



# KIDS CLUB PROGRAMS

**Mission:**

*To provide a safe, nurturing, and stimulating environment in which children can learn by acting upon and interacting with their environment.*

# PARENT MANUAL

**YSS**  
**Jacobson Youth and Family Center**  
420 Kellogg  
Ames, Iowa 50010  
Phone: (515) 233-3141  
Fax: (515) 233-2440  
Website: [www.youthstandingstrong.org](http://www.youthstandingstrong.org)

## DEAR PARENTS

Welcome to the YSS Kids Club Programs. With the cooperation and support of the local school district, we are able to provide this program in the school. We are very happy to have you in our program. For clarity and consistency, all programs will be referred to as “Kids Club” throughout this manual.

The YSS Kids Club program is designed to provide your child with a safe, caring, and stimulating environment during after school hours. This positive environment will be created through a large variety of age-appropriate activities, quality staff, and community resources.

This Parent Manual will provide you with very specific information about the programs. Please take the time to read it and feel free to ask questions. Our contact information is listed below:

<u>Site</u>	<u>Phone</u>	<u>E-mail</u>
Ballard	(515) 291-9050	<a href="mailto:kcballard@yss.org">kcballard@yss.org</a>
Boone	(515) 451-4335	<a href="mailto:kcboone@yss.org">kcboone@yss.org</a>
Gilbert Elementary	(515) 291-1048	<a href="mailto:kcgilbert@yss.org">kcgilbert@yss.org</a>
Gilbert Intermediate	(515) 290-1716	<a href="mailto:kcgilbertk6@yss.org">kcgilbertk6@yss.org</a>
Roland-Story	(515) 291-1564	<a href="mailto:kcrolandstory@yss.org">kcrolandstory@yss.org</a>
Ogden	(515) 298-0587	<a href="mailto:kcogden@yss.org">kcogden@yss.org</a>
Sharday Grove	(515) 232-4332 x4403	<a href="mailto:sgrove@yss.org">sgrove@yss.org</a>
Jennifer Schmit	(515) 232-4332 x4426	<a href="mailto:jschmit@yss.org">jschmit@yss.org</a>

There are several ways that you can contact someone at our program. Voice mail messages may be left on the cell phone at each site. If you are unable to reach someone during non-program hours, you can either utilize our voice mail system or contact the Afterschool Program Coordinator, Sharday Grove Afterschool Program Manager, Jennifer Schmit in Ames. We ask that you call your site if your child will be gone that day, or if your child will be attending unexpectedly. Otherwise, e-mail may be utilized to communicate with site supervisors. Questions, concerns or grievances can be directed to Sharday Grove or Jennifer Schmit at 515-233-3141.

YSS Kids Club looks forward to playing and working with your child. It is our goal to provide your family with quality programs and care which are aimed at supplementing and supporting your child’s experiences at home and school.

Sincerely,

Jennifer Schmit  
Afterschool Programs Manager

Gerri L. Bugg  
Community Youth and Family Development  
Services Director

## Hours and Days of Operation

Ballard - Before school 6:30 AM until school starts; after school until 6:00 PM

Boone - Before school 6:30 AM until school starts; after school until 6:00 PM

Gilbert - After school until 6:00 PM

Roland Story - Before school 6:30 AM until school starts; after school until 6:00 PM

Ogden - Before school 6:30 AM until school starts; after school until 6:00 PM

## Days We Are Closed

We are closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, December 25, and any other days the school district requests our program to be closed.

## Planned No School Days

Kids Club is open from 6:30am-6:00pm on planned no-school days. Families are required to pre-register their child for full-day care. If you have registered your child for a planned no school day and then do not show up you will be charged a \$10.00 "no show" fee. You will not be charged \$10.00 if you give at least a 24 hour notice. No school days may require a minimum enrollment number.

## Summer Programming

Full day summer programming is offered Monday-Friday from 6:30am-6:00pm. Before summer programming begins parents are required to sign up for each week they want their child to attend. Payments are due weekly during the summer. If your care needs change and you need to adjust your child's attendance schedule changes need to be made the Wednesday before the upcoming week. Any schedule changes after that will result in the original tuition charge for that week.

## Inclement Weather

- If there is a delayed opening at your child's school, our before school programs will be cancelled.
- If the school closes early after school programs will be cancelled.
- If school does not dismiss early due to inclement weather, but conditions are severe, Kids Club will close at 4:30 pm. Parents will be notified by text and/or email by 2:00 pm if kids club will be closing early. Late fees will be assessed for children picked up after 4:30 pm.
- If school is cancelled due to inclement weather, Kids Club will be cancelled.
- If school lets out early due to extreme heat, Kids Club will still operate that afternoon.
- In the event there is inclement weather on a no school day or during breaks, parents will be notified by text and/or email the night before.

**\*Tuition reimbursements are not offered for cancelled programming due to inclement weather.**

**Please monitor school delays and closings when bad weather is expected. We encourage you to visit [www.kcci.com](http://www.kcci.com) and/or [www.whotv.com](http://www.whotv.com) to sign up for e-mail or text updates regarding school closings.**

## Attendance and Absence Procedures

**It is your responsibility to notify Kids Club when your child will be absent from the program.** Your child is our responsibility on their scheduled day and if he/she does not arrive to our program, our staff will spend time contacting the school office, parents, and emergency contacts to determine the location of your child(ren). Please remember to call in the following situations:

- If your child is ill and does not attend school, or leaves school early due to illness.
- If your child leaves school for an appointment.
- If you, or someone else, will be picking up your child from school.
- If your child is riding the bus home that day.

**We ask that you call the Kids Club program**, as opposed to e-mailing or texting. There is a possibility that an e-mail will not be seen, especially if it is sent late in the afternoon.

## Drop-Ins

If you have registered your child on a drop-in status, they are welcome to attend any day. Please be mindful of the following:

- We ask that you notify staff **at least one day in advance**. This gives us an opportunity to staff appropriately.
- We understand that there are days when you need last minute care and may not have notified us the previous day. We are happy to have your child join us but you **must** call and notify staff before school is out. When children come unexpectedly, staff must then make phone calls to determine whether or not the child is supposed to be there or has made a mistake in coming to Kids Club.

## Sign-In/Sign-Out Procedures

Kids Club utilizes a computer program called ProCare. This system tracks each child's attendance and who checks them in/out. Our system uses a fingerprint scanner or a pin number to check children and adults in and out of ProCare. Upon registration you will be asked to scan your finger or create a pin number, as will all persons authorized to pick up your child.

Unless your child comes to us directly from school, a parent or authorized guardian must accompany their child into the program. In addition, when being picked up at the end of the day, a parent or authorized guardian must sign out their child(ren). We utilize the scanner system to ensure the safety of the children in the program. When a parent signs out a child, we have a record that the child is in the care of a parent or authorized guardian. In addition, monthly bills and important notices are posted in the parent sign-in/sign-out frames.

We also require that **anyone other than the parent or guardian must show proper identification before we release your child**. We do this for the safety and security of your child. This is especially important at the beginning of the year, when staff is getting to know families, and when there are substitute staff working on site.

## Being Prepared

Children should come to Kids Club appropriately dressed for outdoor activity. This includes:

- Hats, mittens, snow pants and boots in the winter. We are unable to keep individual children inside when the group is going out to play. Therefore, it is crucial to send appropriate outdoor clothing.
- Closed-toed shoes should be worn. Tennis shoes are preferable but our goal is to avoid sandals and flip-flops.
- Jackets and/or sweatshirts are important to have in the spring and summer. While it may be quite warm during the school day, it can be chilly by the time we go outside for recess.
- To minimize any mix-up or loss of clothing, label all of your child's clothes, boots, coats, hats, sweaters, gloves, etc.
- It is a good idea to send an extra set of clothing in your child's backpack. There are several ways in which your child can become wet or messy enough to need a change of clothes.

Please do not send your child to Kids Club with toys, money, valuables, video games, other electronics, candy, or gum. We are not responsible for lost or stolen items and this eliminates those risks.

Cell Phone Policy- Kids Club participants are discouraged from bringing cell phones to Kids Club. Telephones are available and staff members will assist in making all necessary calls. Kids Club is not responsible for lost, damaged, or stolen cell phones. Cell phone use during Kids Club may result in confiscation of the phone, in which the cell phone will be returned to the child when the parent picks up.

## Child Supervision

Our first priority is the supervision, safety and happiness of your child. That is why we place a high value on staff training and open communication with the family.

- All staff members are trained in CPR, First Aid, Universal Precautions and Mandatory Reporter training. Criminal and abuse background checks are completed for all staff before they are hired.
- We strive to maintain a 1 to 10 staff-to-child ratio. At no time will there be more than a 1 to 15 ratio.
- If a child is hurt, an Accident/Incident report will be filled out. You will be asked to read and sign the report, then will be given a copy to take home.
- If your child is involved in a behavior-related incident, the same report procedure will be followed.

Staff members must be at least 16 years old to work in Kids Club. At no time will children be left alone with a staff member under the age of 18

## Billing and Payment Policy

A fee agreement, indicating the amount you will be billed monthly, during the school year, or weekly, during the summer, will be signed before or on the first day of your child's attendance at Kids Club. If you qualify for Level 1 or Level 2 on our sliding fee scale, and you have not yet turned in a copy of your most current income tax form, please do so immediately. You will be charged the highest fee level until the tax forms are received.

Billing occurs monthly during the school year and weekly during the summer. Please remember:

- Full monthly payment must be made by the 5<sup>th</sup> of each month. Payments are made by automatic withdrawal from a checking or savings account or by credit card.
- Drop-In bills are due by the 5<sup>th</sup> of the month for the care provided the previous month.
- A \$10.00 charge, per family, will be added for declined payments from a checking and savings account.
- A \$25.00 charge, per family, will be added for declined credit card payments.
- Failure to make a payment or payment arrangement within the 2 weeks following a declined payment will result in suspension from our program until a payment is received or payment arrangements are made.
- Having more than three declined payments within a 90 day time period will result in suspension from our program until a payment has been received and a meeting is scheduled with a Kids Club Coordinator.
- Your monthly fee covers every day of the month, including early out days and no school days. However, if you choose not to attend those days, you will still be expected to pay the full monthly fee.
- Summer payments are due no later than Monday of each week. The late charge also applies.

Payment options:

- You may sign up to have the monthly bill charged to a credit card.
- You may sign up to have automatic withdrawal from a checking or savings account.
- If you qualify for DHS childcare assistance, you will sign a separate fee agreement. Please see your site supervisor for more details. You will be expected to pay tuition until your childcare assistance has been approved, and then you can be reimbursed for the tuition amount you paid out of pocket.

## Late Pick-Up Policy

We highly discourage late pick-ups! Being picked up late can be upsetting for children. In addition, it costs our program extra to keep staff on-site after closing time. Therefore, the following policy is in place to ensure that we limit late pick-ups.

First Late Pick-Up: Things come up and accidents happen, etc. Therefore, your first infraction will be a written warning that will go on record. No charge will be assessed the first time you are up to 15 minutes late. For every minute after that, you will be charged \$2.00 per minute per child, which must be paid within two working days.

Second Late Pick-Up: If your child is picked up after closing a second time, you will be charged \$2.00 per minute per child for every minute that you are late. This charge must be paid within two working days. In addition, a conference may be scheduled with the Kids Club Site Supervisor.

Third Late Pick-Up: If your child is picked up after closing a third time, you will be charged \$2.00 per minute per child for every minute that you are late. This charge must be paid within two working days. A conference will be scheduled with the Kids Club Site Supervisor and Kids Club Coordinator. Dismissal from the program may be discussed.

The above policy will also be enforced for early drop offs.

If the staff have not received a phone call from a parent by closing time, staff will attempt to contact you or someone on the emergency contact list. If no one can be reached and your child hasn't been picked up within 30 minutes, staff must contact the local police.

## Illness, Communicable Disease, or Other Medical Emergencies

Your completed registration form should have your home, work and cell contacts, as well as no fewer than three emergency contacts. This is the information we will use when we need to reach you, including in the case of illness or a medical emergency. **If any of your contact information changes, please inform your site supervisor immediately.**

If your child becomes ill at Kids Club, you will be notified immediately. If you are unable to be reached, an emergency contact person will be notified. Your child will need to be picked up immediately if he/she becomes ill while at Kids Club.

A child will not be admitted to Kids Club with any of the following symptoms:

- Severe Cold
- Sore Throat
- Fever
- Vomiting
- Undiagnosed Rash
- Diarrhea

**A child should be free of fever, and other illness symptoms like vomiting and diarrhea, for 24 hours without the use of symptom reducing medications, before returning to Kids Club.**

**If you feel your child is too sick to participate in recess, your child should be staying home. Kids Club does not have enough staff to provide supervision to one child who needs to stay inside.**

Parents need to notify Kids Club staff of any communicable diseases. When a communicable disease has been reported, all parents will be notified, and a notice will be posted on site.

In the event of a medical emergency or accident, Kids Club staff will administer first aid. If it is determined that medical help is advised, every attempt will be made to contact the parent or guardian. If the parent or guardian cannot be reached, Kids Club staff will contact the emergency contact persons listed on your registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will call 911. **Under no circumstances will staff transport children themselves to receive medical treatment.**

## Medication

If possible please make arrangements for your child to receive their medication before coming to Kids Club or when being picked up, and administered by a parent. Medication for a child's daily health may be self-administered at Kids Club with the assistance of Kids Club staff.

When medication is to be self-administered at Kids Club, staff will provide a form for the parent to fill out. The form must be completed by the parent or legal guardian and the medication must be provided in its original container with dosage instructions. Prescribed medication should include; the child's name, the name of the

medicine, the dosage, frequency, instructions, and the prescribing professional. Medication will not be given without a completed form.

For the safety of all children in the program, medications will be stored in a double-locked, secure place. Any unused medication or empty containers will be returned to the parent/guardian for proper disposal.

Over-the-counter medications are subject to the same procedures as prescription medications. If over-the-counter medications are given, the medication form needs to be filled out and a note sent home with the child indicating the medication, amount, and time given.

After giving medication staff will observe the child to make sure there are no adverse reactions. In case of a possible reaction to any medication the parents and prescribing or local physician will be contacted immediately.

## Children Served

Children in grades kindergarten through sixth are welcome to attend any of our Kids Club programs. During the summer months, children who have **completed** kindergarten through fifth grade are welcome to attend.

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Children are not excluded from services provided solely because they are or may have been involved in the juvenile justice system.

In the best interests of your child, please inform the staff of his or her special needs or limitations. We want to provide each child with the best possible care and need to know if your child requires medications, restroom assistance, or other special considerations. Such situations can also be discussed with the Kids Club Site Supervisor and Kids Club Coordinator, who often consult with school staff. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program. We may not be able to care for all needs as we cannot provide one-on-one care.

## Registration and Withdrawal Procedures

### Registration

1. Registration begins in the spring for the next school year, after which students may register at any time, provided the maximum enrollment number has not been reached at that site. Children in grades kindergarten through sixth are welcome to participate in our Kids Club programs. Enrollment is limited.
2. New registration packets must be completed or updated before the beginning of each school year. This helps us ensure that all information is up to date and that we have an accurate count of children. Registration fees are a one-time fee and do not need to be paid each year.
3. If you have been involved in the summer program and wish to continue during the school year, it is your responsibility to inform the site supervisor as soon as possible. Summer participation does not mean automatic placement into the school year program.
4. Children who are not enrolled in the Kids Club program are not allowed to come with an enrolled child to the program.



**The following forms need to be turned into your designated Kids Club location  
or mailed to the YSS Jacobson Center.**

Registration Form and the Release and Commitment Form  
Fee Agreement (a separate fee agreement will be completed for the school year and the summer)  
Copy of Most Recent Tax Return (if you qualify for Level 1 or 2 on our fee scale)  
Field Trip Permission Form, if registering for summer  
Sunscreen Authorization form, if registering for summer  
Days Attending form, if registering for summer

**Withdrawal from the Program**

When your child withdraws from the program for any reason, we ask that you give us a two week notice. This allows us time to complete any required paperwork, as well as contact any families that may be on a waiting list.

**Your Child's Day**

YSS Kids Club programs build on children's natural desire to learn new things and become more self-reliant. Getting along with other children, taking turns, and working in a group are a natural part of playing games or learning a new hobby. Educational programs to prevent violence and tobacco, alcohol, and substance use are key program components.

- Kids Club offers children a wide choice of activities both for groups and for individuals. Center choices include arts, reading/homework, crafts, dramatic play, games, and building activities.
- Children spend time outdoors every day throughout the year.
- Nutritious snacks are served every afternoon.
- Monthly themes and daily instructed activities support the learning and enrichment of each child.
- Field trips are offered consistently during summer programming
- Visitors and volunteers are used to enrich the program in a variety of areas.

**Snacks and Nutrition**

We offer nutritious snacks each day at Kids Club. Snack menus are distributed to parents with the monthly newsletter. **Kids Club provides snacks that are peanut and tree nut free.**

YSS Kids Club requests that parents **send a sack lunch on no school days and during the summer.** Refrigerator space is not a guarantee, so a thermos or cold pack will help maintain the food at the right temperature so that it does not spoil by lunchtime.

Milk will be provided for each child so drinks are not required. Please do not send pop for lunch. Children who bring pop will be asked to return it to their lunch bag and it will be sent home at the end of the day.

For those children whose parents fail to provide a sack lunch, an alternative lunch will be provided. Parents will be charged \$1.50. When considering what to send for lunch, we suggest the following nutritious items:

Soups	Crackers and breadsticks	Fresh or canned fruit
Salad	Sandwiches (tuna, sliced meat, egg)	Raw vegetable slices
Cheese	Chicken pieces or other cold meat	Yogurt

If your child has a food related allergy, please let the site supervisor know. Parents will be required to complete the Allergy and Food Exemption form so staff know which foods your child should not be consuming and the signs and symptoms of an allergic reaction.

Kids Club does not provide breakfast at our before school program, but staff will take students to the school's breakfast program at the parent's request. Parents are responsible for paying for the breakfast provided by the school. Parents may also bring a breakfast item for their child.

## Heat and Cold Policies

Each Kids Club location has the Child Care Weather Watch chart posted for staff to utilize. This chart was developed by the Iowa Department of Public Health, Healthy Child Care Iowa to determine the heat and wind chill index. Staff will follow the guidelines of this chart to ensure the safety of the children in the program. A copy of the heat and wind chill index chart can be printed from the following website, <http://idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>.

## Behavior Management Techniques

It is our intent that each child enjoys his/her experience at Kids Club. To make this possible, we have implemented basic rules of conduct to ensure the safety of all participants. Only positive behavior management techniques will be used in our programs. Positive behavior reinforcement may vary from site to site. Absolutely no physical punishment will be used under any circumstances.

If a child is hurt, an Accident/Incident report will be filled out. You will be asked to read and sign the report, then will be given a copy to take home.

If your child is involved in a behavior-related incident, the same report procedure will be followed.

### **Kids Club Conduct Policy**

At any given time, if your child is acting inappropriately, you could be called and asked to come and get your child. We must allow every child to have a positive experience at our program. Please read the conduct policy and make sure your child is aware of our expectations.

We want your child to enjoy the activities and opportunities offered through Kids Club. Just as in school, he/she is responsible for his/her actions. Because we are here to help your child succeed, we will provide all the basic information about rules of safety and good conduct as soon as your child enters the program. Again, positive guidance techniques will be used.

The following conduct policies apply directly to each child and will be used in determining eligibility to continue as a participant in the program. In accordance with the severity of the infraction and the number of times an infraction occurs, a child may:

1. Lose the privilege of participating in a specific activity,
2. Be suspended from the program, or
3. Be terminated from the program for:
  - Intentionally and repeatedly going to unauthorized areas of the facility, or leaving the school premises without permission.
  - Repeatedly using foul language or being repeatedly rude or discourteous to staff and peers.

- Defacing school property or the property of facilities visited during field trips.
- Repeatedly engaging in fighting as his/her only means to solve an issue.
- Bringing or using any illegal substances, including cigarettes and chewing tobacco, as well as alcohol or non-prescribed drugs.
- Repeatedly refusing to follow basic rules of safety while being transported to and from field trip excursions.
- Stealing or defacing other children's property.
- Refusing to remain with his/her specific group in specific areas; or on outings—intentionally and repeatedly leaving his/her group and activity.
- Repeatedly not following specific rules for sign-in and sign-out procedures.

If a child does not follow these policies, every effort will be made to contact the parent and to meet in conference. Depending on the severity and location of the infraction, the parent will possibly be expected to:

1. Pick up the child immediately from the school or field trip site.
2. Meet with the Supervisor and Coordinator for a conference concerning the infraction, during which time suspension or termination from the program may be a consideration.

#### **According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]**

1. Corporal punishment including spanking, shaking, and slapping will not be used.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child will not be used.
3. Punishment or threat of punishment will not be administered because of a child's illness or lack of progress in toilet training, or in connection with food or rest.
4. No child will be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.
5. Each Kids Club site will have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well-defined limits. The written policy will be provided to all staff members and parents.

#### **Conduct While Aboard Vehicles Traveling to Field Trips**

Kids Cub offers educational and recreational field trips for your child to learn and enjoy. To get to these places we will use school or county transportation. Children must follow basic rules of conduct while in the vehicle: fighting, swearing, or abusive behavior is prohibited; children must remain seated at all times, wear their safety belt, and have all body parts inside the vehicle; eating or drinking in the vehicle is prohibited as well as throwing objects out of the window. Staff will be monitoring behavior on the vehicles and enforcing rules.

#### **Biting Policy**

In cases where a mark is left on another child as a result of biting, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. At pick up time, the parents of the children involved will be asked to sign a copy of the incident report that will be placed in the child's file for documentation. In situations where biting occurs, the following first aid procedure will be followed:

- For a surface bite, ice will be applied to reduce any swelling or bruising.
- For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

## **Weapons Policy**

Per YSS Policy # 52.22, participants in Kids Club or Teen Club shall not possess weapons of any kind, including gun look-alikes, while under the supervision of Kids Club or Teen Club staff.

Those found to possess weapons or gun look-alikes will have the item confiscated immediately and placed in a locked closet or drawer. Disciplinary action will be based on the type of weapon, as well as the past history of the child. Possession of firearms and dangerous weapons may also result in police involvement.

In all cases the parents will be notified through a phone call and a written incident report. In addition, Kids Club and Teen Club supervisors will contact school officials and their YSS supervisors by phone and written incident report. Supervisors will confer with school officials to determine any necessary disciplinary action.

## **Parent and Guardian Involvement**

We believe in a strong partnership between parents and staff. Kids Club recognizes that each family system is different and YSS strives to work with each family on a continual basis. Kids Club has the following avenues of parental involvement to encourage parental input in decision making, planning and to facilitate communication among parents and staff.

- Parents may request a conference with the Site Supervisor at any time to discuss their own child or the program in general. In order to maintain proper supervision of the children during program hours, we encourage parents to schedule a conference, if they would like to have a conversation at length, about their child.
- We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff or call the Coordinator at any time. We send out evaluation surveys from time to time to get feedback on how we're doing.
- Evening functions are held two to three times each year (Open House, Parent's Night, etc.) so families have a chance to meet informally with one another and the staff.
- Calendars and newsletters are distributed monthly to parents and the school district, notifying them of upcoming Kids Club events.
- You are *always* welcome at Kids Club! You're welcome to join your child for breakfast, for lunch or snack. You're always welcome to go along on any field trip. You're welcome to just come and spend an hour with us!

Parents will be granted unlimited access to their children during Kids Club hours, unless parental contact is prohibited by court order. If parent contact is prohibited by court order, the parent must provide a copy of the applicable portions of the court order. That copy will be placed in the child's file.

# Access Policy

*Kids Club Programs are responsible for ensuring the safety of children at the site and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.*

1. Any person in the program who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
  - \***“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for child care.
  - \***It is imperative that programs not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the site supervisor unless he/she delegates it to an assistant due to a conflict of interest with the person.
  - \***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
  - \***“Monitoring”** means to be in charge of ensuring proper conduct of others.
3. Kids Club staff will approach anyone who is on the property of the program without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their site supervisor or afterschool program coordinator to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the program” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
  - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care program
  - b. Shall not be on the property of the child care program without the written permission of the afterschool program coordinator, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the program.
    - i. The program coordinator is not obligated to provide written permission and must consult with their DHS licensing consultant first.
    - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
      1. The precise location in the facility where the sex offender may be present.
      2. The reason for the sex offender’s presence at the facility.
      3. The duration of the sex offender’s presence.
      4. Description of how the Kids Club staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
      5. The written permission shall be signed and dated by the coordinator and sex offender and kept on file for review by the program licensing consultant.

This policy will be included in the parent handbook that is distributed to the parents at the start of school.

## Reporting Abuse and Neglect

Individuals working at Kids Club are mandatory reporters and are required by law to report cases to the Department of Human Services (DHS) if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. DHS will determine appropriate action and may conduct an investigation. It then becomes the role of DHS to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. YSS Kids Club will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

## Intoxicated or Impaired Parent or Authorized Individual Drop Off & Pick Up Policy

### **After School Pick Up**

Our concern is always the protection of the child. If Kids Club staff suspect a parent (or authorized individual) is impaired by drugs and/or alcohol and represents a potential danger in transporting or caring for their child, we will make every effort to prevent the parent from taking the child. Staff will offer a telephone for the parent to contact someone else to provide transportation for the child. If the person refuses help or acts in a threatening manner Kids Club staff will notify the POLICE immediately. Staff will not attempt to physically restrict the parent (or authorized individual) from removing the child.

The parent's right to immediate access does not permit Kids Club staff from denying a parent or legal guardian access to their child even if the parent or guardian is or appears to be impaired by drugs and/or alcohol. However, Kids Club staff will delay the impaired parent as long as possible, while contacting the other parent, other authorized individuals, the local police and file a child abuse report with the Department of Human Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Kids Club to be impaired by drugs and/or alcohol will be denied access to the child. Parents and local police will be notified.

### **Before School Drop Off**

If Kids Club staff suspect a parent (or authorized individual) is impaired by drugs and/or alcohol while dropping off a child before school, Kids Club staff will notify the police and act in their role as mandatory reporters and file a child abuse report with Department of Human Services.

At this time you should be fully oriented to the Kids Club program. Please review the list of orientation items. If you were not familiarized with a location or policy, please contact the site supervisor or program coordinator for clarification.

- Fill out and sign a fee scale, including a copy of your tax form, if applicable
- Introduce ProCare, our program software. This includes sign-in and sign-out procedures, accounting and billing, and messages that may be found on ProCare.
- Folder location and what you can expect to find in your folder weekly
- Site's behavior management tool
- Review a daily schedule
- Location of your child(ren)'s belongings
- Location of signs indicating where the group will be if not in the building or primary room
- Receive Parent Manual

For summer programming, in addition to the above list you will be oriented to the following:

- Supply lists
- Daily and weekly schedules
- Review packet of additional forms, beyond the registration packet

Thank you for your participation in the Kids Club program. We look forward to working with you and your family!