



# After School Program Policy Handbook



Douglass Community Services is an equal opportunity employer and service provider.  
This program is a partnership with United Way of Mark Twain Area and Hannibal School District.

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**I. WELCOME to MINDS IN MOTION**

Minds in Motion is an after-school childcare and enrichment program operated by Douglass Community Services onsite at Stowell Elementary School. The program begins Monday September 20, 2021 and concludes on May 27, 2022. The program operates on the same calendar as Hannibal School District, Monday through Friday, 3:00pm-5:30pm. When Hannibal School district is closed for any reason, including inclement weather, there will be no after school program. The program will operate with a max capacity of 25 school-age children. Parents have access to facility at any time during hours of care.

**II. PROGRAM PHILOSOPHY, CARE of CHILDREN, AND GOALS**

The Minds in Motion program has been established to support and strengthen the child's family and the community in which they live. The program focuses on cognitive, social-emotional, and physical development within a project-based environment. The experiences are intended to help students develop a sense of belonging and strong peer relationships. The needs of each child are considered. Participation in all activities is strongly encouraged, but not forced. Staff remain actively engaged with students throughout the program time.

**Behavior** – Minds in Motion will be trained on and follow the school's Positive Behavior Support program. This program is an approach to improving student behavior in support of academic and social success. Clear and consistent behavioral expectations are taught to students and reinforced during their time in the program. By doing this, the program provides consistency with school expectations for behavior. Behavior will be guided through use of both positive and negative consequences. Please refer to your school parent handbook for more information on the Positive Behavior Support program.

There may be times when behavior issues are serious enough that they require immediate handling outside of the Positive Behavior Support system. We reserve the right to suspend or terminate a student from the program immediately if a student's behavior warrants it. Physical aggression of any kind will not be tolerated.

**Non-Discriminatory Policy**

The Minds in Motion program is open to all families regardless of race, religious affiliation, cultural heritage, political beliefs, national origin, disability, marital status, financial status, or sexual orientation. The program embraces the differences in our community and strives to foster an understanding and appreciation of all.

**Licensing Agency**

The Minds in Motion after school program is in process of becoming licensed by the Missouri Department of Health and Senior Services Section for Childcare Regulation and is mandated to uphold all of the rules and regulations set forth by that agency's school age child care

licensing. The program is licensed to care for 25 children at a child/staff ratio of 1 staff for every 13 children.

**Staff and Volunteers** - The Minds in Motion program has a teaching team that consists of teachers and paraprofessionals.

Each activity adheres to a 1 to 13 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the Minds in Motion program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact the Site Coordinator

All Minds in Motion team members, paid instructors and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

### **III. ADMISSION TO THE PROGRAM**

Applications must be submitted to be considered for enrollment in the after school program. After receiving applications, staff will arrange for an interview with parent(s) and child to discuss enrollment in the program and make a mutual decision about admitting the child. During the interview, the policies of the program will be discussed, including the methods and frequency of communication, plan for providing care of ill children, and the plan for care on days of school closing. All applicants are encouraged to apply for subsidy, if eligible, prior to enrollment. Applicants selected for enrollment will be placed in the program on a first come, first served basis until all 25 spots are filled. Applicants who submit enrollment paperwork after the 25 spots have been filled will be placed on a waiting list in the order they are received. If enrolled students drop from the program, the next person on the waiting list will be contacted for enrollment.

Prior to full admission to the program, the following completed forms and/or documents must be received by the program staff:

- Application
- Child Care Enrollment Form
- Release of Information
- Blood Lead Testing Form

- Medication Form (if applicable)
- Field Trip Permission Form
- Health Report
- Individual Care Plan (if applicable)
- Subsidy application
- Income verification for sliding scale (paystubs, taxes)

**Children with Disabilities** - All efforts will be made to serve children with physical, developmental, or behavioral disabilities. Staff and parents will determine if the disability can be accommodated while also meeting the needs of the other children. If admitted to the program, Individual Education Plans will be part of the child's care plan.

**Immunizations** - No child will be admitted unless fully immunized as specified by the Immunization Practices Advisory Committee. Evidence is certificate, statement, record from physician or other recognized health facility verifying type of vaccine, month day and year of administration or in process, or has signed statement of exemption on file for medical or parental reasons

**Personal Belongings** – Minds in Motion and Douglass Community Services assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students are *not* permitted to return to their classrooms once the school day is over.

#### IV. DISCHARGE AND TERMINATION

Every attempt will be made to meet the needs of the children and families in the Minds in Motion program. However, there are some circumstances that may require a child to be discharged from the program. The following are reasons for discharge initiated by the program:

- Physical assault or other egregious behavior
- Threats
- Continuous behavior issues that cannot be remediated (4<sup>th</sup> behavioral incident)
- Poor attendance (5<sup>th</sup> unexcused absence)
- Failure to pay fees as outlined in Section V
- It is determined that the program is unable to provide the level of care necessary without negatively impacting other children

Parent(s)/guardians can terminate enrollment at any time. One week's written notice must be provided to the Site Coordinator in order to recoup advance payments that may have been made.

#### V. FEES AND PAYMENT

All families who want to enroll a child in Minds in Motion after school program will need to apply for subsidy. Those who are approved for subsidy will be responsible for payment of the copay established by the Missouri Department of Social Services. Proof of income is required. The following table, based on federal poverty level, outlines the sliding fee scale for the program.

<b>Household Number</b>	<b>Income</b>	<b>Weekly Fee - 1 child</b>	<b>Weekly Fee - 2 children</b>	<b>Weekly Fee - 3 children</b>	<b>Weekly Fee - 4 children</b>	<b>Weekly Fee - 5 + children</b>
2	\$0-17,240	\$40	\$48	\$56	\$64	\$72
	\$17,241-21,775	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$21,776-23,517	\$45	\$54	\$63	\$72	\$81
	\$23,518 +	\$50	\$60	\$70	\$80	\$90
3	\$0-21,960	\$40	\$48	\$56	\$64	\$72
	\$21,961-27,450	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$27,451-29,646	\$45	\$54	\$63	\$72	\$81
	29,647 +	\$50	\$60	\$70	\$80	\$90
4	\$0-26,500	\$40	\$48	\$56	\$64	\$72
	\$26,501-29,207	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$29,208-35,775	\$45	\$54	\$63	\$72	\$81
	\$35,776 +	\$50	\$60	\$70	\$80	\$90
5	\$0-31,040	\$40	\$48	\$56	\$64	\$72
	\$31,041-35,245	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$35,246-41,904	\$45	\$54	\$63	\$72	\$81
	\$41,905 +	\$50	\$60	\$70	\$80	\$90
6	\$0-35,580	\$40	\$48	\$56	\$64	\$72
	\$35,581-41,283	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$41,284-48,033	\$45	\$54	\$63	\$72	\$81
	\$48,034 +	\$50	\$60	\$70	\$80	\$90
7	\$0-40,120	\$40	\$48	\$56	\$64	\$72
	\$40,121-50,150	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$50,151-54,162	\$45	\$54	\$63	\$72	\$81
	\$54,163 +	\$50	\$60	\$70	\$80	\$90
8	\$0-44,660	\$40	\$48	\$56	\$64	\$72
	\$44,661-55,825	\$42.50	\$51	\$59.50	\$68	\$76.50
	\$55,826-60,291	\$45	\$54	\$63	\$72	\$81
	\$60,292 +	\$50	\$60	\$70	\$80	\$90

Fees must be paid one week in advance. Staff will contact parents if fees are not paid by the end of the week that care is provided. Accounts may not be in arrears for more than one week. If full payment is not made for two consecutive weeks, students may be discharged

from the program due to non-payment. If accounts are brought current, but become delinquent again, immediate discharge may result.

**Deposit:** A \$50 non-refundable deposit must be paid at the time of enrollment.

**Late Fees:** Pick up time is 5:30pm. Students not picked up by 5:35 will result in a \$5 late fee for every 15 minutes they are not picked up. Late fees must be paid prior to the following week of care. Unpaid late fees will be treated as non-payment and may result in discharge from the program.

**NSF Fee:** Checks returned unpaid due to non-sufficient funds will be assessed a \$25 NSF fee. The fee must be paid prior to the following week of care and will be treated as non-payment. If more than one check is returned unpaid, another method of payment will be required for all future payments.

Checks can be made payable to **Douglass Community Services**.

## **VI. DAILY SCHEDULE**

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The daily schedule will include a variety of different activities. Toileting and handwashing will occur as needed throughout the after school program. The typical daily schedule is as follows:

3:00pm - 3:15pm – arrival, toileting, handwashing

3:15pm - 3:30pm - snack

3:30pm - 4:00pm - movement outside (weather-permitting or in gymnasium)

4:00pm - 4:30pm - homework club/tutoring/remediation/reading

4:30pm - 5:00pm - collaborative learning stations

5:00pm - 5:30pm - music/art/free choice/departure

Collaborative learning stations will include different elements throughout the week. Stations will rotate and include opportunities for learning basic skills through project-based learning through conservation, gardening/sustainability, construction, science, technology, music, movement, drama, and creative arts. Children will be divided into age groups when appropriate for the activity.

**Field Trips** - You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the Minds in Motion after school program. Emergency medical and contact forms will be

taken on field trips and the same emergency procedures that are in place in the school facility will be followed.

**Snacks/Super Suppers** – Each day, a health snack and super supper meal will be served to children. The snack/meals will be provided by Douglass Community Services USDA food programs.

## **VII. ATTENDANCE**

Children who are enrolled in the program and present at school are expected to attend the after-school program. Regular attendance is critical to learning. If for some reason, your child will not be attending the after school program, please provide a written notice of the absence and reason for the Site Coordinator to determine if the absence will be excused. More than three (3) unexcused absences will result in parent contact to discuss full participation. Continued unexcused absences may result in discharge from the program. The following are considered excused absences:

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

## **VIII. ARRIVAL AND PICK UP PROCEDURE**

Children will report directly to the after-school program area immediately following school dismissal. Staff will check children into the program as they arrive and record on attendance log. Staff will direct children to wash hands and prepare for snack. To ensure safety of the children, Minds in Motion staff will get an attendance report from the school secretary so that all children's whereabouts are accounted for.

No transportation will be provided at the end of each day. Children will not be allowed to walk home unattended. Children must be picked up by 5:30pm. Children will only be released to the parent, guardian, legal custodian, or adult designated by parent, guardian or legal custodian. Individual picking up children will be required to sign children out on the attendance log and briefly communicate with staff about the child's day. Late pick-up (after 5:30) will result in additional fees. If parent cannot be reached, emergency contact will be contacted. If parent/guardian is more than 15 minutes late and cannot be reached, and the emergency contact cannot be reached, local authorities may be contacted for assistance.

## **IX. HEALTH, SAFETY, AND ILLNESS**

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the after school program, the parent, guardian or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

**Medication** - The Minds in Motion program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The Minds in Motion program does not have a supply of EpiPens or inhalers.

**Natural Disasters and Other Emergencies** – Minds in Motion follows the emergency action plan procedures of the Hannibal School District in the event of a natural disaster or other emergency. Fire and tornado drills will be practiced to ensure safety of all children. If you would like to review the school or district plan, please contact the site coordinator.

**X. ACCIDENTS, INJURIES, AND EMERGENCY CARE**

In case of an accident or illness, we will call the parent or guardian of a child and follow written parent instructions. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room. Injury report, if applicable, will be completed and kept in the child's confidential record.

## **XI. COMMUNICATION**

It is important to keep the lines of communication open between the program staff and families of enrolled students. Minds in Motion will use a variety of ways to ensure communication.

- Calendars of classroom activities, family activities, meals, and other documents/information will be emailed to parents and sent home with students.
- Student work will be on display and can be viewed at any time and during special showcase events.
- Activities specifically for parents and families will be scheduled at least monthly to increase opportunities for engagement.
- A box for suggestions will be available at the facility, along with Site Coordinator contact information.

## **XII. CONFIDENTIALITY AND RECORDS**

All enrollment documents, attendance logs, behavior history, and other personal documentation of child progress will be kept on file at the facility. The Site Coordinator is responsible for securing the documents and files in a locked area that is inaccessible to anyone except Minds in Motion or Douglass Community Services staff. Only staff who have a valid reason will be able to access the files. All documents and information is kept confidential except for information that parents have given permission to exchange with other agencies on the Release of Information form.