

# **East Ridge Elementary Before & After School Program Parent Manual 2024-2025**



**Program Location:  
2950 Crossing Ridge Drive, Coralville IA 52241**

**Camp Phone: (319) 430-5455  
Coralville Recreation Center: (319) 248-1750**

# I. Administration

## A. Location, Purpose and Philosophy

The East Ridge Before & After School Program will provide before and after school care for students in 4<sup>th</sup> – 5<sup>th</sup> grade and will utilize the gymnasium, multi-purpose room/cafeteria, classroom and the outdoor play areas at East Ridge Elementary School.

Coralville Parks & Recreation Before & After School Programs are an opportunity for children to participate in recreational and social activities in a safe and supervised environment. Youth are encouraged to participate in activities that teach lifelong leisure skills and help each child to feel confident in their out of school time choices.

Children will have the opportunity to try many recreation activities as well as help in the planning of the activities they and their peers will participate in. The programs also work with the local schools to reinforce concepts of the student's academic day in the learning of activities of daily living. Through this process, children will build self-esteem and life planning skills, which will benefit their growth.

## B. Organization and Governing Body

### Before & After School Program Chain

Parents and Children

Youth Counselors

Site Managers

Recreation Program Supervisor – Grace Balison

Recreation Superintendent – Amy Erickson

Director of Parks and Recreation – Sherri Proud

The Recreation Program Supervisor will be in charge of the program and will employ two Site Managers and 10 – 12 youth counselors to help facilitate the activities and supervise the children. State law requires a staff ratio of 1:15, but our goal is to maintain a ratio of 1:10. Children are expected to function within a small group and large group format. Due to budgetary constraints, East Ridge BASP is not able to offer one adult to one child direct assistance.

Volunteers will be under the direct supervision of program staff and will not be allowed to be left alone with program participants. If an adult, parent, or guardian would like to volunteer at program, this includes accompanying program on field trips, a volunteer application and background check form must be completed. Please contact the program supervisor/coordinator for information on this process. Volunteer applications and background check forms may take up to two weeks to process. In the event that it is necessary, the Coralville Parks & Recreation Director or Recreation Superintendent will consult with the Human Resources and Risk Manager and the Coralville Police Department to determine if a previous violation will result in the denial of eligibility to volunteer with our youth programs.

The Before & After School Program will receive guidance from the Coralville Parks and Recreation Commission, a volunteer board of citizens. The Commission reviews and recommends to the Coralville City Council policies, rules and budgets relating to the parks, playgrounds, and recreation programs of the department. They meet on the third Monday of each month.

### **C. Enrollment and Re-Enrollment**

Program re-registration will take place in February for the following school year. Current participants will have a designated period to re-register for the program, as well as register any incoming siblings. Remaining openings will be filled by the waiting list applicants. A lottery system will be used if necessary. Any remaining positions will be filled on a first come, first serve basis.

For a detailed timeline of the Coralville Partnership Programs waiting list policy, go to [www.coralville.org](http://www.coralville.org), Parks & Recreation Page under the School-Age Programs tab you will find before & after school program information.

### **D. Funding, Fees, and Tax I.D.**

A \$35 non-refundable enrollment fee will be collected for each child at the time of registration to reserve a position. This fee will not be applicable towards tuition and is used each year to purchase new games and equipment.

#### **2024– 2025 Fees per month (September – May):**

- Before & After School: \$285
- Before School: \$170
- After School: \$250
- Wednesday Only: \$90
- Mon., Wed., Fri. Only: \$180
- Tues., Thurs. Only: \$100

Tuition may be paid each month at the Coralville Recreation Center (cash or check) or by check to the Recreation Program Supervisor or Site Manager at program. Checks are to be made out to the **City of Coralville**. It is preferred that monthly tuition is paid by electronic bank payment. We reserve the right to alter the terms of this agreement as needed. We will give ample notice when making necessary changes. Fees will be pro-rated for August only, regardless of the number of days the program is held or the number of times your child attends in a month.

Fees are due on the first of the month. If tuition is not paid by the 7<sup>th</sup> of the month, a late fee of \$10 will be charged. If tuition is not paid by the 15<sup>th</sup> of the month, your child(ren) will be suspended from the program until fees are paid in full. Your child's position could be forfeited to another interested participant. If a child withdraws or is discharged from the program, fees are due for the remainder of that month. ( See section **II-F** for more information on withdrawing from BASP).

Tuition receipts are available by logging into the Coralville Parks and Recreation registration system:

<https://apm.activecommunities.com/coralvillerecreation>

- Click log in and enter your username and password. If you do not know your username and password, call the Coralville Recreation Center at 319-248-1750 for assistance to access the information.
- Once logged in, go to transaction and payment history to locate receipts or go to tax receipt for an end of the year statement.

**East Ridge BASP and SPARK Day Camp do not provide end of year totals for tax purposes. Please keep your receipts for tax purposes.**

Federal Tax I.D.

The Federal Tax I.D. number for the City of Coralville is **#42-6004814**. This number can be used to claim childcare costs on income taxes.

Early/Late Fees

An early fee of \$1 per every 1 minute early will be assessed before 6:30 a.m. A late fee of \$1 per every 1 minute late will be assessed after 5:45 p.m. Early and late fees are due within one week of the late pick-up or early drop-off.

Please call if you know you are going to be late. A child who is left at the After School Program past 6:15 p.m. will be considered an abandoned child and the staff reserves the right to call the police department. ***At the discretion of the Recreation Program Supervisor, program services may be withdrawn if more than 3 overtime charges occur in less than a three month period.***

If your child is enrolled in only the after school program, you may bring your child once a month to the before school program for a fee of \$10 per child. Arrangements must be made with the Recreation Program Supervisor prior to the day of drop off.

Tuition Scholarships

We have a limited number of scholarship positions available based upon eligibility for CCA School District Free/Reduced Lunch or the Childcare Assistance program. For more information on scholarships, go to the City of Coralville website at [www.coralville.org](http://www.coralville.org), Parks & Recreation page under the Before and After School Program tab or contact the Recreation Program Supervisor.

**E. Program Hours**

The BASP hours of operation will be:

Before School Program: Monday – Friday	6:30-8:00 a.m.
After School Program: Mon/Tue/Thurs/Fri	3:10-5:45 p.m.
After School Program: Wednesday	1:10-5:45 p.m.
All Day No School Day Hours:	7:00 a.m. – 5:30 p.m.

Program will be held each day the Clear Creek Amana School District holds school, unless a cancellation or delay/early release due to weather or other emergency purpose is deemed necessary. (See *V. Emergency Procedures*)

To reach the program during before and after school program hours, please call or text the **East Ridge BASP cell phone at 319-430-5455**.

No School Days

For scheduled No-School-Days, participants of East Ridge BASP will have the opportunity to sign up for an all-day program. The No School Day program may be held at other Coralville Parks and Recreation facilities. Registration forms will be available in early September for the No School dates. Registration will take place online via information emailed to families from the Program Supervisor. Program hours at Coralville Partnership Programs No School Days are: **7:00 a.m. – 5:30 p.m.**

Fees for No School Days

Fees associated with no school day program will range from \$50-60 based upon activities planned and transportation needs. Registration forms for the No School Days will list the dates, where program will be held, the afternoon activity for the day and the fees associated for each date.

**Scheduled no school dates that East Ridge B.A.S.P. will offer all day programming for the 2024-2025 school year are:**

- Thursday, October 24
- Friday, October 25
- Tuesday, November 5
- Thursday, February 20
- Friday, February 21
- Monday, March 17
- Tuesday, March 18
- Wednesday, March 19
- Monday, April 14

No School Day fees must be paid at the time of registration. **Cancellations made less than 7 days in advance will not receive a full refund due to advanced planning required for these dates.**

An agenda will be sent out to all families registered one week in advance, listing location of program and what is necessary to send for all planned activities. Parents are responsible for providing a nutritious packed lunch for their child on these days.

**F. Insurance**

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these tasks. The City of Coralville does not provide medical insurance to participants. CCA students may sign up for accident insurance in the fall of each year. Families who wish to enroll should contact their school office.

**G. Pick-Up, Visitors and Access**

More information will be sent to parents/guardians closer to the start of the school year with how the Pick-Up process will take place at East Ridge BASP.

Parents/guardians are welcome to observe the East Ridge Before & After School Program. Please contact the program supervisor or site manager if you would like to visit program. Parents/guardians shall be afforded unlimited access to their children and to the provider caring for their children during the program's hours of operation unless parental contact is prohibited by court order. A copy of this court order needs to be provided to the program and all staff will be informed of the court order. The police will be called if a parent comes to program who is ordered to stay away from a child.

For liability, supervision, and other reasons, it is not possible for children who are not enrolled in the program to visit or take part in the program activities.

**H. Photo/Video Release**

Participants in programs of the Coralville Parks & Recreation Department permit photos and video footage during department sponsored activities for publication and use as the Department deems necessary.

## **I. Summer Program**

The participants of East Ridge BASP have the opportunity to enroll in SPARK (Summer Park And Rec Kids) Day Camp, a recreational day camp held for approximately 9 weeks depending on how the CCA calendar falls. Coralville Partnership Program participants will receive priority enrollment for SPARK in advance of the general public. SPARK information will be distributed in early March.

## **II. Enrollment Process and Policies**

### **A. ePACT Student Enrollment Information and Payment Form**

When a child is registered in East Ridge Before and After School Program, the parent or guardian will receive an invitation from ePACT to complete your child's enrollment information online including: health information, parent and emergency contact information, additional persons with permission to pick up your child, waivers, permission to participate, and agreement to fees and policies of the program.

The registration form, \$35 registration fee (per child) and electronic payment form are due at the time of registration.

### **B. Health and Medication**

When children enter the program, staff will have direct contact with each child upon arrival to insure the child's health and safety are adequate. Staff members will express any concerns of a particular child's health status with the Recreation Program Supervisor or Site Manager.

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- contagious disease or illness
- fever of 100.4 degrees or more
- vomiting or diarrhea
- accident requiring medical attention

In case of a medical or dental emergency, accident, or illness, parent/guardian of the child will be called immediately. In a serious case, the child will be taken by ambulance to the hospital indicated in ePACT with parents being notified as quickly as possible.

If a child requires medication during program hours, only a 30 day supply will be kept on hand. The medication consent must be updated in ePACT. Medication must be in its original bottle or a duplicate bottle with name of prescription, child's name, dosage instructions, and physician's name. All medication should be in doses or child should be able to pour/administer dose. Staff are not allowed to give dosage, i.e. pour medication into a spoon. Any medication administered during the program requires a parent's permission on file, including over the counter medications.

### **C. Bathroom Expectations**

Students in attendance of East Ridge BASP are expected to use the bathroom independently, with limited prompts from the program staff. If your child is susceptible to occasional bathroom accidents, we ask that you please keep a spare change of clothes in your child's school bag.

#### **D. Pick up/Drop off**

Persons picking up your child from East Ridge BASP must be listed in your child's ePACT file. Upon arrival we ask parents or approved person for student pick up to text or call the program cell phone at **319-430-5455** or press the doorbell to the right of the main entrance to be allowed into the building.

#### **E. Absences**

**Please text the East Ridge BASP cell phone at 319-430-5455 if your child will be absent from the After School Program. You must contact East Ridge BASP and the school office regarding the absence.** This will enable our staff to know who to expect at program each day & give their full attention to the students in attendance, rather than looking for a student who didn't report due to an uninformed absence.

#### **F. Withdraw from Program**

Withdrawal from the program requires a written statement 30 days in advance of the last day. Parent/Guardian is responsible for the payment of tuition for the remaining 30 days of program.

**Withdrawal from the program is not allowed after February 15 of the current school year.**

**Parent/Family is responsible for the remaining tuition until the end of the current school year.**

#### **G. Toys and Games**

Certain days each month will be designated as a toy from home day; see monthly calendars for dates. Toys from home may include electronic hand-held games, i-pads, board games, stuffed animals, etc... Please be sure that your child's toys are clearly marked with his/her name and send only one toy at a time. East Ridge BASP and the Coralville Parks & Recreation Department are not responsible for lost or stolen items.

*\*If your child's electronic device has Wi-Fi capability, please discuss with your child expectations for use of the device. All electronics that can be connected to Wi-Fi and all games brought to program need to be rated E for everyone and appropriate for program. If the staff determine that a child is playing an inappropriate game or watching something that is not deemed appropriate for program, the electronic will be taken away and returned to the child's parents at pick up at the end of the day. Toy from home day is a privilege, East Ridge BASP reserves the right to restrict the privilege if deemed necessary.*

#### **H. Cell Phones**

Children will only be able to use their cell phones at the discretion of the Recreation Program Supervisor or Site Manager. Cell phones need to remain in bags and out of sight while at program.

#### **I. Sunscreen**

Sunscreen should be provided by the parent and staff will assist children to apply at the after school program. Parents should inform the Program Supervisor or Site Manager if sunscreen needs to be applied at BASP.

### **III. Staffing and Activities**

#### **A. Staff Members**

Staff members must be high school graduates or equivalent and it is preferred that they have 2 years experience in childcare, elementary education, or other related areas. They are required to maintain

certification in First Aid and CPR, Child Abuse Mandatory Reporting, and attend other department trainings as required. Prior to hiring a new staff member, the Program Supervisor will complete a check on all potential employees through the Iowa Criminal Courts & Iowa Registered Sex Offender lists, as well as complete a background check with the Iowa Department of Criminal Investigation.

Upon hire, a staff member will receive an orientation prior to starting work. Check off sheets will be completed for the appropriate area, verifying that he/she has received training on the various equipment and/or chemicals that he/she may have to use, mandatory reporting requirements, emergency procedures, discipline policy, and other policies governing the programs. He/she will also be "buddied" up with a youth counselor or site manager for a training period to be determined by the supervisor. During this time they will also receive an orientation for Bloodborne Pathogens and Exposure Control Equipment and schedule Universal Precautions training with the Recreation Program Supervisor.

Counselors will attain 6 hours of professional growth training each year in the areas of Child Development, Guidance & Discipline, and many others.

Staff members for the Before & After School Program will wear a staff shirt with the Coralville logo, on all days but Fridays and will wear a nametag on their shirt or jacket every day. If a substitute counselor is present, children should look for these signs of identification.

Staff are **not** allowed to transport children in their personal vehicles for emergencies or otherwise during work hours. If a staff member will be providing private childcare for a family and will be transporting children, they must be added to the ePACT file of any child being transported as an approved pick-up person.

Parents, at their discretion, may ask staff members of East Ridge BASP to babysit for their family. The Recreation Program Supervisor is unable to assist the family with setting up the requested arrangements. Staff members may not start a babysitting shift until after program hours.

#### **IV. Extracurricular Activities**

For activities such as soccer, music lessons, Girl Scouts, etc. a schedule of the activities, times, supervising adult name and phone number must be given to the Recreation Program Supervisor or Site Manager by the parent. The authorized adult must be listed in your child's ePACT file in order to leave program to attend the activity.

#### **V. Field Trips**

Field trips may be taken periodically. Parents will be notified in writing, most likely by e-mail, at least one week prior to the trip. Field trip transportation may be by foot, by department van, Coralville Transit, or charter bus.

In the department van, no child under 12 years of age will be allowed to ride in the front seat of the van. Children in Kindergarten and 1<sup>st</sup> grade will ride in a booster seat unless the child weighs over 80 lbs or is taller than 4' 7". All persons driving a department vehicle carrying children will have on file a valid Class D Chauffeur's License or a CDL to drive a bus.



Emergency information provided in ePACT will be carried on all field trips and extra staff members will assist us on trips.

If a parent chooses not to have their child participate in a field trip, they are responsible for making alternate child care arrangements.

## VI. General Activity Schedule

The program will utilize the multi-purpose room, gymnasium, and playgrounds at East Ridge Elementary School. Students will have the choice of participating in the activity choices of the day or an area will be designated to draw, color, read, and/or do homework. A monthly activity schedule will be posted at the program and e-mailed to all program families.

### General Schedule

3:10 – 3:45	Check in students & serve snack
3:45 – 4:15	Free Time & Homework Help
4:15 – 5:15	Choices between craft project, mindful time/homework and gym game
5:15 – 5:45	Free Time

Movies which are rated G or PG are occasionally shown at program as an activity option.

The before school program activities will consist of quiet activities, board games and free time in the gym. If your child needs breakfast, they may go to the school breakfast program on their way to class. Your child may also bring breakfast from home to eat at the program but it must be peanut and nut free.

### A. Snacks

East Ridge Before & After School Program follows the Smart Snacks in Schools standard published by USDA and required during the school day. The standard was set to instill healthy habits in children. The standard requires that food served must be “whole grain-rich”, a fruit and vegetable, dairy product or protein rich food. The foods served must also be low in calories, sodium, fat, and sugar. After school program snack must have two food groups represented.

Special exceptions to the menu and celebrations are permitted occasionally after school.

After School Program Snack Menu Example:

Monday	PM	Wholegrain Goldfish crackers, clementine
Tuesday	PM	Fresh fruit & yogurt parfait w/ granola
Wednesday	PM	Cereal bar, apple
Thursday	PM	Whole wheat chips with salsa, cheese stick
Friday	PM	Trail Mix, (cereal, pretzels, animal crackers, raisins), fresh fruit

Alternate served daily: graham crackers, fruit or cheese.

***Please be sure to list your child’s food allergies or foods that they cannot eat in ePACT.***

Parents may provide additional items for snack for their child, if desired. These snacks must be eaten during the designated snack time and in the designated snack area. For no school days, families must provide their student with a nutritious packed lunch. Due to nut allergies among our participants, we ask that you refrain from sending food items that contain peanuts or tree nuts.

## VII. Positive Guidance and Behavior Reports

### A. Positive Guidance

Program staff will encourage students to interact positively with peers and make good choices while at program. Staff Members will teach and model expectations for behavior. Whenever possible, staff will assist children in working out their differences to determine both a cause and solution to conflict. Staff will remind children of the following steps when dealing with conflict:

1. **Ask the person to stop.**
2. **Ignore the person.**
3. **Walk Away.**
4. **Tell an Adult.**

### B. Behavior Reports and Dismissal

*The following system will be used for behavior correction.*

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected. *If a behavior is deemed serious enough, it can warrant an Incident Report.*
2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about his/her actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10 - 20 minutes (depending on the age of the child). The child will not be allowed to return to a particular activity for the remainder of program time, such as a gym game. Parents will be informed of the behavior upon pickup and a Behavior Report will be completed by the staff.
4. An Incident Report will be completed whenever a child becomes physical with another child or staff member, destruction of property occurs, constant one-on-one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operations of the program by: requiring one-on-one attention, inflicting physical or emotional harm on other children or abusing staff, or destroying equipment or facilities.*
5. If 2 Incident Reports are completed during a school year, a meeting will be scheduled with the Recreation Program Supervisor, Site Manager, parents, and child to discuss the behavior and strategies to assist in alleviating the behavior. A behavior contract may be written at this time.
6. If the child receives a 3<sup>rd</sup> Incident Report, they will be suspended from the program for a three program day period. During this time, the parent, child, Recreation Program Supervisor and Site Manager, will meet and discuss the parameters for returning to the program.
7. If a 4<sup>th</sup> offense occurs after this meeting, the result will be dismissal from the program.
8. Incident reports will accrue for one school year.

East Ridge BASP reserves the right to terminate a student from program at any time if the Recreation

Program Supervisor, Recreation Superintendent, and/or Director of Parks and Recreation believe it is in the best interest of the program.

## **VIII. Emergency Procedures**

### **A. Inclement Weather**

**In the event of school cancellation for inclement weather or other reasons, program will not be held.**

Coralville Parks & Recreation Department respects the same reasons that the CCA School District deems it not safe to have children in school; due to weather or for other emergency reasons.

- East Ridge B.A.S.P. **WILL NOT** hold program if school is canceled for the day.
- The before school program **WILL NOT** be held if school starts with any delay due to inclement weather or for other emergency reasons.
- The after school program **WILL NOT** be held if school is released early due to inclement weather or for other emergency reasons.
- If the school district declares all after school activities are canceled, that includes all before and after school programs as well. East Ridge Before & After School Program **WILL NOT** be held on days when the school district cancels all after school activities.

If program is already in progress and inclement weather or other conditions arise, the Recreation Supervisor will consult with the Recreation Superintendent. After review of the local weather forecasts and advisories, and it is felt that program should be closed, parents will be contacted to pick up their child(ren). The staff shall remain on site until all children are picked up. Staff will not transport children.

### **B. Power Outage**

In the event of a power-outage at program, the Program Supervisor or Program Site Manager will check the premises for downed power lines. Students will be moved to a safe location. Parents will be notified of the next steps. If the power outage lasts over an hour, parents will be notified to pick up their child as soon as possible.

### **C. Universal Precautions**

All staff members receive training in universal precautions and are required to treat all blood, vomit, feces, as infectious. Staff will wear gloves while providing first aid and during clean up. Waste products considered infectious will be disposed of in compliance with our Blood Borne Pathogens plan.

### **D. Runaway Child**

If a child tries to run away from program, the child will be followed at a distance by a staff member. They will try to get the child to stop and coax them back to the program. If the child leaves school property without permission, the police department will be notified if deemed necessary for the safety of the child.

**E. Emergency Procedures have been established for East Ridge Before & After School Program and are readily available in the event of the following emergencies:**

- Fire
- Tornado / Severe Weather / Lightening
- Intoxicated Parent / Guardian
- Power Outage
- Toxic or Hazardous Materials
- Structural damage
- Missing Child
- Dangerous Adult
- Bomb Threat
  1. These procedures are reviewed and updated annually by the Recreation Program Supervisor and Recreation Superintendent.
  2. East Ridge BASP participants and staff will practice and record fire and severe weather drills on a monthly basis. The procedures and drills determine specific routes and gathering places in the event of a real emergency.
  3. Staff will review emergency policies upon hire and a minimum of two times per year thereafter.
  4. Parents/ Guardians may review procedures at the program site upon request.

**Thank you for choosing East Ridge BASP! We  
are excited to grow and make lasting  
memories together.**

**East Ridge BASP Cell Phone: 319-430-5455  
Coralville Recreation Center phone number: 319-248-1750**

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