

***Faulkton Area Out of School Program***

Before & Afterschool Enrichment Program (5 – 13 years)

Summer Recreation Program (5 – 13 years)

Junior Program (age 4-5)

Little Sprouts Daycare (6 weeks & older)



**Mission Statement: Enriching the mental, emotional, and physical development of elementary school children**

# **Parent Handbook & Program Policies/Procedures**

Updated 4/11/2023

## **SECTION 1: ABOUT US**

**INTRODUCTION:** The Faulkton Area Out of School Program is a licensed, non-profit childcare service that offers academic enrichment /recreation opportunities for children. We offer the following programs: “The FAOSP” a before/after school program for ages 5-13; “The Jr. Program” an all-day child-care with an openly structured preschool atmosphere for ages 4-5; “The Summer Rec Program” an all-day recreation/summer camp program for ages 5 – 13; and “Little Sprouts” a year-round licensed group daycare for ages 6 weeks and older. Note, “sprouts” are moved up to the Junior Program when they are potty trained, at least 4 years old and ready for a preschool-like atmosphere. Junior Program children are moved up to the FAOSP when they are at least 5 years old, enrolled in kindergarten, and capable of being in a school-age environment.

**MISSION STATEMENT:** Enriching the mental, emotional, and physical development of children.

**GOALS:** The Program will provide quality childcare which parents can rely upon throughout the calendar year. In addition to childcare, the program also provides recreational & enrichment activities and opportunities for youth at times when school is not in session.

## **SECTION 2: EXPECTATIONS**

**POLICIES AND PROCEDURES:** Enrollment in the Program constitutes an understanding that you abide by the policies listed as follows:

### **PARENTS EXPECTATIONS OF THE PROGRAM**

- Their children are cared for in a safe, supportive environment.
- They may visit with the Director about concerns related to their child or the program, including policies and fees.
- They will be told about any misbehavior on the part of their child, and to visit with the instructors and/or Program Director to bring about improvement in the situation.
- They will be informed promptly if their child does not arrive at the Program according to her/his enrollment information.
- They will be regularly informed by the Program Director about Program activities.

### **PROGRAMS EXPECTATIONS OF THE PARENTS**

- Pay fees on time as explained in Section 3: Fees and Payment Policy.
- Keep the child's records up-to-date as explained in Section 6: Enrollment Forms.
- Pick up children on time as explained in Section 7: Hours of Operation
- Follow health policy as explained in Section 8: Health Policy.
- Contact the Director if their child will not be attending on a scheduled day. Section 4: Attendance
- Pay attention to any communications from the Instructors and/or Director regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation. Section 13: Discipline

### **CHILDREN'S EXPECTATION OF THE PROGRAM**

- To have a safe, supportive, and consistent environment.
- To use all the program equipment, materials, and facilities on an equal and fair basis.
- To receive respectful treatment.
- To have discipline that is fair and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.

### **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

- Be responsible for their actions.
- Respect the Program's rules.

- Be courteous, kind, and safe at all times.
- Remain with the group and program staff at all times.
- Take care of materials and equipment properly and help with clean-up efforts.
- Arrive at the Program promptly, according to the enrollment information.

### SECTION 3: FEES AND PAYMENT SCHEDULES

**FEES AND PAYMENT POLICY:** The Program salaries, supplies, and administrative expenses are supported entirely by fees/donations. The Program currently rents building and grounds space. This lease includes utilities but it does not include custodial, building improvement or computer care beyond maintenance of facility and grounds.

The Program requires that you sign a “Contract” for services or pay a higher “Walk-in” rate. Contracts can be for as little as 2 days per week or as much as 5 days per week. Available space is determined on FTE (Full Time Equivalents) as per what the Program is licensed for...See section VII Enrollment and Registration. Signing a contract does not automatically guarantee you a spot in the Program. The Program Director will contact you to discuss your enrollment if there will be issues regarding space for your child in the program.

A Registration Fee of \$40 per child or \$80 max per family is issued for the Summer Recreation Program to cover community transit and special activity (field trip) fees. This is required for all Contracted Children but can be paid in installments if an arrangement is made with the Program Director. The primary purpose of this fee is to cover transportation costs, but it is also meant to deter parents from taking their children out of the program for extended leave over the holidays or during the summer.

**A two week written notice is required to modify or void a contract. A text message or e-mail will suffice as written notice.** To re-enroll a child into the program, the re-instatement fee of \$40 will be charged. See the section below on vacations and modifications to contracts or talk with the program director for more details.

Fees include meals/snacks provided by the program with the exception of infant formula and baby food. Infant formula and baby food must be provided by the parents/guardians. Breakfast, lunch, and afternoon snack is provided daily. See Section 7 for more information on snacks and meals.

Although not typical, parents MAY be asked to pay an additional fee on field trip days to cover the cost of admission or for special activities and programs throughout the year. This amount will vary depending on activity and amount of donations the program receives each year that may cover this cost for the children. Fundraising efforts will be held throughout the year to help deter parent cost for special activities. See Section 10: Fundraising.

Parents of children ages 5 and older in the Junior Program & Summer Recreation Program will be required to purchase a separate pool membership or family pool pass for each child in the summer months and pay any additional fees associated with outside organizations (baseball, softball, cheerleading camp, swimming lessons, etc.), throughout the year. Failure to provide a pool pass for the summer program will result in the daily admission being added to your monthly invoice. Program participation in these activities may change from year to year and what is scheduled one year may not be scheduled the next. Pool memberships are not required for the Little Sprouts Program.

In the Summer, the program provides transportation to swimming lessons. Swimming Lessons are at an additional cost, therefore are optional. Children who choose not to participate will be kept busy with other activities. It is highly encouraged for you to enroll your child in these activities.

The program operates the following weekly fee schedule but does not charge for days it is closed for health, holiday or weather reasons. ***If the school closes for health reasons, the Junior and FAOSP Before/Afterschool and***

**Summer Recreation program will also be closed.** If school closes for weather or holidays – we will be open if we have at least 6 children who will use the program. The program also walk-in participants as space permits. *In the event of a weather-related school cancellation – the program director will contact you via “Group-Me” text messaging service with plans for the day. In the instance that the program may not be held due to low participation or measures beyond our control, the staff will assist you in finding reasonable care for your child(ren).*

**Program fees are due monthly and are priced as follows: (Note: Parents will be notified in advance of any changes in this fee schedule).**

<b>Little Sprouts FAOSP Contracts:</b>	<b>Ages under 2 yrs</b>	<b>2 yrs &amp; older</b>	<b>Walk-in</b>
Ages 6mo – 5 years	2 days/week = \$54/week	\$50/week	*\$30/Full day (>5 hours)
Year Round Program	3 days/week = \$78/week	\$72/week	*\$20/Half day (< 5 hours)
	4 days/week = \$100/week	\$92/week	*Transit costs, pool admission,
	5 days/week = \$120/week	\$110/week	included in drop-in price
	Sorry – no ½ day rates for contracted children.		
	Siblings from the same family will be given a \$2/Day discount		

**Jr. Program Contracts:** Full Day (>5 hours) = \$22/day Half Day (< 5 hours) = \$15/day  
**Ages 4-5 years** Walk-in is charged at the rates advertised above.  
**School Year Program** *The Junior program has a Minimum charge of \$45/week.* You will set your contract at the beginning of the year and pay that rate regardless of usage. Extra attendance in the week will be charged at the Walk-in rates listed below. Contracts can be modified with a 2-week written notice. Siblings from the same family will be given a \$2/Day discount.

**Before/After School Contracts: Ages 5-13 years**

<b>Contract</b>	<b>Additional Fees (Contract)</b>	<b>Walk-in</b>
2 days/week = \$15.00/week	Plus \$15 on top of contract Full No School Day	\$30/Full Day
3 days/week = \$21.00/week	Plus \$10 on top of contract Half No School Day	\$20/Half Day
4 days/week = \$26.00/week	Plus \$5/Early release or Late Start on top of contract	\$8 Before/After School
5 days/week = \$30.00/week		(one fee for both)

**Payment Information Continued**

*\*Please Note: Families are allowed one week (equivalent of contracted time) of Vacation in the summer and one week in the school year. You need to request this vacation at least 3 days in advance in writing. Handwritten notes, Text messaging, and emails will be accepted forms of communicating vacation.*

<b>Summer Program</b>	<b>Contracted</b>	<b>First Child</b>	<b>Additional Children</b>	<b>Walk-in</b>
Ages 5 - 13	2 days/week =	\$50/week	\$46/week	*\$30/Full day (> 5 hours)
	3 days/week =	\$72/week	\$66/week	*\$20/Half day (<=5 hours)
	4 days/week =	\$92/week	\$84/week	*Plus field trip fees
	5 days/week =	\$110/week	\$100/week	if applicable (\$5-8/trip)

*Please note – the more days you contract for each week, the cheaper each day gets. On average, the full day ranges from \$22-25 day for a contracted child and each additional child is around \$2 less per day.*

- **Invoices are only emailed once-a-month** but you can make payments weekly, bi-weekly or monthly. **IT IS HIGHLY RECOMMENDED THAT YOU PAY WEEKLY in the summer months.**
- Payment for program usage is required by the 20<sup>th</sup> of the following month. Your minimum payment will be billed in accordance with your contracted monthly rate. Additional fees will be charged according to the time that your family used or agreed to use. This applies to early-release, late start and no-school days. **In the**

case that your family utilizes services more than what has been contracted, this time will be billed at the walk-in rate.

- **If the program closes for the day due to low enrollment, holidays, or measures beyond our control, a credit will be issued to the families who have contracted for service that day.**
- Invoices will be prepared by the Program Director and e-mailed to parents prior to the 10th of each month. Please notify the Program Director if you have an issue receiving e-mail or do not receive your bill by the 10<sup>th</sup> – these are sent from info@faulktonareaoutfoschoolprogram.com
- **If previous month amount due is not paid in full by 20th of billing month, the program will charge an additional \$10 late fee on your next statement.** If timely payment becomes an issue, your children will not be eligible to attend. Reinstatement may occur on a space-available basis when all fees have been paid.
- Check payments are preferred but we also accept credit card payments and bank transfers through our square site account. A link for these options is available in your email invoice. Electronic payments are also accepted in the form of Paypal or Venmo.
- Non-sufficient fund checks are held until cash or a money order is received by the Program to cover the amount of the check. Parents will pay a \$30 charge for a NSF check. Parents will be notified immediately upon receipt of the NSF notice by the Program and shall have five school days in which to pay the charge and tuition in full by cash, money order or cashier's check.
- All required enrollment forms must be completed and returned to the Program Director by the day the child is scheduled to start the Program. The child will not be allowed to attend until these completed forms are submitted to the Program Director.
- A 2-week written, dated notice is required for contracts to be modified. This applies to adding, reducing, or terminating services. Text messages and/or e-mail communication will suffice as written notice to the Program Director.
- All communication regarding your child's contract should occur with the Program Director.

**IRS STATEMENTS:** The program will provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses. We will provide you with Faulkton Area Out of School Program taxpayer identification number for the Child Care Expenses form.

#### **SECTION 4: ATTENDANCE**

**ABSENCES:** If your child will not be attending the Program because of a scheduled appointment, vacations or other planned absences, please notify the Director in advance. If your child is ill, notify the Program Director. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Director or program staff will attempt to contact the parents. If the parents cannot be reached, the director will attempt to contact the child's school teacher or emergency person. If no information can be learned about the child, the Director shall assume they are "missing in transit" and start an active search for the child. This may involve a call the Police for assistance.

**VACATIONS OR EXTENDED ILLNESS:** Contracted children will receive 1 week during the school year and 1 week during the summer that they can have an absence from the program without receiving a charge for that time. The "weeks" are granted based on your contract. For example, during the school year, a two day/week contract will get two days of vacation/absence, whereas a 5 day/week contract will receive 5 days. A pro-rated price will be determined for the month you use vacation. **Notification of all vacations are requested 3 days in advance and as soon as possible for extended illness.**

#### **SECTION 5: FINANCIAL ASSISTANCE/FUNDRAISING**

**CHILD CARE ASSISTANCE:** The FAOSP is licensed through the Department Social Services – Child Care and therefore can accept Child Care Assistance. The link to the DSS site can be found on our website. From there, you

can see eligibility requirements and fill out an application. The FAOSP Program Director does not have any authority over acceptance or denial of childcare assistance. This is strictly between the parent and DSS.

**SCHOLARSHIPS:** The program has a separate scholarship fund set up to assist families in paying for the special recreation activities provided (dance, tumbling, cooking, TKD, etc.). The amount of funding in this account depends on our fundraising efforts for the year. There are no applications to fill out for this scholarship. Parents/Guardians need to contact the Program Director to make a request and indicate the amount they are requesting. Those requesting assistance will need to prove financial hardship by showing receipt of other government assistance programs including TANF, SNAP, heating assistance, free and reduced meals at school, Medicaid, etc. The Board of Directors will review this request and approve or deny. Note: Scholarship requests for the normal Before/After School Program, Junior Program or Summer Program are rarely approved as families needing childcare services can apply for financial assistance through the SD Department of Social Services. See the section on childcare assistance above.

**FUNDRAISING:** The program operates on fees, donations, grants, and fundraising. Fundraising is essential to keep the costs of the program in line with local daycare pricing, yet still maintain the level of activities that we provide. Families may be asked to help with fundraising efforts. This will be communicated through group texting or email notifications.

#### **SECTION 6: ENROLLMENT**

**REGISTRATION AND ENROLLMENT:** The Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background. Parents/Guardians must complete registration forms and liability waivers. All Registration information will be kept confidential by the program staff. Enrollment forms include travel release, photo/publicity release, record of immunizations release, emergency medical treatment consent, waiver of liability, and arrival/departure information.

The Program expects the forms to be current. When a change occurs, the parent must provide new information to the Director regarding information on the forms such as: emergency persons, names, employers, phone numbers and arrival/departure changes.

**Eligibility:** A child may be registered for enrollment in the program at any time, children must meet the age requirements for each program. Little Sprouts Daycare 6 weeks and older, Junior Program 4 – 6 years; Before & Afterschool Program 5 – 13 years and Summer Recreation program 5 – 13 years.

**Openings:** Full and part-time openings are determined on the basis of FTEs (full time equivalents) and the number of FTEs permitted by the Program's license. When full or part-time openings occur, parents of the registered children are contacted for enrollment on the basis of: 1) the schedule indicated on the registration form, and 2) on a first-come basis, for the available time according to the date of registration receipt.

#### **SECTION 7: HOURS OF OPERATION**

Little Sprouts Daycare:	7:30 a.m. – 6:00 p.m. Year Round
Before & After School:	7:30am – 8:30 a.m. & 3:30 p.m. - 6:00 p.m.
Late Start School Days:	7:30am to 10:00am if sufficient program usage.
Early Release School Days:	As needed until 6:00 p.m.
No-school Day Program:	7:30 a.m. to 6:00 p.m. if sufficient program usage.
Summer Program:	7:30 a.m. to 6:00 p.m.

**CLOSING TIME:** The Program closes at 6:00 p.m. If for any reason, a child cannot be picked up at closing, overtime fees will be charged in 15 minute increments, rounded to the next highest increment. Fees are as follows:  
\$5/child/15 minute increment

School year Examples: One child picked up at 6:10 p.m. = overtime fee of \$5  
One child picked up at 6:25 p.m. = overtime fee of \$10

The Staff member on duty's cell phone is the 'official' clock by which time will be determined.

**RELEASE OF CHILDREN:** Children will arrive at and leave the Program according to the schedule written by parents in the Arrival/Departure section of the Contract for Service form. Children will be allowed to leave with persons other than the listed authorized individuals only if permission has been given to the Director on the enrollment form, in writing by the parent or by a verified text message or phone call to the director or staff.

### **BEFORE & AFTER SCHOOL PROGRAM/JUNIOR PROGRAM - SCHEDULED AND UNSCHEDULED NO-SCHOOL, SCHOOL OPENING DELAYS AND SCHOOL CLOSINGS**

- On scheduled no-school days or early-release days during the school year the Program will be open pending sufficient enrollment for that day. Some examples would be: teacher in-service days, parent teacher conferences and holidays such as President's Day or Martin Luther King Jr. Day. At least 6 children will need to be registered 2 days in advance for the Program to host these days. Less registration will result in program closure for the day. See section 3 for more information on payments and contracts.
- On un-scheduled no-school, late start or early release (bad weather days, act.) the Program will be open ONLY if the following conditions can be met. 1) if at least 6 children will be in attendance for the entire day. 2) it is safe to be in the space we are planning to use for the day. 3) A qualified instructor can be scheduled in the short amount of time provided. This will be communicated quickly within 30 minutes of School Reach Notification via text messaging/phone conversations. Less registration will result in program closure for the time or day. If the program is closed – the staff will assist you in finding reasonable care for your children.
- The Program will be closed if there are water, heating, electrical, or health related problems that make it unsafe or unhealthy for children to be presents. Parents will be notified of such circumstances.
- The Program will be closed weekends and on all major holidays.
- For each day that the Program is forced to close during normal scheduled (planned) services or holidays, the contracted families will be credited according to their contracted agreement.

### **SECTION 8: HEALTH**

**HEALTH AND SAFETY POLICY:** If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.) please be sure to list this on their enrollment forms and notify the Director of what to do if a problem should occur.

**ALLERGIES:** Allergies including food allergies/Intolerances need to be listed on the child's enrollment forms along with directions on how an allergic reaction for that child is to be treated. If this child requires medication, a medication administration consent form needs to be on file with directions for administering said medication. If an allergic reaction occurs, the program will treat the child following the directions provided on the enrollment forms. The program will then contact the parent to inform them of the reaction and/or arrange for the child to be picked up from the program (depending on the severity of the reaction). If the allergic reaction is severe and threatens the life of the child, the program will call the local ambulance and arrange for transport to the nearest emergency room and parents will be called as soon as possible. Staff will be informed of children with allergies and what alternatives these children should use for meals/snacks/activities involving allergens. The Program will provide alternative food items at no extra expense to the family.

**INFANT FEEDING:** Formula/Breast Milk and Baby food needs to be supplied by the parents and will be labeled

with your child's name and a feeding plan should be filled out or discussed with the director/instructor. Infants will be fed based on his/her early cues of hunger unless the parent/guardian and/or medical provider should provide written instructions otherwise. Cues such as opening the mouth, making sucking sounds and moving hands at random will be used. Feeding should take place at least every 2-3 hours and we will attempt to feed before the baby is upset or crying from hunger. Infant formula and/or breast milk and bottles must be provided by the parent for each child. These will be labeled with your child's name and stored in accordance with proper food storage practices. Formula will be mixed according to package directions unless written directions are received from a medical provider. Formula and Breast milk will be warmed properly under running water and never in the microwave or on the stove. Excess formula/breast milk will be discarded after a complete feeding and will not be refrozen or rewarmed. Bottles will be washed and cleaned thoroughly between uses. Breast milk will be treated as a body fluid should it spill and need to be cleaned up. Breastfeeding mothers are welcome to come to the facility to feed their child. A comfortable area will be provided for this purpose. Infants younger than 12 months will not be fed cow's milk and only whole milk or reduced fat (2%) milk (recommended by the child's medical provider) will be fed to children between 12 to 24 months of age who are not on formula or breast milk. No other milk products, i.e., skim milk, milk containing 1% or 2% butterfat or reconstituted nonfat dry milk will be fed to any child unless under the direction of the parent and the child's health care provider.

Age-appropriate solid foods may be introduced no sooner than when the child has reached the age of four months, but preferably six months and as indicated by the individual child's nutritional and developmental needs. Solid foods or fruit juices should not be introduced to infants less than 4 months of age unless done so upon the recommendation of the parent/guardian and the child's pediatrician. If juice is served, it should be limited to no more than four ounces per child daily.

**DIAPER POLICY:** It is the parent's responsibility to provide diapers, wipes, and diaper cream. Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently and changed every two hours or more often if required. Diapers containing stool are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

**TEMPORARY EXCLUSION FOR ILLNESS:** If a child has any one of the following conditions the child will be separated from the group and a parent will be notified to pick up the child immediately: Contagious Disease, Fever over 100 degrees Fahrenheit, Vomiting or Diarrhea, Accident Requiring Medical Attention. In case of accident or illness, parents of a child will be called immediately. In serious cases, the child will be taken to the local hospital by emergency vehicle for treatment and the parents will be called as soon as possible. The Program is required to report communicable diseases to the SD State Dept. of Health. The phone number and list of reportable diseases can be found on the bulletin board in the kitchen area and on the State Dept. of Health website.

**DISTRIBUTION OF MEDICATION:** The program does not employ an on-site medical nurse. Due to liability issues, the program staff cannot administer medications without having written consent from the parent/guardian. All medication needs to be in its original container and labeled with that child's name with clear instructions on dosage. Medications will be kept in a locked medication box and administration records will be kept on file for a minimum of 6 months.

**IMMUNIZATIONS:** The program licensure requires that all children have current immunization records on file. There is an area on the registration form for parents to initial giving the program permission to obtain these from the school or clinic. Please note: As of Sept 1, 2016 the SD Dept. of Health has added three immunizations for children enrolled in child care programs. Varicella Vaccine (chicken pox), pneumococcal Conjugate Vaccine (PVC), and Hepatitis A Vaccine (Hep A). If a child has a medical reason for not receiving an immunization or is behind in receiving immunizations, an explanation from the child's physician is needed for the child's file. If immunizations are not given due to a parent's religious belief, a parent explanation must be included in the child's file.



**INSURANCE:** The program carries liability insurance but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work and/or their own private policies. Public school students may sign up for accident insurance in the fall of each year. Parents who wish to enroll should check with the school office.

### **SECTION 9: SAFETY**

**DAILY ACTIVITIES:** The program participates in supervised walks, outdoor and indoor play. Play involves periods of physical activity in which my child will be expected to participate to the best of their ability. Any physical limitation and expectations should be communicated with the program director.

**TRANSPORTATION:** Occasionally activities will be scheduled that require transportation by vehicle. It is the policy of the program to transport children in a safe manner. This includes using child passenger restraint systems and safety belts. Only the number of children allowed by vehicle passenger capacity determined by number of safety belts installed in the vehicle will be allowed. The Faulk County Transit Authority will provide local bussing service and Foreman Bussing will provide transportation for out-of-town field trips. Both services are commercial bussing companies and follow strict transportation guidelines set for by state and federal law. If transportation is required by private vehicle, the parents will be notified in advance of such activities and safe transportation practices as outlined above will be followed. Children will be expected to follow rules and behave appropriately.

**SUN & OUTDOOR SAFETY:** The program has a policy to apply sunscreen to children ages 6 months and older when outdoor activities take place and to use bug spray when warranted. Permission to apply sunscreen and bug spray is requested from the parents on the enrollment forms. If my child has allergies or sensitivities to either product, parents will need to provide an alternative product (sunscreen must be SPF 30 or higher). The full sun safety policy can be found in the safety binder.

**HANDLING AND STORAGE OF HAZARDOUS MATERIALS AND DISPOSAL OF BIOCONTAMINANTS:** All Medications will be stored in a locked cabinet only accessible by staff. Hazardous materials may include items such as cleaning agents and arts and craft or first aid supplies. These will be stored out of sight in cabinets. Staff will wear appropriate protective equipment (gloves) when handling hazardous materials or bio-contaminants. This procedure will be reviewed in the First Aid Certification every two years and again during staff orientation/in-service. Staff will dispose of all bio-contaminants (blood/vomit) as if it had the ability to spread blood-borne pathogens. Personal protective equipment will be worn and contaminated items will be isolated and disposed of properly using SD hazardous material rules. SDS will be kept on file for all chemicals used in the program room. These forms can be found in the safety binder.

**EMERGENCY WEATHER SAFETY TRAINING/ AND EMERGENCY PREPAREDNESS:** The Program will conduct or participate in at least 4 fire drills each year. Staff in-service is held in May/Aug to review policies and procedures on Emergency Weather and Safety Trainings. Maps are posted in the program building to ensure safe exit. In addition, a yearly tornado drill is held following the safety guidelines established by Faulkton School District.

**FIRE:** Children in the Community Center will be evacuated from the facility and re-located to the Animal Health Care Center or Catholic Church near the school. Children in the Little Sprouts program will be evacuated from the facility and re-located to the Nursing Home. Parents will be notified of the situation through the "Group-me" text service but also through the school-reach message system or local law enforcement communication methods. Children will remain with a staff person until they can be reunited with their family.

**TORNADO or SEVERE THUNDERSTORM:** Children in the community center will be relocated to an interior part of the school building and will shelter-in place until the all-clear notification is received. Children in the Little Sprouts program will be relocated to the Nursing Home. These locations can accommodate children with disabilities.

**LOCK-DOWN:** In the case of someone appearing near the premises with the firearm or the Program needs to go on lock-down, the emergency number 598-6229 or 911 will be called. Windows will be covered and doors will be locked as able. Children will be guided out of danger and given aid as best as we can provide.

**EVACUATION:** If it is required that the program take children off site – the children in the community center will be taken to the Catholic Church (far location) or Animal Health Center (close location) only if it can be done safely. Children in the Little Sprouts program will be taken to the Hospital (far location) or nursing home (close location) only if it can be done safely.

An Emergency preparedness document has been created that has information such as program director phone numbers, emergency numbers, in house emergency locations for tornado, lock-down and off-site close and off-site far location to take children if necessary. This document is kept in the safety binder and is reviewed and updated yearly and as needed. Parents may request to review the emergency preparedness document. The program room is also equipped with a fire extinguisher and two flashlights, and a whistle for emergency needs.

**BUILDING SECURITY:** *Doors to the program location are locked to prevent unauthorized entrance. The instructor cell phones are the primary source of communication. Instructor cell phone numbers are located on the weekly and monthly schedules.*

**CHILD/ABUSE MALTREATMENT POLICY:**

**Drug/Alcohol Impairment:** Caregivers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They should call the police to give the child and parent a ride home. Caregivers should not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol. The Program's license requires care givers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

**Mandatory Reporting of Suspected Child Abuse/Neglect:** Program staff will have in-service training on recognizing and reporting suspected child abuse as part of the orientation period. **Program staff are required by law to report suspected child abuse.** If a staff member suspects child abuse, the program director will be notified and a report will be made to the Department of Social Services. If in-house child abuse is suspected, the employee in question will be placed on temporary leave, DSS will be contacted and said employee will have no contact with the children until a full investigation can be completed.

**Shaken Baby Syndrome/Abusive Head Trauma:** We believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families. SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. SD Law requires all licensed childcare facilities that care for infants to have a policy on SBS/AHT. All staff receive training in recognizing signs and symptoms of SBS/AHT and techniques/practices for coping with distraught infants and toddlers. Prevention strategies to assist staff in coping with a crying, fussing, or distraught child include first determining if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies: Rock the child, hold the child close, or walk with the child; Stand up, hold the child close, and repeatedly bend knees; Sing or talk to the child in a soothing voice; Gently rub or stroke the child's back, chest, or tummy; Offer a pacifier or try to distract the child with a rattle or toy; Take the child for a ride in a stroller; Turn on music or white noise. In addition, the Program allows staff who feel they may lose control to have a short, but relatively immediate break away from the children.

**COMMUNICATION:** A group texting service called “Group-Me” is used to communicate program happenings with parents/guardians. Enrolling my child into the program gives the director permission to enroll the parents contact information into the ‘group me’ service. Please note that this text service is a group text and if you send a message here, everyone listed in the group will receive it. If you need to send a message to the instructor or director, it is best to send it as a private message to their personal phones.

If there is a change in the way the program operates or circumstances that may affect the ability to comply with licensing rules, parents will be notified as soon as possible and within 24 hours through the Group-Me texting service.

## **SECTION 10: STAFFING**

### **STAFFING REQUIREMENTS:**

Before & Afterschool Program: The program is required to have 1 staff per 15 children for school age and 1 per 10 for ages 4 and below.

Summer Program: The program is required to have 1 staff per 15 children for school age and 1 per 10 for ages 4 and below.

Junior Program: The program is required to have 1 staff per 15 children for school age and 1 per 10 for ages 4 and below.

Little Sprouts Daycare: The program is licensed for a maximum of 20 children with 4 children under the age of 2. 1 staff is required per 10 children.

For all programs listed above, there must always be an instructor who is 18 years or older when children are present. The instructor reports to the Program Director. If a second staff person is required, the second staff person must be 14 years or older. Any employee under the age of 18 will work under the direct and constant supervision of an adult.

All Staff and Volunteers must pass a background check prior to their first day working with children and every 5 years thereafter. They must be clear of any substantiated report of child abuse or neglect, have no conviction of a felony within the past five years, be clear of all sex offenses, crimes of violence, crimes against children, and their name cannot be located on the Sex Offender Registry.

**TRAINING/EDUCATION:** All Program staff are CPR and First Aid certified. In addition to this, they receive annual training/education in the following areas: Child growth and development; Learning environments; Guidance and behavior management; Communication and relations with staff; Detecting and reporting child abuse and neglect; Food handling techniques; Identification and prevention of communicable diseases; Cultural diversity; Program health and safety; Nutrition for children; Age-appropriate activities and planning; Professionalism; Partnerships with parents; Inclusion of all children; Program management and regulation; Prevention & Control of Infectious Diseases, Administration of Medication, Prevention and response to emergencies due to food and allergic reactions; Building and physical premises safety; ;Emergency preparedness and response planning; handling and storage of hazardous materials and disposal of bio-contaminants; Appropriate precautions in transporting children; Safe Sleeping Practices, Shaken Baby Syndrome, & Confidentiality. The majority of the staff training will take place prior to the start of the summer program and be repeated again as necessary prior to the start of the school year program as this is a prime time for a change in staffing personnel. Additional training will take place throughout the year as time and opportunity permits.

The Program Director plans all center programming. The Director is required to have at least 5 years of previous experience working in a childcare facility along with a degree in Early Childhood Development or a Child Development Associate degree. If an appropriate degree does not exist, an agreement to obtain their CDA

credential within one year of hire must be signed and on file with the Board Chairman. In addition, a consultant from the local school district who has their Early Childhood Education credentials will be hired to review and approve of all programming until the degree is obtained.

**VOLUNTEERS:** If a volunteer is needed to fill staff roles/positions. The volunteer will be required to meet all staff requirements for the position they are filling.

**VISITORS AND OBSERVATIONS:** Parents and community members are welcome to observe at the Program. Observations must be requested and approved by the Program Director. For liability and supervision reasons it is not possible for non-enrolled children who visit to take part in activities. They can take part if they fill out proper paperwork and pay the associated fees for the day. Visitors and Observers are not allowed to fill staff roles nor work directly with the children. If they desire to do this, they will be considered a volunteer and must meet the requirements to be a volunteer.

### **SECTION 11: FOODSERVICE**

**FOODSERVICE:** The Program has a contract to receive hot lunches from a ServeSafe certified kitchen. The menu for the day can be found on the weekly schedule. If your child does not like the menu item to be served or if you choose not to participate in the hot lunch program, your child will need to bring a sack lunch from home. Breakfast will be provided in the morning between the hours of 7:30-9:30am, lunch will be provided between the hours of 11:30-12:30 and an afternoon snack will be provided between 2:30 – 4pm. All meals and snacks meet nutrition guidelines as set forth by the National Child and Adult Food Program and are reviewed by a Registered Dietitian. If your child has food intolerances or allergies, this needs to be discussed with the program director.

Children may need to bring a sack lunch on no-school days and occasionally in the summer for field trips. Parents/Guardians will be reminded of this prior to each no-school or field trip day using the group text messaging service.

Parents may want to provide a treat in honor of a child's birthday or special event. In this case they should contact the Director to determine the number of children to be served and plan the date. Because of the increase in food allergies and food-related medical conditions, treats need to be commercially prepared and sent in their original packaging with ingredient and nutrition labeling.

### **SECTION 12: PERSONAL PROPERTY/COMMUNITY ITEMS**

**CHILD'S PERSONAL PROPERTY AND COMMUNITY ITEMS:** Each family enrolled in the Summer program will be asked to bring the following community use items to be used by all children in the program unless otherwise noted: 1) Large bottle of Sunscreen – at least SPF 30, 2) Bug Spray, and 3) Large Box of Tissues, Ziploc bags, wet wipes or Paper towels. Additional items may be added to this list based upon the yearly needs of the program. Summer participants are also asked to provide the following for their child's personal use in the program. 1) backpack or bag to transport swimming gear/softball/baseball items, 2) Swimsuit & Towel, 3) Water Bottle, Hat. Children should also bring good walking shoes on a daily basis to the program in the summer.

Although not typical, each family enrolled in the School Year program may be asked to bring some community items. A list will be sent out to the families based upon the program needs each year.

Children's personal property, coats, clothing, school bags, etc. must be cleared from the childcare room after each session of the Program. Any personal property which remains after the session will be put into the Program's lost and found area. Although the Program attempts to help children stay organized, the Program cannot be responsible for lost personal property.

Children should not bring money, toys, food or other items not necessary for school activities to the Program without checking with the Director. **Children's personal cell phones/tablets/electronic devices must be kept in the child's backpack or basket and will be asked to be turned on silent or vibrate during group activities.** Portable video games and or electronics are discouraged in the program but may be allowed on special days as determined by the program director. Please refrain from bringing these items to the program.

### **SECTION 13: DISCIPLINE**

**DISCIPLINE AND DISCHARGE:** Program staff is responsible for maintaining a safe, structured, and healthy environment for all students attending the program. Students are expected to respect the other students and the staff. Staff members will make reasonable rules for all students to follow. The Program staff is aware that a certain situation and/or environment may not meet the needs of every child. At the beginning of each day, children's names are added to the Behavior Chart (an online google form instructors can access from anywhere).

#### **When inappropriate behavior or language is witnessed the staff will take the following steps:**

1. Verbal warning issued regarding the specific offense or behavior, redirection and limit setting will be discussed. The child's name is moved to the "Slow Down" box in the behavior chart.
2. Second verbal warning issued. Time out issued. Time out will include having a 1:1 discussion with the child about their behavior and future expectations, limit setting and consequences if the behavior continues. The child may rejoin activities when they can follow the rules successfully. The child's name is moved to the "Think about it" box in the behavior chart.
3. Third verbal warning issued. 2<sup>nd</sup> time-out is issued & consequence is assigned. The consequence will be sitting out of the next group activity. The child's name is moved to the "Note to Parent" box on in the behavior chart. Anytime the child's name enters the "Note to Parents" box, the parents will be notified via a behavior alert (teachable moment) notification. A record of this communication will be kept on file with the program director.
4. Once 5 behavior alerts have been collected on a child, the child will forgo attending the next field trip or participating in the next big activity. Parent/guardian will meet with their child and the director/instructor to discuss the offense and possible solutions or ways to prevent further inappropriate behavior.
5. If problem behavior persists, the Parent/guardian must meet with the director/instructor to discuss the problem, and the child may be suspended from the center for two "care" days with no refunds to be granted. This is at the discretion of the program director.

**\*\* NOTE:** To preserve the health and wellbeing of anyone in the program, the Program reserves the right to bypass the above procedures in the case of bullying, physical abuse, or sexually explicit action or language and remove the child immediately if necessary.

All discipline will use positive guidance, redirection, and limit setting. The use of humiliating and/or frightening punishment is prohibited. Discipline will only be administered by program staff. Children's names can move up or down in the behavior chart, giving them an opportunity to improve throughout the day.

In addition to the above circumstances, a child may be discharged if he/she is picked up more than 15 minutes late on 3 or more occasions (See Closing Time). A child may be discharged for non-payment of fees as discussed in Section 3- Fees and Payment Policy. The decision to discharge/suspend/re-instate services is at the discretion of the Program Director.

### **SECTION 14: PARENT INVOLVEMENT**

**BOARD OF DIRECTORS/PARENT INVOLVEMENT:** The program is run by a board of directors ranging in size from 5 – 7 members. Director terms are three years with consecutive terms allowed. Parents are encouraged to serve on the board and are welcome to attend any scheduled board meeting to learn more about the program. Our BOD meets 3 times per year and as needed. (July/August; Nov/Dec; March/April). Officer positions held for a term of

one year and are elected at the November/December meeting. If you are interested in serving on the board, please contact the president. A copy of the Program By-Laws can be requested through any board member.

**Board Members:**

\*April Sorensen – Program Director/Grant’s Chair/Financial Officer 2013 – Ongoing (Non-voting member)

\*Lindsey Horning –President/Nominating Chair; started 2021, 1<sup>st</sup> term 2021 - 2023

\*Brenda Ferguson- Past President/Bylaw Chair; Started 2013, Currently on 4<sup>th</sup> Term 2021-2023

Tracy Otter – Parent Representative; Started 2015, Currently on 3rd Term, 2021-2023

Vanessa Bowman – Parent Representative/School Representative; Started 2021 1<sup>st</sup> term, 2021 - 2023

\*Sara Wilkins – Secretary/Treasurer, Started 2023, 1<sup>st</sup> term, 2023-2025

\*denotes executive committee members

