

Before and After School Care Program at the Rock Lake Activity Center INC

Enrollment/Admission

The Before and After School Care Program at the Rock Lake Activity Center INC (To be referred to as RLAC henceforth) enrolls children currently entering K-7th Grades that are within ages 5-13. 5-year-old children must have prior group childcare experience. Check for availability for 5 and 6 year olds since ratios differ for this age group.

We do NOT provide one on one care. If one on one care is needed it is at the cost of the parent or guardian.

We do NOT provide individualized care plans; if individualized care plans are required they are at the cost of the parent or guardian.

Our program is more of an after school “play group”. We have a relaxed setting where free play is encouraged. We encourage healthy living, active play, and freedom of choice to the children enrolled. All children and families enrolled are required to follow the policies listed, unless discussed and agreed upon in extenuating circumstances.

Families are required to complete all the following child care registration forms before the child attends the program:

- Before and After School Registration form
- The RLAC Pass Key Agreement
- Signed portion of the registration forms
- Other forms may be required on an individual basis

Registration

Upon registration, the families will then receive schedules, copies of registration information, and any other relevant handouts.

Persons having access to the children’s enrollment records may not discuss or disclose personal information regarding the children. This does not apply to those authorized by the parents or guardian to receive such information.

Once enrolled, the names of the children will be shared with those enrolled at Lake Mills Elementary or Middle School. The schools then share this information with the teachers of the children enrolled.

Parents and guardians may request access to records and reports maintained on their child.

RLAC and the Before and After School Care Program at RLAC will not discriminate in enrollment by race, color, creed, religion, sex, disability, national origin, sexual orientation, sexual identity, political persuasion, or any other basis prohibited by applicable law.

Upon enrollment, the first 2 weeks (10 days) of attendance are probationary. This period will be used to determine if the staff can meet the individual needs of the child either with or without reasonable accommodations, and that doing so will not cause an undue burden on the care of other children or financial hardship for the program, and will not violate state requirements.

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Registration (Continued)

The Before and After School Care Program at RLAC is able to provide care for a maximum number of children.

Enrollment is limited, so a waiting list is maintained to inform interested parties of vacancies.

Should an issue arise regarding concerns of current enrolled families or staff members, it will be addressed with the Program Administrator and the Program Director.

Our steps to resolve and establish good boundaries will be made and discussed in a meeting with the family and the program staff available.

Special Needs

We encourage families to be open and honest so we can best care for the children enrolled. Please make us aware of any concerns you have, any behavior issues, allergies, or other things that may help us better understand your child.

A meeting must be set up prior to enrollment of a child with special needs. The program has limited options and resources for a child with special needs. Enrollment may be denied, or enrollment may be terminated if we feel we cannot fulfill a child's needs within reasonable accommodations, or if the environment is not appropriate for the child. Special needs children will be required to follow the same rules and guidelines of non-special needs children. We do not provide one on one care, or run specialized programs for children on an individualized basis. One on one care and specialized care programs are at the cost of the parent or guardians.

When families inform us that their child has special needs we require a formal meeting with families, the Program Director, the Program Administrator, other staff as deemed necessary, and if applicable the child. The purpose of the meeting will be to identify the child's needs, discuss what the needs are, and to determine if RLAC would be the best environment to meet those needs, with reasonable accommodations. RLAC does not provide outside support staffing on an individualized basis. Options may be available but will be at the discretion of the Program Administrator.

If a special needs child is enrolled, parents and guardians are responsible for continued contact, support of the program staff, and up to date information pertaining to the child's special needs. If families do not meet obligations to support staff, and alter care plans promptly, as needed, child may be dismissed from the program.

Closing/Cancellations

If the Before and After School Care Program at RLAC is cancelled for any reason, program staff will attempt to contact families via phone when possible to inform them of closings, delays, or cancellations.

If the RLAC is closed for any reason, center staff will attempt to contact the Program Director and staff via phone to inform them of closings. The Before and After School Care Program staff will make attempts to contact all parents enrolled for that day of care. Other arrangements may be made.

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Closing/Cancellations (Continued)**Snow Day Care**

- We do not provide care if Lake Mills Schools are closed due to inclement weather.
- We do not provide morning care if Lake Mills Schools are starting late due to wind chill related delays. Families will be notified as soon as the school district makes the call.
- We will provide care, to those signed up, on days when school is dismissed early if staffing allows. If you would like your child to be picked up from the school in these circumstances, simply let us know via text or phone call.
- We will attempt to provide care to children if Lake Mills Schools are closed due to something non-weather related. The decision to provide care in these cases will be on an as needed basis, and at the discretion of the Program Director.

Late Pick Up/Early Drop Off

The Before and After School Care Program at RLAC morning programs open at 7am and after school care closes at 5:45pm based on state regulations and building permits. If a child arrives early or departs late, fines will be assessed.

- Late pick up and early drop off fees start at \$1/minute, and increase upon habitual early drop off/late pick up, and then result in withdrawal from the Before and After School Care Program at RLAC. A call to center staff can be made to inform them of alternative pick up

If the staff are unable to contact someone to pick up the child, Jefferson County Human Services will be contacted. If Jefferson County Human Services cannot pick up the child, then the police will be notified to pick the child up and so inform family members and if need be the family services. The RLAC recognizes the traumatic effect this could have on a child, and we urge families to communicate with staff and make every effort to follow the time schedule for arrival and departure.

- In cases of separation or divorce, etc. when one parent has custody and the other parent is not allowed to pick up the child, we must have a copy of the court order before we can deny access to the other parent.

Accountability Procedures**During School and Summer School**

Upon the end of school, those children scheduled to the Before and After School Care Program should meet program staff at the designated meeting area behind Lake Mills Elementary School. If a child does not arrive to the designated area within 15 minutes of school dismissal, and families have not notified the program at RLAC of an absence, a staff person will take the following steps:

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During School and Summer School Accountability Procedures (Continued)

- If parents or guardians are unable to be reached, any emergency contacts will be contacted in efforts to locate the missing child.
- If the child is not yet located the staff at the schools will be called, then schools may check with bus drivers, if applicable, or check attendance records.
- If the child is still not located the staff person will contact the Jefferson County non-emergency police number in effort to locate the missing child.

Homework club students will walk back to the RLAC from Lake Mills Middle School; if they do not arrive within 15 minutes the Program Director will be called, then parents will be called to locate the child. No staff walks with 5th, 6th, and 7th grade students to or from the middle school.

** There will be a \$25 fee for not reporting a child absent from the Before and After School Care Programs at RLAC.

** Any other fees or payments incurred in the calling of Jefferson County Police or Human Services will be the responsibility of the parent or guardian.

Full Day/Summer Camp

Upon entering the Before and After School Program at RLAC, families should sign their child(ren) in. If families do not arrive at scheduled times attempts will be made to contact parents about drop off times and attendance.

If child(ren) has an alternative arrival, i.e. bicycle, walking, and does not arrive at the program, families will be contacted. If family members and emergency contacts are unable to locate the child, non-emergency police number will be contacted in an effort to locate the missing child.

Reporting Absences

Absences should be reported to Before and After School Care Program staff prior to scheduled care. The order in which to report absences are as follows:

1. Call or text the school age child care cell phone: 920.728.4880
2. E-mail before 2pm
 - a. Tara at <mailto:tara.rinderer@rocklakeac.org>
 - b. Executive Director Susan at Susan.Maloney@rocklakeac.org
3. Call office: 920.945.0156
4. Email office at ASP@rocklakeac.org

**We do not check e-mails during program hours

If you do not receive a response, please move down the list until you get a confirmation.

** There will be a \$25 fee for not reporting a child absent from the Before and After School Care Program at RLAC during school or summer school

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Transportation/Field Trips

Transportation

After school children will not be transported in vehicles on a regular basis. Children may be transported via carpool in cases of severe weather warnings (non-snow or cold related), emergencies, or injury.

- If a child requires a booster seat, parents must provide an up to date booster seat

RLAC does not provide transportation for children activities outside of RLAC. It is up to program staff, and families if an option for a staff member to take a child to an activity outside of RLAC's care. At this time the staff will assume responsibility for the child, not the program, and they will be signed out into the care of the staff in the agreed upon way arranged with parents/guardians.

Field Trips

Children will take field trips on foot within a reasonable walking distance from the center. Everyone will stay together as a group, or be split into smaller more manageable groups between before and after school program staff.

Before and After School Staff will have the children's name cards with them, which documents the children in attendance signed in for that day.

Program accountability practices will be in place.

A first aid kit, and a minimum of 2 cell phones will be brought with on field trips and walks in case of accidents.

Staff may also implement other systems to keep accountable for children in their care while on walks and field trips.

Missing (Runaway) Children-

If a child runs away from the program, without permission, center staff will follow after the child if ratio allows and will contact the police if the child cannot be located immediately. If ratio does not allow, the police will be contacted immediately.

If a child is not located within 5 minutes, the police and families will be notified.

Child may be "bear hugged" or they will be held loosely by the wrist if safety is an issue in the occurrence of running away. The Before and After School Care Program at RLAC is not liable for any injuries sustained while trying to keep a child safe. The program staff will do their best to restrain a child in the safest way possible with great concern for the child's comfort and needs.

If a child does run from the program, that child will be dismissed immediately from the Before and After School Care Program at RLAC. Parents will be contacted, and the child must be picked up immediately. Re-admittance in the next school year will be at the discretion of the program staff. Re-admittance may be denied. Those able to re-enroll will be added to the bottom of the waiting list, if a waiting list is in place.

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Field Trips (Continued)

The Before and After School Care Program at RLAC holds the right to discuss enrollment of a child, if a child threatens to run away.

Running away is considered a child leaving an area without permission. Running away is not considered if a child forgets to ask staff to use the restroom, put something away, and get something out or other reasonable reasons for leaving the room and returning after.

Emergency Procedures- for RLAC

- No two emergencies are the same. While the various steps and suggested actions outlined in this manual represent sound procedure; staff's own judgment should be the final authority until staff is able to contact their supervisor.
- The RLAC policies for emergencies will be followed on site and on field trips.
- One person will be designated to respond within 5 minutes should an emergency occur.
- Families will be notified in an emergency situation as soon as reasonably possible.
- In the event of an emergency, staff will follow the procedures put in place by the Rock Lake Activity Center

The Before and After School Program at RLAC will use the RLAC emergency procedures while at the center and on field trips to the best of their abilities. All while keeping in mind the safety of the children, accountability procedures, and staffing.

Individual emergency procedures are available for families to review upon request to the Before and After School Care Program Staff. These procedures are practiced with the children enrolled in the Before and After School Care Program at RLAC on a monthly basis, and fire and weather related emergency practice dates are posted on the appropriate state provided sheet next to the exit door in the child care room.

Dismissal of Child

*The Before and After School Care Program at RLAC has a zero-tolerance policy for violence, inability to control anger and temper, false accusations, swearing and foul language, and disrespect of staff, children, policies, and the rules of the program. This policy applies to enrolled and interested children, parents, siblings, and guardians of the children.

- The program will make efforts to communicate and work with families if there are concerns. However, the center does reserve the right to end enrollment of a child. The decision to end enrollment may fall into different categories, listed below, and those that may arise without prior written notification.
- In the event that the program and the family agrees that the placement of the child is inappropriate and/or not in the child's best interest, written notification will be waived and a withdrawal date can be set. A refund will be issued.
- In the event that the family and staff are unable to come to a mutually acceptable course of action after identifying and processing a concern, the Program Administrator and Before and After School Care Director hold the right to end enrollment of a child. Written notification from the family prior to withdrawal is not required if the program ends enrollment.

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Dismissal of a Child (Continued)

- Reasonable efforts will be made to work with the child and family to avoid ending enrollment.
- Police may be contacted in some behavior situations. If the police need to be contacted enrollment will be terminated, and readmission to the program will be denied. Any fines or fees incurred from this will be at parent/guardian expense.

Factors that may be considered when deciding if the center is an optimal place for a child:

- Problematic behavior, including without limitation failure to cooperate with staff, inability to get along with staff, or other participants, or threatening, violent, or intimidating behavior
- Child has a hard time adjusting to environment
- A demand of staff time that hinders the program or staff's interaction with other children in the program
- Requirement of one on one care or individualized care plan
- Program does not have adequate resources
- Continuous disruption of the center
- Behavior is detrimental emotionally or physically threatening or abusive to the child or others in the program
- Child running away from the program and staff
- A child not arriving at the program without parental knowledge- no call/no show
- Staff are unable to meet the child's needs
- Child not receiving adequate support or aid as provided by parents and guardians. (The Before and After School Care Program at RLAC does not provide one on one care)

A Family fails to meet their obligations set for by the program including, but not limited to the following reasons:

- Non-payment or persistent late payments of fees or parents not meeting obligations for optimal care
- Failure to pay outstanding payments by deadlines set by RLAC staff
- Habitual failure to report a child absent
- Habitual early drop off or late pick up or failure to submit all required enrollment forms
- Inappropriate language/swearing
- Failure to comply with policies set forth in this policy manual
- Failure to meet with staff or work with staff in a cooperative manner
- Disrespectful behavior to staff members
- Threats to the program staff, enrolled children, or families and guardians
- Failure to communicate with program staff
- Vandalism
- Verbal abuse of staff members
- Reading or seeking out private information of families enrolled in the program with ill intent

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Dismissal of a Child (Continued)

If the RLAC were to have to close its services, the RLAC will notify families with as much advance notice as possible and any unused fees would be refunded.

If a child has been asked to leave the program for any reason stated above the following must happen in order to pursue future re-enrollment:

- If it was fee related, families must pay all outstanding fees related to any related to any RLAC program.
- If behavior related withdrawal re-enrollment for the following school year is at the discretion of the Program Director. Families must agree to meet, at staff's discretion, with the center staff and Program Director to discuss how the situation can be improved to an acceptable level. A behavior contract for the child may be put in place outlining terms of enrollment.
- If a parent or guardian withdraws their child, re-enrollment may be offered the following calendar year. If withdrawn due to behavior or environment a meeting may be set up before a child can re-enroll. A waiting list may still apply.
- All re-enrollments are at the discretion of the Before and After School Staff.

The Before and After School Care Program at RLAC hold the right to dismiss, without notice, if behavior puts child, other children, staff, or volunteers in danger. All below steps may be skipped if needed in single cases of runaway, vandalism, violence/hitting/kicking, self-harm, disrespect, no call/no show, situations where police become involved such as bullying, and demeaning behavior. The program may not be the best environment for all children, and enrollment is at the discretion of program staff. Enrollment may be terminated at any time if deemed necessary by the Before and After School Staff.

Child Guidance

The atmosphere at our program is controlled by the combined efforts of the children, parents, and staff. We all work together to create and maintain this safe and enjoyable, high quality, childcare alternative option. Our staff, along with parents, strives to support each child's development of positive problem solving skills and self-control.

When unacceptable/inappropriate behavior occurs, we often rely on the following methods to diffuse the situation.

- Redirection. Redirecting a child to another more appropriate activity or choice.
- Time Outs. Not viewed as a punishment but rather as a preventative measure to keep the situation from escalating and to remove the child from the situation.
- Think Paper. Your child may be asked to fill out a think paper, as an opportunity for them to assess their actions.
- Writing Sentences, Apology Notes, or letters to their parent or guardian.

A child may be dismissed with a single occurrence of: Violence/hitting/kicking, swearing, disrespectful behavior, safety, running away, vandalism, self-harm, no show/no call, and other factors that may arise unable to be controlled by the Before and After School Staff.

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Child Guidance (Continued)

Punishment which is humiliating or frightening to a child is prohibited. No forms of physical punishment, even at parent request, are permitted.

The Before and After School Program at RLAC reserves the right to dismiss a child they deem unfit for the program without following these steps if safety of children self, or staff becomes an issue.

The Before and After School Care Program at RLAC reserves the right to dismiss a child if they feel the environment provided by RLAC is not appropriate for a child's needs.

The Before and After School Care Program at RLAC reserves the right to skip all steps and dismiss a child for any of the following reasons: violence, disrespect, running away from program, failure to report to the after school without permission, self-harm, demeaning behavior towards others, self, or staff, or other situations we deem unfit for the Rock Lake Activity Center.

The Before and After School Care Program at RLAC reserves the right to dismiss a child for above stated items, and those unstated, as they feel necessary.

The Before and After School Care Program at RLAC reserves the right to dismiss a child based on concern of other parents, staff, volunteers, and community members.

Schedules and Payments**Cost**

Please see Before and After School Care Program at RLAC forms or brochures for pricing, minimum usage, and other schedule related information. Subject to change

Schedules must be filled out completely for each pay period and turned into the RLAC accounting staff by Thursday at 5:45pm for the following week of care. If this schedule will be late, please contact the Before and After School staff to make other arrangements.

The Before and After School Program at RLAC can usually accommodate schedule changes, and adding days. 24-hour notice is desired, but not required. Please inform program staff of schedule changes, and adding days or hours as soon as possible. The submission need to be done in writing.

The Before and After School Care Program at RLAC will care for children during times listed on their schedule forms. If a child is not scheduled, and arrives at the program, parents or guardians will be contacted. If parents are unable to be contacted, non-emergency police will be contacted. Schedule changes need to be presented in writing, and confirmed by the Before and After School Care Program at RLAC. The program only assumes care of a child during written scheduled time, if a child leaves the premises for an outside activity or is picked up early, the program no longer assumes care of the child.

Parents and guardians should sign out children with correct times. Failure to sign out with correct times can result in fines. Extra hours used must be paid for at the end of the scheduled week.

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Cost (Continued)

Schedules turned in late will be subject to late fees and/or denial of services.

- Late schedule fees are \$25.00, if the child attends before the schedule is turned in the fee is \$50 and you will be asked to pick up your child, and turn in schedule and payment before the next day of attendance.

State guidelines require that “The center shall have on file an agreement, signed by the parent, which specifies the attendance schedule to be followed.” ... HFS 46.10(4)(2). Schedules must be filled out completely each week. If they are not, they will be returned to parents for completion. The Before and After School Care Program at RLAC is not responsible for children during time period when not scheduled and paid. All schedule changes must be submitted in writing. Children attending classes or courses outside of the Before and After School Care Program at RLAC’s care are only deemed responsible the program staff if the hours during this time period are paid in full, and a written schedule stating this is presented. If children do not return from a class or course away from the Before and After School Care Program at RLAC at the time written, emergency contacts will be called until the child is located. If the child is not located the police will be contacted.

Vacation payment/Minimum Usage/Holding fee is not required for families with split custody when the child is with a parent outside of the care area (i.e.: not living in Lake Mills).

Payment Discounts

Payments may be made on a weekly, bi-weekly, or monthly basis. Payments and schedules should not include more than 8 weeks of care.

If for some reason, you accrue a balance on your account, you will receive a credit towards future school age child care. Credits should be used within a month’s time frame. Credits not used within a month’s time will be forfeited and donated to the Before and After School Care Program at RLAC.

A statement will be issued for payments or fines due by the RLAC accounting staff. The amount owed must be paid by the due date listed on the letter. Payments that are not made may be cause for the child to temporarily or permanently be suspended from the program until payments are made.

Full Day Care

Hours for full day care are 7:00am to 5:45pm. Rates for full day care are \$3.50 for members, \$4.25 for non-members per hour. Hours cannot be split up; full hours must be paid. Sign-up sheets and/or emails will be sent out inquiring on attendance. Payments must be made at the time of registration. There are no credits or refunds for hours paid and not attended on full days. Hours registered for (via paper copy, email, text, or phone call) must be paid in full at the time of registration. The registration is not considered complete until payment has been made in full. If the child does not have a completed registration they cannot attend. If full day care is cancelled, any amounts paid will be credited back to accounts, and can be used towards future before and after school care. We ask for a minimum of 5 enrolled to run program, but occasionally we can accommodate for smaller numbers of children.

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Refunds/Credits

We cannot refund or credit payments for occasional absences or if a child is picked up earlier than scheduled from the Before and After School Care Program at RLAC, unless your child is ill for 3 consecutive days at which time a physician's statement is required. Other situations are at the discretion of the Before and After School Care Program Director and Administrator.

Staff is not responsible for checking backpacks for schedules, which may be sent with a child. It is to your advantage to give schedules and payments directly to school age child care staff. Please do not leave schedules/payments on child's sign in/out page.

Staffing/Personnel Policies

Positions at the Before and After School Care Program at RLAC include the RLAC Executive Director, the Before and After School Program Director, Assistant to Director/Lead Teacher, Middle School Staff (Homework Club), teaching subs, and volunteers.

- All employees are able to review this policy manual
- All employees go through a hands-on orientation process and training pertaining to their position in the program
- All employees fill out a background information -*self-disclosure and criminal history request
- If any employee fills out the form incompletely or inaccurately, the employee will be asked to provide written explanation. The Before and After School Care Program Director along with the Program Administrator will review and decide further action. Providing incomplete or inaccurate information will be questioned and reviewed. Failure to complete review may result in termination.
- Proper documentation will be prepared and retained in the case of an out-of-state residence indicated by the individual within the past three years, an attempt will be made to obtain the out-of-state background check and document it

Illness

The program does not keep any medications that are not authorized by families at the center.

Each child is greeted and observed upon arrival. If a child is found to have any signs of illness (fever 100+, rash, vomiting, etc.) the family will be contacted for immediate pick-up.

Children will be excluded from programming activities if displaying signs of illness. If a child becomes ill while at the center, an isolation area shall be provided for the child's care until a family member can pick-up.

The Before and After School Care Program Director has the authority to make the final decision as to whether the child should be sent home.

A child with the following symptoms should not be allowed in the program until a proper incubation period has passed. If sent home with an illness, the child should not return within 24 hours. There is no reimbursement for the following:

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Illness (Continued)

- Sore throat
- Fever of 100 and above
- Rash
- Vomiting
- Bacterial diarrhea
- Contagious viruses
- Other contagious illnesses

The child will be readmitted to the program if family provides a statement from a physician or child has been absent for a period of time equal to the longest usual incubation period for the disease. Please communicate with your physician or the Lake Mills Elementary School as to the incubation periods of each illness. When a child is suspected of having a communicable disease or condition, the county of public health department will be notified. Parents will be informed prior to this communication.

Lice and Skin Mites

If lice or skin mites are suspected by program staff or staff is informed by the school or the parent/guardian the child may not attend program.

A child with lice or nits will not be allowed to attend the program. If a child has a positive screening for head lice or mites, all families will be notified of outbreak.

A child is able to return to the program after there are no lice (mites), nits, or eggs present for 24 hours. All rashes from skin mites must be cleared up, and scabs should be clear of infection.

Lice and Skin mites are highly transferrable in close quarters; proper precautions should be taken place in order to control their spread and prevent an outbreak.

If an outbreak of lice or skin mites occurs in the Before and After School Care Program at RLAC, all families will be notified, privacy will be respected, and the program will be canceled until the outbreak is controlled. An outbreak at this time is considered 3 or more children or staff with the presence of active mites or lice.

We cannot be held liable for the transmission of disease, illness, or lice and skin mites while in the care of the program. Families and guardians should take adequate measure to prevent the spread of disease.

The Before and After School Care Program staff are not health care professionals, we are unable to give advice on health care for your child. We are able to give information out regarding a disease or the transmission of a disease provided by the CDC website. Program staff are able to give you contact information of local health care facilities.

In an effort to prevent transmission of infection, all staff are provided gloves and personal protective equipment while dealing with bodily fluids. After wearing gloves, staff should wash hands immediately.

Families are encouraged to administer medication at home.

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Illness (Continued)

Children who require medication to be administered during the program hours must have the following:

- Medication in the original container, clearly labeled with child's name, name of medication, dosage, directions for administering, date prescribed, and physician's name.
- Families must fill out an authorization form giving staff permission and full instruction for administering medication. The authorization must include child's name, name of medication and condition being treated, dosage, times to be given, duration, family signature, and date form was filled out.
- If a child misses a dosage of medicine, families will be contacted and must authorize further instruction as to when medication can be administered. Conversation will be documented by staff.
- Medications will be kept in a secure location labeled "medication".
- Staff will document in a medication log each time medicine is administered, if requested.

Accidents/Injury

If an accident occurs on or away from the center in which medical attention is needed, the staff will follow these steps:

- If serious or life threatening call 911
- Administer proper CPR procedures and First Aid Procedures
- In an event of any head injury parents will be notified immediately
- Non-life threatening: staff will attempt to contact family. If family cannot be reached, contact all people given as contacts on registration forms, and possibly the child's physician
- Staff will be trained in first aid and CPR. First aid kits will be on hand
- Wounds are cleaned only with soap and water
- Written permission from the family is documented on the registration form this allows staff to contact child's physician or get further medical attention
- Written permission for RLAC staff to advocate for a child must be filed with child's pediatrician
- And incident report or accident report should be filled out by staff person who witnessed the situation
- Staff will always document accidents on proper forms
- If an accident occurs and the ambulance is called the child will be transported to the nearest hospital unless otherwise noted by the family on health forms and can easily be accommodated

If an accident occurs and further medical attention is needed the Before and After School Care Program Director and RLAC Executive director will be notified.

Rock Lake Activity Center's Philosophy and Goals

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

The RLAC is committed to serving families. We will provide a quality program for children in a healthy, caring, and safe environment.

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www.rocklakeac.org

info@rocklakeac.org

920.945.0156

"This institution is an equal opportunity provider."

The Goals of the Before and After School Care Program at RLAC are to:

- Foster development of a positive self-image
- Encourage healthy living, healthy choices
- Encourage children to take responsibility
- Encourage children to develop independence
- Encourage children to learn appropriate behavior in social settings
- Encourage children to deepen their respect for themselves, for others, and for their surroundings
- Foster positive relationships
- Encourage curiosity, creativity, and an open expression of ideas
- Offer a variety of opportunities of active learning according to the child's developmental level
- Have fun and meet new friends

Staff will promote the core values of Responsibility, Respect, Courage, Compassion, and Honesty as developed by the Lake Mills School District.

- Redirection of children is used to avoid or diffuse issues
- Staff will encourage children to solve their own issues when possible
- Staff should be role models for children
- Staff should be calm respectful, and caring with all children

All policies are subject to change as felt necessary by the Before and After School Care Program. Rules and Regulations are set forth to keep children safe during their scheduled time in the program. If we feel a child's safety is at risk the policies may be altered without notice.

A child may be dismissed due to any factors listed in this policy manual, or by items not listed as deemed necessary by program staff.

The Before and After School Care Program at RLAC holds the right to dismiss a child they do not see fit for the program with or without prior notice.

Snack Donation

Families in the Before and After School Care Program at RLAC are encouraged to donate snack items. Snack donation is encouraged but not required. Snack suggestions are listed on the bulletin board in the after-school room.

- Any donation to RLAC can be used for tax purposes but a receipt must be supplied

Notes for Families

A Key pass must be purchased from RLAC, to ensure ability to get into the building during non-office hours. If the doors become locked in an emergency situation the key pass will be required for admittance.

The doors may be locked without prior notice, always carry a key pass.

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Notes for Families (Continued)

A form must be filled out to purchase a key pass. The first key pass is \$10, and \$8 for each additional key. No refunds will be made upon the return of the key.

For more information on key passes for the Rock Lake Activity Center please contact the General Manager at 920.945.0156 or at RockLakeAC@gmail.com

What children MUST bring to the program:

- Sunscreen (or a note stating otherwise), sunscreen will be required for children going outside, unless otherwise specified by parents/guardian. May through September. Please Label.
- A nutritious sack lunch on full days or half days starting prior to lunch. We do have a refrigerator and microwave available for cooling and heating lunches as well as a freezer.
- Extra snacks if needed above and beyond those donated.
- Homework, a book, or something to work on during homework time Monday-Friday during regular weeks of school.

What your child should **NOT** bring to the program:

- Electronics (including video game systems, mp3 players, portable DVD players, etc.)- without permission from staff and guardians
- Sharp or dangerous objects- No guns are permitted at the Rock Lake Activity Center
- Toys from home
- Legos or Lego sets
- Pokémon cards
- Small objects easily misplaced
- Medication without authorization
- Money
- Cell phones- these can be kept in bags and only used with permission from program staff.

Flip flops and crocks are discouraged during active games, if your child wears flip flops or crocs to the program it is encouraged that a separate pair of shoes are packed for active games.

If other items are needed for a specific event or day parents will be informed of a week in advance, if possible.

The Before and After School Care Program at RLAC staff and children walk to and from school come rain or shine. Children should be equipped with proper clothing, cold weather gear, and umbrellas. The program may have equipment available but this should not be assumed.

- On days where temperature is below 32 children are expected to wear their hats, gloves/mittens, snow pants, boots, and winter jackets.
- On days below 40 children are expected to wear hats, gloves/mittens, and winter jackets.
- If there is snow on the ground children are expected to wear their snow pants and boots.

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Notes for Families (Continued)

- On days below 60 children will be expected to wear light jackets or sweatshirts when playing outside. Children without proper covering will be unable to play outside.
- Children may be taken outside on days reaching 95 and above or when heat advisories are active.

Please advise staff if your child has trouble handling the heat. Other options may be available for the indoors.

This policy manual also serves as the policy manual for the Before and After Summer School and Full Day Summer Camp at RLAC

This policy is subject to change. Items may be changed and revised with or without notice. Changes will be posted on the Rock Lake Activity Center Website under After School Program.

The Before and After School Care Program at RLAC is supported by the families in the program, the community, the RLAC staff, and the RLAC Board of Directors

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