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**Hilliard City School  
District**

**6th Grade**

**After Class Enrichment Program**

**PARENT HANDBOOK**



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**Hilliard City School District  
School-age Child Care Program**

**Philosophy Statement**

**The Hilliard City School District, School-Age Child Care Program (SACC) is: Excited to offer the A.C.E. (After Class Enrichment) Program as a new format for afterschool programming in our 6<sup>th</sup> grade buildings.**

-Designed to have many of the traditional components of afterschool like homework, snack and opportunities with friends while incorporating, technology, service projects, sports and age appropriate activities for 6<sup>th</sup> graders.

**The children's needs are met by creating an environment that:**

- Offers children a base of warmth and security provided by caring adults in which they can grow, respect and enjoy each other;
- Fosters autonomy; initiative and independence, cooperation and self-control, choice and the assumption of responsibility;
- Permits freedom within set limits;
- Encourages creativity and individual expression;
- Provides activities that reflect and meet differing developmental needs while respecting cultural diversity.

**Qualified staff will be sensitive to the needs of children and families, and will endeavor to give support and serve as resource persons. The parent's needs are met by offering a service that:**

- Provides the security of a safe and caring environment;
- Offers an affordable program;
- Supports informal daily contact and communication;
- In addition, suggests special services as needed.

**The community's needs will be met by a program that:**

- Provides quality child care services;
- Reflects current values and concerns;
- Shares and builds upon existing resources;
- Recognizes the unique and important contribution of the A.C.E. staff.

-The School-Age Child Care Task Force-

## Curriculum

The A.C.E. curriculum is designed to provide and enhance experiences and opportunities, which are essential to the natural developmental progression of the children. Our curriculum is **play-based**, offering many choices of interest, reflective of various learning styles. By providing different experiences for the child to choose from, it provides the opportunity for them to build upon decision making skills. In addition, a positive self-concept along with a sense of empowerment is reinforced each time a child is given the opportunity to experience the outcomes of his or her own choosing. The child is enabled to practice valuable skills such as exploring options, identifying personal preferences and becoming aware that there are multiple options or solutions in problem solving situations.

Play, among many things, can foster creativity, develop problem-solving skills; enhance language usage and social roles. Children, when engaged in playing, feel free to take risks, try out new ideas and elaborate or change old concepts. Through play experiences, children benefit socially, physically, intellectually and emotionally by participating in a variety of choices and age appropriate activities.

The staff consistently observes the children's curiosities, interests and developmental needs in order to plan and implement a child-centered curriculum. Vital components of our A.C.E. curriculum include:

- Active play and passive activity choices
- Short and long term projects
- Creative Arts opportunities
- Community service projects
- Cultural diverse activities
- Opportunities for the children to be involved in the planning process of curriculum
- Family involvement
- Opportunities to be with friends
- Technology

Enrichment activities, such as science, reading, math, writing, etc., along with clubs and special events will also be offered within the curriculum to enhance the child's experience. Staff also integrates their own ideas, talents, and interests towards planning activities.

While each A.C.E. site operates under the same philosophy, actual activities and events can vary as curriculum is planned with the unique interest and needs of the community of children. However all daily schedules include a variety of free choice activities, interest centers, outdoor/indoor large muscle play, small and large group activities, special projects and themed events.

A written curriculum plan is posted at each A.C.E. site on the parent information board, weekly. A general outline of a typical daily schedule can be found in the appendix of this handbook.

## **Parents' Expectations of the Program**

### **Parents may expect that:**

- Their children are cared for in a safe, supportive environment.
- They may meet with the site coordinator about concerns related to their child or the program.
- They will be informed about any serious misbehavior involving their child.
- They will be informed promptly if their child does not arrive at the program site utilizing the enrollment/emergency information given.
- They will be informed about upcoming program activities.

## **Program's Expectations of the Parents**

### **The Program expects that parents will:**

- Pay fees on time as explained in this handbook.
- Keep the child's enrollment and emergency information up-to-date.
- Pick up their child or children on time.
- Follow the health policy.
- Contact the A.C.E. site if their child will not be attending on a scheduled day.
- Pay attention to any communication from the A.C.E. staff regarding their child's behavior, and Cooperate in efforts to bring about improvement in the situation.

## **Children's Expectations of the Program**

### **Children may expect:**

- To have a safe, supportive and consistent environment.
- To use the program equipment, materials, and facilities on an equal 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 the children.

## **Program's Expectations of the Children**

### **The Program expects that the children will:**

- Be responsible for their actions.
- Respect the school rules that guide them during the day and the rules in effect while they are with the A.C.E. Program.
- Remain with the group and child care staff at all times.
- Care for the materials and equipment properly and return them to their proper place when finished or before taking out new ones.
- Arrive at the A.C.E. Program promptly, according to the enrollment information.

## **Enrollment Policies and Procedures**

Enrollment information is available at each program site, the SACC Administrative office and the website. The policies governing enrollment include:

- The Hilliard City School District SACC Program doesn't discriminate in its enrollment policy on the basis of race, color, sex, religion, national origin, or physical or mental handicap.
- Children must be registered with the Hilliard City School District elementary schools to be eligible to participate. They will attend the A.C.E. program at their school of attendance.
- The A.C.E. curriculum shall be adapted for enrollment of special needs children, including consultation with special education staff to make any needed reasonable program modifications.

- **Registration for an upcoming school year is only available to families whose tuition balance is paid in full.**
- **For registration prior to the beginning of the new school year (i.e. during the closed and open registration periods):** The registration fee and the first tuition payment along with an enrollment/registration form must be brought or sent to the SACC Administrative Office before a child will be included on the enrollment list. As soon as a family's enrollment has been processed, the parents will receive an acceptance letter, via e-mail or mail, from the SACC Administrative Office.
- **For registration made after the beginning of the new school year:** Availability of space at the SACC site has to be confirmed. The registration form, registration fee and first tuition payment must be brought or sent to the SACC Administrative Office. In order to process the application, there is a twenty four hour wait period. A copy of the registration form will be given to the Site Coordinator at your child's SACC program site confirming enrollment and first date of attendance.
- Parents currently utilizing the SACC program will be notified of the exact dates regarding registration for the upcoming school year in early spring and will receive priority enrollment.
- Tuition will only be pro-rated if the student's initial enrollment in the program occurs during the second week of any given tuition period. The first payment will be due at the time of enrollment and will include the registration fee, plus half of the regular tuition payment. The family will then be required to follow the payment calendar for the remainder of their enrollment. Tuition cannot be pro-rated for any other reason, including calamity days, leaving the program, illness, or family vacations.

#### **The registration procedure includes:**

**Closed Registration Period:** Families currently enrolled in the SACC program will receive a priority enrollment opportunity in the spring to register their children for the next school year. Siblings can be registered at this time as well. Families will be notified of enrollment opportunities through newsletters and postings at each SACC site. A parent signature will be required to receive an enrollment form at their child's program site. Parents are responsible for completing a registration form and sending it along with the registration fee to the SACC main office **prior** to the open registration period in order to **guarantee** their child's enrollment.

**Current families who enroll after the closed registration period must pay the registration fee and the first tuition payment.**

**Open Registration Period:** Registration opportunities, dependent of availability, will be made available district wide after the current families have received the opportunity to register. Information regarding registration dates will be posted on the website, advertised in local newspapers, and available at the elementary sites as well as on the application form itself. Registration forms will be available in the Hilliard City Elementary schools. At this time enrollment is accepted on a first come, first served basis for each site. On the day of open registration parents may come to the SACC Main Office to register their child/children. The office will be open from 8:30 am until 4:30 pm. If new family applications exceed the number of spaces available at a SACC site, a lottery will be conducted to give equal chance for the spaces available. Registrations will continue to be accepted throughout the year based on availability.

### **A.C.E. Tuition and Fees**

#### **Policies & Procedures**

The SACC program is a self supporting organization funded solely by parent tuition and fees. The Hilliard City Schools provide space, utilities and custodial services for the program. The SACC program is responsible to the District Treasurer's Office for all matters pertaining to finances. Each year the SACC

Advisory Board accesses the program's fiscal needs and makes a recommendation regarding tuition increases. Increases may be made to cover changes in the program's operational costs. All families participating in the program will sign a tuition/compliance agreement, which guarantees full tuition payment **and** the adherence to program policies and procedures. **The tuition covers only the 177 days school is in session.**

The person signing the tuition agreement is responsible for making payments in the amount stipulated in the program tuition rates. Tuition due dates for the 2015-16 school year are located towards the back of the handbook and are also located at [WWW.hilliardschools.org/SACC](http://WWW.hilliardschools.org/SACC). Complementary payment envelopes with due dates posted will also be provided to parents on the first day of attendance.

Payments can be made directly at the SACC Administrative office by:

- Automatic bill payments
- Check made payable to Hilliard City School District
- VISA/MC (credit or debit)
- Money Order
- Drop Box located at the SACC Administrative office, 2140 Atlas St., Central Office
- Mailed to: PO Box 877 Hilliard, Ohio 43026

**To ensure accuracy, please label all payments with child's name and school.**

For security purposes program staff at the 6<sup>th</sup> grade A.C.E. sites cannot take tuition and/or fees.

### **Agreement for Full Tuition**

All responsible parties are required to sign an agreement for full tuition payment with the A.C.E. Program before their child attends the program. This agreement includes: The responsible party will make timely payments in the amount stipulated in the program tuition rates. A schedule of due dates and payment envelopes will be provided to parents on the first day of attendance. **Should the need arise for payments to be divided among different households for one account, arrangements need to be made with SACC Program Coordinator Laurie Wright to arrange for automatic bill payments.** Tuition must be mailed or made directly to the SACC Administrative office. Information regarding tuition payments and records will be available at the SACC office (771-2267). Payment is always made in advance of care. Accounts must be kept current. We reserve the right to withdraw your child/children from the program until the balance is paid in full. **Tuition is not pro-rated for any reason, including calamity days, illness, suspensions, expulsion or family vacations.**

Registration Fee: \$30.00 one child registered per family per year/\$40.00 multiple children in family registered per year.

**The registration fee is an annual, non-refundable fee.** This income is allocated to the cost accrued annually for program start up fees. Typical expenses incurred include, but are not limited to: orientation, training, physicals, fingerprinting, equipment, supply purchases, and program expansion.

### **TUITION RATES**

<b>Full Time</b>		<b>Second child in the Family</b>	
PM	\$120	PM	\$108
Flex 6 Plan	\$99	Flex 6 Plan	\$96

### **Late Payment Fee**

Failure to pay tuition in a timely manner will result in late charges as outlined on the Tuition Agreement form and may result in removal from the program. A late payment fee of \$15.00 will be accessed on the fifth day following the tuition due date. The SACC administrative office mails out notices of past due accounts and attempts to contact parents via phone. If an account is more than fifteen days past due, the child/children registered will not be permitted to attend the program. Once the balance is paid in full the child/children may be re-instated if space is available. Accounts exceeding 60 days past due will be turned over for collections which may include legal proceedings. **Payments are required whether or not a past due notice is received.**

### **Late Pick Up Fees**

We understand how difficult parents' schedules can be and that occasionally you may be late due to circumstances beyond your control. However, the A.C.E. site closes at 6:00 pm. and staff is scheduled to work only until then. For this reason, we assess a \$7.00 late fee per family for each 15 minute period or part thereof after 6:00 pm. Proper compensation for our employees and respect of their time are of importance to all. Repeated late pick-ups (more than 4 times) may result in the termination of a family's contract with the A.C.E. program. Payment of late fees may be made by cash, check, or credit/debit card. **All checks must be made payable to the Hilliard City School District.** Payment is due upon receipt. For those parents who have tuition payments automatically charged to their credit card, late pick-up fees will be charged to that credit card unless the SACC Administrative office staff is notified otherwise.

### **Days and Hours of Operation**

The A.C.E. Program will follow the Hilliard City Schools calendar for students. Program hours include:

#### **A.C.E. Program Hours:**

The end of the school day – until **6:00 pm**

The program begins on the first day of the school year. Please refer to your school calendar for exact dates. **Childcare is NOT provided on calamity days, emergency delays or early dismissals.**

### **Early dismissal**

On the rare occasion 6<sup>th</sup> grade schools are dismissed early, **the A.C.E. program will NOT provide afternoon programming.** Parents are to have alternative plans for their children on file with the school office.

### **Nutrition**

Snack is provided daily to each child in attendance. A.C.E. will provide for any child's special dietary needs as prescribed by the child's medical caregiver, or require the child's parent to provide any prescribed diet items that are not part of the program's menu plan. A list of all food allergies suffered by children in the program are made available to all A.C.E. personnel and documented. Nutritional value, children's preference, and budget allocations are factors considered within planning the weekly menu. A copy of the menu is posted on the parent bulletin board. Copies are also available upon request.

- Snack is not intended to be a meal.
- Water as a drinking option will be available to the children at all times.

### **Movie Viewing Policy**

We will show G and PG rated movies from time to time. Parents will be given advance notice by the staff when a PG rated movie will be shown. Children not watching the movie will be offered alternative activities.

### **Pet Policy**

Animals are not permitted in the A.C.E. programming area.

### **Outdoor Play**

The A.C.E. program will offer outdoor play as long as the weather conditions are conducive to being outside. A.C.E. will follow the Hilliard City School Districts guidelines for reference to going outside. (Outside play will not be offered when temperatures go below 20 degrees inclusive of the wind chill.) Children should have appropriate outer wear for outdoor activities.

### **Program Personnel**

SACC strives to hire qualified staff members that have the commitment, knowledge and experience to plan and care for children. SACC is an Equal Opportunity employer. The program staff includes:

- A Director to administrate all program sites
- A Program Coordinator to provide assistance to the Director and oversee all financial records of the program
- Two District Site Compliance Officers to provide continuity and consistency in all aspects of programming management by visiting the sites daily and working closely with SACC staff.
- Site coordinators to oversee the day to day activities and ensure quality programming and communication between program staff and parents
- Program Leaders who plan and implement the curriculum
- Program Assistants to provide support and additional supervision
- Student Assistants to provide additional support

**Note about staff working directly with your child:** In addition, each program staff member is required to have a BCII and FBI background check before hire. SACC also requires them to have medical examinations on file, and three personal letters of references as well as past job references. All program staff is also required to receive training in the following areas every 2 or 3 years:

- First Aid Training
- Communicable Disease Recognition
- Child Abuse: Recognition & Prevention
- CPR

**Program staff are required to have a minimum of 15 hours of job related training per year.** Staff is offered a variety of in-services relating to topics applicable to providing quality care throughout the year.

#### **Parent/Guardian Responsibilities**

Parents are always welcome to visit and observe the program at anytime. Suggestions from parents are welcomed and appreciated. If you have any special area of interest or talent you would like to share with the program, please inform the Site Coordinator. However, in the rare occasion if visitations become distractive or disruptive to the children and or staff, visitations will be limited.

#### **Parent /Staff Communication**

The A.C.E. Program staff will strive to maintain daily communication with parents as well as providing newsletters and e-mails of upcoming events and happenings. Parents are encouraged to communicate any issues to program staff whenever the need arises. Whenever parents or staff members feel the need for a conference, one will be scheduled as quickly as possible with the Site Coordinator. **Parents are encouraged to schedule a conference with the Site Coordinator if and when the need arises; however please be respectful of the program staff and children. The Site Coordinator and program staff are NOT available for conferences without an appointment. Parents and program staff must work in partnership towards the best interest of the children.**

#### **The following rules will be strictly enforced:**

In the attempt to insure the safety and well being of the children in the A.C.E. program, parents must refrain from confronting other children in the effort to resolve a conflict. Any concerns should be addressed to the Site Coordinator or available staff member. Parents and program staff must treat one another respectfully. All parties will conduct themselves in an appropriate, professional manner.

#### **Attendance/sign in/sign out**

**Afternoon arrival:** After school, children participating in the pm program are to come directly to the A.C.E. program to check in with staff. Children are welcomed as they arrive by staff and attendance is recorded immediately.

**Parents are responsible for notifying the A.C.E. staff at their child's school in advance of a child's absence from the program.** Notifying A.C.E. Program staff is as easy as calling the A.C.E. site phone number and leaving a message. This can be done at any time of day or night. . Direct lines to each site are listed on the front cover of this handbook.



In the event it is noted that a child is unexpectedly absent when they are scheduled to attend, the following steps will be taken by the program staff to locate the child:

- Check the sign-out sheet in the school office.
- Go to the child's classroom for information from the teacher regarding the child's whereabouts.
- Phone the home and work numbers of parents and guardians to see if a parent has forgotten to Notify program staff of alternative arrangements for the day.
- If attempts to contact the parents are unsuccessful, messages will be left stating the child has not Come to A.C.E., and to please call the site as soon as possible.
- Emergency contacts may be called.
- If no contact can be made, the police may be contacted to report the missing child.

**Leaving the program area within the school:** Written permission or notification is necessary for a child to leave the A.C.E. program area to attend other specified activities conducted in the building. (Enrichment programs, helping classroom teachers, tutoring, etc.) It is imperative that we know the whereabouts of the children at all times. Forms are available on site.

**End of the day:** The parent or person who will be picking up the child must initial the sign out sheet. At the time of registration, parents are asked to identify up to three adults that have permission to pick up their child from A.C.E.. Children will be released only to those persons listed on the registration form. Without prior notification A.C.E. will not release the child until a parent can be contacted. **Parents are responsible for notifying A.C.E. of different pick-up arrangements.** If a person not listed on the registration form is to pick up the child, parents are to provide notification, written or verbal, granting permission to pick up the child. Staff will ask to see picture identification and may double check with parent for safety precautions.

### **Parent Surveys**

Parent surveys are conducted once a year. Comments are appreciated and the staff will make every effort to address concerns and make appropriate changes and additions where necessary.

### **Separation and Divorce**

The SACC program strives to be supportive and sensitive to the family's needs that may be undergoing or having experienced a separation and/or divorce. Ultimately our utmost concern is for your child. You are encouraged to make an appointment with the Site Coordinator to discuss privately any concerns related to custodial arrangements or issues related to your child that may shed insight for us to better care for your child. We ask that all parties involved refrain from discussing inappropriate topics in front of the child and staff. We need to be able to maintain a working relationship with all involved. Your efforts are greatly appreciated in this matter.

### **Child Custodial Arrangements**

A child's custodial parent or guardian usually initiates the childcare arrangements. The name of the non-custodial parent needs to be included on the registration form under "Persons Authorized to Pick up Child" if it is appropriate to do so. If it is not appropriate and there is **legal documentation** prohibiting pick up by non-custodial parents, a copy of the documentation must be in the child's file and must also be kept current. **COPIES OF OFFICIAL COURT DOCUMENTS MUST BE ON FILE AT THE A.C.E. SITE.** We can not deny a parent access to their child upon the word of the other parent. It is also recommended that the parent keep the Site Coordinator informed of any custodial concerns or arrangements.

### **Homework Policy**

While A.C.E. is not an academic extension of the school day, we certainly understand the need for children to begin homework during A.C.E. hours. Research has shown children who get the chance to relax and play for 20 minutes before doing their homework, demonstrate a willingness to begin their homework assignments, resulting in better performance. The children are provided basic materials, designated space and the opportunity to do homework daily. However, it is the student's responsibility to initiate and/or complete homework assignments. Should this become an issue, homework contracts are available for child,

parent and staff to complete so that expectations are clear. **Our program staff offers guidance but cannot provide one-on-one instruction due to being a group care facility. We can not guarantee homework will be completed during A.C.E. hours. Homework time may be limited based on our activity schedule.**

### **Guidance and Discipline Policy**

Our guidance and discipline system emphasizes the use of **positive** approaches to help children make better choices, learn rules and limits. The goal of our guidance and discipline system is the development of internal control and positive social interactions. These goals are developed over time with clear expectations, consistent guidance, an appropriate adult role model, and the opportunity to practice and learn. Program staff may use any of the following methods depending upon the situation:

- Explanation, reasoning and/or redirection
- Natural consequences to misbehavior, such as losing a privilege.
- A child may be asked to sit for a short “time-out”, until he/she is ready to resume cooperative play and follow the limits of the setting.

Our guidance and discipline system does not include the use of physical punishment, unsupervised time-outs, humiliation, or verbally abusive language. Persistent behavior problems will be discussed with parents.

### **Hazing & Bullying Policy – A.C.E. will follow the HCSD policy as stated below**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for other students. This behavior is prohibited on school property, on a school bus or at a school sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

#### **Physical Bullying**

The **repeated** use of force toward a person’s body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

#### **Verbal Bullying**

**Repeatedly** using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal-intent). Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

#### **Cyber bullying**

**Repeatedly** using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

**Any act of bullying, harassment or intimidation may result in suspension or expulsion from the A.C.E. Program.**

### **Program Limits**

Program limits include, but are not limited to the following:

- All A.C.E. sites are provided a separate phone line, accessible into the program area. We realize there may be circumstances where a child may need to use the A.C.E. phone. We ask that the child show courtesy to others and limit these calls as much as possible.
- Each A.C.E. center attempts to mirror the school policy with reference to toys, electronic games, etc. being brought from home. Consequently policies regarding this issue may vary from site to site. If you have any questions whether your child can bring toys and games from home please check with the Site Coordinator.
- Children must stay in the designated program areas, both indoors and outdoors. Wandering throughout the building is prohibited.
- Children may not engage in any behavior that is harmful to themselves or others.
- Children must be respectful of program limits, school equipment, and the current program environment.
- Children must be respectful of program staff and other children.

### **Suspension Policy**

Children who choose to engage in inappropriate behavior(s) may be temporarily suspended from the program. **There are two types of suspensions:** An On-site suspension is where the child is removed from the daily A.C.E. activities but remains at the A.C.E. site. The child is supervised and not isolated. Reading or homework is permitted. A Program suspension warrants removal from the A.C.E. program for a period of up to 3 days. Parents and staff must work in partnership to resolve behavior problems. All participants must be capable of participation in a group care setting. Our suspension policy includes the following guidelines:

- A Site Coordinator will initiate suspension warnings and suspensions.
- Whenever possible, parents will receive a copy of a suspension warning from program staff.
- Any child who intentionally vandalizes school and/or program property **or** physically and/or verbally hurts him/ herself or another participant will be **immediately suspended** from attendance.
- Suspensions may be one to three days in length. Decisions on the length of the suspension are made by the Site Coordinator.
- Parents may appeal suspensions by contacting the SACC Administrative office (771-2267).
- **Tuition is not pro-rated for suspensions**

Children who receive three program suspensions during the school year can be expelled from the A.C.E. program. The Program Administrators will make a recommendation for expulsion to a subcommittee of the Program Board. The child will be suspended from programming until the committee makes a decision regarding the expulsion.

**COMPLIANCE:** The Hilliard City School District A.C.E. students will comply with all program and district policies, procedures, rules and regulations in order to continue participation in the program. **If a child should pose a serious or recurrent discipline problem and is unable to participate in a group care setting, SACC reserves the right to remove the student from the program for violation of this agreement.**

### **Electronic Devices and Cellular Phones**

Personal cell phones and other electronic devices may be used in the A.C.E. Program for their technological advantages under the supervision and guidance of an A.C.E. staff member as it pertains to the lesson being taught. Cell phones should be turned off and kept secure in back packs when not being used under the supervision of an A.C.E. staff member. A.C.E. is not responsible for the loss or damage of cell phones or personal electronic devices if parents elect to have their child bring one to any of our programs. **Each site may have specific rules relating to this policy, so please check with your Site Coordinator if you have questions.**

### **Safety Program**

Our program provides a secure environment where children may explore, experiment and play. To ensure the physical safety of all children, the following safety guidelines have been established. These rules are followed at all program sites:

- The program staff will be responsible for the safety and well being of each child.
- No child shall be left alone or unsupervised.
- Our goal is to maintain a staff to child ratio of 1:15. We are required by the State Department to provide a staff ratio of 1:20.
- A child may run errands or use the restroom without direct adult supervision in an area designated for the program's use after informing a staff member. The child should be within hearing range of a staff member. A staff member will monitor the restrooms if necessary.
- A child leaving the A.C.E. program temporarily to attend a specific activity (i.e. helping the class room teacher, enrichment, etc.) within the school building will require a permission slip denoting the times leaving and returning to the A.C.E. program. It will be signed by the adult who will be responsible for the child during the time away from A.C.E. The A.C.E. employee will also sign the form upon the child's return.

Program staff assumes responsibility for children as soon as they arrive at the program. Attendance will be taken by 2:35 P.M. each day. **Children may not walk from the A.C.E. Program, even with written permission.**

### **Safety Drills**

**Fire Drills:** The center will conduct monthly fire drills. An emergency fire procedure showing suggested exits will be posted at all times. Fire drills will be documented and signed by the Site Coordinator or program staff.

In case of fire children will leave the building with the program staff by the most direct route. The Site Coordinator or program staff will notify the proper authorities.

**Tornado Drills:** The center will conduct monthly tornado drills during the tornado season (September, October, March, April, May, and June). All sites are equipped with an all hazards weather alert radio. The tornado safety procedure, including suggested safe areas, will be posted at each program site. The children will be taken to the designated safe area. Tornado drills will be documented and signed by the site coordinator or program staff.

**Tornado Warnings:** Should a tornado warning be in effect for the area, a siren will sound. The program staff and children will proceed to a designated safe area. They will remain there until the siren stops; indicating the danger has passed.

**Lock Down:** The center will conduct monthly lock down drills in the event of an intruder inside or outside the building. All centers will follow district procedures for the designated lock down area.

### **General Emergency Plan**

- Only program staff trained in first aid will administer treatment.
- In the event of severe injury, parents will be notified immediately.
- Any treatment given by the A.C.E. staff will be documented. Any time an injury requires medical attention; an accident report will be completed and sent to the Director.
- If a broken bone is suspected, the parents will be notified and appropriate action will be taken

### **Communicable Disease Policy**

In an effort to create a healthy experience for your child, we follow these guidelines: Children who are ill are more comfortable at home. Children who exhibit one or more of the following symptoms should be kept home:

- Temperature at or above 100 degrees F.
- Sudden skin rash
- Diarrhea and/or vomiting two or more times per day
- Evidence of lice infestation

- Severe cough
- Difficulty or rapid breathing
- Yellowing skin or eyes
- Dark urine/gray stool
- Stiff neck
- Conjunctivitis

Symptoms of common childhood illnesses can be found on the Communicable Diseases Chart posted at each site.

- \* Staff with communicable disease training will observe children each day.
- \* A child suspected of having a communicable disease will be kept in a quiet, comfortable location away from the group and within sight and hearing of a staff member. They will be observed of signs of a worsening condition including the following symptoms:
  - Unusual spots or rashes
  - Sore throat or difficulty swallowing
  - Elevated temperature
  - Vomiting
- \* Parents will be notified, and will be responsible for responding as quickly as possible.
- \* Due to privacy issues, A.C.E. will follow the schools procedures for notification of exposure to communicable disease issues to families.
- \* All linens shall be laundered before they are used again, and cots shall be disinfected.

#### **Rules for Administering Medication to Children**

Medication, vitamins, or special diets are not administered to any child without instructions written, signed and dated by a licensed physician and prescribed for a specific child. Written and signed instructions from parents are also mandatory. The information is only accessible to program staff. We do not have access to the child's file located in the school office.

**The following rules must be followed when administering prescription medication:**

1. A.C.E. personnel must have the **HCSO Medication Authorization Forms** as well as the **HCSO SACC Medication Form** completed for each medication to be administered by the A.C.E. staff. **A doctor's signature is required for prescribed medication.**
2. The parent must provide the current prescription in its original container. The label must be legible and have the child's name and dosing information. Parents must administer the first dose of medicine at home in order to observe the child's reaction before bringing it to A.C.E. to be administered.
3. When a parent brings in medication to be administered by our program staff the medication must be counted (or the amount noted) and logged on the **HCSO SACC Medication Form** before the parent leaves. The parent must sign the log form indicating they agree with the amount of medication recorded.
4. Anytime medication is administered, it must be logged indicating the child's name, the medication given, the dose, and the time it was administered. The staff member administering the medication must sign off on the entry in the log.
5. If a parent needs to retrieve the medication and/or empty container, it must be given directly to the parent and the transaction must be recorded.
6. Medication should never be placed in a child's possession for any reason.

#### **Accident/Injury Reporting**

All staff members are required to know and follow these medical emergency procedures.

1. Only program staff trained in first aid will administer treatment.
2. Parents will be notified immediately.
3. Any treatment by A.C.E. staff will be documented. Any time an injury requires medical attention, an accident report must be completed and sent to the SACC office.

4. If a broken bone is suspected, the parent will be notified and appropriate action will be taken.
5. In the event an emergency squad is called and the parents (or guardian) are unavailable, a A.C.E. staff member will ride with the child to the hospital. The child's emergency card will be taken to the hospital or treatment center.

#### **Walking Field Trips**

Program staff and children may take walking trips to the library, fire station, or local parks. Parents will receive information prior to each activity and will be required to sign a permission slip if they want their child to participate. First-aid supplies and emergency cards will be brought on all trips. Children will wear tags including the center's name, address, and phone number.

#### **Children's Files**

Children's records contain all medical information, registration forms, tuition/compliance forms, and any accident reports. All children's records and personal information shall be confidential and stored in a secure location. The information is only accessible to program staff. Parents may review their child's records upon prior request to the Site Coordinator.

#### **Child Abuse and Neglect Reporting**

All employees of a childcare center are required under section 2151.421 of the Ohio revised code to report any suspicion of child abuse or neglect to the Department of Children's Services in Franklin County.

# **ACE Program Daily Schedule**

## **2:15/2:30 Sign in and hang out**

- put belongings up/away
- snack
- social/hang time with friends (unwind)

## **2:45/3:00 Group meeting**

- daily news
- citizenship awards
- plan for the day
- snack still available

## **3:00-5:00**

- Homework Station with teacher/tutor
- gym
- tech time
- stations (art/math/reading/science)
- snack available until 4:00
- STEM/STEAM project of the day/week

## **5:00-6:00**

- open gym
- tech time-
- Student led activities







