

DALLAS COUNTY R-1

21st CCLC

Policies and Procedures

August 2024

**Dallas County R1
21st CCLC Cohort 14
Before and After School
Policies and Procedures**

Absences

Parents should contact the program if a child will not attend the After School Program on a regularly scheduled day. Please contact the program coordinator or leave a message with the school office to be relayed to the program coordinator prior to After School hours. The program coordinator will check with the school office, the child's teacher, and, finally, attempt to call the parent in an effort to locate a child not in regular attendance. If your child attends clubs or other afternoon activities, please give your program coordinator written notification so the child will not be expected in After School on those days. The Grant Director can be reached at 417-345-2222 ext. 1001 or by email at jana.salaki@bisonpride.org. Program phone is 417-733-2841 and will be available from 10:00 AM – 6:00 PM. Laina Tryon, Site Director can also be notified at these numbers.

Behavior Management

Children are expected to comply with all regular school rules and regulations. Discipline will be handled by the program coordinator, the program group leaders, and, in some cases, by the school principal or assistant principal.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

It will be at the Program Coordinators discretion if and when a student will be suspended. The Program Coordinator will choose acceptable suspension time or expulsion from the program.

Child Abuse, Reporting Suspected

We are required by law to report suspected child abuse. If a staff member suspects child abuse a report will be made to the Department of Social Services (800-392-3738). If the suspected abuser is an employee, the staff member must also report to the superintendent. It is also a good practice to notify the program coordinator, the principal and counselor at the school of the child, but not required.

Emergency Drills

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held as set forth by State Regulations and Dallas County Board of Education policies.

Homework

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of the After School Program to ensure that a child's homework is completed or correct.

Hours/Days of Operation

The school calendar will be followed in all instances. **There will be no After School Programs on holidays and snow days. There will be no After School Programs when school is dismissed early due to inclement weather.** The program will begin on the first day of school and end on the last day of school. **There will be no After School Programs on scheduled early out days per school calendar.** The hours of operation are from the closing of school until 6:00 PM.

Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child. A child who is absent from school during the school day or who has been picked up due to illness may not attend the After School Program that day.

Medical Emergencies

In the event of a medical emergency that cannot be handled by the program coordinator, EMT personnel will be called. Parent contacts will be made in the following order: Parent or Guardian or Emergency Contact Person. **It is imperative that each parent provide and maintain current contact numbers, physician and hospital preferences, and place of employment at the child's school, as maintained in the school information system, as well as on the child's registration form.**

Medication Administration

Should it be necessary for your child to receive medication at the After School Program, the procedure is as follows: Per DCR1 Board Policy only a school nurse is allowed to administer medications. Students should take medication prior to programming or following programming, as the After School Staff will not be allowed to administer medications.

Parent Participation

Each After School Program site encourages parent involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents are encouraged to participate several ways:

- Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips (must have appropriate volunteer approval through DCR1 Human Resources).
- Donating outgrown games, craft items, etc.
- Volunteering to help with our special projects.
- Keeping all personal information current with the program such as home phone numbers and address parents' work and cell phone numbers, emergency contact phone numbers, etc.

Volunteers must complete the appropriate forms and must receive an approved criminal records check before volunteering. Parents may contact their child's school office or central office for background check information.

Parent/Guardian Under the Influence of Drugs or Alcohol

After School Program staff cannot release a child to a person who is under the influence of drugs or alcohol. The group leader will contact the program coordinator if this occasion arises. The program coordinator will notify emergency contacts listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the after school staff will call proper authorities.

Registration

All students attending the Before and After School Program must be registered with the program coordinator. The program is not designed to accommodate children on a "drop-in" or occasional basis. At some sites all available spaces are filled and a child may have to be placed on a waiting list until a space is available. **All forms must be completed and returned to the program coordinator before a child will be allowed to attend the Program.**

Sign In/Out Procedure

Parents **must** sign out with the date and time for their child each day. A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. **Once a child is signed out by a parent/guardian the After School Program is no longer responsible for that child.** If a child is to be released to someone not listed on the application, the program coordinator must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

Snacks/Lunch

A nutritious snack is available each afternoon. If your child has a food allergy please advise the program coordinator of that fact in writing. If a food substitution is necessary, written documentation from a physician is required.

Staff

Each employee must pass a criminal record check before employment. All staff members are expected to be certified in First Aid and CPR at each site. Staff members will attend regularly scheduled staff meetings to review policies and procedures and to make lesson plans.

Staff Meetings

Each site will conduct regular site meetings. Meetings may include items such as policies and procedures, state regulations, school age issues, staff concerns, program improvement and recommendations. Staff will be given the opportunity to share and offer input on program issues.

Transporting Children

In the event that children must be transported while in care of the After School Program, only certified drivers will operate approved school buses or activity buses. Children will follow all Dallas County School System bus safety rules. Approved staff-child ratio will be maintained. A first-aid kit and emergency information for each child will be available. Staff will have attendance sheets which will be checked at departure, during the trip, and when children board the bus for the return trip.

Volunteering in After School

A parent or community member who wishes to volunteer in the After School Program must receive an approved criminal records check prior to volunteering. Parents may contact their child's school office or central office for background check information.

Weather/Emergency Closings

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, local radio and television stations and automated calls will make the announcements. **If school is closed or dismissed early because of weather conditions, the After School Program will not operate that day.**