



**** JR. KINDERGARTEN THROUGH 4TH GRADE ****

Sponsored By

City of Pipestone Recreation Department

School District #2689 Community Education

THANK YOU TO UNITED WAY FOR SUPPORTING YOUTH PROGRAMS

**PROGRAM PHONE #'S: Ewert Rec Center: 825-5834 CELL (Available During Program Only): 215-0829
AFTER SCHOOL/SUMMERTIME FUN PROGRAM COORDINATOR: Connie Przybys**

MISSION STATEMENT: To provide an environment that promotes positive youth development and supports, encourages and teaches the values of trustworthiness, respect, responsibility, fairness, caring and citizenship. **This is a recreational program. It is not a day care.**

ENROLLMENT: Children participating in the After School Activity Center **must be enrolled** in elementary school (Jr. K - 4th grade.) Registration forms **must be completed and appropriate fees paid at the Ewert Recreation Center office prior to your child's participation in the activity center will be allowed.**

FEE INFORMATION: Registration fees and monthly fees must be paid to the Rec office located in the Ewert Rec Center **during Park & Rec Office hours ONLY! Full time Monthly fees are due on the last Friday of EACH MONTH! Hourly fees will be billed and due on or around the 10th of each month for the month prior. Pay fees in person or call in your debit/credit card info and we will complete the transaction. CREDIT CARD NUMBERS will not be kept! It is your responsibility to make your payment each month. LATE FEE OF \$5.00 will be assessed if payment is made after due date! Bills will not be sent for full-time Monthly payments!**

EARLY OUT SNOW DAYS: This program **includes** school days, Teacher Inservice Days, early outs due to weather or special events that might come up. The program **does not include** Holidays, Vacation Days, Late Starts or All Day Snow Days. If weather conditions limit travel in town, this program will not be held. **For cancellations:** Check our Facebook Page, Listen to KLOH/KISD AM/FM RADIO or call the Ewert Rec Center at 825-5834.

ATTENDANCE INFORMATION: The After School Activity Center assumes responsibility for enrolled children when school is over each school day listed on the school calendar. **The program must be notified when your child is going to be absent or late for any reason. If your child is part-time, it is your responsibility to keep us informed of your child's schedule from week to week. Please call the Ewert Recreation Center at (507) 825-5834 prior to 3:00 p.m. Please keep your teacher informed regarding any changes in your child's schedule.** Only authorized people will be allowed to pick up your child. If anyone other than the authorized person will be picking up your child, **the program coordinator must be notified.** We will not release children to persons who are not listed on the registration form as authorized to pick up child. **PARENTS – CREDITS FOR MISSED DAYS WILL ONLY BE GIVEN DUE TO SICKNESS!**

PROGRAM CONTACT INFORMATION: **If your child will be absent or late for any reason, it is your responsibility to call the Ewert Recreation Center at 507-825-5834 prior to 3:00 p.m. If you need to contact the program for any other reason, please call the Ewert Recreation Center until 5:00 p.m. After 5:00 p.m. or for emergencies, you may contact the After School Program Cell Phone at 215-0829! We need to know your child's schedule!** If a child does not arrive on a day they are scheduled, staff will contact parents, the child's emergency contacts and if necessary, the sheriff's office and **a \$5.00 finder's fee will be charged.**

***TRANSPORTATION:** **Staff will not transport children during this program.** It is up to parents to transport children to and from destinations. A school bus will transport children for field trips and etc.

PARENTS: **Staff will sign your child in and out each day. Call After School Program phone (215-0829) when you are outside to pick your child up. Staff will bring your child out to you.**

SNACKS: A nutritious snack is available to children enrolled in the After School Activity Center. The cost of the snack is included in the cost of the program. **If you would like to donate snacks for the program, we ask that they are purchased and wrapped in original packaging.**

CALENDAR OF EVENTS: **A calendar will be handed out each month with a schedule of events or happenings in the After School Activity Center. Field trips are taken occasionally, so it is your responsibility to watch the calendar to know where your child will be in the event that you may have to pick him/her up before they return to the Activity Center.**

PERSONAL BELONGINGS: Children should be dressed adequately for both inside and outside activities. Children should not bring toys, pop, or candy from home without permission. **MOVIES** must be rated **PG** and **approved by the Program Coordinator.** **(The program is not responsible for lost or stolen items.)**

WATER BOTTLES: Each child is responsible to bring a water bottle labeled with their name.

***PARENT PARTICIPATION:** An enrolled child's parent or legal guardian will be allowed access to the parent's or legal guardian's child at any time while the child is in program. Parents/legal guardians are welcome to visit the Activity Center as often as they would like. If a parent wishes a conference, an appointment should be made with the Program Coordinator.

IMMUNIZATIONS: A copy of your child's immunization information is required prior to beginning of program. Child will not be allowed to begin until a copy is submitted. Immunization records will be available on program site.

WATER BOTTLES: Each child is responsible to bring a water bottle labeled with their name.

POLICIES CONCERNING SICK CHILDREN: Sick children **should not be brought** to the program. Staff will notify parents by phone of any symptoms of impending illness (headaches, fever, vomiting, etc.) Parents will be expected to pick up a child who appears to be ill, unless other arrangements have been made previously between the parent and the program coordinator. Parents will be called in the event a child requires emergency care. **The child will be Isolated from the other children in the program until picked up.** If parents are unavailable, persons indicated on registration form will be notified. In the event that none of the above can be reached and it is an emergency situation, the child will be taken by ambulance or police to the Pipestone County Hospital Emergency Room.

MEDICATION POLICY: Parents/Guardian – YOU ARE RESPONSIBLE for administering medications to your child

HEALTH SCREENING INFORMATION

Staff will sign your child out each day.
Call 215-0829 and let staff know you are there to pick your child up.
Staff will bring your child out to you.

Hand Washing-Sanitizing will be practiced throughout the program.

PARENTS – YOU ARE RESPONSIBLE for bringing your child to other programs!

MEDICATION POLICY: Parent/Guardians **-YOU ARE RESPONSIBLE** for administering medications to your child during this program. Medications **WILL NOT BE ADMINISTERED** by After School Program staff!

EXCLUSION of SICK CHILDREN AND INFECTIOUS DISEASE OUTBREAK CONTROL

Staff must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. Isolating a sick child from other children does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up. Staff must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota rules, part 4605, 7040, or scabies, impetigo, ringworm, or chicken pox. Parents will be notified by phone or e-mail if there is an exposure.

METHODS OF DISCIPLINE: Children will have a clear understanding of the authority and rules of the program. If unacceptable behavior takes place, privileges may be withdrawn and parents will be notified of the behavior. It is the policy of the After School Activity Center to maintain an orderly environment. This policy is designed to implement procedures that protect the rights of each participant, the staff and the building. **Children are expected to abide by the following rules and regulations:**

- 1) Each child should show proper concern for the building and its equipment.
- 2) Children should exhibit respect for personal property, staff and other children.
- 3) Physical assaults and fighting are prohibited.
- 4) Any degrading conduct including abusive, threatening, profane or obscene language or conduct which degrades people because of their race, religion, ethnic background or physical/mental handicap is prohibited.
- 5) Children are prohibited from using, possessing, distributing, or being under the influence of alcohol, drugs, or tobacco products.
- 6) The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited.
- 7) Children must conduct themselves safely while in buses, cars, taxis or walking to the program.

Violation of the above rules and regulations will result in disciplinary action as follows:

- 1) Child will be informed of misbehavior and parent/guardian will be notified within 24 hours of the incident.
- 2) Child will be suspended from program for 2 days, possibly longer depending on the misbehavior.
- 3) Discipline forms must be completed by After School Program staff regarding the incident.
- 4) Continual problems: Parent/Guardian will be notified to pick up child immediately with a one week suspension of the program. Further discipline problems will result in suspension for the year

PREVENTING AND RESPONDING TO ALLERGIES

Requirement: Documentation is required for your child's known allergies. Allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction and procedures for responding to an allergic reaction, including medication, dosages and a doctor's contact information.

Staff will be informed of each child's current allergy information. *At least annually and when a change is made to allergy-related information of a child's record, the certified center must inform staff of any change. Documentation that staff were informed of the child's current allergy information will be kept on site. A child's allergy information will be available at all times including on site, on field trips or during transportation. Food allergy information will be available to staff in the area where food is prepared and served to the child.

EMERGENCY PREPAREDNESS POLICY: Emergency plan is available for review upon request by the child's parent or legal guardian. Staff will be trained at orientation and at least once each calendar year on the emergency plan and document training in each personnel file. Quarterly evacuation drills and shelter-in-place drills will be conducted.

BUILDING AND PHYSICAL PREMISES; FREE OF HAZARDS POLICY: Areas used by children will be kept clean and in good repair, the furniture and equipment is structurally sound and will be appropriate to the age and size of a child who uses the area. Staff will safely handle and dispose of bodily fluids and other potentially infectious fluids by Using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag. *Staff ensures that hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants and chemicals are out of reach of child.

CHILD ABUSE AND NEGLECT POLICY

Who Should Report Child Abuse and Neglect - Any person may voluntarily report abuse or neglect. Staff is legally responsible to report any abuse or neglect and cannot shift the responsibility of reporting to program supervisor or to anyone else at the center. If staff believes or witnesses that a child is being or has been neglected or physically or sexually abused, within the last 3 years, staff is required to make a report (within 24 hours) as stated in Minnesota Statutes, section 245 Hand Minnesota Statutes, section 626.556. **WHERE TO REPORT:** The telephone number of the Department of Human Services, Division Licensing Maltreatment Intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in the program. The telephone number of the local county child protection agency (Pipestone County Family Services: 507-825-8655) for reporting suspected maltreatment of a child occurring within a family or in the community. IThe telephone number of the Department Services, Division of Licensing at 651-431-6500, for reporting possible certification violations. Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY: Staff must inform (within 24 hrs) the MN Dept of Human Services if the death of a child or any injury to a child in the program that requires treatment by a physician. Staff training will include mandated reporting responsibilities as specified in the "reporting of Maltreatment of Minors Act(Minnesota Statutes, section 626.556). Certification of staff training will be kept and monitored by coordinator. Training will be included in individual personnel records, monitor implementation by staff.