

I. INTRODUCTION

OVERVIEW

The Shimek Before and After School Program, INC. is a state licensed, non-profit corporation. The tax ID number is 42-131-7722. It has been organized to provide before and after school, conference day, care, and summer care through The Lincoln program for children in kindergarten through sixth grade. The program offers a variety of activities to stimulate self-expression, exploration and further development of the children in a safe, friendly environment.

MUTUAL EXPECTATION

Parents may expect that

- (i) their children will be cared for in a safe, supportive environment;
- (ii) they may visit with the Child Care Director about concerns related to their child or BASP;
- (iii) they will be told about any misbehavior on the part of their child, and may visit with the Child Care Director in order to bring about improvement in the situation;
- (iv) they will be informed promptly if their child does not arrive at BASP according to his/her enrollment information; and
- (v) they will be regularly informed by the Child Care Director about BASP activities.

Shimek BASP expects that parents will

- (i) pay fees on time as explained in TUITION FEES AND FINANCIAL AGREEMENTS;
- (ii) keep the child's records up-to-date as explained in ENROLLMENT PROCEDURES;
- (iii) deliver and pick up children on time as explained in LATE PICKUP FEES AND PENALTIES;
- (iv) follow health policy as explained in HEALTH AND SAFETY POLICY;
- (v) contact the Director if their child will not be attending on a scheduled day; and
- (vi) be responsible for reading the information for the parents and the monthly newsletters so parents will be aware of all upcoming events.

Children may expect

- (i) to have a safe, supportive and consistent environment;
- (ii) to have an opportunity to use all the program equipment, materials and facilities.
- (iii) to receive respectful treatment;
- (iv) to have discipline that is fair and based in positive behavior techniques;
- (v) to receive nurturing care from staff members who are actively involved with them; and
- (vi) to have a nutritious snack that falls within CACFP guidelines during each p.m. session.

Shimek BASP expects that children will

- (i) be responsible for their actions;
- (ii) respect the school rules that guide them during the day and while at the program;
- (iii) remain with the group and child care staff at all times;
- (iv) take care of materials and equipment properly and return them to their place when done, or before taking out new ones; and
- (v) arrive at the program promptly.

II. APPLICATION, ENROLLMENT AND WITHDRAWAL

APPLICATION

Families interested in placing their child/ren in the Shimek BASP should speak with the director either through email or directly. When applying for the following school year, or if there are no current openings, families must fill out a BASP waiting list form any time starting in January. The forms are available in the office or online at www.shimekbasp.com/forms. The form is filed with the Director of BASP. The director contacts the families after the order of the list is determined by lottery in March or April.

REGISTRATION AND OPERATION OF WAITING LIST

Registration for already enrolled children is open until May 1st. Payment for September of the following year's tuition is due to successfully complete the registration process. It may be paid in a lump sum or in two installments (April 1 and April 15). Families in the above category wishing to register siblings that are eligible for the following fall are requested to register and pay their September payment.

Starting April 1st the director will begin to enroll families on the waiting list. These families also must pay September tuition. If a vacancy occurs throughout the school year, the director will offer the spot to the families on the waiting list in the order in which they appear on the list.

ENROLLMENT FORMS

The following enrollment forms must be completed and submitted with tuition for September, to the Child Care Director prior to the last day of school for all new enrollees. All enrollees must have the following * forms completed by the first school day of each new school year.

It is the responsibility of the parents to make changes on the forms as they occur throughout the year. If there are any changes to the **BOLD** items they need to be made current each year.

If the parent has not submitted completed forms by the assigned dates, the child will not be able to attend the program, however the parent will be responsible for tuition payment in order to reserve the spot until such time when all forms are complete and returned to the Director.

- (1) **Parental Authorization Form ***
- (2) **Release Authorization Picture/Video & Travel ***
- (3) **School age Assessment & health form & immunization declaration ***
- (4) **Registration Form ***
- (5) **Arrival/Departure Forms***

(6) Medication Release (as needed)

(7) **Intake Sheet**

(8) **Financial Agreement***

In accordance with state licensing requirements, all parents must keep the information on their child's enrollment forms current in all respects. **(See Appendix A)**

ENROLLMENT PROCEDURES

The Shimek BASP Board has determined that the program's present capacity of ninety-five P.M. and 30 AM students is warranted by the limitations of available program space and by staff assessments of the likely effects of higher enrollment upon the quality of program operations. The Board also has concluded the program should serve all grade levels (kindergarten through sixth).

Enrollment priorities are afforded to children presently enrolled in the program ("veterans") and their siblings. Applications from this group will be accepted up to the program's capacity of ninety PM and 30AM.

Any spaces remaining open after acceptance of applications from veterans and their siblings will be filled from the school year program waiting list.

ALTERNATE ENROLLMENT OPTIONS

Part-Time Enrollment Option

The Shimek BASP will offer a limited number of part time slots for families in specific circumstances who do not need the BASP to care for their child(ren) for the entire month. Families must qualify for the part time slot and the Board will review each case individually. Specific qualifications must be met.

- A limited number of part time slots will be set at the beginning of each year. Part time slots are subject to change each year.
- Part time is measured by weeks, not days or hours.
- Part time means that the child can attend two weeks out of a four week month. The schedule must be set and approved at the beginning of the year.
- The parent will be billed at the part time rate even if the child attends less than half the month.
- You can only opt-in to part time at the beginning of the year, when registering your child. If you start the year full time you cannot change to part time half way through the year.
- A viable reason for needing part time must be approved by the BASP Board. (For example, a custody agreement where the child only needs care on certain weeks, a parent's job that has them working on a weekly schedule, etc.)
- Part time slots are not granted for a reason such as wanting your child to get "some" exposure to the BASP or because they have band practice every Tuesday or are picked up at 4pm instead of 5pm.
- A child who shows up when it is not their week will be sent to the office and the school will be responsible to get them home.
- A part time slot cannot effect the required staff to student ratio.
- A part time slot cannot compromise the curriculum and/or activities that are offered to the group as a whole.
- Part time slots do not automatically roll over and will be reviewed yearly.

Students Requiring 1-on-1 Assistance

It is the policy of the Shimek BASP and all organizations working alongside the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices.

Pursuant to the Individuals with Disabilities Education Act (“IDEA”), a child with disability is entitled to an equal opportunity to participate in before and after school programs. Shimek BASP will make all reasonable accommodations in policies, practices, or procedures to accommodate children with disabilities, unless accommodations would fundamentally alter the nature of the program or pose an undue burden. If Shimek BASP is unable to provide accommodations for a child with a disability, a meeting must be scheduled with the building principal, or their designee, and the District’s Director of Equity before a decision is made to ensure demonstration of an undue burden or fundamental alteration to the program has been met.

SUMMER PROGRAM ENROLLMENT PROCEDURES

The Lincoln-Shimek Summer Camp and Camp Goosetown (Horace Mann) are available to all children enrolled in the Shimek BASP.

The program directors of these camps will provide information through the Director of the Shimek Program in April of each year.

Parents are responsible for filing applications directly with the summer program directors.

Other summer care options are available on our website at www.shimekbasp.com/information.

HOURS OF OPERATION

Morning Program - 7:00-7:55 AM on Monday-Friday.

Afternoon Program - 2:50-5:45 PM on Mondays, Tuesdays, Wednesdays, and Fridays, 1:50-5:45 PM on Thursdays.

LATE PICKUP FEES AND PENALTIES

BASP closes at 5:45p.m. Parents whose children remain past 5:45 p.m. (all time determinations are based on the gym clock) must pay late pickup penalty fees of \$1.00 per minute per family.

A bill for the fee will be put in the parent file. **(See Appendix B)** Chronic problems with late pick-up will be reviewed by the Board of Directors, and a child may be discharged from the program upon the occurrence of three or more late pickups.

ABSENCES

If your child will not be attending BASP because of scheduled appointments, vacations, or other planned absences, please notify the Child Care Director in advance. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as expected, the Child Care Director will contact the parents. If the parents cannot be reached, the Director will contact the child's emergency persons.

RELEASE OF CHILDREN

Children will arrive at and leave BASP according to the written instructions provided by parents as stated in the Parental Authorization. Children will be allowed to leave with persons other than the parent only if permission has been given to the director on the Parental Authorization form or in writing by the parent.

If an exception is made, the parents should provide the Child Care Director with signed, dated written instructions prior to the date. Pickup permission forms are available on the sign-out table.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period h/she is enrolled in BASP, you must provide the Child Care Director with signed, dated, written instructions prior to the date the change is effective. All children should be signed out of the program by initialing the sign-out sheet, either by their parent or a responsible adult.

FIELD TRIP AND TRANSPORTATION POLICIES

Each year the BASP goes on various field trips. Parents fill out Field Trip permission forms at the beginning of the year. Parents are notified in advance of an upcoming field trip by newsletter, and or by prior posting on the sign out table, or gym door. BASP does not offer any other options for those who do not want to go due to staffing restrictions. Parents must make other arrangement if they choose for their child not to participate in the field trip. Parents are required in writing to notify the Child Care Director if their child will not attend specific field trips.

The children will be transported by one or more of the following: School Buses or City Buses. First Aid bags, emergency phone numbers, and parental emergency authorization forms will be with staff at all times. If medical emergencies occur while on the trip, staff will follow the Emergency Procedures plan for sick or injured children. If a child needs medical attention they will be transported by emergency vehicles.

BASP does not transport children to non-center activities; parents must make other arrangements. Once the child has left the program they may only return if their parent or a designated responsible adult signs them back into the program.

UNEXPECTED CLOSINGS AND INCLEMENT WEATHER

Unscheduled No-School Days

Announcements of unscheduled school closings are made on local radio stations, online, or via school-based text messaging. There will be BASP on days when school is canceled.

Unscheduled Early Dismissal Days

Announcements of unscheduled early dismissals are made on local radio stations. There will be no afternoon BASP on days when school is dismissed early

Early Pickups in Case of Inclement Weather

The Child Care Director is authorized to make early contact with parents at their emergency numbers to ask for possible early pickup should weather conditions dictate the need.

DISTRIBUTION OF MEDICATIONS

We recommend that any medication that can be given in the school office be given there. However, the BASP does require their own emergency medication to have on site.

Whenever a child is to be given prescription of over-the-counter medicine, the parent must provide the program director a completed, signed, medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. Written instructions about storage and dispensing must be given to the director with the medication. **(See Appendix C)**

If medication is to be kept at the program for treatment of a chronic condition, no more than the duration of the medication prescription or the entire school year should remain at the program, example, for an Asthma condition.

HEALTH AND SAFETY POLICY

All children must have a parental authorization form and emergency consent form **(See Appendix A)** before entering the program. If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.), parents shall provide the director with written instructions and ensure that the director knows what to do if a problem should occur during BASP hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

For chronic medical conditions a parent or guardian may be required to provide additional training for the staff.

If a child has anyone of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious Disease ex: Strep, head lice, pink eye
- Fever over 100°F
- Vomiting or Diarrhea
- Accident Requiring Medical Attention.

Notification of communicable disease will be posted immediately on the gym door, and notes sent home in their files. In case of illness or accident, parents of the child will be called immediately. In very serious cases, the child will be taken to the hospital designated on the child's emergency medical permission form by emergency vehicle for treatment and the parents will be called as soon as possible.

If there is a dental emergency the staff will call the family's dentist first and follow their instructions. If requested by the dentist the child will go with a staff member to the dentist office for emergency treatment.

At the discretion of the director for non-life threatening injuries or illness the child may be transported to the hospital via the director or staff member's vehicle.

Staff will follow the Universal Precautions Policies when dealing with emergencies, and hand washing policies when entering the program. **(See Appendix D)** Outdoor play will not be allowed when temperature (including wind chill) is dangerously low.

In the case of someone appearing on the premises with a firearm, staff should take children out of danger and remain with them. The emergency number (911) should be called immediately. **(See Emergency Section, Dangerous Adult.)**

Caregivers are to make reasonable efforts to keep a child from getting into a car with a parent or pick-up person who is under the influence of drugs or alcohol. If a parent who appears to be under the influence insists on leaving BASP with his or her child, caregivers are instructed to call the police to report concern of child endangerment.

Caregivers should not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol. BASP's license requires caregivers to report suspected cases of child abuse or endangerment. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

INSURANCE

Shimek BASP carries minimal liability insurance, but otherwise has no financial resources of its own. Families are encouraged to provide their own health/accident insurance coverage.

The parents' policy at work, and/or their own private policies cover many families. Public school students may sign up for accident insurance in the fall of each year. Parents who wish to enroll should check with the school office.

BREAKFAST AND AFTERNOON SNACK

All BASP snacks follow the state CACFP standards. Accommodations are made for any child with food allergies, medical conditions or religion. The program will purchase these special snacks with no extra charge. Written instructions from parents are needed to make accommodations for these children. If a child has a food allergy it is listed and posted in the kitchen. All staff members are required to review it before distribution of daily snacks. It is essential that parents list food allergies on the Child's Medical History on the Intake Sheet. **(See Appendix A)**

Breakfast will be made available during all day daycare, but parents may provide their own breakfast food on these days.

Nutritious snacks are served in the afternoon program. The BASP Program follows the DHS guidelines when providing snacks. These guidelines are that each snack must have two foods from two different food groups.

Snack calendars are made monthly by the director and parents are encouraged to bring snack that are listed on the calendar as these are in compliance with CACFP standards.

Because of occasional peanut allergies we ask all parents not to use peanut oil, or peanut butter when preparing snacks for BASP.

Parents may provide a treat in honor of a child's birthday, but any such treats are not considered to be a part of the nutritious snack. Before bringing any birthday treat, the parent should contact the Child Care Director to determine the date and the number of children to be served. All food or treats brought into the program must be in sealed containers.

PERSONAL PROPERTY

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the gym after each session of the program. Any personal property which remains after the session will be taken to the school's lost and found table. **Marking personal property with the student's name or initials is greatly helpful in lightening the load at the school's lost and found table.**

Although the staff attempts to help children stay organized, the program cannot be responsible for lost or broken personal property.

Children should not bring money, toys, food or other items not necessary for school activities to the program without the prior approval of the Child Care Director.

PARENTAL ACCESS POLICY

Parents are always welcome to observe the Program and have unlimited access to their children. Community members who are screened by the director are welcome to observe the BASP Program. For liability and supervision reasons, children who visit the program cannot take part in any activities. Parents are always welcome to observe the staff and may contact the director at anytime with questions and/or concerns.

SUPERVISION AND ACCESS

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Shimek BASP is located in a public school in which a number of activities take place during our hours of operation. Many of these activities are held in close proximity to our own, and sometimes share the same areas (i.e. soccer field and outdoor play structure). Our program supports the cooperative coexistence of other constructive, supervised activities, and so must always be vigilant in assessing and avoiding any situations that could pose harm to the children and anyone else present at our facility.

At all times staff are responsible for monitoring the well-being of our children and of themselves. Staff will ask individuals what their purpose of being is in the building or on the playground. If the individuals have no purpose of being on site they will be asked to leave. If confrontation occurs staff are instructed to call 911.

All staff should become familiar with families that deliver and pick up children in the program and know who has permission to do such.

The director or on-site supervisor should be present to help with determining who has access to the children in the program.

STAFF TRAINING AND ORIENTATION

It is our policy to train all staff in the following areas: Mandatory Reporting of child abuse & Universal Precautions (within the first 6 months), CPR and First Aid, and Professional Growth in the following areas:

Child Development, Guidance & Discipline, Developmentally Appropriate Practices, Nutrition, Health & Safety, Communication Skills, Professionalism, and Cross-Cultural Competence, Prevention and Control of Infectious Disease, Prevention of SIDS and Use of Safe Sleeping

Practices, Administration of Medication, Prevention of and Response to Emergencies Due to Food and Allergic Reactions, Building and Physical Premises Safety, Prevention of Shaken Baby Syndrome and Abusive Head Trauma, Emergency Preparedness and Response Planning, Handling and Storage of Hazardous Materials, and Precautions in Transporting Children.

This training is a total of 12 contact hours, is available through the Training Registry located at <http://ccmis.dhs.state.ia.us/trainingregistry/>, and must be completed within 90 days of a staff's first year of employment. This training must be renewed every 5 years. Following the first year, all staff must receive 6 contact hours of training (8 hours for the director and on-site supervisor) through DHS approved group or self-study courses.

Our goal is to train all staff regardless of part-time status in CPR & first aid within the first year of employment.

Staff Orientation is accomplished by hands on learning and by the implementation of the Staff Orientation Handbook. This manual was designed to train and orient staff in a number of areas. It is expected that each new staff member will read over the manual carefully. The director will then review the details and answer any questions concerning the material. Experienced staff will be expected to review the enclosed material on a regular basis. All staff will review the information during the first Fall Staff Meeting.

The Staff Orientation manual contains the following information:

Staff job description/expectations, staff development requirements, Parent Handbook, Staff Handbook, emergency procedures, mandatory reporting, discipline policy/rules & guidelines.

III. TUITION FEES AND FINANCIAL AGREEMENTS

REFUND OF REGISTRATION FEE

Registration and enrollment fees are non-refundable.

DUE DATES FOR TUITION FEES AND WITHDRAWAL NOTICE

Tuition payments are due the first day of each month and are paid to reserve the entire month of child-care without any regard to the actual number of days and/hours the child attends. Any tuition that is not paid by the 8th of the month will trigger a \$5.00 late payment fee. If tuition is not paid by the 15th of the month the child may be discharged from the program at the discretion of the board. **(See cover of tuition payment folder for fee schedule)**

Tuition is paid in 8 monthly installments (October-May), with Septembers being paid by June 1st to hold the following year's slot.

June tuition is a pro-rated one-week fee due on June 1st. August tuition is due the last week of August. Financial Agreements must be signed and returned with enrollment forms before attending the program. They must also be signed annually or if there are attendance changes. **(See Appendix E)**

In the event of a withdrawal a 30-day written notice is required in order to avoid being charged tuition for the month of the intended withdrawal.

TUITION ASSISTANCE

If you are in need of childcare assistance to cover tuition there are options through DHS or the ICCSD BASP Tuition Fund. Applications for both are online at our website,

www.shimekbasp.com/forms. If you have any questions about, or would like assistance with the application process please contact the director.

CANCELLATION OF BASP DUE TO INCLEMENT WEATHER

Employees of the BASP are paid even when school/BASP is cancelled due to inclement weather, other reasons dictated by emergencies, or decisions made by the school district, therefore there is no tuition reimbursement for missed days. Fees for the BASP are based on total program costs for the school year. For this reason, tuition for full months or partial months of service is the same.

Fees for BASP offered during conference days are \$30 per child and \$25 for siblings.

Tuition for days attended in August and June will be prorated for the exact amount of time service is provided.

RETURNED CHECKS DUE TO INSUFFICIENT FUNDS

Parents will be notified immediately upon receipt of the NSF notice by the program director or treasurer. The decision to process the check a second time will be made by the director and the family. If by the second time the check does not clear, a certified check or money order must be given to the program within two days of notification that there has been a NSF. A \$10.00 charge will be issued to the family for NSF. Childcare services will be suspended if tuition is not paid in full by the end of the month in which it was due. If no payment is received the child may be terminated from the program at the discretion of the board.

TUITION PAYMENT RECEIPTS

To accommodate tax and child care account requirements, BASP will issue a receipt within 5 days upon depositing tuition payment. The receipt will be placed in the child's file where the parents may pick it up. In the event of loss or misplacement, BASP also will issue no more than one duplicate tuition payment receipt.

Parents need to place tuition payments in the payment lock box each month. Please do not have your child deliver the payment to avoid lost payments.

In the event that a late tuition, late pickup, or NSF fee is owed by the parents a bill will be placed in the child's folder or an email notification will be sent out. **(See Appendix B).**

IV. EMERGENCY PROCEDURES

EMERGENCY STATEMENT

In case of any and all emergencies 911 will be called and the parents will be contacted by the director or a contact person using the emergency numbers.

In case of an emergency, if evacuation is necessary transportation will be made available in the safest way possible by the director or the emergency personnel.

EVACUATION BY OFFICIAL PERSONNEL

In the event of the need to evacuate children from the program, on the order of official personnel, staff and children will cooperate fully with the request. The staff will take the children to the designated area at the official's request. They will take the signout sheet, first aid kit, the

emergency number binder, which has the parents and emergency phone numbers and call parents as soon as possible. If transportation is needed the staff will drive the children to a safe place.

FIRE

Fire escape routes will be posted at every exit in the gym and all other rooms used by the BASP with clearly marked evacuation procedures. (See **Appendix F**) Staff will receive training during their orientation upon hiring and participate in monthly drills. Children will be trained, through drills that will be conducted on a monthly basis at different times of the day while the program is operating. Children and staff will receive training to respond quickly and efficiently to the bell. This involves a routine fire drill and immediately exiting using the appropriate door. Since children at the Shimek BASP may be in other parts of the building at any time, random time selection will insure that all children are familiar with all exit points. Staff will be responsible for checking any ancillary rooms used and hallways for all children to ensure complete evacuation. The director or designated staff member will be responsible for taking the parent sign-out sheet, emergency phone list, flashlight, and first aid kit. All staff and children will be taken to the field next to the garden and attendance will be taken to verify all children have successfully and safely evacuated the building. Drills are recorded with time and exits used also noted.

In the event a real fire the director or designated staff member will also take the emergency listing for students that contains the parents home and work numbers. A person will be selected by the director to go to the nearest public phone or resource and begin contacting parents to have the children picked up. Children and staff may return to the building only if the emergency officials have determined that they may do so.

TORNADO/SEVERE WEATHER

Drills are conducted once a month during varying times of the operation of the program. (See FIRE section for rationale.) The signal for the drill will be a verbal announcement with eye contact made for the hearing impaired if necessary. Children will immediately enter the Alpha Wing hallway and assume the safety position. Staff and children will remain in this area until the all-clear signal is heard. Children and staff will receive training regarding the correct tornado drill positions. Each exit will be posted with the tornado identified drill area and written procedures to follow. The director or staff member will take the parent sign-out sheet, emergency phone list, flashlight, and first aid kit. Staff will verify that all children are accounted for by taking attendance. The drill will be recorded upon completion of the drill.

For children who are outdoors, staff will immediately assess if there is time to return to the school building and if so, will do so. If they are unable to return to the building, children and staff will lie flat in the area located in the area of play with hands shielding their heads.

If lightning is observed by staff or children while playing out of doors, children will be immediately directed to return to the school building. Children playing near or under a tree will immediately be removed from this area.

In the event of a real weather event, the procedures outlined above will be followed. Staff and children will not exit from the safety area until the all clear has been sounded on the emergency warning system or until the radio declares it to be safe. If there is structural damage, the director will call 911 for directions and then decide if it is possible to exit the building.

If it is possible and necessary to exit the building staff shall follow the procedures outlined under **Fire** to contact parents.

SICK OR INJURED CHILD

Any child exhibiting bacterial/viral or other unusual symptoms will be reported to the director for evaluation.

Staff may administer first aid to an injured child within the scope of their training. (apply pressure to stop bleeding, check for consciousness, do rescue breathing) Another staff member will call the child's parents, health care provider or 911, based on the severity of the injury, as treatment is being administered. Parents will be contacted immediately. If emergency transportation has been called, a staff member will immediately retrieve the emergency consent form to be provided to emergency personnel upon their arrival at the hospital.

In very serious cases, the child will be taken to the hospital designated on the child's emergency medical permission form by emergency vehicle for treatment and the parents will be called as soon as possible. At the discretion of the director, for injuries or illness that are not life threatening, the child may be transported to the hospital via the director's or staff member's vehicle. If a child has a dental emergency the director or staff member will contact the child's dentist to determine if they need to be brought to the dentist office immediately or if the staff should administer care.

MISSING CHILD

No children shall be outside or inside without the prescribed ratio of staff supervision.

In the event the program is unable to account for a child, all children will be brought into the gym. Non-ratio staff will then immediately and completely search the grounds and the building while the others are being supervised. If the child is not found within 15 minutes, 911 will be called and then their parents. No staff or children shall leave the program until authorities have arrived. Staff will cooperate fully with the recommendations of the official personnel.

ABDUCTED CHILD

In the event of a child abduction, the staff will attempt to keep the child away from the threatening adult. If the abductor is successful in removing the child, the staff personal will attempt to get the description of the adult taking the child, description of the child being abducted, description of the vehicle and direction in which the vehicle is headed. Staff will dial 911, and complete Abducted Child Form (Appendix I). The form is located in the cabinet by the telephone in the kitchen.

DANGEROUS ADULT

In the event of the presence of an adult who is deemed by the director to present a danger to the children, or a specific child, 911 will be called immediately. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless they feel that this action will present a direct danger to themselves or the children or escalate the situation).

If the danger escalates, staff will initiate a lockdown procedure. Staff will announce that the BASP is going into "lockdown," and repeat the term several times (never using any other code word) to be sure that everyone has heard. If the situation has arisen suddenly, with no build up,

and 911 was not previously called, 911 will be called now. All students and staff within the building will be directed to the nearest securable space (lockable bathrooms or kitchen) or classroom (music room or art room). If necessary, barricades will be placed in front of the doors. Lights should be turned off, blinds closed (if safe to do so), and students should remain quiet. Staff shall take attendance, to the best of their ability, and create a list of possible missing students. All doors shall remain locked until the authorities signal an "all clear." When the "all clear" has been given, all groups shall meet in the gym to take a final attendance, and make sure that all are accounted for.

Students and staff that are outside, in a situation where the threat is in the building, will proceed to the evacuation point at the restaurant area in Hy-Vee at 1125 N. Dodge St. The director will notify parents from there.

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (copy contained in the child's file) to see or transport the child.

In the event that the person leaves the center before the officials arrive, staff will write down the license plate of his/her vehicle and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

TOXIC OR HAZARDOUS MATERIALS

In the event of a toxic spill near or related to the train tracks or street or industrial area, and the program personnel are the first to witness it, 911 will be called immediately.

Staff and children will cooperate fully with official personnel. All staff and children will immediately return to the gymnasium, if not already there, and will stay in the area until the All Clear is given by officials.

EARTHQUAKE

In the event of an earthquake, staff will direct indoor children to take cover under tables, desks, and doorframes, away from windows. Outdoor children will move away from the main building and sit down together with staff. Structural damage will be assessed by official personnel or the director before children are allowed to remain in the building or re-enter the building.

BLIZZARD

The Shimek BASP program will close if school is dismissed early due to weather conditions or any other building emergency. However, the program will close for safety concerns if the following conditions exist:

- if public transportation shuts down
- if the Highway patrol and Sheriffs department ask people to stay off the roads.
- If we have already received 4 or more inches and they are predicting several more inches of snow during the day

To find out if the program is closed:

- Check KCRG online for cancellations
- Watch or call TV (channel 9) after 6am

- Text, call, or email the program phone or email address.
- A notice will be posted on all entrances as soon as possible

If it begins to sleet or snow during the work day, and they are forecasting conditions to worsen throughout the day, the program will ask that children be picked up as soon as possible.

Sometimes an ice storm or blizzard develops during the time the children are in attendance, which makes it difficult for parents to pick up their children.

The children will remain at the program until such a time that the parents can safely pick up their child. No teacher or parent that hasn't been previously given written permission to pick up a child may attempt to deliver the child to his or her home, either by vehicle or by foot. Children can stay at the program until parents can safely pick them up.

BLIZZARD WARNING

In the event of an impending blizzard, the center will notify program families of an early closing of the center. If parents are unable to be reached, the emergency contact person will be notified and we will continue to try to reach the parent. If we are unable to reach a parent or emergency contact person, the child will remain at the center with the staff.

STRUCTURAL DAMAGE

In the event that major structural damage would occur, the center would then follow the fire and evacuation procedures above.

POWER OUTAGE

In the event of a power outage the children will be instructed to sit down and the staff will help them calm down. The director or a staff member will obtain the flashlights from the assigned drawer in the kitchen. Using the flashlights the children will be escorted to the media center where there is natural light and ventilation. A staff member will call the electric company using the designated phone in the office to get an approximate time for the power to return. If it gets too cold or too hot for the children the parents will be contacted for early pick up. Fire and evacuation procedures will be utilized if necessary.

BOMB THREAT

The program will call the police department and alert them to the fact that a bomb threat has been received or an emergency situation exists. Police will be called to the school immediately to ascertain further steps to be taken.

In case of a bomb threat, the program is to remain evacuated until search reveals a bomb (and it is removed) or the lack thereof.

The BASP staff will comply with all officials regarding search and evacuation.

The person taking the call will try to keep the bomb threat caller on the phone for as long as possible by using the Bomb Threat Data Card (See Appendix I), which is located by the phone.

V. DISCIPLINE AND DISCHARGE

POSITIVE BEHAVIOR POLICY

All students (regardless of race, color, religion, national origin, disability or sex) have the right to equal opportunities at the Shimek Before and After School Program.

However, for this to occur there must be a positive and orderly atmosphere. Children are expected to behave in such a way that will not disrupt activities of other children or cause disorder. Children will be treated with dignity and respect and be given guidance and support in learning how to conduct themselves appropriately. Behaviors, which endanger the safety of oneself or others, damages the school building or property, damages the property of others and/or breaks state or federal laws, cannot be allowed.

POSITIVE BEHAVIOR TECHNIQUES

Discipline is used to set limits and guidelines so that a child can learn how to behave and be successful in a positive manner. The message that physical punishment gives children is that it is okay to hurt people; okay for people who love you to hurt you, and it is okay for you to hurt people you love; it is okay for bigger people to use force on smaller ones. Using positive discipline takes more energy, but it feels better for all involved and is more effective in the long run.

Techniques to use when disciplining:

- **POSITIVE REINFORCEMENT**

Find someone doing something good and be really interested in what they are doing!

Look for what the child does that you like. Comment on it. Praise the child for doing the appropriate thing.

- **IGNORING**

The fastest and most effective way to gain control is to ignore persons not following the rules. Pick your battles. If it is not hurting anyone or property, is it worth pursuing?

- **DISTRACTION/REDIRECTION**

Can be very useful with preschool aged through teens.

- **ACTIVE LISTENING**

Sometimes it is enough for a child to hear that you understand and accept their feelings. "You feel real mad that it is time to come inside now."

A way to deal with tattling: "Joey hit me.

Ask, "Did you tell him how that made you feel and what you wanted him to do?" "Do you feel that he listened to you?" Go with the child to the other child and say: "John has something to tell you and wants you to listen to him."

Listen then and ask, "Do you want to say anything to John? Good job boys. Next time I bet you can do this all by yourself."

- **CONSISTENCY**

So very important! Say what you mean and follow through.

- **CHOICES**

Choice does not mean allowing a child to choose not to follow directives. Give the child some control over the situation. Offer only choices you intend to honor:

"Do you want to go inside?" Instead, give a five-minute warning in statement form so they are able to finish what they are doing.

"Do you need to go to wash your hands?" Instead say, "It's time to wash your hands, are you going to do it all by yourself or would you like me to help you?" "You need to select an activity." Instead say: "Would you like to select an activity or would you like me to help you?"

- **BEHAVIOR SPECIFIC DIRECTIVES**

Lets a child know exactly what it is you want. (Be Specific)

"Be good" vs. "I want you to pickup your toys and come sit at the table." Tell the child what you want them to do not what to stop. "Please use inside voices" vs. "Stop screaming."

- **SETTING LIMITS/EXPECTATIONS**

Sometimes called rules. Limits are necessary and help kids feel safe if enforced correctly. Keep them simple and positive.

- **UNCONDITIONAL POSITIVE REGARD**

Children do not have to earn this by behaving in a certain way. This is our right as human beings.

- **COOL DOWN and/or RECOMMITMENT TIME**

This is a cooling off period not a punishment. You must make it fit the development of the child. Do not use this as a threat. Remember to identify what the behavior is to be changed. Have the child/ren state the behavior to be changed and provide a new plan. Have younger children draw pictures of this and explain.

- **NATURAL/LOGICAL CONSEQUENCES**

Natural consequences happen without adult intervention.

"If you don't come to snack now all the apples will be gone and you won't get any."

Logical consequences do require adult intervention.

"If you choose to throw sand again you will need to stay out of the sand for the rest of the day."

- **HUMOR**

Never underestimate the power of a little bit of levity; a great way to diffuse a tense situation so that it can be dealt with more effectively. This can be particularly helpful with school age children.

- **BITING POLICY**

Biting is one of the most common and most difficult behaviors occurring in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For some children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the

environment, feeling threatened, or to feel a sense of power.

It is our goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene, the following steps will occur:

- We will attend to the bitten child by comforting and then applying necessary first aid.
- The child who did the biting will be removed from the setting and taken to rinse out their mouth with water in case the skin has broken and fluids have been passed. In an age appropriate manner staff will explain that the behavior is unacceptable: (exam.) ***“Biting hurts”*** or ***“We bite food, not people,”*** Care will also be taken not to reward the child that did the biting by giving them extra attention.
- The incident, including factors leading up to and location that it took place and staff involved/in the vicinity, will be documented on an accident/incident form that will need to be signed by the parents. The parents of each child will receive a form in regards to what occurred and how the matter was handled. The name of the child who is responsible for biting will not be disclosed outside of those directly involved. The parents will receive a copy of their form and the originals will remain at the center in each child’s file.
- Parents of the child who did the biting will be asked to work with their child in discouraging the aggressive behavior.
- If the biting continues/becomes a repeat behavior, the director will follow the process outlined in **“Discipline & Discharge.”**
- **DISCIPLINE & DISCHARGE**

A child with serious disciplinary problems will be given due process, which is explained in the next section. A serious disciplinary problem is defined as one in which a child is hampering the day-to-day operation of the Program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, abusing staff, or demonstrating inability to conform to the rules and guidelines of the program. When a child exhibits this behavior a Behavior Report (**Appendix G**) will be given to the parents. This will be done if staff or the director feels it is necessary.

If a child is not able to adjust to the Program setting, the parent(s) will be notified of the situation and a meeting will be arranged with the Director to discuss solutions to the problem. If improvement does not follow, or if the parents are unwilling to work with the Director, the Director may recommend that a child be discharged from the Program. Before such a decision is finalized, the Director will discuss the situation without the parent (s) and with members of the board of Directors in a conference setting.

If the child's behavior escalates to an increasingly disruptive level a Behavior Related Warning Letter (**Appendix H**) will be given to the parent/s and the child is placed on probation. (The amount of time will be set by the staff and director).

If a parent exhibits behavior that is abusive towards the staff, such as swearing in the presence of the children, yelling at the staff or director, or using abusive gestures, the director may request that the family be removed from the program at the discretion of the Board.

VI. PROGRAM GOVERNANCE

ANNUAL MEMBERSHIP MEETING

Shimek BASP is an Iowa non-profit corporation, Tax ID number 42-131-7722. Under its by-laws, the parents of the children enrolled in the program are members of the corporation (with each family having a single vote) and a membership meeting to elect directors must be held annually in October of each year.

ORGANIZATION

The Shimek Before and After School program is a fully licensed center following the standards of the Iowa Department of Human Services. The program is incorporated in the State of Iowa as a non-profit corporation and is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

The program is governed by a Board of Directors consisting of four members, including parents and guardians of the children enrolled in the program and other Shimek parents. The officers shall be the President, Vice President, Secretary, Treasurer and the Director of the program. Duties of the officers are those associated with their positions and such other duties as may be determined by the board of directors. The Board meets quarterly, or as needed, to plan the budget, to determine policies, and deal with other related matters, and to hire a director when needed.

PARENTAL EMERGENCY MEDICAL CONSENT
This form must be presented upon admission for treatment

Child's Full Name _____ Date of Birth _____

This form allows parents and guardians to authorize the provision of emergency treatment for above named child who becomes ill or injured while under program authority when parents or guardians cannot be reached. In the event reasonable attempts to contact me at _____ (phone number) or _____ (phone number) have been unsuccessful, I hereby give consent for the administration of any treatment deemed necessary by Doctor _____ (physician) at _____ (phone number) or Doctor _____ (dentist) at _____ (phone number) or in the event the designated practitioners are not available, then by another licensed physician or dentist and the transfer of the child to _____ (preferred hospital).

1. Parents/Guardians/Custodians with whom the child resides:

Name	Relationship to child
Address	Home phone
Employer	Department
Work phone	Work hours
Name	Relationship to child
Address	Home phone
Employer	Department
Work phone	Work hours

2. Persons to contact in case of emergency if parents are unavailable and are authorized to pick up child:

Name	Relationship to child
Address	Home phone
Employer	Department
Work phone	Work hours
Name	Relationship to child
Address	Home phone
Employer	Department
Work phone	Work hours

3. Are there any custody or restraining orders for person(s) who may attempt to pick up or have contact with the child while in care at the center?

Name _____
 Name _____

4. Information

Child's doctor	Phone number	Street address	City
Child or family dentist	Phone number	Street address	City
Date of last tetanus	Known allergies		
Present medication			
Insurance company	Policy holder's I.D.		

This consent will be in effect for one year beginning (date) _____

Signature Parent or Gaurdian	Date	Signature Parent or Guardia	Date
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**SCHOOL-AGE ASSESSMENT & HEALTH FORM
& IMMUNIZATION DECLARATION**

HEALTH STATEMENT-To be completed by parent.

Child's full name _____

Birth date _____

1. Significant illnesses and surgeries child has had (give age at time):

2. Any special health-related needs of the child (allergies, medications, injuries, etc.):

PHYSICAL ASSESSMENT

1. Is there any defect of vision, hearing or speech of which the child care program should be aware, or could compensate by appropriate action?

2. Is the child subject to any conditions that limit classroom activities or physical education?

3. Is the child subject to any condition that may result in an emergency situation?

4. Is the child subject to any mental or physical condition for which he/she should remain under periodic medical observation?

5. Other information you would like to share:

FOR CENTERS SERVING SCHOOL-AGE CHILDREN OPERATING IN THE SAME
SCHOOL FACILITY IN WHICH THE CHILD ATTENDS SCHOOL:

**My signature below certifies that immunization information concerning my child has
been provided and is available in the school file.**

Parent's signature _____ Date _____

ARRIVAL/DEPARTURE--ADDITIONAL INFORMATION

Name of child:

MORNING ARRIVAL:

Check one:

My child will arrive in the morning, and be checked in, accompanied by a parent or responsible adult listed.

Signature of parent/guardian: _____

My child will arrive and check in to the morning session on his/her own, without an accompanying adult. I realize that the program is not responsible for the child until he/she has entered the program premises. I realize that she/he must be on time (as listed on the Arrival/Departure procedures form); if not, the director may spend attention searching for a child presumed missing. I realize it is difficult to contact parents who are usually en route to their jobs, and that the Program is not actually required to notify parents of a missing child.

Signature of parent/guardian: _____

AFTERNOON DEPARTURE:

Check one:

My child will check out and leave the program accompanied by a parent or responsible adult listed.

Signature of parent/guardian: _____

Signature of other accompanying adult: _____

My child will check out and leave the program on his/her own. I realize that the Program is not responsible for the child once he/she has exited the door of the supervised program premises.

Signature of parent/guardian: _____

(name a/family)

(date)

Dear Parents,

Our records indicate that you are one of the following:

_____ 8 days behind on tuition

_____ underpaid/overpaid \$ for the month of

_____ late picking up your child on _____ your fee is \$ _____

_____ NSF Fee

Please have these things paid by _____ 5 :30_PM.

If you have any questions please contact me at 319-530-1413. Thank you,

Thank you,

Matt Larson

MEDICATION SHEET

Date:

Child's Name _____ Physician's Name _____

Name of Medication (s) _____

Please give the above medication (s) as directed below:

- Amount to be given
- Doses given per day
- At what times given
- Number of days to be given
- Method of administration

I (we) the undersigned, given daycare authorization to administer the prescribed medication in the amount and method stated above.

Parent (s) or Guardian signature

Date

DATE	MEDICATION	AMOUNT	TIME GIVEN	INITIAL OF STAFF (when given)
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All nonprescription and prescription medications require a written parental authorization. - Each prescription shall be clearly labeled with the child's name, physician's name, name of medication, dosage and time medication is to be given. Non-prescription medications shall be in the original container and labeled with the child's name. For long-term medication, do not send more than one month's supply. AUTHORIZATION IS VALID FOR UP TO A MAXIMUM OF 30 DAYS

UNIVERSAL PRECAUTIONS
SHIMEK BEFORE AND AFTER SCHOOL PROGRAM

(copies are located in kitchen by phone, in first aid kits, Staff Handbook, and Parent Handbook)

ALL BLOOD AND BODY FLUIDS ARE TO BE TREATED AS POTENTIALLY INFECTIOUS.

All staff and volunteers must always exercise good hygiene practices in the work place! They serve as role models for children as they develop hygiene habits.

HANDWASHING

The best possible means to prevent disease and control infection is good handwashing. This should be done as soon as possible in the following situations:

1. After nose-bleeding/blowing (your own or assisting children)
2. Before and after applying first aid to wounds
3. After toilet use, combing hair, applying make-up, etc.
4. Before setting tables and working with foods
5. After cleaning up spills, body fluids, or other potentially dangerous materials
6. After outdoor activities
7. After removing gloves

METHODS:

1. Wash hands under running water
2. Wet hands with water and apply a heavy soap lather
3. Wash all area of the hands (between fingers, around nail beds, and under nails)
4. Rinse well under running water, holding hand so water flows from wrist to finger tips
5. Dry with new disposable towel
6. Use towel to turn off faucet and discard
7. Use hand lotion to prevent cracks in skin, which are open to germs

**SHIMEK BASP
FINANCIAL/TUITION AGREEMENT
FOR THE FAMILY OF**

I understand that I owe _____ to Shimek BASP by the first day of each month. If our tuition is not paid by the eight of each month, I will be charged a late fee of \$5.00. If the tuition is not paid by the 15th of each month my child may be discharged from the program at the discretion of the board.

I understand that I will be charged a late fee if my child(ren) are not picked up by 5:30. Late fee charges begin at 5 :30 and if they are not picked up by this time the late fees are \$1.00 per minute per family.

I understand that tuition is pro-rated during months of partial service (June and August) but uniform during the remaining months of service (see parent handbook IV. Tuition Fees and Financial Agreements).

I understand that I must give 30 days written notice before leaving the program.

I understand and agree to these terms.

(signature and date)

I have read and agree to the terms of the parent handbook.

(signature and date)

**SHIMEK BASP
BEHAVIOR RELATED REPORT**

Child's Name _____

Today's date _____

_____ Using inappropriate language

_____ Disrespectful to staff

_____ Making fun of another child (after previously receiving a verbal warning)

_____ Breaking a safety rule (after previously receiving a verbal warning)

_____ Disruptive and interrupting behavior toward staff (after previously receiving a verbal warning)

_____ Other: _____

Description of incident:

staff signature

Date

parent's signature

Date

Director's signature

Date

SHIMEK BASP BEHAVIOR RELATED WARNING LETTER

Child Name _____ Today's date _____

Your child has been placed on probation for the following reason:

_____ Inflicts physical and emotional harm (on staff or other children)

_____ Requires constant attention from staff(1 on 1 care)

_____ Other: _____

Description of incident:

staff signature

date

parent's signature

date

Director's signature

date

Board President's signature

date