discrimination (Board Policy 2260), available on the District's website: www.dcs.k12.oh.us.

Special Needs Policy

Children with special needs are encouraged to join the Woodward 21st CCLC programs. Registration policies are applied equally to all children. Parents are urged to provide relevant information about their child's needs before enrollment, covering physical, emotional, or behavioral requirements, medications, allergies, or any other pertinent circumstances. Sharing IEP or 504 plans can foster collaboration and consistency between the school day and the SACC/21st CCLC program.

SACC and Woodward 21st CCLC staff and Administration welcome the opportunity to serve as part of a team of providers (parents, teachers, caseworkers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth). This team should meet before the first day of enrollment and as needed during the program. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program accommodations will be made to meet the needs of the children enrolled in the SACC/21st CCLC Program unless those accommodations would pose an undue financial burden on the program or would alter the fundamental nature of the program. The program serves children in a large group childcare setting. The programs are held in large open spaces with bright lights and potentially high volume levels.

The /21st CCLC program is not equipped for the diapering of school-age children. All school-age children in the program must be able to solve their own toileting needs. Because of frequent swimming trips, children enrolled in Summer SACC/21st CCLC may not wear diapers or pull-ups.

SACC/21st CCLC is unable to provide service for children who require one-to-one supervision or assistance on a routine basis.

All children must follow the SACC/21st CCLC rules and adhere to the Discipline Policy, and the ability to do so is a qualification for enrollment into the program.

Child Data Privacy Provisions

For information on Student data privacy provisions please see [Board Policy 8330](#).

Addressing Concerns

It is our hope that the Woodward 21st CCLC program will meet the needs of parents and students through daily communication. If there is a problem that needs further attention, parents should take the following steps:

- Request a formal conference with the Site Manager at the site
- Request further discussion with the SACC Director
- Send a formal letter of complaint to: Director of School Age Child Care: 74 West William Street, Rm. 104B, Delaware, OH 43015