

# Greetings from HRC/USD 363 After School Program



Are you looking for a Fun, Safe environment for your child after school? HRC After School Program offers those options you are looking for. Our location will be the Holcomb Elementary School, Monday – Friday, from after school until 5:45pm. Our staff will be working on creating good habits for homework, healthy snacks and physical activity. Read through the rest of the pages to learn more on our policies and procedures. Fill out the forms attached and bring them by the HRC building (106 Wiley) pay for the first week and your child is ready.

We look forward to providing the After School Program for your Child! If you have any questions or needs please contact Eric at 277-2152.

## **Children With Special Needs**

Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all of the children and staff. Children with special physical and emotional needs will be accepted if the program is determined to be in the child's best interest.

Families with special needs children must schedule an interview with the Director prior to attendance

## **Parent Involvement**

Parents/Guardians are welcome to visit the program at any time. We welcome your advice, participation and support.

## **Program Questions/Concerns**

HRC encourages communication between families, staff and children. If you have any questions or concerns, contact Eric at 277-2152

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## **Confidentiality**

All family records are confidential. Only authorized staff have access to files. No information will be released to any other person or agency without the parent/guardian's written permission.

## **What to wear/bring**

**Clothing-**It is suggested that your child bring extra change of clothing on days they "dress up"

**No Personal Items-** We request that all personal items, food, and toys such as electronic games and radios be left at home

**Lost and Found-** HRC is not responsible for lost or stolen items. All unclaimed items will be taken to HRC office and held for 1 month, then they will be donated to charity.

## **Minor Injuries**

Minor injuries will be treated as needed, including cleansing, applying band aids or ice packs. Parents/guardians will be notified upon arrival, an incident report will be completed.

## **Arrival and Departure**

- \* Each child from Holcomb Elementary will walk to the cafeteria when school is dismissed.
- \* Each child from Wiley Elementary will meet in the gym and will be walked over to Holcomb Elementary by HRC or USD 363 Staff
- \* Each child from the Middle School will be bused to Wiley Elementary School, then follow above step.
- \* HRC staff is responsible for children enrolled in the program during the scheduled program hours.
- \* It is the parent/guardian's responsibility to notify HRC office of an absence.
- \* HRC pick up system is designed to protect your child It is the parent/guardian's responsibility to provide the staff with a listing of authorized persons for pick-up (see registration form)
- \* Notify your child's school office and teacher of his/her enrollment in HRC After School Program
- \* Child must be signed out daily or a permission letter must be given to HRC with permission to let child leave without being signed out.

## **Major Injuries**

In the event of a major injury, staff will make the emergency contacts necessary to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. Parents/guardians will be contacted immediately. If a child is taken to the hospital and sufficient staff is available, HRC staff person will accompany the child until the parent or emergency contact arrives.

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## **Illness/Absences**

- \* It is the parent/guardian's responsibility to notify HRC office if your child is ill or will not attend the program
- \* If a child arrives ill or becomes ill at the program, the parent or another authorized adult will be notified immediately and must pick-up the child within one hour
- \* Sick children will be isolated as necessary and monitored
- \* Please notify HRC should your child contact a communicable disease so we may notify other participants (individual will not be named)
- \* If a child is sent home with a communicable disease, the child will not be allowed to return until he/she is no longer contagious and has been symptom free for 24 hours. If your child is sent home with a temperature, he/she may not return to school until the child's temperature is normal without medication.

## **Behavior Management Procedures**

- \* At no time is swearing, abusive language or physical violence allowed by children, staff or parents. In addition, HRC strictly enforces all rules and regulations set by USD 363.
- \* In the event that chronic behavior problems develop, incidents will be documented and communicated to the parents.
- \* Conflict resolution and redirection will be implemented.
- \* The following behaviors are not acceptable and may result in the immediate/indefinite suspension:
  - \* Endangering the health and safety of children and/or staff
  - \* Stealing or damaging HRC or USD 363 property

## **Medication**

- \* Please set medication intervals so that medication may be administered prior to or after the program
- \* Written consent with all directions must be filled out and given to the After School Director on all medication
- \* Medications to be administered must be brought directly to the After School Director in its original prescription labeled container. The label must clearly identify child's name, date, prescription name and dosage.
- \* Over the counter medications must be in the original container and labeled with child's name
- \* Children are not allowed to administer medication to themselves.

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- \* Leaving the program area without permission
- \* Continuing to disrupt the program
- \* Refusing to follow the program rules
- \* Using profanity, vulgarity, or obscenity frequently
- \* Acting in a lewd manner

HRC reserves the right to ask parents to find alternative arrangements for their child without prior notifications, as deemed necessary for the safety of staff and/or program participants, not limited to the before mentioned behaviors.

Immediate expulsion may occur if a child threatens to bring, or is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, weapons or explosives, and/or threatens to do harm to other children or staff with such possessions.

## **Fees**

Fees are set per week of \$25, if the week is shortened due to school days out or Holidays the fee will be prorated for that week. Prorated fees will not be available for children who will be missing days on their own terms. Free and Reduced rates per week is \$12.50 per child, a form must be brought to HRC from USD 363 to be granted this fee. Prorated weeks will be calculated at \$5 per day.

## **Late Pick up Fee**

A late pick up fee of \$1 per minute, beginning at 5:46pm, will be charged for each child picked up after the scheduled closing time, and must be paid before the child(ren) may return to the program. Chronic late pick up is grounds for dismissal from HRC After School Program.

## **Closures**

When USD 363 does not have school or has half a day there will be no After School Program.

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**Signing below signifies that you have read the HRC/USD 363 After School Program Handbook.**

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Parent/Guardian Print

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Date

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Parent/Guardian Signature