BSA After School Program

 Parent Handbook

\*Updated August 1, 2019\*

**Mission & Vision Statements**

 Our mission at Beyond School Adventures (BSA) is to provide quality after-school care for children ages 5-12 who attend Junior Kindergarten-5th grade. Our program and schedule are developed to meet the developmental, educational, social, and emotional needs of elementary aged children. Our vision is to work with parents, educators, and our community to create a well-rounded and meaningful after school care experience.

**Director/Program Planner**

As of July 2019, Haley Molzen has fulfilled the roles of BSA Director and Program Planner. The director oversees staffing, contract agreements, site management, and communications with parents. The Program Planner develops the afterschool program curriculum, lesson plans, field trips, community service, snacks, and operations. The BSA program has been written to meet State Standards based on the developmental, educational, and emotional needs of children in care.

 Parents/Guardians will be notified of any and all significant changes to the BSA program (such as use of a new space, change of director, change of/new programming, etc.)

**BSA Staff**

State regulation requires all staff to go through a multi-tiered background check upon hire. The background check includes both South Dakota Division of Criminal Investigation (DCI) and Federal Bureau of Investigation (FBI) fingerprints, a Central Registry Screening for report of abuse or neglect, a state Sex Offender Registry check, and the National Crime Information Center (NCIC) Sex Offender Registry check. These requirements help ensure the safety and security of the children in afterschool care.

Verified staff are then certified in CPR and trained in Pediatric First Aid. They are also required to be certified in 11 other childcare specific areas during initial orientation and training. Those certifications are:

* Prevention and control of infectious diseases
* Prevention of sudden infant death syndrome and use of safe sleep practices
* Administration of medication
* Prevention and response to emergencies due to food and allergic reactions
* Building and physical premises safety
* Prevention of shaken baby syndrome and abusive head trauma
* Emergency preparedness and response planning
* Handling and storage of hazardous materials and the disposal of bio- contaminants
* Appropriate precautions in transporting children
* Recognizing and reporting child abuse and neglect
* Child development

Our staff are required to have ongoing training every year to stay current with appropriate and exceptional childcare practices. We maintain a 1:15 (or fewer) staff to child ratio. These numbers allow staff to properly supervise and interact with children during activities and programs. Our substitutes acquire the same training as our regular staff.

 Volunteers are always welcome to assist with the program! Volunteers who provide an outside service such as arts/crafts or special programming are treated as in-house field trips. Volunteers are not considered in the supervisor to child ratio and are supervised by trained staff at all times.

**Program Standards**

**Admission to the Program**

To be admitted to the program, parents or legal guardians must obtain a BSA After School Program Application and a Provider-Parent/Guardian Child Care Agreement Form (contract) from either the BSA Director or the Vermillion Schools Administration Office (17 Prospect St).

 Return completed forms to the Director or to the Administration Office. The Director will review applications and will sign accepted contracts and contact you to inform you of the status of your contract.

 You may cancel attendance at any time, however unused contract hours may not be

reimbursed, and you may be financially responsible for the duration of the rest of the contracted semester. Rescheduled hours are allowed at the discretion of the Director. Services may also be discontinued at each semester if your situation has changed. Please file a Termination of

Services form with the Director so that ratios are maintained, and attendance/billing is correctly

updated.

**Locations**

During the school year, BSA operates programs from both elementary school locations. Children (JK-1st grade) who attend Austin Elementary will be served from the Austin location, and children (2nd-5th grade) who attend Jolley Elementary will be served from the Jolley location.

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name | Address | Office Phone (8 a.m.-4 p.m.) | BSA Cell Phone |
| Austin Elementary | 300 High Street | 605-677-7010 | 605-202-0320 |
| Jolley Elementary | 224 S University St | 605-677-7015 | 605-202-0300 |

 On occasion, BSA may utilize other local entities and buildings including Vermillion Public Middle School, Vermillion Public High School, Vermillion National Guard Armory, municipal and county parks, University of South Dakota museums and program buildings, Vermillion Public Library, Vermillion Community Theater, local shops and restaurants, and other local field trip destinations as disclosed prior to field trip date.

**Hours of Operation (Afterschool Program)**

* Monday – Friday 3:00 – 6:00 p.m.
* The program follows the academic school calendar. We are closed on all days that school is not in session as well as holidays.
* If school is let out due to inclement weather or other unplanned event, BSA will not operate. The buildings will be considered closed during these situations.
* Children should arrive promptly to BSA check-in after school dismissal. Staff will have activities planned and will take attendance. If your child is absent, we will call to verify that absence. Due to staff ratio requirements, we cannot provide staff to track down tardy or absent children.
* On field trip days, we leave promptly at scheduled times. If your child is not present when we leave, we cannot make accommodations for tardiness as our schedules rely on allotted hours.
* If a parent/guardian fails to pick up a child by 6:00 p.m., a $5 extended service fee per 10-minute increment will be charged. We will attempt to contact the parent and emergency contacts. If no contact with the parent has been made by 6:20 p.m., law enforcement may be contacted to safely get the child home.

**Check-In/Check-Out Policies**

 Parents/Guardians must give written authorization for any person picking up their child(ren). The director must be informed of any changes to the authorized pick-up person(s) in advance. We are implementing an electronic code sign-out process in Fall 2019. When the electronic sign out is available, you will use your personally chosen code to sign your child out each day. Parents are expected to make contact with BSA staff when picking up their child(ren). This policy helps ensure the safety of the children. BSA is not responsible for children who are allowed by parents to leave the program alone. If the electronic system is not available, a signature is required on paper to sign your child(ren) out each day.

**Payment Information**

BSA is a pay-ahead service. A 3-day minimum attendance contract is required. Days are calculated at a monthly rate and statements indicating the next month’s services are sent out via ProCare email monthly. We accept childcare assistance via DSS. Information about how to apply for childcare assistance can be obtained from the director, via the DSS website, or by contacting Child Care Services. We encourage all families, despite financial situation, to apply to use our afterschool program!

* **Fees**
	+ $25.00 Supply Fee due at the beginning of each semester (2 times per school year)
	+ $5.50 per child per school day (On scheduled early-out days, BSA may charge an extra $5.00 per student to cover the added cost of operations and staffing that day)
	+ $5.00 per child travel fee on days where transportation arrangements are required
* **Payment Due Date**
	+ Payment is due by the 5th of each month
	+ A late fee of $5.00 per 5 days late may be assessed for missing or late payments
	+ Failure to pay your bill may result in interruption or cancellation of services
	+ Failure to attend BSA on contracted days will not be credited
* **Child Care Assistance**
	+ Child Care Assistance is available through the South Dakota Department of Social Services.
	+ The BSA Director has information available for applicants interested in applying for assistance
	+ Information and Applications can also be found on the DSS website at

<https://dss.sd.gov/childcare/childcareassistance/>

* + Write to: Childcare Services, 700 Governors Drive, Pierre, SD 57501
		- Call: 1-800-227-3020 or 605-773-7297

**Vision/Expectations**

 The foremost goal of BSA is to provide quality care for all the children in our program. BSA staff are trained to supervise and facilitate student participation in all planned activities and lessons. Both parents and children can expect to be treated with respect, understanding, honesty, and integrity. The BSA Director encourages open communication between families and staff. The vision of the program is to work in conjunction with parents and educators to provide a well-rounded and complete afterschool childcare experience. BSA considers children’s academic, physical, social, and emotional needs when planning all programming.

**Discipline/Expulsion Policy**

The BSA discipline policy promotes positive support for acceptable behaviors. BSA staff are trained to support students by modeling appropriate behaviors. The discipline policy prohibits peers from administering discipline and prohibits the use of humiliating or frightening punishment per ARSD 67:42:14:16.

* Discipline
	+ BSA staff are trained in Positive Behavior Intervention and Supports (PBIS). PBIS is the same behavior support plan incorporated in Vermillion Public Schools. PBIS offers specific expectations for all expected environments and daily activities. PBIS focuses on recognizing and rewarding appropriate behavior.
		- Students will be offered positive guidance such as “walk please” rather than statements such as “stop running”. This tells the child exactly what is expected rather than what not to do.
		- Students will be rewarded with praise (such as high fives and verbal praise) and/or with BSA Bucks. BSA Bucks are ticket style rewards that students can spend at the BSA store. Prizes offered include small toys, activity books, puzzles, games, and sweets. Students may choose weekly to spend their BSA Bucks or save them for larger prizes.
		- More information about PBIS may be obtained from <https://www.pbisworld.com/>.
	+ If a child needs to take a break for their own safety and/or well-being, or for the safety and/or well-being of others (aka, a “time out” or “safe space”), the child will be asked to go to an appointed location and will supervised while in that space. Once calm, the child may return to ongoing activities.
	+ If a child’s behavior becomes a risk to other children, staff will assist the other children to a safe/alternate space. Remaining staff will stay with the child needing support. If staff and/or the director are unable to calm the child, the child’s parent/guardian may be called. Remaining at the program for the remainder of the day will be decided on an individual basis.
* Expulsion
	+ BSA follows Federal Law on expulsion as set forth by the Division of Child Care Services Suspension and Expulsion Policy. The policy states that all families in South Dakota should have access to childcare environments that support their child’s growth and development. The policy limits expulsion and suspension practices by providing access to appropriate supports for children and families.
	+ After all attempts to support a child have been exhausted, suspension or expulsion may be used to ensure the safety of all children and staff
	+ If a student is consistently or continuously dangerous or disruptive, the BSA Director reserves the right to discontinue services

**Schedule**

 Students at both Austin and Jolley locations will assemble in the gymnasiums after school dismisses for the day at 3:12 p.m. Our staff will have a variety of tabletop activities or indoor physical activities available while attendance is taken. Students will be provided a daily snack that is in line with the South Dakota nutritional guidelines. After attendance and snack, regularly scheduled activities including homework help, art/crafts, health/motion, music/dance, academic subject activities, outreach art with Beth weekly, and movies on Friday are planned. A more detailed schedule will be provided separately on a monthly basis. Local field trips will be included sporadically as time allows. If we travel, our return time will be 5:30 p.m. unless otherwise noted. Pick up time is no later than 6 p.m.

**Snack**

 A snack will be provided daily. Snacks are ordered from Lunchtime Solutions and follow South Dakota nutritional standards. Both Jolley and Austin elementary schools are peanut/tree nut free schools, and BSA follows those guidelines. If your child has special dietary needs or allergies, please be sure to indicate them on your application form.

**Travel**

 Parents will be notified in advance of all plans to travel. The permission to travel form is in the admission application and must be signed in order for your child to travel with BSA. Children must abide by all South Dakota travel and safety laws. All vehicles used by BSA belong to the Vermillion School District and are licensed, inspected, insured, and comply with South Dakota State laws.

**Contact/Communication Options**

 There are several ways that you can contact or communicate with the BSA Director and/or staff. The following options are all acceptable and may vary depending on the situation.

* Vermillion School District Administration Office: 605-677-7000 (request to leave a message)
* Austin Office: 605-677-7010; Jolley Office: 605-677-7015 (request to leave a message)
* Austin BSA Cell: 605-202-0320; Jolley BSA Cell: 605-202-0300
	+ Note: the cellular service at Jolley is unreliable or drops in various locations. If your call is not answered, it is possible that the staff is traveling through a location with low or no cell service. Please attempt the call again in a couple of minutes. The staff checks for missed calls and voicemail occasionally and may try to return your call when the notification comes through.
* Director’s Personal Email: Haley.Molzen@k12.sd.us
* Organization Email (staff has access): contactvermillionbsa@gmail.com
* BSA Website: vermillionbsa.weebly.com
* Facebook Page: Beyond School Adventures – BSA – Vermillion (@vermbsa)
* Bloomz: BSA families will be given a code to access our BSA Bloomz classroom

 The BSA Director is an hourly position and is not paid on-call. The director encourages you to reach out any time, but reserves the right to respond during operating hours of M-F 3-6 p.m. If you have an urgent message or emergency, please contact the administration office during business hours. Attendance information or changes can also be directed to the Austin and Jolley offices, and messages can be sent via email, website, Facebook, or Bloomz.

**Alternative Care**

 BSA follows the academic calendar and will be closed on days when school is not scheduled. BSA may also need to close for holidays and emergencies/other unforeseeable instances. If BSA can not meet your childcare needs for any reason, it is the responsibility of the parent to have an alternative childcare plan. BSA is not responsible for ensuring alternate care.

**Personal Property**

* All participants are expected to be dressed appropriately for the weather. We promote outdoor activities and play, and children should be prepared for the seasons.
* Toys/Games/Personal Items: Toys and personal items should not be brought to BSA. BSA is not responsible for any lost, stolen, broken, or otherwise damaged personal items.

**Visitors**

* Parents are encouraged to come to the program any time your child is in care! We welcome parent participation/volunteers. Contact the Director any time you would like to spend time with BSA.
* Other visitors: non-parent/guardian visitors (grandparents, siblings, friends/family, etc.) are also welcomed to visit BSA. Contact the Director to make arrangements!
* Visitors will not be allowed or expected to supervise children. Trained staff will be available at all times visitors are present.

**Emergency Preparedness and Response Plan**

 BSA will conduct four (4) fire drills and one (1) tornado drill throughout the year. The fire drills will be held approximately every 3 months and during regular hours of operation. One fire drill and the tornado drill will be conducted during Summer BSA hours at Jolley Elementary. BSA will follow each school’s protocol for imminent danger emergencies, including taking shelter and evacuation procedures.

**Medical/Allergy/Health Policies**

**Allergies**

 Any and all known allergies should be indicated on your child(ren)’s application. Allergies pertaining to food, medications, environment, pets, bees/wasps, etc. should all be listed. Please indicate signs and symptoms that BSA should watch for and steps that should be taken by staff when caring for your child in case of exposure to the allergen(s). If your child requires an Epi-Pen or other allergy medication, please provide one prior to or on your child’s first day in the program. Written and signed consent as stated in the medications portion below must accompany any medical allergy treatment.

**Sunscreen/Bug Spray**

 Each child attending BSA needs to have access to their own sunscreen and bug spray. A release to use these items is included in the BSA application form. BSA will contact parents/guardians when new supplies are needed. If your child does not use sunscreen and/or bug spray, a waiver must be signed.

**Medications**

Over the counter (OTC) medications are entrusted to parent determination. If you feel that your child needs to take an OTC medication such as ibuprofen or cold medicine, you must provide written permission listing the exact medication, dosage, times to administer, and a signature. No OTC medications will be given for pain or minor irritations unless expressly requested and provided by the parent in authorized written format.

 Prescription medications are the responsibility of medical personnel and the dosage, time, and duration are all determined by a medical professional. If your child requires a prescription medication, written and signed authorization is required. The medication must be brought to BSA in the original container with a prescription medication label attached and will be administered exactly as prescribed on the label as directed by a physician.

 If your child requires a classified or controlled medication, these medications will be stored in a lockbox while on-site at the school. When BSA travels, the medication will be kept in a separate container in the First Aid Kit and will be returned to the lockbox upon return to the school location.

**Medical Emergencies**

In the event of a medical emergency, BSA staff will take follow medical emergency protocol to assure safety and security of all children in our care. Our medical emergency protocol is as follows:

* Administer First Aid/CPR if needed
* Call 911 for medical assistance
	+ If immediate care is not needed (i.e. minor falls, contusions, illness, etc.), staff will skip these first 2 steps and proceed with the third
* Attempt to call the parent/guardian
* Attempt to call listed emergency contacts
* Call child’s listed physician
* Any/All hazardous materials and/or bio contaminants will be disposed of per school district protocol.

All serious injuries will be reported to the State via the Serious Injury Repot form. Serious injuries include, but are not limited to, head injuries, deep cuts, dislocations, broken bones, and injuries that result in vomiting. Minor injury reports are used to communicate minor injuries (bumps, bruises, scrapes, etc.) with parents, but are not filed with DSS.

**Insurance**

 BSA operates under limited liability insurance covered by the Vermillion School District and the usage of the same facilities. BSA does not have any independent financial resources for further insurance. Families should provide personal insurance coverage.

**Health/Immunization Policy**

For the protection of all supported children, staff, and families, we follow the infectious diseases and immunization guidelines set forth by South Dakota Department of Health. A full fact sheet can be obtained from the Department of Health website at <https://doh.sd.gov/diseases/infectious/diseasefacts/>. Please keep your child home if any of the following symptoms are present:

* Fever (over 99 degrees), lethargy, difficulty breathing, diarrhea, vomiting, chicken pox, head lice, influenza, strep throat, measles, meningitis, impetigo, rash, or pinkeye
* Other health exclusions may be applicable
* Children that are found to have any symptoms above or other illness that prevents they child from comfortably participating in program activities will be separated from other children, parents/guardians/emergency contacts will be contacted, and appropriate alternative care will need to be secured within one hour.
* Children may return to the program once medically cleared to do so—this varies dependent upon the type and severity of the illness.
* The director reserves the right to make final determination of a child’s ability to participate based on health/illness

Immunization records maintained by the school are applicable to the BSA setting. If your child is exempt from immunization for medical, religious, or other reasons, please file an immunization exemption form with your BSA application.

All instances of infectious diseases will be reported to the South Dakota Department of Health as required by law.

**Handling of Hazardous Materials & Bio Contaminants**

 Staff and participants are required to wash their hands several times throughout the day. When handling hazardous materials such as bleach for sanitizing, staff will wear disposable gloves and eye protection. All hazardous materials such as bleach are kept in a cupboard out of reach of children. Poison Control contact numbers are displayed. Charts for measuring and using bleach are displayed. Bio contaminants will be disposed of by the school maintenance staff in accordance with Vermillion School District regulations.

**Child Abuse & Neglect**

BSA staff are mandatory reporters of suspected abuse and neglect. Staff are required to report to the Department of Social Services and/or local law enforcement agencies.

 All staff are expected to ensure the safety and security of all children in program care. Any report of staff involvement of abuse or neglect will be immediately investigated by the Director. Staff in question will be evaluated and if found culpable, disciplinary action including but not limited to coaching, suspension, and/or termination will be taken.

**Confidentiality & Records**

 Records are kept for each BSA staff member and each BSA participant. These records require detailed information in order to ensure each child is properly cared for. These records are shared only with staff for the purposes of work related knowledge, and are not to be shared with any other person or entity via conversation, social media, email, etc. Your child’s records will be confidential. Pictures of BSA children may occasionally be shared on BSA related websites, social media, and via newsletter. Only children whose parents have given written consent on the BSA application will be included in these photographs.

**Termination/Withdrawal from Services**

 BSA after school care applications are valid for the present school year only. Re-evaluation or changes in attendance can be made at the start of each school semester (at the beginning of school at registration and after the winter break respectively). If you wish to unenroll your child at any other time, you may do so by contacting the BSA Director. Services discontinued prior to the end of a semester may not be transferred or reimbursed, and you may still be financially responsible for the remainder of that semester’s fees. Once a child is withdrawn from the program, there is no guarantee that a place will be available for the child if the parent/guardian chooses to try to re-enroll. Spaces are limited by number of staff and location constraints.

* 2-week notification is required for withdrawal from BSA, exceptions may be made at the discretion of the BSA Director
* BSA reserves the right to terminate services with any child that the service cannot support appropriately or whose needs cannot be met by regular programming
* Service may be discontinued for failure to pay or chronically/critically overdue payments

A new and separate contract must be agreed upon for each new school year and for Summer BSA.

\*\*After reading this Parent Handbook, indicate that you understand and accept the guidelines by checking the lines next to each statement at the end of the Application for Admission.