

WEST AFTER SCHOOL CENTER, INC., dba
AFTERSCHOOL PROGRAMS OF LANCASTER

625 Garfield Avenue
Lancaster, Ohio 43130
(740)653-5678

Website: www.apolancaster.org



Student-Parent



Handbook

2022-2023

For 21st CCLC and Childcare Programs at:

Gorsuch West Community Learning Center

Medill Community Learning Center

Mt. Pleasant Community Learning Center

Tallmadge Community Learning Center

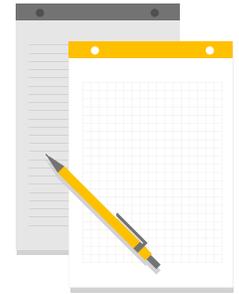
Tarhe Trails Community Learning Center

Afterschool Programs of Lancaster is dedicated to enriching the educational, social, and cultural opportunities of students and families in our community.

STUDENT & PARENT HANDBOOK

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Dear Parents and Guardians,

Welcome to our before/after school child care and educational programs. We are looking forward to an exciting relationship with you and your child. Our hope through this partnership is to help you become fully involved with your child's academic, social, emotional, and child care needs, benefiting not only your child, but you and your entire family. The following information will help explain the operations of our programs, the responsibilities of our Child Care and Grant Staff Members and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to call the appropriate program listed below.

Please read the enclosed packet, complete your online registration in  , and make sure to follow the link to complete the ODJFS Mandated Enrollment Form.

Afterschool Programs of Lancaster Central Office

625 Garfield Avenue • Lancaster, OH 43130 • 740-653-5678
www.apolancaster.org

Karen Martin, Executive Director
kmartin@apolancaster.org

Kayla Williams, Administrative Assistant
kwilliams@apolancaster.org

Diane Warner, Office Manager
contact@apolancaster.org

Gorsuch West Community Learning Center - Receiving 21st Century Funds

440 Trace Drive • Lancaster, OH 43130 • 740-475-8243
Fhara Hopper, Administrator, fhopper@apolancaster.org

Medill Community Learning Center - Receiving 21st Century Funds

1160 Sheridan Drive • Lancaster, OH 43130 • 740-475-9626
Debbie McClure, Administrator, dmccclure@apolancaster.org

Mt. Pleasant Community Learning Center - Receiving 21st Century Funds

712 N. Broad Street • Lancaster, OH 43130 • 740-415-4076
Becky Seesholtz, Administrator, bseesholtz@apolancaster.org

Tallmadge Community Learning Center – Receiving 21st Century Funds

694 Tallmadge Avenue • Lancaster, OH 43130 • 740-438-4756
Brittnay Walter, Administrator, bwalter@apolancaster.org

Tarhe Trails Community Learning Center

2141 Greencrest Way • Lancaster, OH 43130 • 740-475-9250
Rachel McCoy, Administrator, rmccoy@apolancaster.org



Mission Statement

Afterschool Programs of Lancaster is dedicated to enriching the educational, social, and cultural opportunities of students and families in our community.

Philosophy and Goals

Afterschool Programs of Lancaster is an independent and privately-operated non-profit community organization. A before/afterschool program is offered in addition to an afterschool educational program, and preschool program. Many other programs are offered as part of the 21st Century Nita M. Lowey Community Learning Center, a collaborative partnership with Lancaster City Schools. In collaborations with community partners, we offer services in a variety of settings and program options including:

- Information on Community Resources
- Family Parenting Information
- Family Nights
- Exploratory Classes (STEAM, Physical Fitness, Social Emotional Learning. Etc.)
- Before/After School Child Care
- Summer Lunch Program

It is our goal to provide high quality, affordable, FUN, safe, and secure educational and childcare programs for the students and families of the Elementary school which is served.

We provide social and educational support services to our students and families. The LCS district performs and shares assessment information with Afterschool Programs, as such we do not perform additional formal assessments on our students.

License

The State of Ohio, Department of Job and Family Services (ODJFS), licenses all the before and after school program sites. (Medill Community Learning Center, Gorsuch West Community Learning Center, Mt. Pleasant Community Learning Center, Tallmadge Community Learning Center, Tarhe Trails Community Learning Center). At the end of the handbook, you will find a link to an attachment about licensing and other valuable information. Please take the time to read this information.

Admission of Students

Students will be admitted to one of the program sites using the following considerations and procedures:

Completion of registration process in Eleyo at <https://apolancaster.ce.eleyo.com> followed by contract approval by Site Administrator, and receipt of payment for the \$25 per family registration fee.



Special Needs: All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the program. However, a child requiring an individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

1. **Morning/Afternoon Childcare** -- Students from nearby schools (no transportation is provided) may enroll in the school age childcare program (fees are applicable).
2. **Afterschool Educational Programs** -- Student must reside within the specific Elementary School attendance area and/or have teacher and principal recommendation that meet grant requirements.
3. All required paperwork is received by the center. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of previous participation.
6. Consideration of sibling participation.
7. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.
8. All students must be potty trained.
9. Special needs consideration- If the student meets all the above requirements, we will do our best to serve a student. Our staff is not trained in special needs and cannot legally perform specific actions (i.e. restraint holds, toileting) if necessary, to maintain a safe environment. Our required teacher to student ratios is higher than that of special needs and therefore we may be unable to provide services.
10. The Lancaster City School District shares assessment information (STAR reading and math, DIBLES reading) with The Afterschool Programs. We do not perform separate formal assessments on students.

Discipline Policy

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In our centers, these expectations are specifically outlined in the Children's Rights and Responsibility Code (see below). Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, removal from an activity for no longer than 1 min/each year of age, talking with the child about the situation, and praise for appropriate behavior.

Children's Rights and Responsibilities have been established. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.

Children's Rights and Responsibilities Code

Children's Rights:

Every child in the program has the RIGHT:

- To be happy and treated with kindness.
- To be treated fairly.



- To be safe.
- To hear and be heard and have their opinions and desires considered.
- To participate in all activities.

Children's Responsibilities:

- To honor others and their feelings. This means they will not laugh at or ignore other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch, or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations.

If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed permanently from the program.

The 21st Century Learning Centers are private entities. The Site Administrator, in collaboration with the Executive Director, may suspend or dismiss a student from activities for just cause for any specific period of time. The center is not bound by rules governing emergency removals and/or suspensions, hearings, and appeals of students as with public schools.

Hours and Days of Operation

The hours at Elementary Schools are 6:00 a.m. to 8:45 a.m. (at which time students will be escorted to the playground/gym) and the afterschool childcare operates from 3:15 p.m. to 6:00 p.m., Monday thru Friday.

The centers will be closed to observe the following holidays: Labor Day, Fairfield County Fair Days, Thanksgiving (Wed., Thurs. and Fri.), and Christmas, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, and Independence Day. If Lancaster City Schools close, the Afterschool Programs of Lancaster will also be closed.

Our Before and After School programs will be closed when the Lancaster City Schools are closed for vacations or weather-related cancellations.

If there is a 2-Hour delay, the Before School Child Care program will operate on a regular schedule until the beginning of school.



Orientation and Enrollment

To begin the registration process, you will complete the online registration contract in Eleyo and separate ODJFS enrollment form. Upon completion of required paperwork, a staff member will approve the contract in our software, and you will be provided with a start date. You may schedule a tour at this time if desired. Enrollment forms must be updated yearly.

Attendance Policy

If your child is enrolled at any of the 21st Century Grant sponsored afterschool programs (non-childcare) at **Medill, Mount Pleasant, Gorsuch West, or Tarhe Trails** the child is expected to attend each day. If a child is absent, we will make every attempt to determine why the child is not present. It is for your child's safety and your peace of mind that we do this. If there is a reason your student is unable to attend the program until at least 5 pm on a given day, they cannot attend the program. **If your child is going to be absent, please call, text or email the site prior to 3 pm in addition to calling the school.** If we do not know why your child is absent, we will call you!

***For students to benefit from the 21st Century After School Program at Medill, Mount Pleasant, Gorsuch West, and Tarhe Trails Elementary regular and consistent attendance is required. Regular and consistent attendance is defined as attending at least 3 days per week every week. Once a child is enrolled, attendance will be monitored, and the following procedures will be followed if the student does not have regular and consistent attendance. Procedures will be documented and placed in the student's file.

The program sites can serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" must be made available to the students on the waiting list.

- Step #1 Student misses 3 consecutive days, a discussion with the parents will be held to determine the cause of the absence unless staff has been informed about the reason for the absence. We understand there will be times when a child will be absent for reasons such as illness, appointments, etc., and these are excused absences. Not attending because student "doesn't feel like it" is **not** an excused absence.
- Step #2 Student is not attending at least 3 days per week and/or attendance is sporadic and not consistent with no excused reason.
- Letter or phone call will be made to guardian explaining that if attendance is not improved, student will be removed from program.
 - Inform school staff and seek their assistance in encouraging the child to return.
 - Attendance will be monitored for 2 weeks.
 - If there is no satisfactory improvement, a letter will be mailed to the guardian explaining that the student has been removed from the program.
 - Student's teacher and principal will be notified.



Permanent Disenrollment

A student may be permanently disenrolled from a program if any of the following acts are perpetrated and/or at the discretion of the Site Administrator.

1. Violates a school rule on school grounds or at a school activity.
2. Acts in a way that is disruptive or endangers other people or property on school grounds or at a school activity.
3. Violates a school rule off school grounds and is "seriously disruptive of the educational process."

Dismissal Times

21st Century Grant Parents/Guardians- Guardians are encouraged to pick up their child no earlier than 5:45 PM. This will allow enough time for full participation in the program.

Childcare Parents/Guardians- May pick up anytime keeping in mind the center closes at 6:00 PM.

Students are to be picked up NO LATER than 6:00 PM. Parents/guardians are expected to pick up their child(ren) at their scheduled pick-up time. If you do not arrive at your scheduled pick-up time, a staff member will call you. If they are unable to reach you, they will begin calling the emergency contacts listed on your enrollment.

Late Pick-up

The program closes at 6:00 PM. Any pickup after 6:00 PM is considered late and will result in a late fee. 6:00 PM is determined by the clock on the parent sign in/out tablet, not by the center clock, car clock, or cell phone clock. We have taken into consideration that an emergency or unpredictable situation could arise and have made one allowance for such an occasion, as long as the center has received a phone call notification. Any late pick-up outside of that allowance will be \$5 the first minute late and \$1 for each additional minute. If late pickups become an issue your child may be dismissed from the program.

Staff/Child Ratios and Maximum Group Size

The Afterschool Programs of Lancaster will not exceed the following ODJFS required staff/child ratio:

School Age: (Age 5-11): 1:18

This is defined by the number of children in one group that may be cared for at any time.



Rates

If your school aged child has a sibling(s) attending our Afterschool Preschool Care, we will apply a \$2 sibling discount (per session) to the school-aged child. If you have more than one preschooler attending our center, the first child will attend at the current rate and the second will attend with a part-time weekly \$15 discount or a full-time weekly \$20 discount. **Your family can receive multiple discounts.** For example, if you have two preschoolers attending part-time and one school-aged child attending one of our centers you would be charged as follows: Your first preschooler would attend at a rate of \$145 per week, the second preschooler would attend at a discounted rate of \$130 per week, and your school-aged child would attend at a discounted rate of \$9 per session. Similarly, if you have a preschooler attending our program, they would be charged full price and two school-aged siblings attending one of our programs, both of the school-aged children would attend at a discounted rate of \$9 per session per child.

Before and After School Child Care	Rate	Discounts
Single Child	\$11/session or \$22/day for both sessions	None
Multiple Children	\$11/session for the 1 st child	(\$2 discount) \$9/session for all other children
Preschool Care	Rate	
Part-Time 7 hrs. to 24.9 hrs.	\$145/week for the 1 st child	(\$2 discount) above for all school-aged children (\$15 discount) \$130/week for <u>additional</u> preschoolers enrolled part-time.
Full-Time 25+ hrs.	\$195/week for the 1 st child	(\$2 discount) above for all school-aged children (\$20 discount) \$175/week for <u>additional</u> preschoolers enrolled full-time.

Fees and Payment Policies

Fees	Rate
Registration Fee -Charged once per family, per year. *Due before first day of attendance.	\$25/ year (non-refundable)
Finder's Fee	\$5 fee for if we have to try to locate your child due to a lack of communication from the parent/guardian if a child will be absent or not arriving as scheduled from their program/school. (i.e., child was picked up sick at their program or left early). We must be notified separate from their schedule program.
Returned Check Fee	A fee of \$30 will be charged for any check returned due to non-sufficient funds (NSF). In addition to the NSF fee, parents are responsible for all charges assessed due to NSF checks such as any applicable late fees.
Late Payment Fee	Any payment made after the due date on an invoice will be charged a \$5 late fee.



Delinquent Accounts: All sign in/out accounts will be electronic. Billing invoices are sent on Tuesday of each week and are due by 5 PM on Sunday. If your account is two weeks past due, you will be given a grace period on Monday to bring your account current (plus any applicable late fees) by noon. If you fail to do so, your account will be suspended, and your child will be unable to attend beginning Tuesday morning.

Publicly Funded Child Care: For those who qualify for PFCC assistance, approval from Job & Family Services must be received by the center before the student begins. **Guardians utilizing this program must sign in/out daily on the Kinderconnect mobile app in addition to our child care software.**

This will go into effect once we are star rated for non-rated centers.

Withdrawals: Parents wishing to withdraw their child may do so at any time. A two-week notice, in writing, is required and those weeks will be charged. PFCC: If your child does not attend, these will be out of pocket charges as PFCC is not responsible for this amount.

Supervision Policy

All children served will always be supervised by appropriate staff.

Sign In/Out Procedures

Parents/guardians are required to sign students in/out daily using a mobile device at the center. Staff and guardians must have direct contact before students are dropped off and/or picked up. Appropriate staff members will meet children in a designated area at 3:30 p.m. to begin the afternoon daily schedule. (See Daily Schedule). Students will ONLY be released to people identified on the approved Pick-Up list. You can make real-time changes to your pickup list in your account on our child care management software Eleyo. These changes will update on the teachers iPads immediately.

If an emergency arises, the guardian must provide either a signed note or a phone call identifying the adult who has permission to pick up their child and provide that person's phone number. Please let these people know they will need a picture ID for identification by staff. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Contact Information Release

Parents or guardians may request contact information from the Site Administrator for other parents or guardians with children attending the center. The Site Administrator will provide that information in a reasonable time, if the parent has allowed for release of that information.

Custody Agreements

If there are custody issues involving your child, you MUST provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not



deny a parent access to their child without proper documentation. If custody changes, the guardian is required to notify the center and provide a copy of the changes.

Daily Schedule

(September through May Schedule)

The daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

Typical a.m. schedule:

	<u>Elementary</u>
Center Opens	6:00 a.m.
Quiet Activities/Rest	6:00 – 6:45 a.m.
Enrichment/Activities	6:45 – 8:15 a.m.
Large Group Activities	8:15 – 8:45 a.m.
Prepare for school	8:40 a.m.
Walk to playground/gym	8:45 a.m.

Typical afterschool schedule for all students:

Children gather at the center	3:30 p.m.
Outdoor/indoor physical activity	3:35 – 3:50 p.m.
Restroom, Snack	3:50 – 4:10 p.m.
3 Part Rotation	4:15 – 5:45 p.m.
IXL/Reading	
Homework	
IXL Math/Math	
Center Closes	6:00 p.m.

Head Lice Policy

Our Center’s head lice policy is informed by the ODJFS Rules for Child Care Centers via their Communicable Disease Policy, the Centers for Disease Control and Prevention, and the American Academy of Pediatrics. We conduct monthly head checks on every child enrolled and when the need presents itself. Checking often is a good route for prevention.

Our head lice policy is:

1. Cases of head lice will be dealt with on a case by case basis
2. Trained staff members will determine if a child has live head lice
3. If a child is determined to have live head lice their parent(s) or guardian(s) shall be notified immediately, and child will need to be picked up as soon as possible. If we are unable to reach a parent or guardian, we will start calling your emergency contacts. In addition, we will notify your child’s school if applicable. The child shall be excluded from the center and checked daily before parents leave, until no live lice are found.





- The parent(s) or guardian(s) will receive a written notice that their child is not allowed to return until no live lice are found (as mentioned above). They will also receive educational information about head lice and actions they can take to help get rid of it.
4. All parent(s) and guardian(s) shall be notified by written notice (usually handed to the person who picks the child up at the end of the day) when there is a case of live head lice found at our center. In addition, we will post a notice. The child with lice will always remain anonymous and you will not be told who the child is. **Please do not ask.** If notified that there has been a case of live head lice found at our center, please do your part and check your child's hair.

Child Abuse Reporting

All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the child is always our first concern. **(See Appendix A: Center Parent Information).**

Complaints

Should a problem arise with the operations of this center we encourage parents and staff refer to **Appendix A: Center Parent Information** for the appropriate agency to contact.

Field Trips

Guardians will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation, to an additional walking destination, or for children to participate in other special activities within the building. Our programs do not participate in swimming or water activities.

Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for this trip. Upon arrival at the destination, the staff member will then take another count to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. We ALWAYS do name to face attendance, meaning the staff member sees your child when they mark them. Before any child participates in a field trip, the center will obtain written permission from the parent on the ODJFS form. Phone calls and handwritten notes are NOT accepted.

Meals and Snacks

The center participates in the Child & Adult Care Food Program (CACFP). Snacks will be provided and served according to the Daily Schedule. **(See Daily Schedule).**

All snacks will consist of two of the following: fluid milk, juice/fruit or vegetable, grain/bread/dry cereal, or meat/meat alternative. If a student has a food allergy or medical condition requiring removal of a whole food group requiring a food supplement or medical foods, parents must complete the Request for Administration of Medication, the USDA form, and the Medical Care Plan Form.



Accidents/Emergencies

Each site has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in the center. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, children will be evacuated to designated emergency locations. Please call the center cell phone for information on the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we must evacuate because of weather conditions. In all cases the Site Administrator will take the attendance roster and account for all children. **Severe Storms:** Site Administrators will monitor the radio or smart phone for any storm updates or emergency instructions. **Tornado:** In the event of a tornado warning, Site Administrator will take the attendance roster and the children will gather in the designated space. Site Administrator will account for all children, and they will assume the safe position (covering head and neck) facing the walls until the inclement weather has passed. **Flooding:** Site Administrator will monitor the radio or television for flooding details. If advised to evacuate we will do so immediately. Parents/Guardians will be notified as soon as possible of evacuation and where to pick up the children. **Winter Weather:** If there is a level "3" travel advisory the childcare will be closed. Site Administrator will notify each parent when the center closes due to weather. **Earthquakes:** A safe place will be identified in the school building on the main level, such as under sturdy furniture, wood framed doorway or against an inside corner or wall. We will assume the safe position (covering head and neck) in the safe spot until the earthquake has passed.

A) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks

Site Administrator will take attendance roster, first aid kit, and emergency contact information for children, account for all children, exit the building to the primary evacuation location listed above and account for all children again. We will follow instructions from emergency personnel as to whether to stay there or to proceed to our secondary locations listed above. Parents/Guardians will be notified as soon as possible, and an incident report will be completed and provided to the parents as soon as possible. State will be notified within 24 hours. Shelter in Place Locations: listed above. We will stay in the shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Shelter-in-place will be used in an emergency where hazardous materials (chemical, biological, or radiological contaminants) may have been released into the atmosphere.

B) Outbreaks, epidemics or other infectious disease emergencies

In case of an outbreak, epidemic or other infectious disease emergency the childcare center will contact the local or state health department. The health department will investigate the situation. Specific prevention and control measures will be recommended to reduce spread to others. Notification will be made to all parents of the outbreak. Appropriate preventive measures will be taken to stop the spread of the outbreak, such as cleaning, sanitizing, and the exclusion



of infected children. We will practice covering your cough, sneezing into your elbow, hand washing, disposable hand towels, and using personal water bottles, to avoid this from occurring at the childcare.

C) Loss of power, water or heat

Site Administrator will contact the utilities company to notify of outage and assess expected time of outage. Site Administrator and Executive Director will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. We will then determine whether the children need to be sent home or may continue to stay. The local health department will be contacted if in doubt and determination will be made if care can continue and still meet the rule requirements. Parents/ Guardians will be contacted as soon as possible to pick up their children if loss of power, water or heat is longer than an hour.

D) Other threatening situations that may pose a health or safety hazard to the children

In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our primary location. Parents/Guardians will be contacted as soon as possible (to pick up their children) if we must evacuate. Children will be evacuated immediately before calling 911. In case of evacuation Site Administrator will take the attendance roster, exit the center with the children to the designated meeting place. Site Administrator will account for all the children, call emergency personnel (911), and notify them if all children are present or of if any are missing. We will not return to the building until the “all clear” is given.

***Note: If a building is in Lockdown prior to our center hours of operation we will be closed.**

Incidents/Injuries

There is always one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records.

It is our policy to call 911 if there is an illness/injury that is life threatening.

Emergency Transportation of Children

The center staff will not transport a child in emergency situations. If a child requires transportation, the guardian or the emergency squad will be contacted. **It is our policy to call 911 in case of emergencies. We will not accept children whose parent(s) or guardian(s) refuse to grant consent for transportation to the source of emergency treatment.**



Incident/Injury Reports

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall report to ODJFS within 24 hours when there is a “general emergency” or “serious incident, injury or illness”.

Management of Illness

The center provides children with a clean and healthy environment. If a child becomes ill parents will be notified immediately; if a parent cannot be reached emergency contacts will be notified and the child will be sent home. Please plan and have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stools in a 24-hour period.)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. **Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms.** If they are not symptom free; a doctor’s note will be required stating that the child is not contagious.



Immunization requirements

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment we require immunizations in compliance with State law and ODJFS for each student unless the parent(s) file an exemption.

Medications

The center will administer medications to a child regardless of disabilities only after the parent completes a Request of Medication form. All proper sections must be completed, and the medication signed in to the staff member. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's book bag, unless the school-age student is permitted to carry their own emergency medication. Parents must sign a release form stating they are allowing their student to carry their own emergency medication. Depending on the medication, whether in a lock or unlocked bag, it will be secured by staff and passed to Lancaster City School staff or collected from Lancaster City School staff and passed to parents. School-age students are allowed to carry and use their own topical products upon completing the appropriate forms.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over-the counter medications must also be administered in accordance with label instructions and initial dose must be administered before the child arrives to the center. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over-the-counter medications will not be administered for more than three days without instructions from a physician.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. Considerations may include but are not limited to, temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime.

Guardian Participation

Guardians are encouraged to participate whenever possible in the activities at the center. Guardians have unlimited access to all areas of the building used for childcare during hours of operation. However, due to staff responsibilities and schedules, guardians are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. The Site Administrator/Executive Director shall make all final decisions. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you the center to be positive.

Parents and Guardians are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Become involved with the Parent Advisory Committee and help make program decisions.
- Contact other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.



Conferences

Guardians can request to schedule a conference at any time during the school year. If students join our program throughout the school year our Site Administrator meets with students and parents to initiate the enrollment process and discuss rules and expectations.

Additional Policies

Balloons, Flowers, and Treats: Balloons and flower bouquets are great ways to celebrate birthdays at home, but they do not work out very well at our learning centers due to allergy concerns. Therefore, we do not permit balloons or flowers. Store bought treats with nutrition labels will be allowed for class parties and birthdays when arranged in advanced with the Site Administrator. Parents of students with food allergies will be allowed to provide an alternate snack for their child on these occasions.

Bicycles, Skateboards, Scooters, and Rollerblades: Students riding bicycles to and from school and the center must park and lock them in the designated bike areas. We cannot be responsible for lost or stolen bicycles. Skateboards, scooters, rollerblades and shoe-skates, etc. are not permitted at the center.

Bullying: Bullying will not be tolerated at the center. Bullying is defined as harassment and/or intimidation used in any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) Causes mental or physical harm to the other student: (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Dangerous Weapons – Zero Tolerance: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center as by Ohio Revised Code Section 2923.1212. The Lancaster Board of Education and the Afterschool Programs of Lancaster Learning Centers share a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students could face suspension, expulsion, and/or dismissal.

Dress and Grooming: Students attending the center have the right to express themselves through their choice of personal appearance, style of dress, and/or grooming, as long as their choice(s) does not interfere with the educational process or programs of the center. Students are, however, encouraged to demonstrate a sense of pride in themselves, their families, and their school when making decisions affecting their personal appearance. Guardians should use the

following guidelines in determining what is appropriate dress and grooming for their children at school and the learning centers.



- Clothing worn to school should fit properly, be neat, clean, and free of odor.
- Students must wear appropriate footwear to school. Athletic shoes may not contain cleats.
- Clothing advertising drugs, alcohol, tobacco products, violence, or other offensive items are not permitted.
- Bare midriffs, tank tops cut low under the arms, and sheer and/or suggestive clothing are not permitted.
- Hats are not to be worn inside during the school day unless otherwise designated.
- Clothing may not contain profane language or an inappropriate message.
- Dangling earrings should not be worn for the student's own safety.

Homework: Students will be assisted with homework as time allows. Unless special programming is taking place, students will have time to work on homework each day. Homework **may or may not** be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Smoking and Tobacco Use: All school buildings and school grounds within the Lancaster City District and the premises of the center are designated as smoke-free environments. All employees, students, parents, and visitors are asked to refrain from smoking and/or using tobacco products anywhere on center or school property.

Sexual Harassment: Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior, which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the Site Administrator.

Telephones: The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity.

Transitions: We use the gym, playground, restrooms, cafeteria, classrooms, library, and art room. Our students are typically grouped by grade in our centers; K-2 and 3-5. Depending on enrollment numbers, we have 1-8 groups. We rotate within the program to snack/recess/IXL/homework/skills/enrichment/lessons. The Center staff remain with the same group of students. The teachers lead the transition and communicate via walkie talkies.

Safe School Helpline: Help keep our schools and learning centers safe! When you spot any activity that could hurt students or our center, you now have a way to let someone know without ever being asked your name. You can call the Safe School Helpline at 800-418-6423, Extension 359.

Personal Property: Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or

jewelry items. The Site Administrator/Executive Director reserve the right to specify the types of personal items and games that students may bring on center property.



Internet Use: Students will have access to the Internet at the center only with parent approval. Inappropriate usage of the Internet will result in loss of privileges.

Confidential Information: All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to administrative personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy.

Parents will be asked to sign a release form to allow the learning center to share information with or obtain information from the preschool staff or administration regarding their child.

Playground Safety Rules: The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere will be observed during the time the child is enrolled in the center.

- Students may not leave the playground without staff permission and supervision.
- Students should stay away from the cars in the parking lot and the bicycles in the bike racks.
- Be considerate of others and share the equipment.
- Do not push, trip, hit or tease others.
- Do not throw snowballs, rocks, or sticks.
- Go down the sliding board in a seated position, feet first. Only one student may slide down at a time. Use the ladder when climbing to the top of the slide.
- Be safe, be careful, and be kind!

Newsletters: The Afterschool Programs of Lancaster will maintain a website (www.apolancaster.org) and both Facebook and Instagram pages. The Centers will have a monthly publication available for parents that contain important information and a schedule of events specific to their Center.

REVISION DATE: (09/19/2022)

USDA Nondiscrimination Statement:

USDA Nondiscrimination Statement SNAP and FDIPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. Page 1 of 3 October 14, 2015 USDA Nondiscrimination Statement (Continued) For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. Joint Application Form (HHS) This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs. The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: http://www.fns.usda.gov/snap/contact_info/hotlines.htm. To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider.

APPENDIX A

ENACTED

ACTION: Final

DATE: 10/13/2021 9:54 AM

Appendix C to Rule 5101:2-12-07

Appendix
5101:2-12-07

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call: Write or Call:
HHS ODJFS
Region V, Office of Civil Rights Bureau of Civil Rights
233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor
Chicago, IL 60601 Columbus, OH 43215-3414
(312) 886-2359 (voice) (614) 644-2703 (voice)
(312) 353-5693 (TDD) 1-866-277-6353 (toll free)
(312) 886-1807 (fax) (614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child,

Please visit <http://jfs.ohio.gov/cdc/families.stm>.

APPENDIX p(190234) pa(336369) d: (780811) ra(591411) print date: 10/13/2021 10:49 AM

Good nutrition today means a stronger tomorrow!

Building for the Future

with CACFP

This child care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

West After School Center, Inc.
dba Afterschool Programs of Lancaster
625 Garfield Ave.
Lancaster, Ohio
740-653-5678

CACFP Program Specialist
25 S. Front Street., MS 303
Columbus, Ohio 43215-4183
614-466-2945
Toll Free 1-800-808-6235

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019

