



# ***Before/After School Program***

## **Policies and Procedures *Handbook* 2024-2025**

## **Dear Before/ After School Families,**

Welcome to the Mason City Parks and Recreation Before/ After School Program! Our childcare is designed to provide children with a fun and safe environment during the school year, where they can interact with other children, play organized games, do crafts, and also do homework/school work. We provide a positive atmosphere and help develop new skills for the kids and participate in team building all while making long lasting friendships and memories.

This handbook will help you receive a better understanding of how our program operates. Please make sure you set aside some time for you and your child to read through this handbook before they arrive to the program. If you have any other questions or concerns please feel free to contact us! The staff and I are super excited about this summer and we look forward to introducing your child to some new adventures!

Sincerely,  
Meriel Johnson  
Recreation Programmer  
641-421-3673  
mjohnson@masoncity.net

### **STAFF LEADERSHIP**

All childcare staff has been carefully selected for their maturity, character, creativity, special talents, and experience with children. All staff has been thoroughly screened with a complete background and criminal history check. All camp staff is certified in CPR/ First Aid & Blood borne pathogens. They are looking forward to a fun school year with your child!

### **PROGRAM FEES**

**Registration Fee:** \$25.00 per child. This fee must be paid when registering and for the kids to start the program. Registration is required!

**Before & After School Program:** \$3.00 per hour that the child is at the program.

### **ENROLLMENT CRITERIA**

All registration forms must be filled out completely and signed by a parent or guardian. Your child will not be able to attend Before/ After School Program unless all forms are complete and the registration fee is paid. These forms are required for the safety and security of your children. Child care forms must be updated each year, to make sure we have updated information.

#### **Forms Included:**

- Registration Form
- Credit Card Authorization Sheet
- Policies and Procedure Parent Manual

## **What NOT to Bring to Before/ After School Program**

- Cell phones
- Personal video games, toys, or card games
- Expensive jewelry
- Knives or weapons of any kind

Please help us maintain a safe environment by not allowing your children to bring any of these items to the program. The Mason City Parks & Recreation Department is NOT responsible for lost, stolen, or broken items that are brought to the programs.

## **GENERAL CAMP POLICIES**

### **Program Eligibility**

The minimum grade for a child to attend our program is kindergarten or 5 years of age and the maximum is 6<sup>th</sup> grade or 12 years old. Kids must be potty trained as well.

### **Lost and Found**

Before & After School: Lost and found items will be placed on the cart the staff have. Please ask the staff members if missing an item. If a missing item has been on the cart for a week, it will get moved to the school's lost and found bin.

### **Registration Changes**

Any changes in registration information concerning you or your child must be communicated in advance to the Mason City Parks & Recreation Department. Pick up authorization changes must be done in person and in writing to the Recreation Programmer or staff. It is the parent's responsibility to notify us immediately of any changes that may affect the care of their child (emergency phone number changes, change of address, or work/home phone number changes)

### **Confidentiality of Records**

All information contained in your child's records is privileged and confidential, and it cannot be released without your written consent.

### **Telephone Policies**

Emergency calls to kids should be done through the Mason City Parks & Recreation Department. Typically, kids are not allowed to make a call from the program. In cases where consultation is required with a parent or guardian, a staff member will accompany the child to the phone where a call will be placed. On occasion, a staff member may call to discuss behavior or special circumstances. Staff are not allowed to give out personal cell numbers to parents, so please call the recreation office at 641-421-3673.

### **Pick up/ Drop off– Before & After School**

When dropping off your child at the Before School Program, you do have the choice to walk your child into the program which at all three programming sites would be the gymnasium. We ask that you stick around and make sure they make it to the door and are inside the building.

If you are picking your child up from the after school program, you are required to come into the building or meet the staff at the playground. The after school program will be held in the gymnasium at all three schools. The staff will not release your child if you don't come to get them.

If your child doesn't come to the Before & After School program we are not responsible for their actions on what they do at the school. If we should be expecting them for either program please make sure you communicate with the recreation staff so we know if we should be expecting your child. If the kids are outside, parents/ guardian need to come out the car and come get the kids. Staff will not send the kids to your car.

Lincoln Kids: we will dismiss the Lincoln kids at 7:30am from Roosevelt during the Before School program. If they are planning to come to After School please remind your child that they need to come straight over to Roosevelt. We do expect them to come around 3:00pm every day, and if we don't see them come into the gym we expect them not coming for the day. Please once again keep the staff informed if your child from Lincoln won't be joining the After School program that day.

### **Parking/ Pick Up/ Drop off—Recreation office**

Please park in the mall parking lot to drop off or pick up your child. Please do not park near the sidewalks of the mall or the loading dock area by the multipurpose arena. Our camp is hosted at the Mason City Recreation Department which is now at our new location in Southbridge Mall by the Multi-Purpose Center. To get to our office is you will enter through a brown door that is on the loading dock area in front of the mall between the front entrance and the arena. You will see a big blue garbage disposal by the brown door. Once you enter through the brown door, you will walk down the hallway till you get to the carpet area and take right and a door will be open to our blue room and a staff member will be out there to help.

The Recreation door you will be coming in to drop off/ pick up your child we call it the "Blue Door" since our program room is called the Blue Room. We will be locking that door from 8:00am-4:00pm. So if you are using our childcare services during the hours of 7:00am-8:00am or 4:00pm-5:30 that door will be open to drop off and pick up. If you are dropping or picking up your child during the hours of 8:00am-4:00pm please enter through the main recreation door and check in with Donna our Administrative Assistant, then we will escort them back to the childcare area.

### **Sign In/Sign Out**

When dropping off your child you need to make sure you find the attendance sheet that will be located right when you walk into the program. Please put the time you picked up or dropped off your child.

When picking up your child, you need to find the attendance sheet once again, put down the time you picked them up and then sign your name in the signature column. We ask for a clear signature so we can read the name. We ask that you don't abbreviate, initial or chicken scratch your signature.

### **Transportation**

The Mason City Recreation Department will provide transportation during delays, early outs, and due to weather. During delays, please bring your child to the Recreation Office and we will shuttle him/her to school. On early outs, we will be shuttling the children from the schools to the Recreation Office within an hour of school getting out.

## **LATE PICK-UP POLICY**

Closing time is 5:30pm!!

On certain occasions, when a parent must be late, the Recreation Department has the following policies:

- Parents must call the Recreation staff to inform them that they will be late and what time they are expected to arrive, or to inform us of other transportation arrangements they have made.
- In the event of consistent tardiness, a meeting with the Recreation Programmer will be scheduled. Extra charges will be added to your account.
- In the event that the Recreation Department doesn't receive a prior phone call from the parent, the following procedures will be immediately implemented:
  - The Fun N Sun staff member will contact the parents for instruction
  - If contact can't be made, the staff member will call the emergency contact list to arrange pick up.
  - If 30 minutes from official closing time has passed and contact cannot be made to the child's parents or the emergency contacts, a call will be made to the Police to report an abandoned child. Staff members and the Recreation Programmer will then follow instructions given by the police as to what further arrangements are necessary.
  - Parents will be informed to contact the Police for further instructions
  - Extra charges will be applied to your account and your child will not be allowed to return until payments are made.

## **Late Start & Early Out Weather Procedures:**

### **Late Start Scenarios**

- \* *School decides to have late start the night before or before 6:45am the day of:*
  - \* Please drop your kids off at the Parks & Recreation office. We will transport your child to the school when school is about to start.
- \* *School decides to have late start after 6:45am:*
  - \* Kids will stay at the school until schools starts.

### **Early Out Scenarios**

- \* *If schools have an early dismissal due to weather:*
  - \* Park & Rec staff will transfer the kids back to the Recreation office and parents need to pick up their kids no later than 5pm. We want to make sure our staff get home safely as well. We will provide a snack at normal time.

## **BEHAVIOR MANAGEMENT**

### **Before/ After School Rules:**

- Show respect to the camp staff and to your friends
- Use put-ups, not put-downs
- Listen to the camp staff and your friends
- Play safe and Fairly
- Stay with B&A School counselors at all times, do not separate from the group
- Follow all facility rules
- Respect the Mason City Schools property/ facility

## **Methods of Discipline the childcare staff will use**

- Establish "House Rules" every day of what the kids can and can't do at the program for safety reasons. Children will also be asked to help come up with rules.
- Allow transition time and warnings before they occur
- Give verbal warnings/ reminders
- Redirection-talk through the problem with the child. The child is encouraged to suggest alternative solutions and assist in implementing them.
- Cool Down Time
  - Remove child from activity (a time away from the group within view of the staff)
  - After 1-2 minutes, maximum of 10 minutes, ask the reason why he/she was removed and if they are ready to return to the activity
  - Explain behavior expected for the future
  - Discuss problematic situations with the child's parents and incorporate his/her suggestions into the child's behavior management plan.

## **Prohibited Discipline at Before/ After School Program:**

- Corporal punishment ( hitting, spanking, biting back, squeezing, slapping, or any bodily harm)
- Isolation
- Using or with-holding food
- Emotional abuse
- Harsh language, put-downs, hurtful sarcasm or humiliation

## **BEHAVIOR NOTIFICATION**

As mention earlier we have a 3 strike policy when dealing with behaviors. Disciplinary Reports (Blue Paper) are just warnings that you should be aware of that happened at camp. If you receive 3 Disciplinary reports (blue sheets) it will be turned into a Strike (Pink paper). The child care programs we have a 3 strike policy before we ask that your child can't return to our program. The following steps will be used for behavior notification:

3 Disciplinary Reports =1 strike

- 1st Strike: Meeting with Parents-warning
- 2nd Strike: Meeting with Parent, Director, and Rec Programmer &1 Day Suspension
- 3rd Strike: Meeting with Parent, Director, and Rec Programmer & 2 Day Suspension

These disciplinary actions may be altered depending on the severity of the offense. The offense does not have to relate in any way to be dismissed from the program.

What is considered and automatic strike is kicking kids or staff, biting, swearing at the staff or kids, running from the program, abusing equipment, aggressively hitting staff or kids (with intent to hurt). The Director and Recreation Programmer will make the decision on when to suspend the child or have them dismissed from the program.

## **Suspension or Release**

In all cases, suspension and/or release of a child from the program is the final decision coming from the Recreation Programmer. Although it is always our last resort, release from the program may be necessary to ensure the safety of your child as well as others in the program. These forms will be kept at the Recreation office for our records.

## **BITING**

Biting can be a normal part of child development, it is not expected in this program but could occur. If in the event a biting does take place an accident report will be written up.

- **The Biter:** will have mouth cleaned out with water and checked for any traces of blood. A discipline report that will be counted as a strike (Pink Sheet) will be filled out and parents will be called immediately. The biter is sent home immediately and not allowed to return for the rest of the day. Depending on the event, they may come back the next day.
- **The Bitten:** Any time a child is bitten, the injury is immediately attended to by cleaning and disinfecting the area, applying ice packs if needed. An accident/injury report will be made. Parents will only be called if skin is broken
- Parents of the child who was bitten are not given the name of the "Biter" the counselors and the Recreation Programmer are responsible for taking care of these situations.

## **ACCIDENT/ INJURY REPORTS**

Staff will treat children experiencing minor injuries or illnesses such as bumps, bruises, scrapes, bee stings, and upset stomachs, taking note of specifications on the child's health form. Sick children will be isolated from other program participants until parent/guardian comes to pick them up. Parents will be informed of all First Aid administered to their child and asked to sign the Accident/ Incident report upon pick up.

In case of a major emergency such as broken bones or teeth, punctured wounds, etc. we will immediately call the parents or emergency contacts. If need to be transported/ taken to hospital by an ambulance parents will also be notified immediately. Health forms on registration packet must include child and parent information, emergency numbers, where parents can be reached, and a medical release to seek treatment if parents can't be reached.

If a child is injured at a field trip location, a staff member will assess the injury and instruct a fellow staff member to obtain the child's emergency contact numbers and phone an ambulance if needed. The child will then be transported to the designated medical facility accompanied by a staff member. The staff member will stay with the child until the parents, guardian or emergency contact person arrives at the medical facility.

Please provide your child's doctor and dentists name and phone numbers on the registration form. In case of an emergency, the Mason City Parks & Recreation Department will use these numbers to contact medical professionals.

## **HEALTH POLICY**

### **Medical Insurance**

It is the responsibility of the parent for payment of all medical bills. The Mason City Parks & Recreation Department does not hold medical insurance on program participants. Please make sure your child's insurance carrier and policy number are listed on information forms.

### **Allergies and Emergency Medical Information**

Any allergies to foods, chemicals, or other materials should be listed in the "allergies" section of the child's information form. All staff will be informed of children's allergies and instructed to avoid these products.

## **Administration of Medications**

Any medications, prescribed or over the counter, must have prior written parental and doctor notification. For the Mason City Recreation Department to administer, all medication must be in their original containers. Prescription medication must have child's name on the container with the name of the drug and directions for usage and storage on the label. The program will keep a written record of the administration of any medication which will include the time and date of each administration, the dosage, the name of the staff member administering the medication, and the child's name who is taking the dosage. All unused medication will be returned to the parent/guardian.

## **Sickness**

Please keep your child at home if he/she complains of a stomach, headache, and earache, has a fever, or seems to be usually flushed or pale. It is better to be over cautious than to risk exposing an illness to the rest of the children or staff. If a child becomes ill during camp, we will call and ask the parents to come pick up the child within an hour of the illness. The child will be able to return to day camp once he/she is symptom and fever free without medication for 24 hours.

Please notify the Mason City Recreation Department if your child is infected with a contagious disease. All parents will be given a notice if a child in the program has been infected with a specific type of contagious disease. Notices will include information on symptoms and the type of contamination. A release form from your physician will then be needed for your child to return to day camp.

Here is a list of illnesses in which your child should stay home:

- Temperature of 100 degrees Fahrenheit or above
- Pink Eye
- Diarrhea (more than one instance in a 12 hour period)
- Vomiting
- Severe Cold with Fever
- Head Lice
- Ring worm
- Impetigo
- Contagious Disease

We hope your child has a great school year with us and if you have any questions regarding the manual or the program you can contact Meriel Johnson at [mjohnson@masoncity.net](mailto:mjohnson@masoncity.net) or call 641-421-3673.