

Woodbury Central CSD

Extended Day Program Handbook

BEFORE & AFTER
SCHOOL CHILD CARE



Mission Statement of the Woodbury Central CSD:

With the realization that all students can learn, we will strive to teach our students the intellectual, physical, creative, emotional, and social skills necessary for productive citizenship.

Elementary School Vision:

Students, Staff, Families, and Community-working as partners for a better world.

Woodbury Central's extended day programs purpose is to support the mission statements of the District as well as the Preschool and Elementary Schools. Our program will (1) primarily be child care with opportunities for recreational and enrichment activities; tutoring, developing peer relationships, rest and relaxation times, arts and crafts, dramatic play, storytelling, etc., and (2) fill a parent need for before and after school child care.

A philosophy of care is an extension of these mission statements and reflects the value that is placed on children as people.

- Children are entitled to dignity, respect, and trust; thus developing a sense of self-respect and responsibility.
- Children require compassion and understanding; thus developing empathy for others.
- Children deserve praise for their enthusiasm and effort; thus developing pride.
- Children will have the opportunity to explore and be expressive; thus developing individuality.
- Finally, children are worthy of the opportunity to have ***fun and laugh*** each day.

Each new school year is full of excitement. Welcoming program friends and meeting new faces all while creating a strong bond with the Woodbury Central community.

Sincerely,

Doug Glackin

Superintendent

712-873-3128

dglackin@wcwildcats.org

Overview

The Woodbury Central Community School District hopes to offer a quality program for families and students. The Extended day program is an extension of the school district operating as a non-profit organization. The Extended day program is designed to serve children in grades Preschool-5th and is based out of the Woodbury Central School. The program is licensed by the Iowa Department of Human Services and is under the direction of the Board of Education and/or the Superintendent of Schools. The program Director will report to the Superintendent, supervise daily operations and manage the program staff. A thirty day notice will be given to families regarding any changes in program options, policies and/ or procedures.

Equal Education Opportunity

The Woodbury Central CSD is an equal opportunity education institution and will not discriminate in its educational activities, programs or employment practices on the basis of race, national origin, gender,

religion, color, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the Districts Affirmative Action Coordinator Superintendent Glackin, Woodbury Central Community Schools, P.O. Box 586 Merville, Iowa 51039-0586. Telephone: 712-873-3128. Inquiries may be directed to the Director of the Region 11 Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114. (816) 268-0550; or to the Iowa Department of Education, Grimes State Office Building, Des Moines, IA. 50319-0146. (515) 281-5294

Program Goals

1. The daily schedule will contain a variety of supervised age appropriate activities.
2. The program will offer a safe environment that fosters opportunities for the development of the whole child.
3. Communication with the program will occur regularly between the family and program director and staff.
4. The program will be structured to meet the necessities of families.
5. The program will offer a quality staff to meet needs of the children
6. The program will utilize the Preschool/Elementary Parent/Student Handbook for its policies and procedures.

Admission Policy

Children enrolled in Woodbury Central preschool through 5th grade are eligible for admission to the Extended day program. The program does not discriminate against any person on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

ACCOMODATIONS FOR HANDICAPPED STUDENTS

Wheelchair Evacuation Policy Students in wheelchairs will evacuate the building through the main entrance south doors. The alternate exit will be through the northwest doors. A paraprofessional within the classroom will be designated to aid the wheelchair student during an evacuation.

Warning For Hearing -Impaired Students hearing -impaired students will be warned when the teacher in charge of that student will conduct an emergency disaster procedure. The teacher in charge at the time of the drill or disaster procedure will communicate and provide specific instructions, including where to take shelter. If a sign interpreter has been assigned to the hearing -impaired student, that person will assume the teacher's responsibility.

Parents and Children's Rights and Responsibilities

Parent's Rights and Responsibilities:

- ❖ Knowing that their child(ren) are in a safe environment.
- ❖ Sharing concerns with the staff.
- ❖ Understanding behavior conflicts and developing a resolution involving the child, parent and the program.
- ❖ To sign child(ren) in/out of the program daily.

- ❖ To pay fees on time as explained in this handbook.
- ❖ To keep the child's records up to date as explained.
- ❖ To pick up children on time as explained.
- ❖ To follow the health policy as explained.

Children's Rights and Responsibilities:

- ❖ Experiencing a safe environment.
- ❖ Having their ideas and feelings respected and heard.
- ❖ Redirection that is fair, equal, and respectful.
- ❖ Enjoying staff members that are caring.
- ❖ Learning to accept the consequences of their actions.
- ❖ Respecting the rules that guide them while at the program.
- ❖ To remain with the group and staff at all times.
- ❖ To use program property and materials with respect and cleaning up after using materials.

Please Read:

HAND HELD ELECTRONIC DEVICES ARE RESTRICTED FROM THE PROGRAM. CELL PHONES SHOULD REMAIN IN BACKPACKS UNLESS EMERGENCY.

Administrative Review

The program is under the jurisdiction and review of the Iowa Department of Human Services and the Woodbury Central Community School District and Board of Education.

CHILD ABUSE, Abuse and /or Neglect

Code of Iowa Ch. 232 requires all certified school employees to report suspected abuse or willful neglect. Anyone reporting in good faith shall have immunity from any liability, civil, or criminal. Laws providing privileged communication shall not apply in cases of suspected abuse or neglect. Any such employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor and subjected to a fine of not more than \$100 or imprisoned for not more than 30 days; in addition, the employee is civilly liable for the damages approximately caused by such failure.

HOMELESS CHILDREN AND YOUTH

The Board shall make reasonable efforts to identify homeless children and youths of school age within the District, encourage their enrollment, and eliminate existing barriers to the education that may exist in the District policies or practices.

Hours of Operation

The program will open Wednesday, August 23rd, 2023 and continue until the last day of school for the 2023-2024 school year and will follow the Board approved school calendar.

Before School Program: 7:00-8:00 A.M.

After School Program: 3:30-6:00 P.M.

Scheduled Early Dismissals: The program will be open ONLY if notified at least 3 days in advance that at least one enrolled child will be attending.

Unscheduled School Opening Delays and Early School Closings

1. School Closings due to Inclement Winter Weather:
The program will be CLOSED on these days.
2. Unscheduled School Delays (**Late Starts**) due to Inclement Weather:
The program will be Cancelled.
3. Unscheduled School Early Dismissal due to Inclement Winter Weather:
The program will be Cancelled.

Fees and Payment Policy

- 7 am to 8 am: \$4.00
3:30 pm with pickup by 5 pm: \$7.50 (includes snacks)
3:30 pm with pickup by 6 PM: \$10.00 (includes snacks)
Scheduled early dismissals:
2:30- dismissals is an **additional charge of \$2.00.**
12:30- dismissals is an **additional charge of \$6.00.**

Returned Checks; Checks returned for insufficient funds will be turned over to Check-pro for an additional charge of \$ 20-\$30/check. **Payments:** Parents will prepay for the service at the beginning of each week. **Outstanding fees:** Parents will be notified when the balance is low. Students will not be allowed to use the program if the balance is negative.

Late Pick-Up Fee

Parents should pick up children at or before the close of the program. The 6:00pm closing time for the program must be respected. Parents whose children remain past 6:00pm must pay overtime fees. The fee will be assessed at a rate of **\$5.00 per child per every 30 minutes.**

In the event that the child is not picked up within 30 minutes after closing time and the parent/guardian cannot be contacted, the local police department will be contacted to find the parent or guardian.

Food Service

Children are provided nutritious snacks and meals during the program. Children attending the morning program will be offered a breakfast that will be served at 7:45 AM. Due to government requirements and reporting standards, family accounts are charged for breakfast through the Woodbury Central School Food Service Program. Children enrolled in the after school program are offered a snack around 4:00pm.

Arrival & Departure

All children in grades Preschool-5 must be signed in and out by a parent or other designated adult. This procedure allows us to ensure your child's safety while at the program. The check-in area will be located in the commons.

Any changes in arrival or departure times shall be made verbally or in writing to the program director/staff member. Children will only be allowed to leave with an individual, other than the parent, if permission has been given to the director/staff member. As an issue of safety, we require that parents accompany their child to the classroom for sign-in. Please communicate with the staff if another adult other than parent/ guardian is scheduled to pick up your child. In addition, please inform individuals to sign your child out in your absence. The program is not responsible for a child that has not been signed in by an adult. Court ordered restrictions must be presented to staff where a copy will be kept on file.

Illness/ Accidents

Illness: If a child becomes ill in the program, he/she will be isolated and rest until a parent arrives. Parents will be called immediately and asked to pick up their child. A parent or designated person must pick up their child within an hour of the call from the program.

Accidents: In case of an accident, parents will be notified immediately. An emergency procedure form will be completed upon registration. (It is parent's responsibility to inform the program director of changes throughout the year). An incident report will be filled out and kept on file in the office regarding any unusual occurrences or accidents.

ABSENCES

*****It is very important that your child is safe during after school hours, it is IMPERATIVE that you inform the program of a change in your child's regular schedule. Please notify staff of any absence via phone, note or email.***

Reporting absences: Parents are asked to notify the program whenever a child will not be in attendance.

***** Please call the program at: 712.873.3128***

Visitors

The program WELCOMES parent visitors to the program. For reasons of liability and

supervision, it is not possible for children who are not enrolled in the program to visit or to participate in the program unless accompanied by a parent or guardian. Please speak with the staff about joining the program for your before/after school needs.

Procedure for Communicating Concerns

Parents should utilize the following procedure for any concerns related to the program:

1. The concern should first be discussed with the Director or Asst. Director
2. Next, if the situation has not been resolved then the matter should be discussed with the Elementary School principal.
3. Third, the matter should be discussed with the Superintendent.
4. Finally, issues unresolved at this level should be submitted through the written grievance procedure to the Woodbury Central CSD Board of Education. All steps within the grievance procedure shall be documented and kept on file.

Children's Property

The personal property of children must be taken home daily. Items that remain each day at the close of the program are placed in the Lost and Found. To prevent your child from losing or misplacing items, please clearly label all items with the students' name. The program cannot be held responsible for lost or stolen items.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for schools. Woodbury Central is within the guidelines of this Act.

Woodbury Central recently had its facilities re-inspected by a certified asbestos inspector as required by AHERA. The inspector located and determined the condition and hazard potential of all material in the District suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the Asbestos Management Plan.

The Management Plan contains the re-inspection report, notification letters, training for its employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials.

A copy of the Management Plan is available for public inspection in the administrative office. Those who wish to review it should make an appointment to do so during office hours.

Discipline /Expulsion

A safe, supportive, and respectful environment is the main goal of the Extended Day program. **Therefore participants are expected to be respectful and courteous to all program children, program staff and building property.** Peer modeling, redirection, and positive reinforcement will be the primary methods of behavior management. If necessary, a conference will be held between the child, parents, director and principal to determine a solution with ongoing behavior issues.

Updated: June 2023

Severe disruptions include, but are not limited to: fighting, physical harm to self or others, profanity, food throwing and continual disruption. Specific action in regard to decision from serious disruptions is listed in the Board Policy Discipline Code 502. Ultimately, it will be at the discretion of the Director and the Principal(s) whether or not termination of enrollment of any student who has been severely disruptive is in the best interest of the program.

1st Offense: 1 school day out of extended day program

2nd Offense: 3 school days out of extended day program

3rd Offense: 1 school week out of extended day program

4th Offense: Participation in the program will be terminated