

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

For 21st CCLC and Child Care 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.

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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.

Afterschool Programs of Lancaster Main Office

625 Garfield Avenue Lancaster, OH 43130 Phone: 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

Administrator 740-475-8243

Medill Community Learning Center - Receiving 21st Century Funds

1160 Sheridan Drive Lancaster, OH 43130

Administrator 740-475-9626

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

712 N. Broad Street Lancaster, OH 43130

Administrator 740-415-4076

Tallmadge Community Learning Center – Receiving 21st Century Funds

694 Tallmadge Avenue Lancaster, OH 43130

Administrator 740-438-4756

Tarhe Trails Community Learning Center– Receiving 21st Century Funds

2141 Greencrest Way Lancaster, OH 43130

Administrator 740-475-9250



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 501(c)(3) non-profit community-based organization (CBO). A before/after school child care program is offered in addition to the many other programs included as part of the Nita M. Lowey 21st Century Community Learning Center Grant. In a collaborative partnership with Lancaster City Schools and community partners, we offer services in a variety of settings and program options including:

- Information on Community Resources
- Family Parenting Information
- Family Nights
- Enrichment Classes (STEAM, Physical Fitness, Social Emotional Learning. Etc.)
- Summer Lunch Program
- Summer Learning Program

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

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

License

Ohio Department of Job and Family Services (ODJFS), licenses all the before and after school program sites. (Gorsuch West Community Learning Center, Medill 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 process:

Parent/Guardian completes the contract registration process in Eleyo at apolancaster.ce.eleyo.com and the ODJFS Child Enrollment and Health Information for Child Care form. The Site Administrator will review the contract taking into consideration previous participation and account balances. Parent/Guardian will be contacted to review the contract and establish a start date. A tour of the program may be requested at this time. Parents/Guardians have unlimited access to all areas of the building used for childcare during



hours of operation. Receipt of payment for the \$25 per family non-refundable Registration Fee must be received by the first invoice upon contract approval or before your child attends, whichever comes first. Families receiving Publicly Funded Child Care Assistance are exempt from the Registration Fee. **A child can not attend until the Site Administrator has confirmed enrollment with the parent/guardian.**

Special Needs

Americans with Disabilities Act Policy - To ensure compliance with the Americans with Disabilities Act (ADA), if the student meets all the above requirements, we will do our best to serve a student with special needs. For children with disabilities, we will conduct an individual assessment to decide if we can meet the particular needs of the child or make reasonable modifications without fundamentally altering our program. Our staff is not trained in special needs and cannot legally perform specific actions (i.e. restraint holds) if necessary, to maintain a safe environment. Services will be provided to children requiring one on one care if the Parent/Guardian provides a personal assistant in accordance with ADA Title III.

Program Options

1. **Child Care** - Students from nearby schools (no transportation is provided) may enroll in the school age child care program. Tuition is paid by Parent/Guardian or by ODJFS Publicly Funded Child Care.
2. **21st Century Grant Program** - Students must reside within the specific Elementary School attendance area and have a LCS staff referral that meets grant requirements. Tuition covered by 21st Century Community Learning Center Grant. Parent/Guardian is responsible for any incurred late pick-up or finder fees.
3. **Scholarships** - Students must be facing educational, social, or cultural hardships and would benefit from a scholarship. Tuition covered by Afterschool Programs of Lancaster general fund and community donors. Parent/Guardian is responsible for any incurred late pick-up or finder fees.

Formal Assessments

The Lancaster City School District shares assessment information (STAR reading and math, DIBLES/Acadience reading and math, grade cards) with Afterschool Programs of Lancaster. We do not perform separate formal assessments on students.

Behavior Policy

The program's discipline policy is an extension of the established Lancaster City Schools' rules and regulations regarding students with and without disabilities. Our guiding philosophy is that children need clear limits set in ways that positively influence their self-esteem. In our centers, these expectations are specifically outlined in the Children's Rights and Responsibility Code. 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 will be taught to be responsible for their own actions and held accountable for the choices they make. Students who choose to follow the rules will enjoy the rewards and those who disregard the rules must 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.

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 bully or purposefully exclude 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.

Student Expectations

Students should be able to:

1. Cooperate and work in small group settings.
2. Display appropriate behavior.
3. Adhere to staff expectations.
4. Follow school rules on and off school grounds or at a school and/or program activity.
5. Act in a way that is not disruptive or endangers other people or property on school grounds or at a school/program activity.



6. Refrain from bullying - Zero Tolerance: 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, violent, disruptive, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Offenders will be subject to disciplinary action and dismissal.
7. Not possess dangerous weapons - Zero Tolerance: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. 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 Centers share a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Offenders will be subject to disciplinary action and dismissal.

Student Discipline Pathway

The site staff are recognized as the person in authority and are responsible for handling unsatisfactory behavior. If the student does not respond to these corrective actions the staff member then refers to the Site Administrator. Depending on the severity and number of offenses you can start at any point in the process as determined by Administration:

Minor -

First Offense: Verbal warning given to student with verbal corrective action plan

Second Offense: Written warning to Parent/Guardian with corrective action plan

Habitual Offense: Parent/Guardian Conference with 2-Week Probation

2-Week Probation Period: Offenses reduce/stop, student continues with the program. Offenses have no change or increase, move to a suspension period.

Suspension Period: Parent/Guardian Conference scheduled. The Site Administrator will determine if the student can resume attendance or steps for permanent disenrollment will be taken. (See Permanent Disenrollment)

Major -

First Offense: Verbal warning given to student and written warning given to parent/guardian with written corrective action plan, Parent/Guardian Conference with 2-Week Probation

2-Week Probation Period: Offenses reduce/stop student continues with the program. Offenses have no change or increase, steps for permanent disenrollment will be taken. (See Permanent Disenrollment)

Suspension Period: Parent/Guardian Conference scheduled. The Site Administrator will determine if the student can resume attendance or steps for permanent disenrollment will be taken. (See Permanent Disenrollment)



Serious -

First Offense: Immediate removal from the program followed by a conference and steps for permanent disenrollment. (See Permanent Disenrollment)

Parent/Guardian/Authorized Designee Expectations

Parent/Guardian should be able to:

1. Keep center up to date with most recent contract information
2. Call the center when your child(ren) will be absent
3. Pay tuition and fees in a timely manner
4. Pick up your child(ren) or have an authorized designee pick them up by 6:00 pm. (See Late Pick Up)
5. Pick up your child(ren) or have an authorized designee pick them up within 30 minutes when your child(ren) becomes ill, or the center closes early due to a utility outage or emergency.

Parent/Guardian/Authorized Designee should be able to:

1. Sign your child(ren) in and out each day
2. Arrive sober. Staff can not release a child to someone under the influence of or impaired by alcohol, illegal drugs or controlled substances in the presence of children and staff. (See Sign In/Out Procedures)
3. Conduct themselves in a manner appropriate for a child care environment: Inappropriate conversations or profanity should not be within earshot of children.
4. Display appropriate non-disruptive behavior: Causing a scene or being repeatedly disruptive to the program will result in dismissal. (See Sign In/Out Procedures)
6. Remain calm and not display violent behavior: For the safety of everyone in our program (including children, staff, and other parents) any type of violent behavior from a parent is grounds for immediate dismissal and the police will be contacted. (See Sign In/Out Procedures)
7. Behave in a non-abusive manner toward staff: Our staff is committed to serving children and should be respected. Any type of verbal abuse (ie. yelling, profanity, threatening) will not be tolerated and is grounds for immediate dismissal. If staff feel threatened, the police will be contacted.

Parent/Guardian/Authorized Designee Discipline Pathway

The site staff are recognized as the person in authority and are responsible for handling unsatisfactory behavior. Any incidents will be reviewed and investigated by Afterschool Programs of Lancaster Administration.

Minor -

First Offense: Parent/Guardian will be given a verbal warning and will be called upon to participate in a partnership to resolve the situation.

Second Offense: Parent/Guardian will be given a written warning.



Habitual Offense: Parent/Guardian Conference with 2-Week Probation.

2-Week Probation Period: Offenses reduce/stop, Parent/Guardian continues normal operations in the program. Offenses have no change or increase, move to a suspension period where the offending adult is not allowed on the premises.

Suspension Period: Parent/Guardian Conference scheduled. The Site Administrator will determine if the adult can resume normal operations or steps for permanent disenrollment will be taken. (See Permanent Disenrollment)

Major -

First Offense: Verbal warning given to student and written warning given to Parent/Guardian with written corrective action plan, Parent/Guardian Conference with 2-Week Probation

2-Week Probation Period: Offenses reduce/stop Parent/Guardian continues with the program. Offenses have no change or increase, steps for permanent disenrollment will be taken. (See Permanent Disenrollment)

Suspension Period: Parent/Guardian Conference scheduled. The Site Administrator will determine if the Parent/Guardian can resume operations as normal or steps for permanent disenrollment will be taken. (See Permanent Disenrollment)

Serious -

First Offense: Immediate removal from the program followed by a conference and steps for permanent disenrollment. (See Permanent Disenrollment)

Corrective Action Plan

A verbal corrective action plan is given by stating the desired behavior at the time of offense and the expectation for the behavior. A written corrective action plan is given in writing listing the desired behavior, the expectation for the behavior, and the next steps if the behavior is not changed.

Permanent Disenrollment

The center is not bound by rules governing emergency removals and/or suspensions, hearings, and appeals of students as with public schools. If at any time, a dangerous incident occurs, or behavior continues after implementing a corrective action plan, the following process will be followed at the discretion of the Site Administrator in accordance with the Discipline Pathway:

Steps for permanent disenrollment:

Enrollment contract is immediately withdrawn

Remaining balance is due by the date on the next processed invoice

Medication is scheduled for pick up and sign out, if applicable

Failure to Notify Fee will be waived (See Fees and Payment Policies)

Child is unable to attend effective immediately



Hours and Days of Operation

The hours at Elementary Schools are 6:00 AM to 8:45 AM (at which time students will be escorted to the playground/gym) and the afterschool child care operates from 3:35 PM to 6:00 PM, Monday thru Friday.

The centers will be closed to observe the following holidays/school days out: 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 Lancaster City Schools are closed for weather-related cancellations. If there is a 2-Hour delay, the Before School Child Care program will operate from 6:00 AM until 10:45 AM. There will be no additional cost incurred for these extended hours. Should a delay turn into a cancellation during the AM session or inclement weather occurs during the PM session, parents will be notified, and children will need to be picked up within 30 minutes.

Grant Attendance Policy

If your child is enrolled in one of the Federal 21st Century Grant funded afterschool programs (non-child care) the child is expected to attend each day. Attendance will be documented and placed in the student's file. A reason for any absence must be reported to the Site Administrator by 3:00 PM via text or email to comply with grant requirements. If we do not know why your child is absent, we will call you! **A Finder Fee will apply if you fail to contact your Site Administrator.** Separate communications are needed for Afterschool Programs of Lancaster and Lancaster City Schools. If your student is unable to attend the program until at least 5:00 PM on a given day, they cannot attend the program. Exceptions may be made on a case-by-case basis.

For students to benefit from the 21st Century Grant Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending at least 3 days per week every week. The procedures below will be followed if the student does not have regular and consistent attendance.

Student misses 3 consecutive days or attendance is inconsistent:

- A conference with the Parent/Guardian will be held to evaluate continued enrollment in the 21st Century Grant Program.
- Student's teacher will be notified.
- Attendance will be monitored for 2 weeks.



Student shows no satisfactory improvement in attendance:

- A conference with the Parent/Guardian will be held to notify them that the student is being removed from the program after the last school day of the week. This will be accompanied by a printed letter.
- Student's teacher will be notified.

Withdrawals

Parents wishing to withdraw their child may do so at any time. A one-week notice is required to be given in writing. Failure to do so will result in a Failure to Notify fee. (See Fees and Payment Policies)

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.

Accounts

Delinquent Accounts: All sign in/out accounts will be electronic. Billing invoices are sent on Tuesday of each week and are due by 5:00 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 to avoid suspension. If you fail to do so, your child will be unable to attend beginning Tuesday morning.

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

21st Century Grant Accounts: For those who are enrolled in a 21st Century Grant Program, the daily session rates and registration fees are waived. However, any other applicable fees still apply and are the responsibility of the Parent/Guardian. Please see the rates section below for more information.



Rates

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

Fees

Fees	Rate
<p>Registration Fee</p> <p>-Charged once per family, per year.</p> <p>*Due before the first day of attendance.</p> <p>Should you choose not to use our program this fee will not be returned to you as it covers the cost of processing your enrollment paperwork.</p>	\$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., a child was picked up sick at their program or left early). We must be notified separately from the school.
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.
Late Pick Up Fee	\$5 for the first minute, \$1 for each additional minute after
Failure to Notify Fee	A \$25 fee will be charged if a Parent/Guardian withdraws their child without giving the required one-week written notice.



Supervision Policy

All children served will always be supervised by appropriate staff. You are being advised that Lancaster City Schools video surveillance is being recorded for the safety and security of the facility during non-school hours. These recordings may be used to support any disciplinary action taken by Afterschool Programs of Lancaster or Lancaster City Schools.

Sign In/Out Procedures

Parents/Guardians are required to sign students in/out daily using the mobile device provided 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 PM 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.

If an emergency arises, the Parent/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.

Dismissal Times

21st Century Grant Parents/Guardians- Are required to pick up their child no earlier than 5:45 PM. This will allow enough time for full participation in the program. Exceptions will be made on a case-by-case basis.

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

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 for the first minute late and \$1 for each additional minute.



Contact Information Release

Parents/Guardians may request contact information from the Site Administrator for other Parents/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 immediately and provide a copy of the changes.

Daily Schedule (August through May)

AM schedule:

Center Opens	6:00 AM
Quiet Activities/Rest	6:00 AM – 6:45 AM
Enrichment/Activities	6:45 AM – 8:15 AM
Large Group Activities	8:15 AM – 8:45 AM
Prepare for school	8:40 AM
Walk to playground/gym	8:45 AM

PM schedule:

Children gather at the center	3:30 PM
Outdoor/indoor physical activity	3:35 PM – 3:50 PM
Restroom, Snack	3:50 PM – 4:10 PM
3 Part Rotation	4:15 PM – 5:45 PM
IXL Language Arts/Math	
Homework/Lesson	
Enrichment	
Center Closes	6:00 PM

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 head checks 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 live head lice are found, the parent/guardian shall be notified immediately, and the child will need to be picked within 30-minutes. If unable to reach a Parent/Guardian, emergency contacts will be called. The child and their belongings will be isolated within sight of the teacher.
4. The Parent/Guardian will receive a written notice that their child is not allowed to return until no live lice are found (as mentioned above). Educational information about head lice and actions to remove it will be provided.
5. Child's school will be notified.
6. The child shall be excluded from the center until cleared by the school nurse to return to school. Children may not attend the AM program until after the nurse clears them during school operating hours.
7. All Parents/Guardians shall be notified by written notice 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. **Please do not ask.** If notified that there has been a case of live head lice found at our center, please help us by checking 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 to refer to **Appendix A: Center Parent Information** for the appropriate agency to contact.

Field Trips

Parents/Guardians will receive written notification and will be required to sign ODJFS authorization forms prior to any field trips requiring transportation or walking to a destination not located on school property. Phone calls and handwritten notes are NOT accepted. Our programs do not participate in swimming activities.

Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take name-to-face attendance for all the children in their group on a field trip attendance sheet. Upon arrival at the destination, the staff member will then take name-to-face attendance. This process will be repeated upon leaving the destination and returning to the center.



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

any of the following: a food supplement, medical foods, or removal of a whole food group, the Request for Administration of Medication, the USDA form, and the Medical Care Plan Form must be completed.

Accidents/Emergencies

In the event of a fire or tornado, staff will follow the written instructions posted in the center and ensure that children have arrived at the designated emergency location. The center conducts the following drills: monthly fire drills, tornado drills during months required by ODJFS, and quarterly lock-down drills. The Site Administrator and staff will account for all children using the name-to-face attendance method in accordance to the current roster.

If the center experiences loss of power, heat, or water, the site is required to close if these are not restored within an hour. Parents/Guardians will be contacted to pick-up their child within 30-minutes. If unable to reach a Parent/Guardian, emergency contacts will be called.

Tornado: In the event of active tornado sirens, site staff will take the children to the designated location. For safety reasons, pick up and drop off will be temporarily suspended during this time until tornado sirens have ceased. **Flooding:** 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 their child. **Lockdown:** If a building is locked down prior to our center hours of operation we will be closed.

If there are any other emergencies requiring evacuation, Parents/Guardians will be contacted once staff and children have reached the designated emergency location. Pick-up instructions will be given at that time.

Incidents/Injuries

In the case of a minor accident/injury, staff will administer basic first aid. Parents would be contacted immediately in the event of a serious incident/injury to assist in deciding the appropriate course of action.



Emergency Transportation of Children

It is our policy to call 911 and the Parent/Guardian if there is an illness/injury that is life threatening. The center staff will not transport a child in emergency situations. A staff member will accompany the child to the hospital with all available center health records until the parent arrives to assume responsibility. **We will not accept children whose Parent/Guardian does not give permission to secure emergency transportation in the event of an illness or injury which requires 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 becomes ill, or has an injury which requires first aid, is transported to a source of emergency assistance, receives a bump or blow to the head, or an unusual or unexpected event occurs which jeopardizes the safety of the child. The center shall report to ODJFS by the next business day when there is a serious incident.

Management of Illness

The center provides children with a clean and healthy environment. If a child becomes ill, the Parent/Guardian will be notified immediately and the child will need to be picked up within 30 minutes. If unable to reach a Parent/Guardian, emergency contacts will be called.

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
- 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 the signs of illness listed above will be isolated and kept within sight and hearing of a staff member. A mat will be provided. The Parent/Guardian will be notified.



All Parents/Guardians will be notified by written notice if there is exposure to a communicable disease by the end of the next business day. **Children will be readmitted to the center according to the guidance of the ODJFS Communicable Disease Chart (JFS 08087).**

Immunization Requirements

In compliance with ODJFS, children who attend a grade of kindergarten or above in an elementary school are exempt from immunization records being on file.

Medications

The center will administer medications to a child regardless of disabilities. A Request for Administration of Medication (JFS 01217) is required to be completed and the medication signed in to the staff member. Medications will be stored in a designated area inaccessible to the children. Emergency medications may NOT be stored in a child's book bag, unless Parent/Guardian has completed a Medical Physical Care Plan (JFS 01236). School-age students are allowed to carry and use their own topical products.

Prescription medications must be in their original container with the pharmacy label 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 at the center. Emergency medication is exempt from this requirement. If a Parent/Guardian requests any different dosages or uses, a physician must provide written instructions on the Request for Administration of Medication form (JFS 01217). School-age students who administer their own medication must do so in the presence of a staff member so the occurrence can be documented.

Outdoor Play

We are required to provide outdoor play during suitable weather according to ODJFS guidelines. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit when heat index or wind chill is factored in. Please make sure your child has the appropriate outerwear as they will not be left in the building unattended. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

Parent/Guardian Participation

Parents/Guardians are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Become involved with the Advisory Council 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.



Advisory Council Committee

The Advisory Council Committee is comprised of Afterschool Programs of Lancaster administrators and staff, Lancaster City School administrators and staff, community partners, and families we serve. This committee meets bi-annually and collaboratively plans, discusses, and evaluates current and future 21st Century Grant and child care programs.

Conferences

Conferences can be requested by Parents/Guardians when it is necessary to engage in any lengthy conversations. This will 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.

Additional Policies

Balloons, Flowers, and Treats: We do not permit balloons (in accordance with Lancaster City Schools' building policy) or flowers. Store bought treats with nutrition labels will be allowed for class parties and birthdays when arranged in advance 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, Scooters, Skateboards, and Rollerblades, Etc.: Students riding bicycles or scooters 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 or scooters. Skateboards, rollerblades, etc. are not permitted at the center.

Dress Code: Guardians should use the following guidelines in determining what is appropriate dress for their children at school and the learning centers:

- 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.

In addition to these guidelines, Afterschool Programs of Lancaster also adheres to the Lancaster City School Student Dress Code.

Homework: 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: Lancaster City School District buildings are designated smoke-free environments. Tobacco products are also not allowed.

Sexual Harassment: Sexual harassment refers to behavior which, is not welcome, is personally offensive, debilitates morale, and interferes with the working or learning of its victims. Individuals who experience sexual harassment should promptly process a complaint with the Site Administrator.

Telephones: The telephone in the center office is available to students for emergencies only.

Transition Policy: When programming opens for the beginning of the school year, students are provided with expectations and an overview of daily procedures. This is done throughout the school year for any new child enrolled. A current student enrolled may be assigned as a buddy to help the new child transition.

When a student withdraws from the program, time to say goodbye is provided, as long as notice of the withdrawal is received in advance.

Afterschool Programs of Lancaster uses the gym, playground, restrooms, cafeteria, classrooms, library, and art room in each Lancaster City Elementary building. We rotate within the program to snack/recess/IXL/ homework/skills/enrichment/lessons. Staff remain with the same group of students. The teachers lead the transition and communicate via walkie talkies.

Safer Ohio School Tip Line: When you spot any activity that could hurt students or our center, The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts tips via call, text, webform, and mobile app 24 hours-a-day. Anyone can download the Safer Ohio School Tip Line app or call 844-SaferOH (844-723-3764).

Personal Property: Personal property should be left at home, unless approved by the Site Administrator. We cannot assume responsibility for personal items.

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 and be reported to Lancaster City Schools.

Confidential Information: All records about children and their families will be handled as confidential information. Access to records will be restricted to administrative personnel. A parent/guardian may request to view their child's records at any time, in accordance with ORC 3109.051(H).

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



Playground Safety Rules: The same rules and regulations to which students must adhere during the school day will be observed during programming.

Students should not:

- leave the playground without staff permission and supervision
- go near cars in the parking lot
- push, trip, hit or tease others
- throw snowballs, rocks, or sticks
- use equipment in a way not intended

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. In addition, the main office will produce a monthly newsletter program wide.

REVISION DATE: (12/12/2023)

USDA Nondiscrimination Statement:

USDA Nondiscrimination Statement SNAP and FDIIR 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, audiotope, 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, audiotope, 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, audiotope, 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