

Black Traditional Magnet

School Age Program

Parent Handbook 15-16



1045 N. High St.

Phone: Office 973-3500 School Hours

Latchkey 973-3541 Latchkey Hours

E-mail: blacklatchkey@usd259.net

Director: Josie Friess and Nicole White

Principal: Janet Tilton

District SAP Programs: Kathy Pound

Dear Parents/Guardians:

We welcome you and your child to the USD 259 School Age Program at Black Traditional Magnet Elementary. The School Age Program (SAP) provides a safe, healthy and nurturing environment where each child's individual development is recognized and supported. Developmentally appropriate activities and experiences are designed to promote each child's physical, social, emotional, cognitive and creative self.

The SAP is in operation on days school is in session for approximately two (2) hours before and after school. Competent child development professionals guide and encourage children's learning by ensuring that the environment is emotionally supportive and invites active exploration through play and movement.

We are interested in you and your child/children and look forward to getting to know each of you individually. Our hope is that each of you will enjoy your School Age Program experience.

Sincerely,

Nicole White and Josie Friess

Directors

General Information

Program hours are Monday through Friday 6:30 am to 6:00 pm on school days. We are not open on in-service and holidays. Extended hours are available on early release conference days. Times and dates will be posted in the latchkey area.

Enrollment is first come/first served based on space available. An ongoing wait list will be maintained at each site. Pre-kindergarten children are not admitted to SAP.

Staffing is based on a 15 to 1 ratio. At least one staff member on duty at all times is CPR and First Aid certified.

Requirements

- Children must be 5 to 12 years of age. Five year olds must be enrolled in kindergarten (KG must be completed for summer programs).
- Before the child will be considered enrolled the parents must:
 - complete all required forms
 - pay the non-refundable registration fee per child
- A parent or guardian must accompany the child directly to and from the supervised School Age Program area upon arrival and departure. The parent must check the child in/out on the Procure computer system. The electronic signature is required.
 - Authorized pickup persons should be 18 years old or older.
 - Authorized persons will provide a photo and be registered on the bio reader.
- Parent gives two weeks written notice prior to withdrawal of their child from the program.
- Parents must keep us notified when emergency numbers change from what was provided on the enrollment form.

Insurance

Our district provides liability insurance and a group insurance. The group insurance covers latchkey students when injured during latchkey. The premium is paid through your registration fee. In the event of an injury the group insurance plan will work as your secondary insurance. If you do not have insurance it will serve as primary. At the time of injury you will be given a claim form to complete along with a copy of the explanation of benefits. A copy of the explanation of benefits is available now upon request.

Emergencies

Black Traditional Magnet has a safe room and in case of a national disaster or civil disorder, parents will be notified through public information stations or radio and TV. An evacuation procedure for Fire, Tornado, High water, Bomb Threat, Earthquake or School/National Security is posted in each room used by the SAP. A sign will be posted on site as to the location of your child. If a warning has been issued and we are in our safe room, those doors will not be opened until we have an all clear.

Children who are ill or have a communicable disease cannot participate in the program. The parents will be notified of any illnesses or injuries. When serious injuries occur which require transportation of the child for medical care, every effort will be made to contact a parent before EMS (Emergency Medical Services) are contacted. If an emergency does occur, a SAP staff member will remain with the child until a parent or other designated adult assumes responsibility.

Breakfast and Snacks

Breakfast is offered at an additional fee and is paid directly to Nutrition Services.

A nutritious snack is provided to each child in SAP during the afternoon at no additional cost.

Program Rules and Behavior Expectations

1. Positive and appropriate behavior is expected.
2. Children are expected to respect the rights of others.
3. School Safety rules are to be followed.
4. Children are to obey the adults in charge in a respectful and courteous manner.
5. Please keep personal items at home. Staff is not responsible for any personal items brought to school.

Our goal is to provide safe and positive childcare. The purpose of discipline is to help guide a child toward developing appropriate problem solving strategies and to provide a comfortable and non-threatening environment for all children. The following methods of guidance will be implemented in the program in this sequence:

- Describe the expected behavior to the child for the selected activity using the CHAMPS Model.
- Utilize redirection—guide the child’s interest to a new activity and state specifically the behavior expected from the child.
- Implement time out—removal from the activity. Aggressive and disruptive behavior will result in removal for the activity.
- Activities for rewarding positive behavior and self-esteem will be encouraged.

Evaluation of problem behavior will include parents and staff. SAP guidance and discipline policy does not include: corporal punishment, verbal abuse, threats, or derogatory remarks about the child or the child’s family, binding or tying to restrict movement or enclosing in a confined space, withholding or forcing food (K.A.R. 28-4-589).

******See BOE Policy 1463 - School Age Program Pupil Discipline and Staff Responsibilities.***

Reasons for Dismissal

Your child may be dismissed from the School Age Program for the following reasons but not limited to:

1. Continual late payments.
2. Non-payment of fees for two weeks.
3. Non-attendance of child for ten (10) consecutive school days without notification in writing or payment. **(Scheduled days missed during the absence will be charged at the daily rate.)**
4. Failure of child or parent to comply with School Age Program policies.
5. Repeated behavior problems.
6. Non-compliance of parent/guardian of program hours of operation (repeated late pick-up).

Medication

Required medication during SAP must be in the original container with label clearly marked and required paperwork completed.

Parent Communication

We encourage parents to visit and observe at any time. Policies, menus, daily schedule and announcements are posted for your information and convenience.

Contact will be made through phone calls, e-mails, bulletin boards, messages through Procure or newsletter.

It is vital that you inform the staff in writing of changes concerning:

- Phone numbers for yourself and authorized persons on the account.
- Address, schedule or family changes that may affect your child so we may better care for them.

Upon request parent may view their students file.

Daily Schedule

Each day the children in attendance will have an opportunity to participate in a variety of activities ranging from homework help, arts and crafts, outdoor play, free choice activity time and organized game time.

Charges, Payments and Credit

Charges

- Registration fee per child is paid at the time of enrollment and is nonrefundable.
- Transfers to another site during the year do not pay another registration fee.
- If the child leaves and re-enrolls during the year, a new registration fee must be paid.
- Weekly contracted days are charged at the beginning of the week.
- There is no charge for days school is not in session.
- A minimum of 2 specific set days per week is required.
- Parent will pay for their child's contracted schedule with the School Age Program regardless of attendance.
- Contracted days cannot be traded for different days of the week. If your child attends on a different day than the ones contracted, you will be billed for those days at the end of the week. The charge is titled "Extra Hours".
- A \$5 late fee will be charged on a balance due the last school day of the week.
- \$1.00 per minute late pickup fee per child will be assessed starting one minute past closing time and continuing until your child is picked up. If at thirty minutes past closing time we have been unable to contact an authorized pickup person, your child will be considered abandoned and an officer will be called to collect the child.
- The third child and/or any additional children in each family attending a School Age Program will be charged half price for contracted hours. Registration fee is not half price.

Payments

- Payment is due at the beginning of the week.
- Checks, Cash, Money Orders, Credit/Debit and DCF cards are accepted. Web payments through MPP require a confirmation to the director before payment is credited to your account. Only one late payment will be voided due to the delay of confirmation notification. (Reference E-5 enrollment form)
- Each child is allowed one (1) sick/vacation day to use during the school year for each contracted day of the week. Parent must request the credit from the Director. Illnesses that require absence for more than five (5) consecutive days will receive a special administrative consideration.

USD 259 SAP Confidentiality Policy

- All information and family records are kept confidential. Only authorized staff and regulatory agencies have access to student files.
- Directors will share this policy with each staff member and each parent or other adult responsible for the child or youth. This policy will be a part of all latchkey staff orientation.
- This policy will be followed and printed in the parent handbooks, or posted on the SAP bulletin board.

Nothing in this policy shall limit access to confidential records by the KDHE secretary, the secretary's designee, the secretary of department of children and families, or law enforcement personnel.
Per KDHE regulation KAR 28-4-582(e) (6) and KAR 28-4-587(h) (1) (G)

BOE Policies are available online at USD259.org. A paper copy is available upon request.

BOE 1450 – School Age Programs

BOE 1115 – Sexual Harassment of Employees

BOE 1116 – Sexual Harassment of Pupils

BOE 1119 – Harassment of Pupils based on race, color, religion, gender, national origin, age or disability

BOE 1120 – Harassment of Employees based on race, color, religion, gender, national origin, age or disability

BOE 1232 – Acceptable use of computers, networks, internet, e-mail, telephones & other online services

BOE 1462 – Pupil Behavior – Assault and/or Battery of Staff Member

BOE 1463 – Pupil Discipline and Staff Responsibilities

BOE 1464 – Pupil Behavior – Regulations

BOE 1465 – Pupil Behavior – Alcohol, Drugs, Drug Paraphernalia, and/or Other Controlled Substances

BOE 1466 – Possession or Use of Weapons

BOE 5117 – Reporting Suspected Child Abuse and or Neglect