



Ankeny Community School District

Before & After-School Program Handbook

2020-2021



ANKENY

COMMUNITY SCHOOL DISTRICT

Program Administrator

Mrs. Nancy Jeffs, Before and After-School Program Manager

Building Administration

Mr. Mark Moss – Ashland Ridge Elementary Principal
Dr. Tom Muhlenbruck – Crocker Elementary Principal
Mr. Andrew Burg – East Elementary Principal
Mr. Matthew Dunsbergen – Heritage Elementary Principal
Ms. Laura Ryan – Northeast Elementary Principal
Ms. Kate Cisney – Northwest Elementary Principal
Mr. Ben Muller – Prairie Trail Elementary Principal
Mr. Al Nepl - Rock Creek Elementary Principal
Ms. Tara Owen – Southeast Elementary Principal
Mr. Joel Martin – Westwood Elementary Principal

Central Office Administration

Dr. Bruce Kimpston, Superintendent of Schools
Dr. Darin Haack, Chief Operations Officer
TBD, Chief Academic Officer
Ms. Jennifer Jamison, Chief Financial Officer
TBD, Chief Human Resources Officer

Board of Education

Ms. Lori Lovstad, President
Mr. Aaron Johnson, Vice-President
Mr. Jim Ford, Director
Ms. Amy Tagliareni, Director
Ms. Deshara Bohanna, Director
Ms. Katie Claeys, Director
Mr. Ryan Weldon, Director

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Mission, Vision and Core Values

In 2010, members of the Ankeny community including parents, business leaders, educators, students, alumni and others joined to begin a process of strategic planning for Ankeny Community Schools. This process is ongoing and will result in a roadmap that will guide and drive the focus, decisions and actions of the district.

Mission: Our Core Purpose and Distinction

Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.

Core Values: Drivers of Our Words and Actions

Community: Learn and work together experiencing belonging, respect and collaboration

Challenge: Develop high expectations and rigor with accountability

Excellence: Pursue passionately world-class learning and continuous improvement

Inspiration: Nurture the diverse aspirations of all learners

Leadership: Model accountability to the district strategic road map, by acting intentionally, disciplined and compassionate in words and action

Vision: What We Intend to Create

Ankeny Community Schools will establish a culture known for:

Achievement and Responsiveness whereby:

- All students are engaged in and accountable for their learning
- All students are achieving their potential and prepared for success beyond K-12
- All students are accessing individualized and challenging programming

Innovation and Professionalism whereby:

- All staff are high quality and engaged with a clear focus on students and learning
- All students and staff are integrating technology innovations which accelerate learning and assure success for all

Leadership and Unity whereby:

- All embrace and are engaged and are utilizing the comprehensive strategic roadmap to guide every priority and decision

Purpose of This Handbook

This handbook has been developed for Before and After-School Program participants and their parents/guardians. Every effort has been made to summarize Before and After-School Program regulations so that students and parents/guardians will have a basic understanding of the expectations for participants. Each participant is accountable for the handbook's content. The policies in this document are subject to change due to continuous review and revision. This handbook is designed to document Program policies and rules to serve as a guide for students and their families and to clarify the processes and procedures.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. The word "Program" refers to the Before and After-School Program.

Jurisdiction and Expectations

This handbook is an extension of board policy and the Ankeny Community School District Elementary Student/Parent Handbook and is a reflection of the goals and objectives of the school board. The board, administration and employees **expect students** to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. **Program participants, staff, and visitors** are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and handbook may be disciplined for conduct which disrupts or interferes with the Program; conduct which disrupts the orderly and efficient operation of the school district Before and After-School Program; conduct which disrupts the rights of other participants; or conduct which interrupts the maintenance of a disciplined atmosphere. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school district reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and handbook provisions as circumstances warrant, including those contained in the handbook. Participants are expected to know the contents of the handbook and comply with it. Program participants or parents with questions or concerns may contact the Before and After-School Manager at the Central Program Office for information about the current enforcement of the policies, rules, regulations or handbook of the Before and After-School Program.

Program Information

The Ankeny Community School District Before and After-School Program is funded through participating parent-paid fees to provide high quality, academically-enriching, safe, and fun Before and After-School programming. Programs provide academic-enrichment that help students in grades K – 5 increase academic success, character development, and build life skills through educational, recreational, and enrichment activities. The program provides a supervised environment that promotes educational competence, physical and social development, and community and family engagement.

During the Before and After-School Program, students follow a daily schedule and participate in enrichment labs and recreational activities. Before School Program participants have the opportunity to purchase breakfast using their Nutrition Services account. A snack is provided as part of the After-School Program.

The Before and After-School Program operates under, and in compliance with, the Iowa Department of Human Services Licensing Standards and Procedures.

Ankeny Community School District reserves the right to update the Before and After-School Program Student/Parent Handbook as necessary. The information in this Handbook is based upon conditions at the time of printing and is subject to change in order to better operate our program. All participants will be notified in writing of any changes made and the date any change will go into effect. Please keep this Handbook in a safe place so that you may refer to it when needed.

Central Program Office

Location: District Office
306 SW School Street
Ankeny, IA 50023

Phone: (515) 289-3925

E-mail: basp@ankenyschools.org

Office Hours: see website
Office hours may be adjusted on camp days

Web Site: www.ankenyschools.org/basp

Before and After-School Program Manager: Nancy Jeffs

Program Sites

Before and After-School Program site staff are not available from 8:00 a.m. - 2:30 p.m. Only contact Program sites during program hours: 6:30 a.m. – 7:45 a.m. and 3:00 p.m. – 6:00 p.m. For assistance outside of these hours, contact central Before and After-School Program staff or e-mail the site at the address below. Site e-mails are reviewed by staff twice per day; prior to the Before-School Program and prior to the After-School Program.

Ashland Ridge, 965-9594, arbasp@staff.ankenyschools.org

Crocker, 965-9710, crbasp@staff.ankenyschools.org

Heritage, TBD

Northeast, 965-9620, nebasp@staff.ankenyschools.org

Northwest, 965-4705, nwbasp@staff.ankenyschools.org

Prairie Trail, 965-9605, ptbasp@staff.ankenyschools.org

Rock Creek, 965-9629, rcbasp@staff.ankenyschools.org

Southeast/East, 289-3925, sebasp@staff.ankenyschools.org

Westwood, 965-9690, wwbasp@staff.ankenyschools.org

Hours and Days of Operation

Before-School Program – School Days

- Monday, Tuesday, Thursday, Friday:
6:30 a.m. – 7:45 a.m.
- Wednesday: 6:30 a.m.– 8:45 a.m.

After-School Program – School Days

- Monday – Friday: immediately following school – 6:00 p.m.
- There is no additional charge for early release days for eligible program registration options (see Registration / Enrollment for additional information).

Program Holidays

The program is closed on the following days:

- Labor Day
- Thanksgiving Day and the following Friday
- December 24, 25, 26
- January 1
- Memorial Day; and
- Independence Day

The last day of the school-year program is the last day of school. The program may provide transitional programming at a limited number of sites prior to summer programming.

The last day of the Before and After-School Summer Adventures Camp is the Friday before school begins. The program may provide transitional programming at a limited number of sites prior to the first day of school for students registered to begin the Before and After-School Program on

the first day of school.

Inclement Weather or Emergencies

The safety and security of students and staff is the Program’s top priority. In the event of severe weather or weather-related emergencies, the following procedures are in effect*:

School Delay – the Program will also be delayed and open at 7:30 a.m. to allow employees to travel to work safely, along with the operations department to clear parking lots and walkways.

- Monday, Tuesday, Thursday, or Friday Delayed Start: the Program will operate at regular sites beginning at 7:30 a.m. for students currently registered under the AM Only or AM + PM contract. No other contracts are eligible to attend.
- Wednesday Delayed Start: the Program will operate at regular sites beginning at 7:30 a.m. for students currently registered under the following contracts: AM Only; AM + PM; Wednesday AM Only; or Wednesday AM Only + PM. PM Only contracts are not eligible to attend.

School Early Dismissal – if school is dismissed early due to:

Inclement weather: the Program will operate at regular sites immediately following dismissal until 4:30 p.m. for students currently registered under the following contracts: AM + PM; Wednesday AM Only + PM; and PM Only. No other contracts are eligible to attend. Parents are encouraged to pick up their student(s) as soon as possible so they, along with Program staff, may travel home safely. Late pick up fees will apply beginning at 4:36 p.m. An afternoon snack is provided.

School Cancelled – the Program will be open from 7:30 a.m. - 4:30 p.m. at Northeast Elementary School only for students currently registered under the following contracts: AM Only; AM + PM; Wednesday AM Only + PM; and PM Only. Wednesday AM Only contracts are not eligible to attend. Enrollment is limited and dependent upon the number of employees who can safely report to work. Students must bring a sack lunch. A morning and afternoon snack is provided. Late pick up fees will apply beginning at 4:36 p.m.

District Closed – when the district is closed, the Program is also closed.

Non-Weather Related Emergency: the Program will be closed or adjusted depending on the emergency.

* The Program reserves the right to override the inclement weather procedures if weather warrants an adjustment to ensure the safety of all students and staff.

Should inclement weather or any other emergency situation affect Before and After-School Program services, parents will be notified using the same methods as the regular school day. The district’s parent notification system will use the contact information on file in Infinite Campus to send e-mail and

phone notices.

Daily Schedule of Activities

The Before and After-School Program follows a daily schedule of activities to provide a safe, fun, academic-enriching environment. Students may or may not be grouped by grade level. Staff to student ratio is maintained at or below 1:15 and follows state guidelines.

| ** Sample ** | |
|---|--|
| Before-School Program Schedule | |
| 6:30 a.m.-7:35 a.m. Wednesday: 8:35 a.m. | Rise & Shine Rotations / Active Adventures / Fun Tech / Hands-On Activities / Breakfast Option |
| 7:35 a.m.-7:45 a.m. Wednesday: 8:45 a.m. | Clean up / Dismiss to regular day |

| ** Sample ** | |
|--------------------------------------|---|
| After-School Program Schedule | |
| 2:55-3:50 p.m. | Attendance/Snack/Recreation Homework Lab Option |
| 3:50-5:10 p.m. | Hands-On Enrichment Lab: Arts / Dance / Soccer / Cooking / Arts / Crafts / Jewelry Making / Basketball / Robotics / Etc. |
| 5:10-5:45 p.m. | Adventure Stations/Homework Lab |
| 5:45-6:00 p.m. | Clean Up / Dismissal |

Snacks / Food Allergies

Before-School Program students have the option to purchase breakfast using their Nutrition Services account. Students may also bring a breakfast item from home. Before and After-School Program tuition does not include breakfast.

A snack is provided in the after school program. The snack menu is developed in collaboration with the district’s Nutrition Services Department and follows Iowa Department of Human Services licensing standards nutrition guidelines. Students may bring a snack from home.

Students may not share any food with other students. When sending food from home, please be mindful that Ankeny Community School District is a peanut-controlled organization. The Before and After-School Program is not responsible for the nutritional value or meeting the student’s daily food needs of items brought from home. It is the responsibility of the parent to ensure all allergies are properly documented on their student’s Before and After-School Program Registration Form and brought to the attention of Program staff.

Meal/snack time is an important time for students to learn the importance of good nutrition and good manners. Students

are required to wash their hands before eating, as well as clean up their area.

Homework Lab

The Before and After-School Program offers time each day for students who choose to work on daily homework assignments.

The Program does not provide one-on-one assistance and therefore, cannot guarantee all completed homework is correct. Program staff are present to assist and answer student questions.

It is **the student's responsibility to know what homework they have and to work on their homework during the scheduled time.** If students tell staff that they do not have homework, they will be taken at their word. Students who do not choose Homework Lab will continue with alternate program activities.

If a student does not complete his/her homework during the designated time, he/she may return to Homework Lab following Enrichment Lab. In some instances, a student may have more homework than time allows him/her to complete during available Program hours.

Homework support is a partnership between the Before and After-School Program and parents. Parents are strongly encouraged to review homework on a daily basis.

Students are not allowed to use Chromebooks during Homework Lab unless a specific homework assignment, with accompanying note, is provided by the student's classroom teacher.

Staff Selection / Training

Frontline employees are the key to a high-quality Before and After-School Program. Preferred qualifications and characteristics of Program employees include:

- Certified teachers and/or degreed professionals with experience working with school-age youth
- Education majors or individuals with equivalent experience working with youth
- Knowledge of positive youth development
- Positive role models and leaders
- Desire to work with and have fun with youth
- Ability to adapt services to meet the needs of the Ankeny School District Before and After-School Program
- Ability to make all students feel included and welcome
- Ability to put the needs of the students first and care for their safety and well-being
- Ability to provide a high level of customer care
- Ability to follow all guidelines set forth in the Before and After-School Program Employee Standard Operating Guide
- CPR / First Aid certified

Before and After-School Program employees receive training in the expectations and procedures of the Program. Employees are also required to maintain current CPR and First Aid certification; Mandatory Reporter certification; and Universal Precautions and Infectious Disease Control certification. Employees also complete Essentials Childcare Preservice Training and annual professional youth development training as deemed appropriate for their role. For the protection and safety of our students, a complete state background check is completed prior to any employee beginning work in the Program. An FBI background check is also completed for employees who are 18 years of age and older.

The Before and After-School Program provides an opportunity for students to build positive relationships with caring adults. The Program Manager will make every effort to ensure that employees are willing to make a full commitment to the Program upon hiring.

Mandatory Reporting

All Before and After-School Program employees working directly with students are mandatory reporters of suspected child abuse and/or neglect. Employees are required by law to report any suspicion of physical, sexual, or emotional abuse and/or neglect within 24 hours when, in the course of working with a student, the employee has reason to believe that the student has suffered from sexual abuse, physical abuse, or neglect.

Registration/ Enrollment

Registration

The Before and After-School Program serves Ankeny Community School District students in grades K-5. For the safety of all students, Program participants are expected to interact in a safe, respectful, and responsible manner in a group setting while following directions and program expectations.

The Program offers multiple contract options, including before school only; Wednesday before school only; Wednesday before school only and after school; after school only; and before and after school. The Program does not offer any part-time contracts within, or outside of, the contract options offered.

Registration is completed online by the student's parent. Registration and payment of the non-refundable registration fee is completed annually and required for each school year. Registration materials that are mailed will not be accepted.

Registrations are accepted on a first-registered basis. Each site has a limited number of enrollment spaces available. A non-refundable, annual registration fee of \$50.00 per student enrolled in the Before and After-School Program is due at the time of registration. Early registration is encouraged to secure space in the Program.

The Program does not 'hold spots'. Registered students are expected to pay tuition and begin programming as scheduled when space is available. Failure to do so will result in the registration becoming null and void. All registration fees are non-refundable and non-transferrable.

When all spaces are filled, students may be registered to the Program "Wait List" by completing the online registration and paying the annual, non-refundable registration fee. When space becomes available, parents of Wait List students will be contacted in the order in which registration and fee payment were received. Once contacted with space for the student to begin, the parent will have two business days to respond with acceptance of the available space before it will be offered to the next student on the Wait List.

To begin the Before and After-School Program on the first day of school, the student must be registered by the deadline noted on the current year's program calendar, or before the program begins a Wait List, whichever comes first. Registrations completed after this date will begin per the current year's admittance schedule or as space allows. Email communication will be sent to the parent, confirming the student's start date.

A t-shirt fee is due at the time of registration for all new students. Program t-shirts are required for field trips and other off-site activities, as well as special programs for student safety. Purchased shirts will be distributed at the student's Program site after the start of the school year. Additional t-shirts may be purchased online as needed throughout the year (sizes and quantities on hand is limited).

Siblings receive a \$10.00 discount on monthly tuition with the exception of Wednesday AM Only contracts. For all other registration options, families will pay the full monthly tuition for the first student and receive a \$10.00 discount per month for the second and each additional student. In the event of a mid-month start date, the sibling discount will be pro-rated accordingly. A sibling is defined as one of two or more individuals having a common parent, including step-siblings who reside in the same primary household. The sibling discount is not available for camps, including Summer Adventures Camp.

All payments must be received prior to the student's start date.

Registration Form Requirements

Parents must complete a Before and After-School Program online registration form for each student enrolled in the Program. The registration form must include student contact information; emergency contacts; authorized pick-up persons; and health information.

The Authorized Pick-Up/Emergency Contacts listed on the student's current Program registration form, along with Parent 1 and Parent 2, are allowed to pick up the student from the Before and After-School Program. These individuals will also be contacted in the event of illness/injury or incident emergency, if the parent cannot be reached. The emergency contacts listed on the Program registration form will take precedence over the individuals listed on the student's school day emergency form. However, Before and After-School Program staff reserve the right to reference the student's district emergency form in the event Before and After-School Program emergency contacts cannot be reached.

If the reunification policy/procedure is implemented, the information provided on the student's Program registration and school emergency form, on file with Ankeny Community School District, will be followed.

For safety, a student will not be released to an individual whose name is not on the student's Before and After-School Program registration form as an



authorized pick-up person. Authorized pick-up persons must be at least 16 years of age. Individuals may be added to the student’s authorized pick-up list at the site during Program hours, via phone during Program hours, or by completing the current year’s Request to Add/Change an Authorized Person form on located on the Program website. The parent driver’s license number(s) provided on the student registration form will be required for proof of identity before any changes are made via phone or the online form. Parents may not give this information to regular day school staff.

Any person designated as an authorized pick-up person on the student’s Program registration form, **including the student’s parent(s)**, will be required to show valid photo ID to Before and After-School Program staff before the student is released **each day** (i.e., driver’s license, government issued ID, passport, or work ID).

A copy of individual Program registration forms will be kept on file at the student’s Program site.

Updated Information

Parents are required and responsible for providing Program staff with updated contact information. Failure to supply Before and After-School Program staff with updated information may lead to dismissal of student(s) from the Program.

Divorce/Custody Restrictions – Legal restriction(s) concerning a non-custodial parent must be on file with Ankeny Community School District. When necessary, for student safety, a copy of the documentation will be supplied to the student’s Program site leader.

Confidentiality

Confidential and sensitive information will only be shared with employees of the Before and After-School Program who have a “need to know” in order to most appropriately and safely care for students.

Before and After-School Program staff are employed by Ankeny Community School District and are required to abide by the Family Educational Rights and Privacy Act (FERPA), requiring employees to keep student information and records

confidential.

In the event student information is released by visual, verbal or written means, written consent from the student’s parent will be obtained, allowing the release of the information.

Parent Night / Orientation

Clear, consistent communication is one key to a successful Before and After-School Program.

At least one parent of each registered student is encouraged to attend Parent Night / Orientation in August. Meeting dates and locations will be announced on the program website.

Program Enrollment

The minimum Before and After-School Program site enrollment must be 30 students.

The Program Manager will make every effort to ensure student enrollment is met. If minimum program enrollment is not met, it may be necessary to close the low enrollment site and combine with a neighboring program site. In such situations, the parent will be notified in writing with as much advanced notice as possible.

Registration Contracts

The table below details the services included with each registration contract. The columns marked with an (X) indicate that the service listed in the column heading is included with the contract. Service columns that are not marked with an (X) are not included with the contract.

X * - If the delay is changed to a cancellation and the student is already on site, the student may remain for the day.

* See Program Information for additional inclement weather procedures, including adjusted program start and end times.

The Before and After-School Program reserves the right to adjust tuition as necessary in the event of several cancelled school days due to inclement weather or other extenuating circumstances.

| Registration Option | Before School (M,T,Th,F) | Before School (Wed) | Delayed Start (inclement weather) | After-School (Mon-Fri) | Early Dismissal (inclement weather) | Full-Day (cancelled school) | Included Day Camps |
|------------------------------|--------------------------|---------------------|-----------------------------------|------------------------|-------------------------------------|-----------------------------|--------------------|
| Morning Only | X | X | X (Mon - Fri) | | | X | X |
| Wed Morning Only | | X | X* (W Only) | | | | |
| Wed Morning Only & Afternoon | | X | X* (W Only) | X | X | X | X |
| Morning & Afternoon | X | X | X | X | X | X | X |
| Afternoon Only | | | | X | X | X | X |

Day Camp Registration

Camp is offered on most 'no-school' days, including extended breaks and summer, excluding noted Program holidays and employee professional development/training days. No-school days will be structured as camps; sites and space will be limited. Additional field trip/activity fees may apply.

See the current year's Program calendar for camp dates.

To maintain necessary staffing ratios and prepare accordingly (supplies, snacks, staff, etc.), **all students must pre-register for each camp by the deadline communicated on the Program website.** Registration will close to all students on the registration deadline, or when camp registration is full, whichever comes first.

All monthly tuition will remain the same. The full monthly tuition payment is due whether or not the student attends camp.

Winter break and Spring break (including the preceding Friday) are **not included** with any regular Before and After-School Program tuition and require advanced registration, as well as an additional fee of \$32.00 per day. Field trip fees may also apply. Students may be registered for as many days as needed; payment is only due for the days registered.

Camp registration is open to Ankeny Community School District students currently enrolled in grades K-5, regardless of regular attendance in the Before and After-School Program.

Registration is accepted on a first-registered basis. Sites will be limited and there will be a limited number of enrollment spaces available. Space is limited for each camp and is dependent upon employee availability and building space.

Advanced, online registration will be required for all camps, by the deadline communicated on the Program website. Tuition is due at the time of registration. Registration and tuition is non-transferrable and non-refundable once submitted.

Day Camp - Nutrition

A morning and afternoon snack that follows state nutritional guidelines is included with day camp tuition, including Summer Adventures Camp. Due to the closure of the District's Nutrition Services Department on no-school days, neither breakfast nor lunch is included. Each student will be required to bring a sack lunch from home for each day of camp, unless otherwise noted on the registration information. Lunch containers should be clearly marked with the student's first and last name. Refrigeration is not available on site. The Ankeny Community School District is a peanut-controlled organization; please take this into consideration when packing lunch items. If a student does not bring a sack lunch, the Program will provide a lunch at a cost of \$15.00, to be charged to the student's account.

Parents are encouraged to provide a nutritionally balanced sack lunch. However, the Program is not responsible for the nutritional value of snacks or meals from home. Candy is not allowed as a snack in the Program. Milk is available to students during camp to supplement lunch from home. For those who take milk, applicable fees will be charged to the student's account.

Summer Adventures Camp

A high-quality, engaging summer enrichment camp program is offered following the regular school-year program. Program operational days, holidays, and tuition rates will be released online with summer camp registration materials.

Registration will open online on/around April 1 and must be completed by the registration deadline on the current year's program calendar.

Registrations are accepted on a first-registered basis. Sites and enrollment spaces are limited.

Registration Form Requirements are required for all summer camp participants, including those who regularly attend the school-year Before and After-School Program.

See Day Camp - Nutrition section for information regarding snacks and meals.

A non-refundable deposit per week of camp registered is due at the time of registration. The deposit will be applied to the camp tuition. The remaining tuition balance is due by the deadlines on the current year's tuition payment calendar. Once paid, tuition is non-refundable. Registration and tuition is non-transferrable once registration closes.

See Summer Adventures Camp Parent Information Packet for additional information and guidelines.

Non-Registered Participants

The Before and After-School Program does not provide drop-in services. Friends of participants will not be admitted to the Program on a drop-in basis due to staff-student ratio requirements, liability, and other planning requirements.



Registered Participant Drop-In: The Program may be able to accommodate occasional drop-in services for **regular** Program participants for an additional fee. Occasional will be defined as no more than two days per month. Services needed on a more regular basis will require contract change. Requests must be made a minimum of one business day in advance to central Before and After School Program staff.

Tuition, Fees, and Withdrawal

Convenient Payment Options

Payment may be made as follows:

- Online credit or debit card - www.ankenyschools.org
- Hand deliver cash, check, or money order to the central Before and After School Program office (8:00 a.m. - 4:30 p.m.)
- Mail check or money order (payment must be received by the tuition due date to avoid late fees): Ankeny Community School District, Attn: Before and After School Program, P.O. Box 189, Ankeny, IA 50021

Payment will not be accepted at Before and After School Program sites.

Checks and money orders payable to: Ankeny CSD Before & After School Program

Returned checks due to insufficient funds will require full payment, including a \$25.00 late payment fee, within two business days. Personal check privileges, including e-check privileges, will be terminated for customers who incur repeated returned checks. Once personal/e-check privileges have been terminated, they will not be reinstated until the following Program year.

Reminder: Full monthly tuition payment must be received by the date indicated on the current year's Before and After-School Program payment calendar to avoid late payment fees and/or student withdrawal. It is the program's practice to waive one late payment fee per program year, upon request.



Students may not register for adventures camps or future school-year programming until all past due balances have been paid or an approved, active payment plan is in place.

Tuition Due Dates

It is the parent's responsibility to ensure all payments are received by the due date. The current year's program and payment calendar may be found on the Program website.

The monthly tuition rate is established based on the number of days on the school year calendar, using Before & After-School Program hours, and is distributed over all of the school months (some months have more days, some months have less days). Depending on the school-year start and end date, there may be minor adjustments to the way tuition is divided across the school-year each month. The full monthly tuition is due each month.

Late Tuition Payment Fees

A courtesy grace period * is offered following each month's tuition due date. Tuition payments that are not received within the grace period are charged a \$25.00 late fee.

* Accounts paid on adjusted tuition contracts are excluded from the courtesy grace period. Payments not received by the agreed upon tuition due date will be charged a \$25.00 late fee immediately following the due date.

Delinquent Accounts

Accounts will be considered delinquent if monthly tuition and other accumulated fees are not paid prior to the *Non-payment: Student is Withdrawn* deadline noted on the current year's program and payment calendar. The parent is responsible for paying the tuition, plus the late fee, to return the account to good standing.

If tuition remains unpaid, the student(s) will be withdrawn from the Before and After School Program.

To re-enroll a student after withdrawal due to a delinquent account, the parent is responsible for payment of the full account balance (monthly tuition, \$25.00 late payment fee, and any other accumulated fees), plus a \$50.00 re-registration fee. It is Program practice to waive one re-registration fee per Program year, upon request.

Students will not be allowed to enroll in future Ankeny Community School District Before and After School Program opportunities until all past due account balances are in good standing.

Parents having difficulty making payments by the tuition due date should contact the Program Manager before tuition is due to discuss payment options.

Change of Registration Status

Any decrease in registration status - program withdrawal or decrease in contract days (i.e., from AM + PM to PM Only) - must be made in writing using the current year's online School-Year Change in Registration Request form, available on the Program website. Withdrawal notification must be submitted by the Written Notice of Withdrawal Deadline on the current year's tuition payment calendar. Failure to meet this deadline requires payment of the student's current contract tuition for the following month, regardless of whether the student attends.

An increase in registration status - i.e., from AM Only to AM + PM - may be made at any time, pending space available in the Program. Registration increase requests must be made in writing using the current year's online School-Year Change in Registration Request form, available on the program website. Tuition due as a result of the contract change will be paid prior to the student beginning the new contract.

Program Withdrawal

Parents requesting to withdraw their student(s) from the Before and After-School Program are responsible for notifying central Before and After-School Program staff in writing by completing the current year's online School-Year Change in Registration Request form found on the Program website. Notification must be received on or before the Written Notice of Withdrawal Deadline noted on the current year's program and payment calendar found on the Program website.

Notifying Before and After-School Program site staff, regular school day staff, or the student's regular day teacher is not acceptable withdrawal notification. The parent is responsible for all tuition payments until proper written notification is received, regardless of whether the student attends the Program.

Student(s) withdrawn from the Program may be re-enrolled as space allows. The Before and After-School Program does not hold spaces. A \$50.00 non-refundable re-registration fee will be assessed to re-enroll or place the student on the Wait List.

Refund / Credit

Program Withdrawal

Tuition refunds will only be considered for students withdrawing from the program due to an out-of-district transfer when proper notice is submitted to central Before and After-School Program office staff via the current year's School-Year Change in Registration Request form available on the program website.

Change in Registration Status / Overpayment

In the event of overpayment of tuition due to a change in registration status following the program policy or inadvertent duplicate payment, the account holder may elect for the overpayment to be refunded or credited to the next billing.

Suspension from Program

In the event a student is suspended or dismissed from the regular school day or the Before and After School Program, refunds will not be awarded for any missed days or remaining tuition.

If a student is suspended from the regular school day, or transferred to an alternate day learning program outside of Ankeny Community School District, the student may not attend the Before and After-School Program until returning to regular attendance at his/her home school.

Late Pick-Up Fees

The After-School Program, including day camp, closes at 6:00 p.m., unless otherwise noted. The following late pick-up fee structure is in effect:

Beginning at five minutes past the day's program end time (per the school clock), late pick-up fees will be charged at a rate of \$1.00 per minute per student who has not been signed out of the program by an authorized pick-up person.

Late pick-up fees will be charged to the student's account. Failure to pay late pick-up fees may result in the student's suspension or dismissal from the Program and a \$25.00 late payment fee per month past due.

If a student has not been signed out by an authorized pick-up person, or the student's parent has not made contact with the site within 15 minutes of closing, emergency contacts will be notified.

If a student has not been picked up 30 minutes after Program closing time, and emergency contacts cannot be reached, the student will be considered abandoned and staff will contact the Ankeny Police Department.

Late pick-up procedures are in place for emergency purposes. Before and After-School Program participation privileges may be revoked for customers who repeatedly fail to pick up their student at the scheduled closing time.

Student safety and security is the Program's top priority. All Before and After-School Program participants and authorized pick-up persons are required to enter and exit the Program using the designated building door.

Dependent Care Reimbursement

Before and After-School Program tuition qualifies for dependent care reimbursement through most flexible spending accounts. Please refer to your FlexSystem FSA Summary Plan Description for guidelines specific to your account.

Dependent care reimbursement cards may be used via the online payment system. Dependent care reimbursement verification forms may be hand-delivered, mailed, or emailed to the central Before & After School Program office. Processing can take up to three business days. Forms may not be signed by site staff.

Registration fees and late pick up fees are eligible FSA dependent care expenses.

Financial Assistance

The Before and After-School Program accepts state childcare financial assistance through the Iowa Department of Human Services (IDHS) Child Care Assistance Program (CCA) and the Operation Military - Child Care Aware of America (CCAoA) program. Families who qualify for either assistance program may pay a reduced monthly tuition based on the family agreement with the assistance provider. Each family agreement is specific to individual family needs. The Before and After-School Program does not assist in establishing this fee. Per IDHS guidelines, qualifying families are not required to pay the Before and After-School Program registration fee, but are responsible for paying additional field trip/activity fees, milk fees, and the Program t-shirt fee. CCAoA qualifying families pay the full monthly tuition and are reimbursed the assisted amount from the Program once payment is received from CCAoA.

Any parent who is pre-qualified or applying for CCA is strongly encouraged to contact the Program office in advance of completing Program registration to verify enrollment space.

Pre-Qualified with Iowa Department of Human Services

It is the parent's responsibility to notify IDHS to transfer childcare service providers to the Ankeny Community School District Before and After-School Program. The transfer should take effect the first day the student attends the Program.

It is the parent's responsibility to present a copy of the IDHS award letter stating the co-pay amount and dates the agreement is valid to central Before and After-School Program office staff upon registration. Failure to provide documentation of eligibility in advance will require payment of the \$50.00 non-refundable registration fee and full monthly Program tuition until documentation is received. Assistance is not retroactive; therefore, no paid fees will be refunded.

Not Pre-Qualified with Iowa Department of Human Services

Parents must meet specific criteria to qualify for IDHS childcare assistance. For more information, contact IDHS at 866-448-4605.

IDHS childcare assistance is not guaranteed. Parents who choose to register students for the Before and After-School Program prior to receiving a notice of assistance approval from IDHS will be responsible for paying the \$50.00 non-refundable registration fee and full monthly tuition until documentation of assistance is received. Assistance is not retroactive; therefore, no paid fees will be refunded.

CCA Provider Application Numbers:

| | |
|-----------------------|-----------------------|
| Ashland Ridge - 44370 | Crocker - 44371 |
| Heritage - TBD | Northeast - 44373 |
| Northwest - 44374 | Prairie Trail - 44375 |
| Rock Creek - 44378 | Southeast - 44192 |
| Westwood - 44377 | |

Iowa Department of Human Services - Additional Program Guidelines

The Program offers multiple contract options, including before school only; Wednesday before school only; Wednesday before school only and after school; after school only; and before and after school. The Program does not offer any part-time contracts within, or outside of, the contract options offered. To ensure equitable contract options for all families, part-time IDHS childcare assistance aware letters will only be accepted with parent agreement to pay the Program's daily rate for all days that are not covered by IDHS childcare assistance each month, according to the Program contract for which the covered student is registered.* For example, if a student is registered for the after school only Program contract and IDHS childcare assistance covers Monday, Tuesday, Wednesday, and Friday for after school care, the parent will be responsible for payment of the Program's daily rate for Thursday in order for the student to be enrolled in the Program. Payment of the additional fee will be due on the monthly Program tuition due date.

IDHS childcare assistance allows up to four absences per month for each qualified student. It is the parent's responsibility to provide a doctor's note to central Before and After School Program office staff within 24 hours of the absence for consideration of excusing the absence.

In the event a doctor's note is not provided, the parent will be responsible for paying the Program's daily rate for the contract under which the student is registered for the fifth absence, and each absence following, through the remainder of the month. Payment of the additional fee is due on the following month's tuition due date. Absences that occur as a

result of student suspension from the program are included in the monthly absence limit and will be charged at the daily rate, in the event the days suspended exceed the student's absence limit.

In the event a qualified student is registered for day camp, but does not attend, the absence will be added to the student's monthly total and the parent will be responsible for paying the daily camp rate, if the student has exceeded the number of qualified absences in the month.

* Students enrolled in the B/ASP as of June 1, 2019 will be grandfathered through the end of the student's current eligibility award letter date.

Operation Military - Child Care Aware of America

Parents must meet specific criteria to qualify for CCAoA assistance. For more information, contact Child Care Aware of America at 800-793-0324.

Policies and Procedures

Program Arrival

Before-School Program – parents are required to accompany their student inside the building and sign their student into the Program. Dropping the student off at the door is not acceptable. The Before-School Program opens at 6:30 a.m., at which time students and parents are allowed inside the building.

After-School Program – when students are released from their regular day classroom at the dismissal bell, Program staff will meet and greet students in the cafeteria immediately following dismissal.

Attendance

Before and After-School Program staff will take attendance at the beginning of the Program, as well as each time students rotate activities. Program staff is not responsible for students until they have entered the Before and After-School Program. Failing to keep Program staff informed of your student's whereabouts causes safety concerns. Absence notifications also allow the Program to most effectively manage appropriate ratios and help teachers effectively plan for the day.

Reporting Absences

When a student will be absent from the Program, the parent is responsible for contacting the student's site by e-mail before 2:30 p.m. (see Program Information section for individual

site e-mail addresses). A Parent Communication Log is also available at the site, near the sign in/out log, for parents to note advanced absences. Parents may also contact central Before and After School Program office staff prior to 2:30 p.m.

Voice messaging is available 24 hours per day at the central Before and After-School Program office. If leaving a message, please speak clearly and slowly and provide the information requested below. E-mail notification should also include the following information.

- Student name and school
- Parent name and phone number

In the event notification is not received, a Program employee will contact the parent to verify the whereabouts of the student (for those attending the After-School Program who were present during the regular school day).

Absences reported to regular day school staff are not guaranteed to be received by Program staff. Therefore, parents are strongly encouraged to follow the reporting guidelines above.

Extra-Curricular Activities

An Alternate Activity Form must be completed by the parent if a student is attending any alternate extra-curricular activity within the school building during Program hours. This includes volunteering after school in a teacher's classroom.

The Alternate Activity Form is available on the Program website or from the site leader.

Students who attend the After School Program and participate in other extra-curricular after-school activities immediately following school (i.e., choir, tutoring, orchestra, Girl Scouts, Girls on the Run, sports, etc.) will report directly to the extra-curricular activity unless alternate arrangements are made with the site leader. If the activity ends during After School Program hours and the student will join the Program following, the teacher or organization leader with whom the student is participating, is responsible for accompanying the student to the After School Program to sign him/her in with Program staff.

Students are not allowed to leave the Before and After-School Program during program hours without being signed out and accompanied by an authorized pick-up person.

Student Release Policy

The registration form includes a section for parents to provide the names of persons allowed to pick up their student(s) from the Before and After-School Program (see Registration/ Enrollment for additional information).

Any person designated as an authorized pick-up person on the student's Program registration form, including the student's parent(s), are required to show valid photo ID to Program staff each day before the student is released. Acceptable forms of photo ID may include driver's license, government issued ID, passport, or work ID.

Authorized Pick-Up Person Release Procedures:

When a parent or authorized pick-up person arrives to pick up a student, he/she will sign out the student(s) on the Program sign-out log after presenting a valid photo ID and being confirmed as an authorized pick-up person for the registered student. Honking or waving for the student(s) to come to the car is not acceptable. This procedure will be followed daily.

Students are not allowed to sign themselves out-of, or leave the Program prior to the Program's official dismissal time of 5:45 p.m., unless accompanied by a parent or authorized pick-up person.

Unauthorized Pick-Up Person Release Procedures:

If an unauthorized pick-up person arrives to pick up the student, Program staff will attempt to contact the student's parent with a driver's license number on file, at the telephone number(s) provided on the student's Program registration form. The parent will be asked to provide his/her driver's license number provided on the student's Program registration form to confirm identity. Once confirmed, the parent will be asked to grant permission for the student(s) to be released to the person on-site.

If permission is granted, information will be documented and the authorized pick-up person student release procedures will be followed for that day. The unauthorized pick-up person will not be added as a permanent authorized pick-up person unless requested by the parent.

If the parent cannot be reached or permission is not granted, the student will not be released to the unauthorized pick-up person. If the unauthorized pick-up person takes the student(s) without permission, the Ankeny Police Department will be contacted.

Program Dismissal

Before School Program – depending on the individual site dismissal plan, students will be released to the gym or to their classroom

After School Program – the registration form allows the parent to indicate how the student will leave the Program each day.

Parents have two options:

- Pick Up – the authorized pick-up person will enter the building and sign the student out of the After-School Program with a valid photo ID every day

- Walker – only at the Program dismissal time (5:45 p.m.) the student will be walked to the perimeter of school property by a Program employee who will sign out the student and then release the student to walk alone. Reminder: later in the day, crossing guards are not available and it may be dark. Walkers will not be released prior to the Program's dismissal time of 5:45 p.m. (exception: inclement weather days, see Program Information for more information) without the presence of an authorized pick-up person.

Telephone Calls

Except in an emergency, Before and After-School Program staff will not call students to the telephone. If you need to reach your student during program hours, please call the Before and After School Program site and a message will be delivered.

Personal Electronic Devices

District devices will be used by students when the Program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, ipod, smart watch, e-reader, etc.) to the Program do so at their own risk and will not be allowed to utilize it during Program hours, including calling/texting from the student's smart watch.

The Program is not responsible for lost, damaged, or stolen items. The use of any electronic devices by students is also subject to Board Policy #605.70.

Bullying and Harassment

Harassment and bullying of students and employees is against federal, state, and local policy, and is not tolerated. Harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is prohibited.

Complaints about bullying and harassment begin at the Before and After-School Program site level. The complete Board policy 504.43 and 504.45, as well as the complaint form 402.13F are available on the district website: www.ankenyschools.org.

If you have questions about this law, please contact the district's Chief Human Resources Officer. The complete text of the law and additional information is available on the Iowa Department of Education website: www.iowa.gov/educate.

Positive Behavioral Interventions and Supports (PBIS)

Ankeny Community School District strives to promote a positive and safe learning environment for all students. Program employees will utilize Positive Behavioral Interventions and Supports (PBIS) expectations similar to the regular school day to provide positive guidance, redirection, and set clear limits that assist students in developing socially acceptable, behavioral, and emotional controls.

PBIS is a set of procedures that positively acknowledges students for demonstrating appropriate expected behaviors. Expectations are similar in each elementary building and Before and After School Program. Students are taught these expectations throughout the school year and are recognized when following them.

- Respect
 - Listening to others
 - Following directions
 - Accepting differences
- Safety
 - Using line and body basics
 - Asking for help
 - Reporting your concerns
 - Following school procedures
- Responsibility
 - Completing work
 - Being prepared
 - Taking care of yourself and property
 - Making smart choices

Creating and maintaining a safe, positive, fun, enriching Before and After-School Program environment involves the support of parents. It is important for all students, staff, and parents to take pride in their learning and choices. Participation in the Program is a privilege, not a right. Parents are strongly encouraged to review the Program's behavior expectations with their child and to work as a partner with Program staff to discuss any issues that may arise during participation in the Program.

A positive Before and After-School Program environment requires everyone's support. Before and After-School Program participants are expected to follow individual activity expectations, as well as:

- Be positive and try their best
- Be respectful and kind to peers and adults
- Be mindful of other students' personal space – keep hands, feet, and personal items to self

- Ask Program staff and receive permission to leave an activity space
- Be engaged and actively participating
- Leave personal electronic devices at home or turned off inside their bag
- Leave all toys at home
- Remain at the Program unless signed out and accompanied by an authorized pick-up person

Inappropriate/Unsafe Behaviors

The following behaviors are considered inappropriate or unsafe for students participating in the Program:

- Behavior that unreasonably disrupts the environment
- Defying or disregarding Program employee direction
- Profanity or abusive language
- Verbal or physical threats to others
- Destruction of property
- Theft
- Physically aggressive behavior or unwelcome physical contact with others
- Behavior that constitutes bullying or harassment in violation of Board policy 504.43 and 504.45
- Leaving the student's designated area without permission

District policies will be enforced during the Before and After-School Program. Students are expected to respond promptly to the direction of, and act respectfully toward, Program employees. Refusal to do so is considered a serious breach of student expectations. Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the Before and After-School Program environment will result in disciplinary action.

Response to Behavior Incidents

It is reasonable for the Before and After-School Program to expect students to make positive choices and follow instructions. When inappropriate behavior occurs, the Before and After-School Program will utilize a positive discipline approach, including positive guidance and redirection. Determination of the appropriate response to a student's behavior is within the sound judgement of Program staff, based on the circumstances involved, and the severity of the behavior.

Responses may include:

Redirection

- Verbally recognize the student's positive behavior while

redirecting to another activity

- Encourage social skills by discussing resolutions to conflict/confrontation
- Intervene and introduce the student to an activity in a new perspective

Cool Down

- Cool down shall be defined as individual time away from the group or activity
- An adult-directed cool down shall not exceed one minute per year of the student's age
- Identify the student's inappropriate behavior and discuss possible alternatives to the situation

Time Away from the Group

- Utilized when redirection and "cool down" within the area is either inappropriate under the circumstances or where previous efforts have been ineffective at stopping the inappropriate behavior

Send Student Home

- When the student fails to respond to the previous measures taken by Program staff and/or when the behavior creates an unsafe environment for the student or others
- The decision to send a student home is within the sole discretion of Program leadership staff

Prohibited Methods of Discipline

- Corporal punishment, defined as intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. Examples include, but are not limited to, spanking or shaking a student.
- Punishment which is humiliating or frightening, or which causes pain or discomfort to the student
- Students will not be punished due to illness
- Students will not have food taken away as a punishment
- No student shall be subjected to verbal abuse, threats, or derogatory remarks about the student or the student's family

Written Documentation

Incidents that result in a minor or major behavioral infraction, as determined by the PBIS guide, will result in a written Incident Report to document the incident and provide communication with the student's parent.

Behavior Intervention Meeting

If the student's inappropriate behavior continues, a behavior intervention meeting may be scheduled with the student's parent(s) and Program site leader. Program administration may also attend. If the student has a specialized plan, the student's special education teacher or other designee may also attend the meeting.

The purpose of the meeting will focus on actions that may be taken to aid in the student's success within the Program. For students with a disability affecting their behavior, the team, including the parent, will discuss whether accommodations can be made for the student to successfully participate in the Program.

An individualized Behavior Plan may be developed by the team, based on the student's needs and ability of the Program to safely and effectively implement, and will include the expectations for the student, along with responses/consequences if the student does not meet the expectations.

Parent participation and support is very important where a student's behavior poses a significant disruption to the Program environment. Parent refusal to participate in a behavioral intervention meeting may result in the student's removal from the Program.

Suspension

A student may be suspended from the Program when the student's behavior constitutes a serious violation of the behavior guidelines set forth in the Inappropriate/Unsafe Behaviors section of this handbook, or if the student's continued presence constitutes a threat to the health or safety of the student or others.

The parent will be notified of the suspension in writing. Prior to the student returning to the Program, a Behavior Intervention Meeting will be held as described in said section above.

Termination of Services

The Before and After-School Program is committed to meeting the needs of all students. However, there may be situations where the Program cannot meet individual student needs. The Before and After-School Program may terminate services if:

1. The student is unable to successfully meet the behavior expectations set forth in the Inappropriate/Unsafe Behaviors section above, following implementation of an individualized Behavior Plan and/or any accommodations required because of the student's disability;
2. The student's continued presence constitutes a threat to the health or safety of the student or others; or



3. The Before and After-School Program is otherwise unable to meet the individual needs of the student.

In the event of termination, the parent will be provided with written notice of the decision to terminate services.

As part of the Ankeny Community School District, Before and After-School Program staff reserve the right to work in conjunction with other district staff to help in the resolution of conflicts that arise in the Before and After-School Program.

Conduct and Communication

All Before and After-School Program questions and concerns will be addressed in an appropriate manner with Program staff. At no time is anyone other than an Ankeny Community School District employee allowed to address a discipline issue with another participant.

All concerns/incidents are managed by the site leader. If a parent does not feel that the site leader has resolved his/her concern, the parent will contact the Program manager.

Communication is a vital part of the Before and After School Program. It is important to model appropriate, respectful communication when addressing Before and After-School Program staff as they are in an educational, teaching environment. To discuss discipline concerns at length with the site leader, a meeting will be scheduled to ensure program ratios and student experience continue to be maintained. It is unacceptable for any individual to express hostility toward Before and After-School Program staff or participants.

Health/Illness of Participants

Parents are responsible for informing Before and After School Program employees of any special needs, concerns, or information regarding their student's health.

Iowa Department of Human Services and District guidelines relating to illness or injury at school will be followed, including the guidelines of the Iowa Department of Public Health regarding student's need for exclusion from school (i.e., not returning to the Program until the student is 24-hours fever and/or diarrhea free, etc.) If a student does not attend school during the regular day due to illness, he/she may not participate in Program activities.

If the student has a communicable disease, parents are asked to share the diagnosis with the site leader so that other student-parents in the program may be notified. Only the communicable disease information will be shared. The Program will take all measures to protect your child's confidentiality.

Parents will be notified by phone if a student becomes ill while at the Before and After-School Program and are required to pick up the ill student within 45 minutes of notification. If the parent is reached, but cannot pick up the student within 45 minutes, it is the parent's responsibility to

make alternate pick-up arrangements. If the parent cannot be reached, emergency contacts will be notified.

While the school district is not responsible for treating medical emergencies, Program staff may administer emergency or minor first aid, if possible. In the event of serious illness or injury, proper medical personnel and the student's parent will be contacted. At the discretion of the medical personnel, the student may be transported to an emergency facility by ambulance or the parent. The student's parent will be responsible for any expenses incurred.

Before and After School Program staff does not regularly dispense medication and there is not a nurse on site. Most student medication needs can be adequately treated by taking medication at the start of the school day or prior to dismissal. If it is necessary for a student to take medication in order to participate in the Program, please make arrangements with the school nurse to have medication administered between the hours of 7:40 a.m. - 3:40 p.m. If medication is specifically required from 3:40 - 6:00 p.m., a signed physician's statement that includes the time the medication must be administered, is required. Upon receipt of the statement, a limited number of trained Program staff may be approved by the Program manager to administer the medication.

The Before and After School Program recognizes that some students may need regular prescription medication during day camp that is typically administered during the school day. A limited number of staff will be trained to administer necessary prescription medication. It is the parent's responsibility to provide the medication to camp staff, in its original prescription container, along with the Elementary Request for Medications at School Form that is available on the Program website. Before After School Program employees will not transport medication from a student's school site to the camp site, unless in the event of an emergency.

All District and Iowa Department of Human Services medication administration policies and procedures, including providing medication in its original prescription container, will be followed. Before and After School Program staff do not have access to medication in the nurse's office.

Emergency medications are permitted and should be provided to the Before and After School Program site leader following Board Policy 504.32. The Elementary Request for Giving Medication at School form and the student's emergency action plan must be submitted with the medication. Before and After School Program staff do NOT have access to any medications provided to the school nurse for regular day use.

Accidents/Injuries

Students are encouraged to notify Before and After-School Program staff of risks of injury or harm to themselves or others. In the event of an accident or injury during the Program, students will notify Before and After School Program staff immediately so proper care may be

administered and documented.

If a Before and After-School Program student is involved in an accident involving a head injury, the parent will be notified immediately and an Injury Report will be completed.

If a Before and After-School Program student is involved in a biting incident, the parent of all involved students will be notified as soon as the incident is under control and an Injury Report will be completed. The following first aid procedure will be followed:

- Surface bite: ice will be applied to reduce swelling/bruising
- Puncture bite: the area will be cleaned with soap and water. The bite mark will be bandaged and ice will be applied to reduce swelling/bruising. The student will be monitored.

Student Dress

Students are encouraged to dress comfortably and wear (or bring) shoes appropriate for physical activity. Students are expected to have appropriate dress for weather conditions. Students attending field trips or other off-site activities are required to wear a Before and After-School Program t-shirt, unless otherwise noted.

Outside activity

Cold weather - district cold weather guidelines are followed. When the temperature and/or wind chill is at 0 degrees or below, students will not go outside. These are maximum wind chill guidelines. If at any time Before and After School Program staff believe it is too cold, students will be brought inside.

Students are expected to wear a coat when the temperature is at or below 50-degrees. When the temperature is 51-degrees or higher, students will make their own choice regarding a coat unless the student's parent notifies the site leader otherwise.

Hot weather – when the temperature and/or heat index is at 100 degrees or above, students will not go outside. These are maximum heat index guidelines. If at any time Before and After School Program staff believe it is too hot, students will be brought inside.

The “feels like” temperature on the District website will be used as the official district temperature reading.

Water Activity

There may be opportunities when water play is incorporated into program games and activities. Staff will supervise all students by sight and sound in all areas with access to water. In the event students may get wet during the activity

and need an extra set of clothes, parents will be notified in advance.

Visiting and/or Volunteering

Parents of current Before and After-School Program students are welcomed and encouraged to visit their student's Program site at any time during program hours. Prior arrangements do not need to be made. Non-parent program visitors are to make prior arrangements with the Program site. Visits to a specific student in the program will not be allowed without prior parent approval and are subject to approval by the Program Manager.

For student and staff safety, all visitors are required to enter through the main Program door to check in with Before and After School Program staff by showing their driver's license and signing in via the District's online visitor log. Visitors will be accompanied to each activity by Program staff and will limit the visit to 30 minutes in order to not interfere with instructional time and give students the opportunity to learn and grow individually.

Parents are welcomed and encouraged to participate as a volunteer in Before and After-School Program activities. For the safety of our students, all interested and prospective volunteers are required to follow Ankeny Community School District volunteer program policies, including completion of a volunteer application, found within the Volunteer Handbook located on the District website. Volunteers are subject to a criminal background check and the District reserves the right to restrict volunteers as a result of that check. Application processing will take a minimum of 72 hours.

Emergency Management Plan

Each site has an Emergency Management Plan that will be followed in the event of an emergency. Along with Before and After-School staff and school officials, families play a critical role in preventing and responding to school emergencies. It is important that, as a Program parent, you are familiar with the ABC's of the parent's role during emergencies, found within the Ankeny Community School District Elementary Student/Parent Handbook. In the event of a crisis, refer to the Ankeny Community School District website, as well as BlackBoard Connect communications for additional information. Please do not go to the Before and After-School Program site unless otherwise directed.

Celebrations

Birthdays may be celebrated in the Program with non-food items, but are not an expectation or requirement. Should a student elect to bring a non-food item, it will only be distributed if there is one for each student in the Program. Students with summer birthdays are welcome to choose a school day to celebrate.

Invitations to parties outside of school that do not include all students in the Program will not be distributed at the Before and After-School Program.

After Hours Before and After-School Program Activities and Events

As part of the Before and After-School Program, there are times when opportunities arise for students to participate in activities and events outside of regular Program hours; this includes field trips. When opportunities such as these occur, Program staff will notify parents with as much advanced notice as possible. Parents will be required to complete a written permission form for their student to participate.

All students who attend off-site field trips are required to wear a Before and After-School Program t-shirt. Students will be transported by Ankeny Community School District transportation and supervised by Program staff.

Additional field trip fees will be included with the event/field trip details. Students who choose not to participate in a field trip will need to find alternate care on the day of the trip as all Before and After-School Program staff will attend the field trip and the site will be closed, unless otherwise noted.

Parents who wish to attend the trip with their child may do so by completing the District volunteer application and receiving the appropriate background clearance to attend (see Volunteer/Visitor section for more information). Attending parents may ride District transportation, pending available space. Parents are responsible for paying their own entry fees. There may be times that, due to activity space, the number of parent attendees is limited. Participant siblings who are not registered in the Program are not allowed to attend field trips.

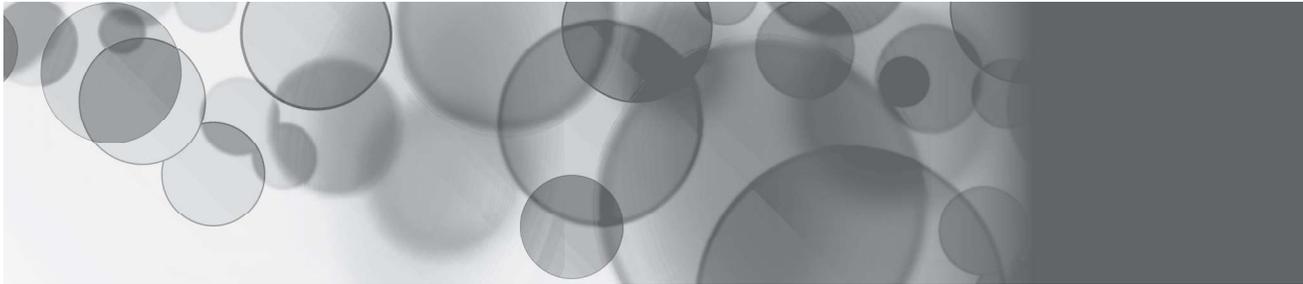
Family engagement activities held beyond regular Program hours require parent/adult family participation unless otherwise noted in the specific activity information. In the event a student is not picked up at the regular dismissal time, or accompanied by an authorized adult to the event, late pick-up fees will apply.

Care of Students by Program Employees Outside of Program Hours

The District does not recommend Program employees for out-of-program childcare or provide employee contact information. Parents may leave their contact information with the Program office assistant to provide to the requested employee. The employee will not discuss or make arrangements for out-of-program childcare during work hours. It is the individual employee's choice whether to accept a request for out-of-program childcare. Employees will not and are not representing the District or Program when providing care outside of Program hours.

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ANKENY
COMMUNITY SCHOOL DISTRICT

District Office 306 SW School Street PO Box 189 Ankeny, IA 50021-0189
P: 515.965.9600 F: 515.965.4234 W: ankenyschools.org

Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Jenifer Owenson, Chief Human Resources Officer, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.