

THE KIDSPACE AFTER SCHOOL PROGRAM HANDBOOK

The After School Program is located at Van Buren First Assembly of God. The Program uses a designated area with a secured entrance, a full kitchen, and private bathrooms. All of the children have access to the gym and playground where daily activities will be offered to students.

Our outstanding staff is qualified child care providers. Background checks are performed on all staff members employed by the Program.

ADMISSION PROCEDURES

Enrollment applications for the following school year are available online at the VBFA.church.

Parents will need to fill out the VBSD transportation form (given to students by the school) giving permission to VBFA ASP to pick up your child. This is also important for the school to have to keep on file. VBFA ASP will send a list to each of the schools of the students that we will be picking up.

TUITION

In order to guarantee your child's spot in the After School Program the invoice must be paid biweekly on Fridays. Payment is due in advance of services. The amount due does not change when the Program is closed due to holidays or inclement weather.

Each child's slot in the Program is reserved for him or her only. Payment is due regardless of attendance. Payment of cash, check, or credit card will be accepted. Please make checks payable to Van Buren First Assembly. Please include your child's name on the check.

The After School Program reserves the right to impose a \$10 late payment penalty and/or to revoke the enrollment of any child whose account is past due.

SCHEDULE CHANGES

Fees will not be refunded due to a child's absence or withdrawal from the Program. Notice of a schedule change should be submitted to the Program Director two weeks in advance. Once notification terminating a child's participation in the After School Program has been received, the family will receive an invoice detailing the charges for the child's remaining time in the After School Program. This invoice is due upon receipt.

SCHEDULE OF OPERATION

On regular school days, the After School Program operates from 3:00 p.m. until 6:00 p.m. for students in Pre-K through 5th grade.

School Breaks

Opening and closings of the ASP during school breaks will be announced.

Holidays

The ASP will be closed the following national holidays.

Good Friday

Memorial Day

Labor Day

Thanksgiving

Christmas

Snow Days and Delayed Openings

The After School Program will be closed whenever school is closed due to inclement weather. Credits will not be issued for days when school is closed due to snow. When the opening of school has been delayed due to weather, the After School Program will operate as scheduled.

Emergency Dismissal Procedures

The After School Program will be closed whenever Van Buren Public Schools are dismissed due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site.

TRANSPORTATION

Students in the Van Buren School District will be transported by van to Van Buren First Assembly of God. Every effort will be made to minimize the amount of time the children spend traveling between schools. Children must have the written permission of their parents to be transported to the After School Program by van (this is in the release form in the application packet). If a child is attending a field trip and returns to school after dismissal, it is the responsibility of the child's parents to arrange transportation to the After School Program. All costs associated with transportation included in tuition fees.

Transportation procedures for students include the following:

- Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the van.
- Follow the direction of the driver at all times.
- Remain seated while van is in operation.
- No food or drinks on the van.
- No tobacco, weapons, or drugs of any kind on the van.
- Foul language and unnecessary physical contact with other students will not be tolerated.
- Unacceptable behavior on the van can result in student dismissal of the Program.

ATTENDANCE PROCEDURES

The safety of each student is paramount to the staff of the After School Program. If a child will not be attending the After School Program as scheduled, it is essential that the child's parents email the director at aliena@vbfirst.com or call the absence line at 479-474-7573 to report the child's absence from the Program each day they will not be in attendance. A \$10 fee will be charged for every unreported absence after the third occurrence.

Check-in Procedures

When a child who is scheduled to attend the After School Program does not arrive, and the Program has not received an absence call from the child's parents, we will institute an immediate search.

An unexcused absence will initiate the following actions:

- The child's school will be called to see if the child was absent or dismissed from school.
- The child's home will be called. A message will be left if no one is home.
- The child's parents will be called at work. Messages will be left if no one is available.
- Each parent's cell phone and/or pager will be called. Messages will be left if no one is available.
- Once a child's parents have been contacted, the After School Program will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list will be contacted.

Pick-up Procedures

The After School Program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the After School Program unattended. We ask that parents please pull through the north main entrance of the building carport and remain in your vehicle and an ASP staff member will checkout your student(s) and load them in the vehicle for you. Parents/Guardian must have the designated car line tag (given at enrollment) with the student(s) name on it in order to be picked up. The children may not go into the hallways or classrooms unless they are accompanied by an ASP staff member.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies the After School Program prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Late Pickup Policy

The After School Program closes at 6:00 p.m. For every 5 minutes that an approved Pick-up is late, \$1.00 will be added to the next payment. Continual late pickup may result in a child's suspension or removal from the program. The staff is unable to remain on site after 6:00 p.m. for activity updates or

consultations about children. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during Program hours.

PROGRAMMING

The After School Program strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, the children are offered a variety of activities. Children who do not participate in a scheduled activity may read a book or use the time to complete homework.

Homework Policy

The After School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

Snacks

Snacks are provided for the students in the After School Program. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with your child.

Outdoor Play

Students who attend the After School Program can expect to spend a minimum of 20 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat.

Possessions from Home

Since we cannot guarantee the safe return of personal belongings, the After School Program asks that any personal possessions be left in backpacks during a child's time in the After School Program.

Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. The After School Program does not allow the use of toy weapons of any kind.

HEALTH POLICY

All children enrolled in the After School Program must satisfy the minimum immunization and routine physical examination requirements in accordance with the Van Buren School District requirements. Documentation of the above must be on file at the child's school.

The After School Program exclusion and reporting policies for communicable diseases are in conformance with the guidelines set by the Arkansas Department of Public Health. In the event of an outbreak of a communicable disease or condition that is reportable to the Department of Health, a notice will be posted.

If a child becomes ill while attending the Program, a parent or emergency contact person will be notified.

Children who attend the After School Program should be well enough to follow the normal routine of the Program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the After School Program and must be fully recovered before returning to the After School Program.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Accidents or Acute Illness

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Medication Policy

The After School Program will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at the After School Program. All medication administered by the staff of the After School Program must be current and in a pharmacy labeled container. An adult must bring the medication into the Program. Children are not allowed to transport medication. Expired medications will be returned to the families. A medication request form is included in the After School Program application packet. Additional copies of the forms are available from the Program Director or from the After School Program staff.

Head Lice

The After School Program has a no lice, no nit policy. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment.

Children who have been sent home with head lice may return to the After School Program once they have been cleared for return by the Program Director of the After School Program. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

Clothing Requirements

The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Children without boots or snow pants will be asked to stay on shoveled areas. During the winter months, and throughout the year, the children are welcome to leave an extra set of seasonal clothing on their assigned hooks in the After School Program room.

BEHAVIOR MANAGEMENT POLICY

The children and staff of the After School Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the After School Program will be explained to the children clearly and reinforced in a consistent manner.

To be eligible for enrollment on an ongoing basis, the following behavior expectations must be met by each student attending:

- Bullying is not acceptable.
- Proper respect will be given to leaders and other students.
- Facilities must be respected. Damages will be assessed and billed to the parent of the student.
- No weapons, tobacco, drugs of any kind are allowed on the campus of VBFA.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the After School Program.

If the Program Director feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program with two weeks notice.

Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the After School Program without notice.