



AFTER SCHOOL PROGRAM

SCHOOL YEAR 2022-23

HEATHER BANGERTER – PROGRAM DIRECTOR

AMY R. BOYD – EXECUTIVE DIRECTOR

Registration for Procter After School is at

<https://proctercenter.campbrainregistration.com>

Policies and Guidelines for Parents & Guardians

The Procter After School program provide youth with a safe and supportive environment where children have the opportunity to make new friends, try new activities and learn skills all while having fun.

At Procter Center all children and families are welcome regardless of race, religion, socioeconomic status, disability, sexual orientation, or other aspect of diversity.

Hours of Operation

- Buses will transport children to Procter at the end of the school day and anticipated arrival is 3:15pm
- All children must be picked up by 6pm.
- After School will be in operation on Teacher In-service Days, but not on national holidays, weather days or early release days.

Tuition Guidelines and Registration fees

Registration Fee: \$25, non-refundable

- Weekly Fee: \$50
- Pro-rated if there is not a full week of school

Automatic Withdrawal

Weekly tuition will be withdrawn from the card you have on file every Monday for the following week. This will allow us to fill spots from the waiting list.

All tuition payments must be done online and are *automatically withdrawn each Monday prior to the week you are attending.*

Absences

- The weekly fee is charged per week regardless of how many days the child attended within a week.

Registration and Waitlisting

- When registering, please select which week(s) your child/ren will be attending. Weekly rate is \$50 unless otherwise stated. You must pay the one-time, non-refundable registration fee of \$25 plus the first week rate. On Monday of the week your child/ren start, \$50 will be automatically charged to your credit card on file for the following week.
- If all weekly sessions are filled, your child/ren will be waitlisted. Continue to fill out the registration on Camp Brain and pay the one-time, non-refundable registration fee of \$25 plus the \$50 weekly rate fee. Procter will contact those on the waitlist, in the order of

registration, if a spot becomes available. If we are unable to accommodate your child/ren, we will refund the \$50 weekly rate.

Tuition Fees that are declined

- We will run the credit card on file each Monday until payment is deducted. An email will be sent to the account holder each time a charge is declined. If tuition fees are not paid by Monday of the current week, your child may not be able to return until the balance is paid in full.

Recordkeeping

- For your own purposes we encourage participants to maintain their own payment records for accounting purposes. All past payment information can be accessed through your Camp Brain account.

Attendance Policy

- For the safety of your child and to avoid unnecessary staff worry, parents must call the Procter Office at 740-206-2036 **by 1:00 pm** or email afterschool@proctercenter.org each day to report their child's absence from the After School program. Fees will not be prorated for days a child is absent.

School Cancellation/Delayed Start/Inclement Weather

- There will be no After School Programs on holidays, snow days, or days when school is dismissed due to inclement weather.
- If school is cancelled, Procter will adhere to the Madison Plains Local District's decision regarding cancellation. **Should school be closed early due to severe weather, Procter's After School program will not be open.** Parents will not be charged under these circumstances and a credit will be applied to your account. It is the parent/guardian's responsibility to pick up the child from school.

When weather is severe, the following will help keep you informed and up-to-date on Madison Plains school closing or delays due to inclement weather:

- A call will be sent to parents from the superintendent with the status of school delay or closing
- A message will be posted on Procter Center's Facebook page

Severe Thunderstorm Watch or Warning

- If Procter After-School is in session when the watch or warning is issued the program stays open. The staff takes safety precautions as outlined here:

Tornado Watch

- Participants remain in care and the staff takes safety precautions. Youth will be released to parents or other designated adults upon request.

Tornado Warning

- All participants and staff members will remain in the building and take shelter in designated areas. Youth may be detained beyond the usual dismissal time if necessary. Youth will be released to parents or other designated adults upon request.

Other Natural or Man-Made Disasters

- Youth remain in care and the staff takes safety precautions as dictated by the circumstances of the emergency. In general, staff and youth will shelter in place unless it becomes unsafe to stay in the building. If circumstances require, a lock-down procedure will be initiated. If it is safe to do so, participants will be released to parents or other designated adults upon request.

Lockdown Procedures:

At Procter we strive to provide a safe environment for kids, therefore we have Lockdown procedures in place in case of an active shooter or other human threat. Our Policy is based on the guidelines provided by the Diocese of Southern Ohio and American Camp Association.

Level 1 (possible threat outside) – All exterior doors are locked; parents must present their Photo ID through the door; Procter staff and participants stay in one room.

Level 2 (possible threat inside) – Student movement restricted; exterior and interior doors locked; Procter staff and participants stay in one room.

Level 3 (Active threat inside) – The students will go to an interior room with limited access to the outside, the door will be locked, the lights will be off and Procter staff and participants will hide.

Late Pick-up Policy

Procter After School Care ends at 6:00 pm. **A \$1.00 per minute late fee will be charged to the card on file for any late pickups.** The Madison County Sheriff's department will be contacted for any children not picked up within 45 minutes of the pick-up time.

Authorized Pick-up

- All authorized persons (including parents) must show valid identification at pick-up each day throughout the duration of the school year. Please provide written notification if

you wish to change or add authorized persons either in person the day before or via email.

- If there are custody issues involving your child, please provide court documentation indicating who may or may not pick up your child.
- No child will be allowed to leave the facility without being escorted by the parent/guardian, person authorized by the parent/guardian, or facility personnel.
- Students enrolled in Procter After School program will not be released to anyone under the age of 16.

Transportation

The Bus will leave the school at 3pm, unless prior arrangements have been made with the After School program director, any children not on the bus will have to contact their parents through the school and it will be their parents/guardian's responsibility to pick them up.

Outside Play

Procter knows that getting outside is critical to positive youth development, which is why we do our best to get our participants outside everyday to play which strengthens large muscle development. We ask that all participants be dressed accordingly.

Health and Wellness

- Children who are sick should be kept at home. The state's current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission shall be followed. A child shall not be accepted or allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher temperature and other contagious symptoms such as, but not limited to: a rash, diarrhea, vomiting, a sore throat or discharge from the eyes.
- Procter will contact the parent/guardian regarding any incidents, including illnesses, injuries, adverse reactions to medications, etc.
- Before any medication is dispensed to a child, written authorization from the parent or guardian must be obtained. This must include; date, name of child, name of medication, dosages, date and time of day medication is to be given. Medicine must be in the original container labeled with the child's name. Prescription medication must be received in its original container.

Communications

- It is the parent/guardian's responsibility to keep records current to reflect any significant changes as they occur including telephone numbers, work location, emergency contacts, child's physician, child's health status, new allergies, etc.

- Procter we will use 3 points of contact to relay information about the program. In person; a staff member will inform you and hand you a note, Email; to the email address provided, and a note on the door.
- We make sure that any communications we send are important and relevant so parents can stay up to date with what's going on at Procter After School.

Guidance & Discipline Practice Policy

Our goal for children is to help each child develop the internal control needed to manage him/her. Therefore, we use the following positive guidance techniques:

- Modeling appropriate behaviors.
- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment.
- Acknowledging appropriate behavior.
- Encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirection.

When a discipline problem occurs and persists, the following actions may be taken

- The Program Director will complete an Incident Report Form and discuss with the parent and child.
- Parents will be called for a conference.
- Parents may be called to pick up their child for the day.
- A behavior agreement may be completed outlining the unacceptable behavior and consequences.
- The child may be suspended or released from the program at the discretion of the Program Director.

Behavior:

- Our program cannot accommodate participants who display chronic or severely disruptive behavior. Such behavior will be grounds for dismissal from the program. Chronically disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to:
- Behavior that requires constant attention from the staff.
- Behavior that is destructive in nature. Behavior that continually ignores or disobeys.
- Students will be dismissed without warning from the After School program for behavior that inflicts physical or emotional harm on children or staff (i.e. verbally or physically threatening behavior, fighting, etc.).

Accommodations

- Procter is an inclusive organization that welcomes children with various cognitive and social abilities. We maintain ratios of 1:15 at most; we ask that participants be able to fully function in a group of up to 15 children with structure and clear limits. If any

accommodations need to be made, please inform the After School Program Director prior to registration to ensure such accommodations can be made.

Code of Conduct

Please review the Code of Conduct with your child. These norms are non-negotiable. If your child cannot follow these norms they will be dismissed from the program, and you will be asked to pick them up immediately. There will be no refund for children that are dismissed due to a behavior issue.

Procter After School is governed by respect for the **people and the program**

I agree to respect the **people** in the After School Program by:

- Respecting the dignity of every person in the program, that we might be leaders in showing love and grace towards each other.
- Refraining from fighting, aggression, dangerous physical or violent behavior that may endanger me, and/or others
- Refraining from lewd, crude, or socially unacceptable behavior (verbal/physical)

I agree to respect the After School **program** by:

- Participating in the After School program and schedule, to the best of my ability
- Engaging with other participants and taking an active part in the program.
- Being welcoming to everyone from all backgrounds
- Understanding it is the staff's job to keep me safe and following their direction.
- Adhering to boundaries communicated by the staff, not entering "off limits areas"

Should it become necessary to send my child home for breaking of any of these community standards, I/we agree to come pick them up immediately upon notification from the Program Director. We understand and accept the **non-negotiable** code of conduct and no refund will be given.

Clothing & Personal Belongings

- Children participate in play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child's first and last name.
- Procter is not responsible for the loss or damage of personal belongings. Parents are discouraged from allowing their children to bring personal toys, electronics, or devices to the After School program. Our programs provide developmentally appropriate activities and equipment for all age groups as well as the opportunity for individual free play to keep children safe and happy.
- Cell phones, tablets and other devices should be turned off and stored in the bottom of the child's backpack. If children need to contact their parents by phone, the Program Director will initiate the contact using the program phone.
- We reserve the right to confiscate any item(s) that serve as a distraction during program time and return said item(s) to the parent at the end of the day.

Homework

- Opportunity is given for participants to work on homework during After School. Though we make every effort to ensure completeness and accuracy of homework we ask that parents/guardians follow-up with their child to make certain homework has been completed and is accurate.
- At Procter After School, it is important that there is a collaborative relationship between parents/guardians, students and after-school staff so, we will work with each family to make homework time as productive as possible.

Snacks

- A nutritious snack will be provided each day as part of the after-school program. If your child has an allergy, we need to make accommodations for, then we will need documentation from a doctor stating as such, so we can provide an appropriate snack. Students are asked to bring a water bottle each day.

The Role of Parents in the Procter After School Program

- At Procter, we recognize that parents/ guardians are their children's first and most committed teachers and advocates, and that children benefit the most when the adults in their lives—parents, teachers and childcare providers—work together.

Here are some ways you can help your child succeed in Procter After School:

- When you come in to pick up your children at Procter After-school, talk with the staff, even if it's only for a few moments. Check for flyers, calendars, and notices.
- Talk with your child every day about what they did in Procter After School. Ask open ended questions to get them talking about their day.
- Work with the staff to address any behavior or health issues or concerns that you may have about your child.
- Communicate regularly with the staff to share ideas, questions or concerns.

We are excited to offer this program to our community and look forward to being in partnership with you to provide the best care possible for your child. A detailed email will be sent one week prior to the start of the program with detailed information such as pickup location, etc.

Heather Bangerter
Program Director

Amy R. Boyd
Procter Executive Director