

**BEFORE-AND-AFTER-SCHOOL CHILD CARE PROGRAM**

**ADEL DESOTO MINBURN CSD  
1608 GROVE STREET  
ADEL, IOWA 50003  
515-993-4285 (School hours)  
515-993-4286 (After 4:30pm)**

**PARENT HANDBOOK**

**IMPORTANT! PLEASE READ CAREFULLY**  
**2013-14**

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# **BEFORE-AND-AFTER-SCHOOL CHILD CARE**

## **HANDBOOK OF POLICIES AND PROCEDURES**

### **INTRODUCTION**

Welcome to Before-and-After-School Child Care. The Adel DeSoto Minburn Community School District Child Care Program provides quality child care services to children, the family, and the community in an environment that is safe, challenging, and nurturing.

The Child Care Program is located at the elementary school, 1608 Grove Street, Adel.

The Before-and-After-School Child Care Program is available for elementary school age children (Grades PK-5) at the Adel Elementary School for students who currently reside within the school boundaries and/or who are currently enrolled as students in the school.

### **GOALS**

To provide a quality, affordable program that parents can rely upon throughout the school year within the Adel DeSoto Minburn Community School District Elementary Schools.

To provide a warm and caring environment for children with a variety of activities, which includes recreation and games, arts and crafts, reading, music, time to finish school assignments, and just "free time" for the children to pursue their favorite interests.

**Enrollment in Before-and-After-School Child Care constitutes an understanding that you will abide by the policies listed below.**

### **PARENTS' RIGHTS**

Parents have the right:

1. To know their child is in a safe environment.
2. To share concerns with the staff at any time about anything they do not feel is in the best interest of their child.
3. To know if their child is misbehaving and to spend time talking with the staff concerning a solution.
4. To know if their child does not report to the program as intended.

### **PARENTS' RESPONSIBILITIES**

Parents' responsibilities are:

1. To notify the Child Care Program if their child will not attend.
2. To notify the Child Care Program in writing when another authorized person is picking up their child.
3. To inform the staff if their child has been exposed to a contagious disease.
4. To pay fees on time.
5. To keep their child's record up to date with changes in phone numbers, addresses, and emergency information.



6. To pick up their child on time.
7. To sign their children in and out of Child Care with the child care associate.

### **CHILDREN'S RIGHTS**

Children have the right:

1. To have a safe environment.
2. To use all the equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful of them.
5. To have staff members who care about them, enjoy being with them, and help them grow.

### **CHILDREN'S RESPONSIBILITIES**

Children need to be responsible:

1. For learning to take the consequences for their own actions.
2. For respecting the rules that guide them during the school day, for controlling their feelings so that their actions do not harm anyone in the program.
3. For remaining with the group and supervisor at all times.
4. For returning materials and equipment to the place they found them for other children to find and use before taking out a new activity.
5. For reporting immediately to Child Care in the morning upon arrival and immediately after being dismissed from school.

### **FEES AND PAYMENT POLICY**

**FEES** \$20.00 non-refundable registration fee

\$65.00 per week for Before-and-After-School Child Care.

\$25.00 per week for Before-School Child Care.

\$50.00 per week for After-School Child Care.

1. The preregistration fee of \$20 is a nonrefundable fee.
2. Payment is due each Monday or the first school day for the current week.
  - a. Payment in advance is required and failure to make payments by a designated date may result in withdrawal of the services.
  - b. Advanced payments may be made on a monthly basis or other specified periods of time.
  - c. Termination of Child Care services will result if fees are not paid in a reasonable and timely manner. Any account that is one week behind in payment will result in an immediate suspension of Child Care services until the fees are paid in full.

Before-and-After-School Child Care was not designed to be a drop-in child care service. We understand that hospitalization, layoffs, and other emergency situations do occur. If you must withdraw your child for a certain period of time, you need to notify the child care associate, in writing, immediately or your billing fees will continue and you will be expected to pay them. Children dropped from Child Care Programs are re-enrolled on a space available, first-come-first-served basis.



### **NON-SUFFICIENT FUNDS POLICY**

Non-sufficient funds checks are sent to the Before-and-After-School Child Care office and held there until a cash or money order payment is received to cover the amount of the check(s). A charge of \$10.00 will be made for each returned check. If payment is not made promptly, Child Care services will be discontinued.

### **IRS STATEMENTS**

The Before-and-After-School Child Care Program does not provide an itemized statement for tax purposes. We suggest that you retain your weekly receipts that the child care associate writes out for you or your canceled checks as an accurate account of your Child Care expenses.

### **ENROLLMENT INFORMATION**

During April of each year, those who wish to re-enroll in Child Care may do so. In May, the enrollment will be opened to the general population of the school. Children entering kindergarten in the fall will receive information at Kindergarten Roundup.

### **ENROLLMENT FORMS**

It is important that you fill out the enrollment forms completely. We use this information to contact you or your physician in case of an illness or accident.

We need this information to remain current. Any change in address, phone numbers, etc. must be given to the child care associate immediately.

You may also want to add additional information to the form, such as the names, addresses, and phone numbers of two or three other individuals that are authorized to pick up your child. If there is someone you definitely do not want to pick up your child, we need to know about that and have that information in writing for our file.

### **DISCONTINUATION OF THE SERVICE**

Parents wishing to discontinue this service must provide a statement in writing at least two weeks prior to the discontinuation of this service.

**HOURS OF OPERATION** - 6:30-8:00 A.M. and 3:30-6:00 P.M.

### **FULL DAY CHILD CARE SERVICES**

No full day Child Care services are provided for Thanksgiving break, winter break, spring break, summer vacation, all day professional development days or any day the school is closed due to weather.

### **CLOSING TIME**

Center closes at 6:00 P.M. and parents pay fees for Child Care services until that time. Parents whose children remain past 6:00 P.M. must pay an overtime fee as follows:

5-15 minutes overtime - \$5.00 per child

Each additional 5 minutes - \$5.00 per child

Late fees are paid directly to the child care associate who must stay late.



It would be wise to have a back-up person who could pick up your child by 6:00 P.M. if you will be late. Child Care services may be withdrawn if three overtime charges occur.

### **ABSENCES**

It is important to notify the Child Care Program of any absence.

1. All parents are responsible for paying for time **RESERVED**, not time used. Fees are not prorated for absences. Refunds will not be made for absences or vacation.
2. In the event of illness, vacation, or other absences such as Scouts, music lessons, school enrichment classes, and other out-of-school activities on a regularly scheduled attendance day, the school and Child Care must be notified.

A parent is to notify school by 7:15 A.M. if your child will not attend the morning session or by 3:00 P.M. if your child will not attend the afternoon session.

### **RELEASE OF CHILDREN**

Children will be allowed to leave only with the person(s) designated in writing by the parent. Children will be released as parents have directed on the enrollment form. Changes must be made in advance in writing.

### **SCHEDULED AND UNSCHEDULED DISMISSAL POLICIES**

1. **Early dismissal days (scheduled)** - Child Care Services are provided for scheduled early dismissal days.
2. **Early dismissal (unscheduled) due to weather** - Child Care services are provided when school is dismissed early due to snow or ice until parents can arrive, but please pick up your child as soon as possible to allow staff to depart as soon as possible.

### **SCHOOL DELAYS AND CLOSINGS**

The Child Care Before-and-After-School Program is available for students in grades PK-5 at the Adel Elementary School at the regular times.

Weather conditions can make it difficult for the Child Care employees and custodians to get to school on schedule. For your child's safety, please be sure the school doors are unlocked and the child care associate is on duty. **You must sign your child in with the child care associate; do not drop your child off at the door because you are in a hurry.**

1. **School delayed due to weather** - Child Care services are delayed by the same number of hours school is delayed. As an example, if school is delayed 2 hours, childcare will open at 8:30 am not 6:30 am. (**Always** see that your child is safely inside the school building.)
2. **School closed due to weather** - If school is closed because of severe weather, major radio and t.v. stations will carry the announcement by 6:00 A.M. No Child Care services will be available.



### **DISTRIBUTION OF MEDICATIONS**

Medicine **CAN NOT** be dispensed during Child Care. Any medication must be given through the nurse's office. Parents must turn in a written permission slip along with the medicine bottle that states the doctor's order concerning dosages and times.

### **EMERGENCY PROCEDURES**

Each pupil enrolled in Child Care must provide emergency information. Child care associates will keep complete emergency information files at all times.

In the event of an emergency or accident, the parent will be notified as soon as possible. It is the parents' responsibility to keep all emergency information current.

### **INSURANCE**

Most families are covered by the parents' policy at work and/or their own private policies. Applications for the Hawk-I (Healthy and Well Kids in Iowa) insurance, free or low-cost health care coverage for kids, are available at the Central Office and the nurse's office in each building.

### **SNACKS**

1. A.M. - We do not serve an A.M. snack. A breakfast program is available at the school. Breakfast is served beginning at 8:00 A.M.
2. P.M. - Nutritious snacks from Food Service will be provided after school at no additional charge.

### **DISCIPLINE AND TERMINATION OF CHILD CARE SERVICES**

Children are entitled to a pleasant and harmonious atmosphere. Unacceptable behavior will be cause for dismissal from the service. Refunds will not be made.

1. Chronically disruptive behavior is defined as uncontrolled verbal or physical harassment of one or more children involved in Child Care. It also includes being disrespectful to the child care associates by ignoring or disobeying the rules of the Child Care Program.
2. If a child is chronically disruptive to the functioning of the program, the child's enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made. However, upon the recommendation of the staff, consultation with the principal, parent(s), and Child Care program director, services will be terminated. The following procedures will be the guidelines for terminating a child from the Before-and-After-School Child Care Program:
  - a. The child will be given a five (5) minute time out period to determine what the child did wrong and to think about what actions or behavior need to be changed.
  - b. If a second time out of ten (10) minutes is necessary in a single day, a behavior report will be written by the child care associate. This report is to be given to the parent or guardian to read and sign. The report is to remain with the child care associate.
  - c. If a child receives three (3) written behavioral reports in a month's time, the child will be suspended from the Child Care Program for one week. During this time the parents, child care associate, and child care program director will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentrance into the program. Fees will still be paid for this week to retain the child's space in Child Care.



- d. If the child does continue in the program and does receive a fourth behavioral report, termination will become effective immediately.
- e. When the severity of a problem is great enough that it could endanger the safety or your child's welfare, or the other children in the program, termination will become effective immediately after consulting with the child care program director, who will notify the parents.

A child's participation may be terminated if a child is regularly picked up after the 6:00 P.M. closing of the program. (See Closing Time, page 4.)

### **PARENT INVOLVEMENT**

A Community Advisory Committee may be established with parent representatives. This committee could assist in reviewing guidelines and assist in the assessment of the outcomes. If you are interested in serving on this committee, please let your child care associate know of your interest.

Please feel free to send in comments and/or suggestions to our office. We encourage your participation in periodic evaluations.

### **COMMUNICATION**

It is important to establish a line of communication with the child care associates.

Conference times can always be arranged for you. The child care program director is willing to be there if either party requests it.

### **NONDISCRIMINATION STATEMENT**

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

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Telephone: 515-993-4283

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**WE LOOK FORWARD TO A GREAT YEAR!**



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### **IRS STATEMENTS**

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### **DISCONTINUATION OF THE SERVICE**

Parents wishing to discontinue this service must provide a statement in writing at least two weeks prior to the discontinuation of this service.

### **HOURS OF OPERATION** - 6:30-8:00 A.M. and 3:30-6:00 P.M.

### **FULL DAY CHILD CARE SERVICES**

No full day Child Care services are provided for Thanksgiving break, winter break, spring break, summer vacation, all day professional development days or any day the school is closed due to weather.

### **CLOSING TIME**

Center closes at 6:00 P.M. and parents pay fees for Child Care services until that time. Parents whose children remain past 6:00 P.M. must pay an overtime fee as follows:

5-15 minutes overtime - \$5.00 per child

Each additional 5 minutes - \$5.00 per child

Late fees are paid directly to the child care associate who must stay late.



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### **ABSENCES**

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A parent is to notify school by 7:15 A.M. if your child will not attend the morning session or by 3:00 P.M. if your child will not attend the afternoon session.

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In the event of an emergency or accident, the parent will be notified as soon as possible. It is the parents' responsibility to keep all emergency information current.

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1. Chronically disruptive behavior is defined as uncontrolled verbal or physical harassment of one or more children involved in Child Care. It also includes being disrespectful to the child care associates by ignoring or disobeying the rules of the Child Care Program.
2. If a child is chronically disruptive to the functioning of the program, the child's enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made. However, upon the recommendation of the staff, consultation with the principal, parent(s), and Child Care program director, services will be terminated. The following procedures will be the guidelines for terminating a child from the Before-and-After-School Child Care Program:
  - a. The child will be given a five (5) minute time out period to determine what the child did wrong and to think about what actions or behavior need to be changed.
  - b. If a second time out of ten (10) minutes is necessary in a single day, a behavior report will be written by the child care associate. This report is to be given to the parent or guardian to read and sign. The report is to remain with the child care associate.
  - c. If a child receives three (3) written behavioral reports in a month's time, the child will be suspended from the Child Care Program for one week. During this time the parents, child care associate, and child care program



director will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentrance into the program. Fees will still be paid for this week to retain the child's space in Child Care.

- d. If the child does continue in the program and does receive a fourth behavioral report, termination will become effective immediately.
- e. When the severity of a problem is great enough that it could endanger the safety or your child's welfare, or the other children in the program, termination will become effective immediately after consulting with the child care program director, who will notify the parents.

A child's participation may be terminated if a child is regularly picked up after the 6:00 P.M. closing of the program. (See Closing Time, page 4.)

### **PARENT INVOLVEMENT**

A Community Advisory Committee may be established with parent representatives. This committee could assist in reviewing guidelines and assist in the assessment of the outcomes. If you are interested in serving on this committee, please let your child care associate know of your interest.

Please feel free to send in comments and/or suggestions to our office. We encourage your participation in periodic evaluations.

### **COMMUNICATION**

It is important to establish a line of communication with the child care associates.

Conference times can always be arranged for you. The child care program director is willing to be there if either party requests it.

**WE LOOK FORWARD TO A GREAT YEAR!**



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PROCEDURES FOR PREREGISTRATION

Spaces will be strictly limited and we recommend early preregistration. Our receipt of the preregistration forms does not guarantee placement in the Child Care Before-and-After-School Program.

- A. Complete the enrollment form, emergency form and registration agreement.
- B. Make checks or money orders for the \$20.00 Registration Fee (per child) payable to Adel DeSoto Minburn Community School District. The Registration Fee is nonrefundable. Write your child's name and school on the bottom of your check. Payment must be included with the application.
- C. Mail or bring forms to the Adel DeSoto Minburn Community School District, 801 Nile Kinnick Dr. South, Adel, IA 50003. Applications will also be accepted at the elementary school office, 1608 Grove St., Adel. Enrollment is on a first-come-first-served basis.



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

REGISTRATION AGREEMENT  
CHILD CARE BEFORE-AND-AFTER-SCHOOL PROGRAM

1. I understand that I am enrolling my child for a total of 36 weeks.
2. I understand that I am responsible for weekly payments of contracted fees, paid in advance: \$25.00 for before-school, \$50.00 for after-school, and \$65.00 for both before-and-after. I will give a two week written notice of withdrawal from the program.
3. If my child is having problems adjusting to the program, a conference will be arranged between me and the staff.
4. In the event of illness, vacation or other absences such as Scouts, music lessons and other out-of-school activities, the Child Care Program staff will be notified, in writing, and I am responsible for my child and fee payment.
5. If a medical emergency arises, the Child Care staff will first attempt to contact me. If I cannot be reached, the Child Care staff will contact the child's doctor. If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Child Care staff to act on my behalf in granting permission for my child to receive emergency treatment.

\_\_\_\_\_

I agree to adhere to the Before-and-After-School Program registration policies, and I give my child permission to participate fully in this program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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PICTURE RELEASE

I give my consent to let my child be photographed for use by the Adel DeSoto Minburn Community School District in newspapers or other media.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

- 
1. Signed Registration Agreement
  2. Enrollment Form
  3. Emergency Form
  4. \$20.00 Registration Fee (per child) - Non-refundable

Before-and-After-School Child Care Program  
Adel DeSoto Minburn Community School District  
801 Nile Kinnick Dr. South  
Adel, IA 50003



ADEL DESOTO MINBURN CSD  
BEFORE-AND-AFTER-SCHOOL CHILD CARE PROGRAM  
1608 GROVE STREET  
ADEL, IA 50003  
515-993-4285 (School hours)  
515-993-4286 (After 4:30pm)

EMERGENCY INFORMATION

Please complete the following (to be filed with the child care associate) for emergency information purposes:

CHILD(REN'S) NAME

DATE OF BIRTH

GRADE/TEACHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_

The following person is to be contacted if father or mother cannot be contacted: List name, address, home & work phone numbers.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Family physician \_\_\_\_\_ Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Hospital to be used in case of emergency \_\_\_\_\_  
Does your child have any chronic illness or allergy? no \_\_\_\_ yes \_\_\_\_ If yes, please explain. \_\_\_\_\_

Does your child regularly take any medication that would usually be administered during Child Care Program hours? no \_\_\_\_ yes \_\_\_\_ If yes, please list:  
Medication \_\_\_\_\_ time given \_\_\_\_\_ dosage \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



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ENROLLMENT APPLICATION

Please enroll the children listed below in the Before-and-After-School Child Care Program:

<u>Name</u>	<u>Grade</u>	<u>Start Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WHAT TIME DOES YOUR CHILD(REN) NEED SUPERVISION? (Check one or both.)

\_\_\_\_\_ Morning    What time will child(ren) arrive? (Not before 6:30 a.m.) \_\_\_\_\_

\_\_\_\_\_ Afternoon    What time will child(ren) be picked up or allowed to leave? \_\_\_\_\_  
(Not later than 6:00 p.m.)

**If later than 6:00 p.m., additional charges noted in the handbook are due the child care associate.**  
**Abuses of closing time will result in termination of services.**

HOW WILL YOUR CHILD(REN) GET TO AND FROM SCHOOL?

\_\_\_\_\_ Walk        \_\_\_\_\_ Car        \_\_\_\_\_ Bicycle

Please list anyone authorized to pick up your child(ren) other than a parent/guardian.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If someone other than those listed is to provide transportation, please send a note to the care giver.)

Please indicate if your child(ren) will regularly not attend or have a different departure time on certain days due to special activities different from that indicated before:



ACTIVITIES

DEPARTURE TIME

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_

If there are changes in the information listed for my child(ren), I will notify the child care associate in writing immediately.

\_\_\_\_\_  
I have read the Before-and-After-School Child Care Parent Handbook. I understand and agree to adhere to the Child Care Program guidelines and give my child(ren) permission to participate fully in this program.

Signature of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_



## Start Date Waiver Request Resolution

Director Book introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director Banwart after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll having been called, the following Directors voted:

Aye: Kim Boby, Kelli Book, Tim Canney, Bart Banwart

(Rod Collins was absent)

Nay: \_\_\_\_\_

Whereupon the President declared said Resolution duly adopted as follows:

### RESOLUTION

WHEREAS, pursuant to Iowa Code Sec. 279.10(4), the State of Iowa has granted school districts and nonpublic schools the ability to request a first day of school earlier than the mandated start date; and

WHEREAS, the request is to be made upon a determination by the board that the later start date would have a significant negative educational impact, and

WHEREAS, the Board, in consultation with its community, has determined a later start date would have a significantly negative impact on the educational program due to the direct and indirect impact on student learning and student learning needs, more specifically, *(pick any that apply or add your own)*

- *Completion of the semester after winter break will require teachers to spend a week in January refreshing students' memories, effectively adding days of instruction.*
- *Allowing those students graduating at semester to attend post-secondary instruction starting in January.*
- *Avoiding the delay of the end of school, due to weather, going into mid-June when students are significantly less likely to be learning than they are in late August.*
- *Facilitating dual credit courses for high school students, ensuring they are equipped with post-secondary and career ready skills, with post-secondary institutions by having the calendars aligned.*
- *Allowing for effective and evidence-based professional development to be spread throughout the school year, rather than front- or end-loaded, in order to improve instruction.*



WHEREAS, the Board believes that student achievement first and foremost should drive all education policy decisions. Any alterations to the current school start date should have data showing how the later start date is more vital to the state of Iowa than the success of its students, its future. The decision on the school calendar should be made with that in mind as well as the recognition of the community's involvement and support of the calendar.

NOW, THEREFORE, be it resolved by the Board:  
Passed and approved this 8<sup>th</sup> day of April, 2013.

Board President

Tim Canney

Attest:

Board Secretary

Nancy Gee