

Longfellow KEY

Before and After School Program



Parent Handbook

Longfellow KEY

1130 Seymour Avenue

Iowa City, IA 52240

Program Phone - 319.330.2668

longfellowkey@gmail.com

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WELCOME

Welcome to the Longfellow KEY Before and After School Program. This non-profit organization was formed in 1984 by concerned parents to overcome the before and after school care challenges faced by so many families. The program for children in kindergarten through sixth grade offers a wide variety of activities that enhance self-expression, exploration and further the development of the children in a safe, fun and friendly environment.

ORGANIZATION

The Longfellow KEY BASP is a fully licensed center following the standards of the Iowa Department of Human Services. KEY is incorporated in the State of Iowa as a non-profit corporation and is exempt from federal income tax under section 501c3 of the Internal Revenue Code. Longfellow KEY is governed by a board. The board meets monthly to plan the budget, to determine KEY policies and to deal with other related program issues. The Longfellow KEY program is not a part of the Iowa City School District. The Iowa City School District provides the space, utilities and custodial services as an in-kind donation to the program. All staff salaries, supplies, food and other expenses are supported entirely by the tuition fees.

NON-DISCRIMINATION POLICY

As aligned with the policy of the Iowa City Community School District Longfellow KEY BASP does not to discriminate nor tolerate the discrimination based on race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices.

Enrollment in the Before and After School Program
constitutes an understanding that you will
abide by the policies described in the handbook.

SECTION I – FAMILY RIGHTS

Families have the right to:

1. Know that their children are in a safe, friendly environment.
2. Share concerns with staff about anything they do not feel is in the best interest of the children.
3. Be informed of their child's behavior.
4. Consult staff when necessary.

SECTION II – FAMILIES' RESPONSIBILITIES/EXPECTATIONS

Families' responsibilities/expectations are:

1. Pay fees/tuition on time as explained in Section V.
2. Keep the children's records current as explained in Section VII and/or VIII.
3. Pick up/ drop off children on time as explained in Section XI.
4. Follow the health policy as explained in Section XVII.
5. Display appropriate behavior around all children and staff involved in the program.
6. Notify the Longfellow KEY staff, in writing, of children's absences.

Longfellow KEY requires the parents/guardians of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of KEY is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of KEY but, it is the responsibility of each and every parent or adult who enters the center. Parents/guardians are required to behave in a manner that fosters this ideal environment. Parents/guardians who violate the Parent Code of Conduct will not be permitted on agency property thereafter.

- **Inappropriate Language/Use of Profanity:** No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At **NO** time shall inappropriate language be directed toward members of the staff or any other parties involved.

- **Offensive/Discriminatory Terms:** KEY has a zero-tolerance policy for any discriminatory motivated remarks to any person/s involved in KEY. We ask that no political motivated discussion or comments be spoken on KEY property.
- **Threatening of employees, children, other person/s associated with KEY:** Threats of any kind will not be tolerated. A threat is defined as: *“a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.”* All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not risk a second occurrence. Parents must be responsible for and in control of their behavior at all times.
- **Harassment of employees, children, other person/s associated with KEY:** Harassment of any kind will not be tolerated. Harassment is defined as: *“aggressive pressure or intimidation.”* This may include but is not limited to the following; yelling/screaming, sexual/lude comments, repeatedly asking inappropriate questions/comments and bullying.
- **Physical/Verbal Punishment Of a Child/ren At KEY:** Physical/verbal punishments are not permitted in the child care facility. Verbal reprimands may cause undue embarrassment or emotional distress. Parents/guardians are always welcome to discuss a behavior issue with the teacher. The director can help provide advice and guidance regarding appropriate and effective disciplinary practices. Parents/guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness or be made known to another parent’s child behaving in an inappropriate manner, it is most appropriate for the parent to direct their concern to the Director. It is inappropriate for one parent to seek out another parent to discuss their child’s behavior. All behavior concerns should be brought to the Director’s attention. At that point, the Director will address the issue with the other parent/guardian. Although you may be curious as to the outcome of such a discussion, staff and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You can be assured that we will not discuss anything about your child with another parent or adult visiting the center.
- **Use of Nicotine/Tobacco:** The use of nicotine/tobacco is against the law by the state of Iowa in or outside of a school/childcare facility. If any parent/persons involved with KEY is found to have nicotine/tobacco products (vapes/cigarettes/chewing tobacco/etc.) they will be automatically removed from the program.
- **Illegal Substances:** KEY prohibits the use of any illegal substances on agency property. Any adult affiliated with KEY found to have illegal substances on their person, or smell of an illegal substance, will be disenrolled and authorities will be alerted.

SECTION III – CHILDRENS' RIGHTS

Children have the right to:

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

SECTION IV – CHILDRENS' RESPONSIBILITIES/EXPECTATIONS

Childrens' responsibilities/expectations are:

1. Arrive at the program promptly each day after school
2. Put my belongings away neatly in the storage area provided when I enter BASP
3. Remain with the group and child care staff at all times
4. Follow all school rules
5. Always show respect for others, children and adults
6. Keep my hands to myself
7. Be polite in words and actions – no put downs or foul language
8. Pick up my area before I go to another area
9. Use indoor and outdoor equipment safely
10. Always ask prior to using BASP equipment or another student's personal items
11. Walk (unless running as part of an activity)
12. Have permission from a staff member to leave the BASP area for any reason and change my name-tag to reflect where I am
13. Be a positive representative of the Longfellow BASP on field trips
14. Sit in the designated area, use good table manners and a quiet voice while eating and clean up my area when finished

SECTION V – FEES AND PAYMENT POLICY

A. Fee Information:

Before School Only = \$100 per month per child

After School Only = \$225 per month per child

Before and After School = \$240 per month per child

Conference Days = \$65 per day per child*

Spring Break (4 days) = \$175 per week per child*

Summer Week = \$50/week/child deposit plus an additional \$200/week/child**

*Spring Break and Conference Days are not included in the monthly tuition and are subject to change.

**Summer deposit and tuition are not included in school year monthly tuition and are subject to change.

- B. All families are required to use automatic withdrawal for payment of tuition. The appropriate form will be provided upon enrollment. If automatic withdrawal is not a possibility, you must inform the director and an accommodation may be provided.
- C. Tuition payments are made in nine equal installments. Advance payment of the first month's tuition for the following school year is due on March 1st. Payment must be through the Brightwheel App. Payment must be submitted with the completed registration form. This payment reserves the child's placement for the following school year and no tuition is due in August or September. The remaining eight payments are due on the tenth day of the month, from October through May.
- D. All new families are required to pay a new member fee. This payment covers the child's first month of enrollment and no tuition will be due during that month. Thereafter, tuition will be due on the tenth day of the month through May. The new member fee is the cost of one month's tuition as follows:
- Morning: \$100 per month per child
 - Afternoon: \$225 per month per child
 - Morning & Afternoon: \$240 per month per child
- E. School year tuition must be paid by the 10th calendar day of the month. If payments are received after the 10th a \$10 late fee per child will be added. If tuition is not paid by the 15th, or if arrangements for payment have not been made, the child may be suspended from the program. Tuition is the same amount each month regardless of the number of days the child actually attends. Reinstatement may occur when all fees, including a \$30 reinstatement fee, have been paid.

- F. Parents will be notified immediately by the director upon receipt of the non-sufficient funds notice and shall have five school days in which to pay the charge in the tuition in full by cash or the equivalent. If not paid by the end of the fifth school day after the notice, the child will be suspended from the program until payment is received or arrangements have been made. If tuition and the non-sufficient funds charge are not paid in full, the child may be dismissed from the program.
- G. If a child withdraws from or is discharged from the program, tuition will not be pro-rated for that month. **A 30-day written notice must be given in order to withdraw a child from the program and discontinue automatic withdrawal of tuition.**
- H. Conference Days and Spring Break Day Camps are available for an additional fee. If a minimum of 12 pre-registered students is not reached by the given deadline or if there are not enough required staff available then the program will not be open on the Conference Day or Spring Break. Pre-registration forms will be available starting February 1st. Spring Break pre-registration forms will be available in February.
- I. Program is closed during fall break and winter break (dates provided by the Iowa City School District Academic Calendar).

SECTION VI – IRS STATEMENTS

In order to receive your tax statements or monthly receipts you need to sign into your Brightwheel account from a non mobile device and they can be accessed through the Billing and Reports section of the app. Monthly invoices are issued at the beginning of each month. Invoices can be emailed to each family monthly or printed upon request. For families that need signed receipts to turn into their employers, please turn in your invoice to the director. The Director will then sign and return your invoice for you to turn in. In case the signed invoice does not fulfill the employer’s criteria, please see the Director so alternative arrangements can be made. The program provides an additional itemized statement at the end of the year for your tax purposes.

SECTION VII – WAITING LIST/REGISTRATION/ENROLLMENT

Any child enrolled in kindergarten through sixth grade at Longfellow Elementary School is eligible to register for the BASP. Children who attend Longfellow Elementary school, or who will enter kindergarten in the fall of the subsequent year, are eligible to apply for program openings. Children may not attend the Longfellow BASP before their first day of kindergarten.

We encourage children of all backgrounds to attend. The Longfellow KEY BASP does not discriminate on the basis of race, creed, color, gender, gender identity, national origin, ethnicity, religion, age, marital status, sexual orientation, veteran status or disability.

Longfellow KEY BASP accepts all children that attend Longfellow Elementary School. No child will be discriminated against due to special needs he/she may have for day-to-day activities. This includes child(ren) currently attending the Lemme BASP, child(ren) on the waiting list, and future attendees that have not enrolled or been placed on the waiting list.

Parent(s) or guardian(s) of a special needs child may be asked to attend a meeting or regularly scheduled meetings to discuss with the Program Director and/or staff the best way to meet the needs of the child. Meeting date(s) and time(s) will be determined by the child's parent(s) or guardian(s) and the Program Director.

Limitations for accommodating children may exist for children whose needs require extreme modifications beyond the capability of the program's resources. Financial, professional, and educational resources may be researched for the benefit of the family as well as the program.

Longfellow KEY BASP reserves the right not to enroll any child who poses a direct threat to themselves or others. The determination that a child poses a direct threat may not be based on generalizations or stereotypes about the effect of the disability; it must be based on an individual assessment that considers the particular activity and the actual abilities and disabilities of the individual.

Longfellow KEY BASP reserves the right to deny enrollment to the program if accommodations are unable to be met for the child's needs. By signing the **Consent to Release and Exchange of Information(ATTACHMENT D)** gives permission to communicate with the school to base acceptance decisions related to their success rate in the program.

Families may choose from one of the three levels of child care offered by the Longfellow KEY:

1. Before school care only (morning program)
2. After school care only (afternoon program)
3. Full-time care (both morning and afternoon programs)

Longfellow BASP does not have the ability to offer part-time care or drop-in care due to state mandated staff-child ratios that the program is required to follow.

Program enrollment will be determined by the Longfellow BASP Board of Directors and will not exceed the maximum number of children as determined by Iowa DHS guidelines. Each spring, the Director will offer enrollment for the following school year. At that time, currently enrolled families will be required to re-enroll their child(ren) and new school age siblings (if applicable) by the deadline established by the Director. Currently enrolled children who do not re-enroll by the deadline will lose their spot for the following year and, if still interested in being in the program, will be required to apply to the wait-list (see below). Re-enrollments should also note any changes in level of care (i.e., morning program, afternoon program, or full-time).

Priority enrollment will be given to the following applicants:

1. Currently enrolled children
2. Sibling(s) of currently enrolled children (if the demands exceed the space available a lottery will be instituted to determine placement)

If openings remain after all re-enrollments have been completed, these openings will be filled based on the following basis:

1. Children selected from the waitlist (see below)
2. The morning and/or afternoon preference indicated on the application form
3. First come basis according to the date of application

Wait-List

The Wait-List for the Longfellow KEY BASP is mandated by the Iowa City Community School District. The current policy and implementation time-line are outlined below.

Feb. 1st: Current families enrolled in the program will re-enroll for the following school year, including siblings of current families.

Feb. 25 – Mar. 25: If there are openings in the program, families on the grandfathered waiting list will be offered positions based on availability. If a family declines a position, they will be removed from the grandfathered waiting list and will have to resubmit an application for the lottery system, if the interest for a future position arises.

April 1: Programs will accept applications from new families interested in a position in the program. A lottery list will be generated from this pool of applicants. Any spots available will be offered to families on the lottery list. If the program is already full, children will remain on the lottery waiting list.

For additional information please refer to the Iowa City Community School District Before and After School Program website at:

http://www.iowacityschools.org/pages/ICCSD/parents/Before_and_After_School_Program

SECTION VIII – ENROLLMENT FORMS

Parents must complete the following listed forms BEFORE the child can attend the program. Forms will be made available through the Brightwheel app. These forms MUST be fully completed and accurately. This includes filling in ALL blanks, including complete addresses, doctors' names, emergency persons, etc. These forms must be renewed at the beginning of each school year.

1. Parent Emergency Medical/Dental Consent
2. Physical Assessment/Health Form

3. Immunization Card and Physical must be available in school office
4. Record/Photograph/Late Fee/Tuition Fee/Consent to Share Information(Attachment D)/Waiver for Participant by Parent/Travel Release Authorization
5. Pick-up Permission Form
6. Medication Release Form (as needed)
7. School-Age Activity Authorization
8. Parent Handbook Agreement

SECTION IX – WITHDRAW FROM THE PROGRAM

Families who wish to withdraw their children from the program must provide a statement in writing at least 30 days prior to the discontinuation of this service. Full tuition will be due for any month in which the child attends. Non-payment of the fall deposit in June will constitute withdraw from the program for the following school year.

SECTION X – HOURS OF OPERATION AS OF FEBRUARY 2016

Morning Program – 6:45 am to 7:55 am (M – F). Children will not be allowed into the school before 6:45am.

Afternoon Program – 2:55 pm to 5:45pm (MTWF)

1:55 pm to 5:45pm (TH)

Conference Days, Spring Break and Summer Program* – 7:30am to 5:30pm (M – F)

*There is an additional fee for these services, see director for details.

SECTION XI – DROP-OFF/PICK-UP

Children may be dropped off any time between 6:45am and 7:55am and picked up any time between 2:55 pm and 5:45 pm on Monday, Tuesday, Thursday, and Friday and 1:55 pm and 5:45 pm on Wednesday. Prior to 6:45am the program is NOT licensed or insured to operate and therefore cannot be responsible for your child. To ensure the safe arrival and departure of your child, please be sure that the caregivers are on duty before leaving your child at the school and they have been properly signed in. This procedure will give you an opportunity to talk informally with the director or other staff members on duty. If other arrangements are needed, please contact the director.

SECTION XII – LATE PICK-UP PROCEDURE

Closing hours of the Longfellow BASP must be respected. Children picked up after 5:45 pm. will be charged a **\$5 late fee + \$1 per, per child every minute after overtime fee** (all time determinations are based on the closing Supervisor's cell phone). Families charged an overtime fee will be issued an Overtime Fee Form and will have two working days to return the payment indicated on the form. Continued late pick-ups will result in the following disciplinary actions:

- The second late pick up incident will incur the same overtime per minute/child overtime fee, plus the parent(s) or guardian(s) will receive a written warning that a third late pick up will result in a 5 day suspension from the program
- The third late pick up incident will result in a 5 day suspension from the program for all children from the affected family. There will also be a written warning that any further late pick up will result in termination of the Longfellow BASP agreement and the loss of all rights to enroll in the summer program (Kids Camp) or to re-enroll in the school year program. The parent(s) and/or guardian(s) will still pay tuition for the 5 day suspension period.
- Upon the fourth late pick up the Board will discharge the family from the program.
- Families have the right to appeal a discharge to the Board.

If a child has not been picked up by 6:00 pm. (15 minutes after the close of BASP), staff will attempt to contact a parent or guardian by phone. If staff cannot reach a parent or guardian the emergency contact will be called. If a child has not been picked up by 6:15 pm. (30 minutes after the close of BASP) and there has been no contact with a parent, guardian, or the emergency contact, Iowa Department of Human Services will be contacted to come and pick up the child.

SECTION XIII – ABSENCES

- A. If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence, please notify the director, in writing, in advance.
- B. If your child is ill, please call the program number cell number, 319-330-2668. This phone is not attended at all times but you may leave a message on our answering machine or email the Director at longfellowkey@gmail.com

SECTION XIV – RELEASE OF CHILDREN

A child will be allowed to leave with a person other than designated persons only if permission has been given to the director on the Pick-Up Permission Form or in writing by the family. If your child attends extracurricular activities or has any other kind of arrival/departure change within the period they are enrolled in the program, you must provide the director with a written notice prior to the date the change is effective. If the child is attending an extracurricular activity and then returning to KEY you must provide KEY with a note stating who will be responsible for signing him/her out of the program and then signing him/her back into the program.

For safety reasons, the person signing the child(ren) out must be an adult. Extracurricular activities might include: soccer, language class, girl scouts, cub scouts, band etc. If you will be allowing your child to walk home from program, the child must be in 4th grade or older and must sign and turn in the permission form provided before they will be allowed to do so.

SECTION XV – PROGRAM AVAILABILITY

Longfellow KEY follows the school calendar and is in session on all days classes are held in the elementary building. **If school is closed or dismissed early due to weather, unscheduled closing or any other emergency conditions, KEY will not be held.** It is the parent’s responsibility to pick up the child if school is dismissed early. If the start of school is delayed because of weather or any other building emergency, the program will not operate in the morning. If school begins later, then afternoon KEY will be held. Longfellow KEY has received permission from the school district to be open during conference and in-service days as well as Spring Break and summer, these services are known as day camps or summer camps. In the event of inclement weather or building emergency the Longfellow KEY program reserves the right to close its day/summer camps for the health, safety and well-being of the staff and students.

SECTION XVI – DISTRIBUTED OF MEDICATIONS

Whenever a child is to be given prescription or over-the-counter medication, the parent/guardian must complete and submit to the director a signed medication authorization form. Medication brought to the program must be presented and stored in the original or duplicate child-proof medication container with full prescription labeling as dispensed by the pharmacy and re-documented each month. If medication is to be kept at the program for treatment of a chronic condition, then no more than a one-month supply should remain at the program at any time. All medication will be stored in a locked box located in a locked file cabinet. If the medication needs to be refrigerated it will be stored in a sealed container in the program’s refrigerator. The Director or Assistant Director will be responsible for administering and documenting the medication for all students. Documentation will include a notation of the name of the medication, the time, date, dosage given or applied and the initials of the person administering the medication or the reason the medication was given.

SECTION XVII – HEALTH POLICY

Relevant information regarding any chronic medical condition (asthma, ADHD, diabetes, epilepsy, allergy, etc.) affecting a child must be provided, in writing, to the director **PRIOR** to the child’s first day of attendance at the program. Information provided shall include, but not be limited to: **emergency/care procedures, medication use instruction, name and phone of doctor** following the specific condition.

- A. If a child has any of the following conditions, **DO NOT** bring your child to KEY: **contagious disease/virus, fever over 100 degrees within the past 24 hours, vomiting or diarrhea or a**

condition requiring medical attention. If he/she is already at KEY, you will be notified to pick up your child as soon as possible.

- B. In case of an accident or illness, the parent/guardian or designee of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals for treatment and the parent or guardian will be called as soon as possible. Transportation will be done by a parent or an ambulance service unless the parents give instructions otherwise. In most situations injured children will not be transported by any staff member of the program, except where time is essential, such as a dental emergency and the child can be transported safely.
- C. In order to minimize the spread of infectious disease, all staff are required to wash their hands upon arrival at the program, before preparing food and before leaving the restroom. Children are required to wash their hands before eating and leaving the restroom.
- D. Accidents: Appropriate first aid treatment will be given to the child. The director or site supervisor will assess the need for further medical attention and/or a call the child's parent/guardian (in the case of an injury). The staff member who arrived at the scene of the accident first will fill out an Accident/Incident Report Form. The original report will be filed in the child's individual file and a copy will be made available to the child's parent/guardian and to the individual staff person (as appropriate).
- E. Staff may take the child's temperature, but no medications can be administered without previous permission.
- F. Biting Policy: 109.4(2)(g) The following steps will be taken if a biting incident occurs at our center:
- The biting will be interrupted with a firm "No...we don't bite people!"
 - Staff will stay calm and will not overreact.
 - The bitten child will be comforted.
 - Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
 - The wound of the bitten child shall be assessed and cleansed with soap and water. **If it is determined that there was a blood exposure further steps need to be taken as outlined below: "Procedure for Incidents involving Blood Exposure."**
 - **The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the licensing consultant within 7 calendar days. See Child Care Requirements Licensing Guidelines Section .0802 (d) EMERGENCY MEDICAL CARE**
 - **Confidentiality of all children involved will be maintained.**
 - **The bitten area should continue to be observed by parents and staff for signs of infection.**

Procedure for Incidents involving Blood Exposure

An **exposure** is defined as contact with blood or bodily fluids to which universal precautions apply such as:

- An injury to the skin (e.g.: cut with a sharp object)
- Mucous membranes
- Skin that is chapped, abraded, or otherwise affected so that an effective skin barrier is not present
- A bite or injury which results in blood exposure
- A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B and HIV can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs.

When a bite or injury occurring in the daycare setting involves a break in the skin and potential blood exposure, the Center will follow the guidelines set forth by the Mecklenburg County Health Department. The following steps should be taken:

- Assess the bitten area and clean with soap and water.
- Check both children's immunization records and determine if they are up to date on their tetanus (DtaP), and Hepatitis B vaccines.
- If the director or staff member is not sure if the child is up to date on his immunizations, call the Child Care Nurse so that child's record can be evaluated.
- Notify the parents of both children immediately.
- File an incident report as outlined above.
- Notify the center's licensing consultant by phone.
- Both children (or parties involved, e.g. teacher) involved in the biting incident) **should** be tested for Hepatitis B and HIV by their private physicians or the Mecklenburg County Health Department. The testing should be done at a private pediatrician's office. However, if the patient has no financial ability to pay for the test and does not have insurance, they can have the test done at Free Clinic of Iowa City. The center should contact a Child Care Nurse so they can arrange for the testing to be done at the Health Department.
- If one parent refuses to have their child tested, the director or staff member should contact the Child Care Nurse from the Mecklenburg County Health Department immediately so an investigation can be initiated.
- The Health Department will not follow-up with the children if both sets of parents refuse testing.
- If both sets of parents agree to have their child tested, the Director will be responsible for exchanging the names of the children and their physicians. In other words, the director will call each child's pediatrician with the following information:
 1. Child's name and DOB
 2. Description of what occurred
 3. The other physician's name and contact number
 4. The other child's name and DOB
- The director should be a liaison between the parents and the physician in order to assure confidentiality.
- Physicians will exchange test results since there is counseling involved with Hepatitis B and HIV results. Physicians will also be responsible for contacting their own patients and giving them the test results.
- Confidentiality will be maintained at all times.
- If one of the children tests positive for HIV or Hepatitis B, the child's physician will contact the Health Department.

No Tobacco Allowed

The Longfellow KEY BASP is a tobacco-free environment. Smoking (including e-cigarettes), chewing tobacco, or snuff, is not allowed on the premises by staff, parents, guardians, or visitors.

SECTION XVIII – INSURANCE

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by their policy at work and/or their own private policies. Public school students may sign up for accident insurance in the fall of each year. Families who wish to enroll should check with the school office.

SECTION XIX – MEAL AND SNACKS

The program will provide nutritious snacks on a daily basis which will include a selection from two of the basic food groups. Snacks from home or remaining lunch can be consumed during the provided snack time. Alternative snacks will be provided to accommodate special dietary needs. Please inform the Director, in writing, of any food allergies or dietary needs your child may have. Families may want to provide a treat at some time during the year. In this case, they should contact the Director to determine the number of children to be served and to plan the date. During the program's day camps and summer camps the program will provide both a morning and afternoon snack. Students are asked to bring a well balanced lunch that will help provide energy for the many activities that occur throughout the day during the camps.

SECTION XX – ACTIVITIES AND FIELD TRIPS

1. Activities

Longfellow KEY strives to offer a wide range of activities that enhance self-expression, exploration and further the development of the children in a safe, friendly environment. Activities are planned in 6-8 week blocks. The activities are consistent on a daily basis; this gives the children consistency and structure but still allows them to have a chance to choose their own activity. Activities may include: crafts, art exploration, cooperative games, drama, hands-on science, etc. Activity calendars are posted on the KEY bulletin board.

2. Field Trip Policy

Longfellow's Before and After School Program does include field trips in the Conference Days and Spring Break activity schedules as well as school-based transportation services (band/orchestra practice). Field Trips are a small part of KEY's activities. Field Trips we have done in the past include: swimming, museums and bowling. Transportation is provided by the program following DHS guidelines. On all field trips the program tries to

maintain a 6:1 student to staff ratio or better. Travel authorization must be signed before students may attend field trips. Field trips may include the entire program or a portion of the group. Parents will be reminded of an upcoming field trip at the Sign In/Sign Out Table and through email. On most occasions, parents may request their child to not attend a particular field trip. Parents/Guardians may choose to bring a car seat to the program for field trips. Please alert a staff member of the safety seat and directions for proper installation.

***Note: If your child is under the age of 6, parents must provide a car seat or booster seat for them to be used when traveling on field trips in compliance with Iowa State Law.[CS1]**

Longfellow's Before and After School Program will follow these safety precautions:

1. All children transported to and from Longfellow will be buckled into a seat belt.
2. Parents are responsible for providing a booster seat for field trips if their child requires a booster seat.
3. Children will not ride in the front seat of the vehicle.
4. Copies of the Emergency Consent Form (for each child attending a field trip) will be carried with a staff on field trips.
5. The program's first aid kit and cellular phone will also be carried with the program at all times.

SECTION XXI – VISITORS AND OBSERVATIONS

Families are welcome to observe the program at any time. However, for liability and supervision reasons, it is not possible for families who are only visiting the program to take part in activities of the program. Background checks must be done for all staff and volunteers prior to engagement with the children

SECTION XXII – DISCIPLINE AND DISCHARGE

All students, regardless of race, color, religion, nationality, disability or sex, have the right to equal opportunities at the Longfellow KEY Before and After School Program. At Longfellow KEY, children will learn self-control, cooperation and consideration of others in a gentle and supportive relationship with the staff members. For this to occur there must be a positive and orderly atmosphere. Children will be treated with dignity and respect and be given guidance and support in learning how to conduct themselves appropriately. The Longfellow KEY BASP encourages positive interactions between all children and staff. All staff will utilize positive reinforcement, encouragement and praise; practice problem-solving techniques; emphasize cooperation versus competition; develop rules that are brief, clear and consistently enforced; and arrange the environment and materials so that few "no's" are necessary. Students are also expected to treat staff members with the same dignity and respect in order to keep healthy balanced relationships throughout the program.

Positive Behavior Interventions and Supports (PBIS) is the practice of recognizing the importance of positive relationships. Every child in Longfellow KEY BASP has the right to learn and grow in an environment that teaches, recognizes, and encourages appropriate behavior.

PBIS is the practice utilized by the Iowa City Community School District, therefore as an entity of the school, it is the policy of Longfellow KEY BASP to emphasize the PBIS expectations.

The Longfellow KEY BASP PBIS expectations are:

- Be Safe
- Be Appropriate
- Be Responsible
- Be Respectful

In addition, the Longfellow KEY BASP PBIS encourages children to use the four steps of Problem Solving when a problem arises. The four steps are:

If someone is “bugging” you:

1. Ignore them.
2. Ask them to stop.
3. Walk away.
4. Tell a teacher

Techniques used by staff when dealing with disruptive behavior:

1. Distraction/Redirection
2. Humor
3. Positive Reinforcement
4. Ignoring
5. Active Listening
6. Consistency
7. Understand The Importance Of Routines
8. Choices
9. Behavior Specific Directives
10. Setting Limits / Expectations
11. Natural / Logical Consequences

Some situations require more direct measures. The following policies have been established when our regular practices are not effective.

1. Children are entitled to a pleasant and harmonious environment at the program. Children are expected to behave in such a way that will not disrupt the activities or other children or cause disorder to the program. Individual incident reports will be written for children's behaviors which disrupt the program.
2. The program cannot serve children who display disruptive behavior. This behavior is defined as verbal or physical activity which may include, but is not limited to, behavior in which a child seriously disrupts the program by requiring constant one-to-one intervention, eloping (causing staff to go out of state required ratio), inflicting physical or emotional harm on others, abuses staff, damages the school building or property, damages the property of others, violates zero tolerance policy(page.III) , ignores or disobeys the rules and standards set by the program If the child cannot adjust to the program setting and behave appropriately, then the child may be immediately discharged.
3. Reasonable efforts will be made to help children adjust to the program setting. Disruptive behavior will be dealt with according to the level and needs of the child. If any of the previously described behavior is displayed, an incident report will be written by the staff member and given to the family to read and to sign. The report will be returned to the staff member and will remain with the child's enrollment information.
4. If a child receives three written behavior-related incident reports, the child will receive an automatic suspension from the program for three days. The suspension will begin the school day immediately following the day of the incident. (am and pm)
5. During the three day suspension, the family of the child may meet with the director of the program and a member of the board. They will discuss the behaviors of the child, the effects of this behavior on the program, the needs of the child and family, etc. A decision will be made after this meeting regarding the status of the child's enrollment in the program.
6. The Director will give the parent(s) and/or guardian(s) the option to address the Board at the beginning of this meeting to provide any information that they believe would be pertinent in helping the Board reach the appropriate decision. Parent(s) and/or guardian(s) can waive their right to meet with the Board if they so choose.
7. If the child is reinstated in the program and receives a fourth behavior-related incident report, the director may suspend the child immediately, including if necessary, notifying the family to come pick up the child. The director will notify the board immediately, who will upon the recommendations of the director regarding the child's continuation in the program. The director may make such recommendations to the board as are appropriate, including discharge without the right of reinstatement. If the decision is made that the child be dismissed, a letter/email will be sent notifying the family of that choice of action. That decision is final.

8. Families will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged from the program by action of the board as stated in Section V.
9. If the problem is so severe that it could endanger the safety of other children in the program, discharge will be effective immediately after the director consults with the board. The family will be notified.
10. Longfellow KEY reserves the right to discharge a child if parent/guardian does not abide by parent code of conduct (listed in Section II)
11. No employee shall use force or physical restraint* on any student except in the following cases:
 - Self-defense or to protect other children
 - To keep a child from doing injury to him/herself
 - To keep a child from doing damage to personal or public property
 - To remove, with just cause (see above), a child from the area

***Physical restraint will be limited to the Children’s Control Position technique. “Staff needs to gain control of the arms of the acting out person and position him/herself so that he/she will be able to grab the arms around the acting out person. To secure the arms, lock one arm under the other. Staff should position him/herself off to one side; the ancillary team member can remain in the background, ready, if immediate assistance is needed.” Nonviolent Crisis Intervention Workbook.**

SECTION XXIII – PROGRAM STAFF AND VOLUNTEERS

The Longfellow KEY BASP employs one full time personnel, a Program Director. The program also employs a team of site supervisors and six to ten part time staff throughout the year. The Program Director is hired by the KEY Board of Directors to be responsible for the overall design and administration of the program, including hiring the site supervisors and all staff. The Assistant Director is responsible for the daily supervision of the program. Program Staff are responsible for supervision of the students and leading activities, games and helping to maintain the safety of the program’s environment. Volunteers at the program are asked to participate in the games and maintain student to staff ratio. During the school year the KEY program strives to provide a 1:15 staff to student ratio. The Longfellow KEY BASP tries to ensure that all staff are First Aid and CPR certified, have training in mandatory reporting and child abuse, universal precautions and infectious disease control, and receive ten hours of training per year. For the Director and Assistant Director all ten hours must be in a sponsored group setting. For part time staff, at least four of their training hours must be at a sponsored group setting. All staff and volunteers will have, on file at the program, a non-conviction statement and a criminal history check. Staff and parent volunteers who will be transporting students must also have, on file, a photocopy of their drivers’ license and proof of insurance.

Staff Development and Training Timeline:

All staff will receive within the first six months:

- *Universal precaution and infectious disease control
- *Mandatory Reporting and Child Abuse

All staff will receive within the first year:

- *First Aid and CPR training
- *10 hours of training related to child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, or cross cultural competence.

After first year staff will:

- *Maintain certification in Universal Precautions, Mandatory Reporting, First Aid and CPR.
- *Maintain current level of training hours.

SECTION XXIV – EMERGENCY PROCEDURES

A. FIRE

Fire procedures for the Longfellow KEY BASP are posted in the gym, art room, media center and Staff Handbook. Staff and children are trained through drills to respond quickly and efficiently to the building's fire alarm system. The drills are conducted once a month at various times of the day time and exits are recorded. Since children at the KEY BASP can be in any of the three rooms during the program, random time and selection will ensure that all children are familiar with all exit points. In order to take attendance, staff will lead the children to the north side of the school, across the parking lot, by the fence. After roll-call, a staff person will begin calling parents. Parents will be instructed to pick up their children from the playground unless they arrive at the school and see that the emergency is over. Children and staff may return to the school only if the fire officials have determined that they may do so.

B. TORNADO

Drills are conducted once a month during varying times of the day. (See FIRE section for rationale.) The signal is an interrupted tone from the school and a wavering tone from the city. Before a real weather event, staff will familiarize themselves with the location of the safe area and the route to take to get there. In case of a tornado, staff members shall quickly lead children, in a safe, calm and orderly manner, to the designated area. The procedures are posted in each room indicating where to go in the event of a tornado. A staff member will take the attendance notebook with them in order to ensure all children in attendance that day are present. Staff members shall ensure children are sitting face toward a wall, in a safe manner,

with their heads down and their arms over their heads. A staff member will begin role-call immediately. Staff members will listen to emergency procedures on the radio. If possible, the evacuation time period should allow some parents to pick up their children prior to the movement to the designated shelter site.

C. BLIZZARD

In case of a blizzard, parents may be notified **before** emergency conditions, if possible. All staff and children shall remain in the building. Staff will give the children provisions as needed.

D. EMERGENCY MEDICAL/DENTAL

Any child exhibiting bacterial/viral or other unusual symptoms will be reported to the Director or Assistant Director for evaluation. Staff may take the child's temperature, but no medication can be administered without previous permission. Staff may administer first aid to an injured child within the scope of their training. (Apply pressure to stop bleeding, check for consciousness, do rescue breathing etc.) Another staff member will call either the child's health care provider or 911, based on the severity of the injury, as treatment is being administered. Parents will be contacted immediately. In case of a dental emergency the Director or Assistant Director will be notified. The Director or Assistant Director will then take responsibility for the situation and following posted procedures (dental emergency procedures are posted in the KEY office). Procedures may include placing tooth back in mouth or in milk, cold compress the area, and if needed transporting the child to the dental office or emergency room. Due to time issues the child may be transported by the Director or Assistant Director in their personal car.

E. MISSING CHILD

No children shall ever be at the program without the prescribed ratio of staff supervision. In the event that the program is unable to account for one (or more) attending child/children, all children will be brought to one central location. Non-ratio staff will immediately search the grounds and the building while other children are supervised. If the child is not found within 15 minutes, 911 will be contacted and then the child's parents. No staff or children shall leave the center until authorities have arrived. Staff will cooperate fully with the recommendations of the official personnel.

F. DANGEROUS ADULTS- ACCESS POLICY

KEY has a staff ratio of 1:15, although we strive for 1:10. Staff inside and outside Longfellow are expected to supervise (a critical watching and directing (as of activities)) and monitor(Observe and check the progress or quality of (something) over a period of time) the children. This means the staff will be physically interacting with the children throughout the day to ensure unauthorized persons outside of the program are not a danger. In the event of the presence of an adult who is deemed by the Director or

Assistant Director to present a danger to the children or a specific child, 911 will be called immediately. Staff members carry their phones on them only in case of an emergency situation. Staff will calmly request that the person leave the premises and advise him/her that officials are on the way (unless they feel that this action will present a direct danger to themselves or the children).

1. Mandatory reporting of child abuse is required. Reporting is mandatory by the Department of Human Services, and includes, but is not limited to the possibility of parents impaired by alcohol or drugs. All staff members are required to have Mandatory Reporting training every 5 years.
2. A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and/or showing signs of intoxication either by alcohol or other drugs. This also includes any person who is prohibited by court order to see or transport the child.
3. In the event that the person leaves the center before the officials arrive, staff will write down the license plate of the vehicle and a full description of the individual. Staff will not place themselves or the child in danger by attempting to detain the individual.

G. EVACUATION

In the event of an evacuation the following steps will take place.

1. 911 will be called by the Director or Assistant Director indicating that an evacuation is necessary.
2. Children will be prepared for departure by putting on coats, etc. And will be grouped together.
3. All necessary items will be gathered by a staff member: emergency notebooks, daily attendance sheets, first aid kits, children's medication, special equipment, cellular phone and items which are necessary or which will help keep the children calm and comforted (snacks/drinks).
4. Upon arrival of the evacuation vehicle, the children will be dismissed one at a time. Or students will be taken to the Iowa City Recreation Center.
5. Parents will be notified of the evacuation by the emergency broadcast system, however, if time allows staff should attempt to phone parents prior to the evacuation, or from the Recreation Center.
6. A staff member will accompany the children to the medical facility if necessary.
7. All other staff will assist by supervising the rest of the children. The attendance sheet must be taken in order to ensure all children in attendance that day are present.

H. TOXIC OR HAZARDOUS MATERIALS

In the event of a toxic spill near the street, and we are the first to notice it, 911 will be called immediately. Staff and children will cooperate fully with official personnel. All staff and children will be brought into the gym, if not already there, and will stay there until the ALL CLEAR is given by officials. If officials determine

that evacuation of the center must occur, staff will follow guidelines from official personnel and program evacuation procedures.

I. POWER FAILURE

In the event of power failure, flashlights are available for use in the KEY office. The children will be kept calm and occupied with songs and games. The electric company will be called if possible. If it gets too hot or too cold in the school, parents will be called to see if they can have their children picked up early.

J. STRUCTURE DAMAGE

In a case of structural damage to the school, children will be removed from the building immediately. Evacuation procedures (G) will be followed. Children will not return to the school until the building is declared safe.

K. BOMB THREAT

In the event of a bomb threat the following steps will be taken:

1. The police department will be notified that a bomb threat has been received or that an emergency situation exists. We will request that the police department come to the school immediately to ascertain further steps to be taken.
2. The building will be evacuated (G). The building is to remain evacuated until a search reveals a bomb (and it is removed) or lack thereof. The School Principal will be notified at this time or the central office.
3. If a search of the premises is recommended by the police, the Director or Assistant Director will assist with that search upon request by police.
4. The staff who takes the call will listen carefully and write down as much information as possible (i.e., background noises, male/female, young, old). If possible ask questions like: Where is the bomb? What time is it going off?

ALL Longfellow KEY Staff will have orientation and ongoing training on Emergency Procedures. In all emergencies, staff will use a team approach to handle the situation. No staff member shall attempt to deal with the situation alone.

SECTION XXV – OTHER CONSIDERATIONS

- A. Mandatory reporting of child abuse is required. Reporting is mandatory by the Department of Human Services and includes, but is not limited to the possibility of parents impaired by alcohol or drugs.
- B. Outdoor play will not occur when the temperature (including wind-chill factor) falls below zero degrees. Sledding will be allowed only if the child has proper attire (I.E. snow pants, mitten, boots, etc.) The following guidelines will be followed for weather appropriate attire for outdoor play:
- If the temperature (including wind chill) is below 0 degrees children will play indoors only
 - If there is snowfall or snow on the ground children will be required to wear snow boots and snow pants in order to play outdoors
 - If the temperature is below 50 degrees (with or without snow) children must wear a coat, head outwear (e.g., hat, hood) and hand outwear (e.g., gloves, mittens)
 - If the temperature is between 50 and 60 degrees children must wear a long sleeve shirt or a jacket
 - If the temperature is above 60 degrees children may choose whether or not to wear a jacket
- These rules conform to the same recess guidelines used by Lemme Elementary School.
- C. KEY will be held on Conference and In-service days, Spring Break and during the summer for an additional fee. See the Director for details
- D. Children’s Personal Property: coats, clothing, school bag etc. must be stored in their individually labeled laundry basket or on their designated wall hook. All items must be cleared from the program facilities after each session of the program. Any personal property remaining after the program hours will be taken to the lost and found by a staff member. Although the staff will attempt to help children be organized, the program cannot be responsible for lost or stolen personal property. Please label all items that come to the program. Cell phones will remain in bags and out of sight while at program (unless granted special permission to be used).
- E. Universal Precautions: All blood and body fluids are to be treated as potentially infectious.
- Clean-up:** Disposable gloves should be worn anytime staff needs to handle or clean-up blood or body fluid. Paper towels should be used for clean-ups. A solution of 1 part bleach to 10 parts water will be used to clean-up surfaces that have been contaminated.
- Bloody Materials:** Gauze sponges or towels that have been saturated with blood will be placed in a sealed plastic bag so they cannot be emptied and reused.
- Personal Protective Equipment:** All equipment will be provided by the Longfellow KEY BASP. Disposable gloves are available when attending to any situation in which exposure to blood, or any potentially infectious material may occur. Gloves are available in the first-aid packs, and the storage cabinet in the KEY office.
- F. Field Trips and transportation: On all KEY sponsored field trips the KEY program will provide the transportation. The style of transportation will depend on the number of registered students and the

activity. For most field trips, the program will use the program's vans to transport students. When chartering a bus, all students and staff will be riding on the bus. All children in personal vehicles will be secure in a seat belt at all times. Emergency medical forms, contact information and a cell phone will be taken on all field trips. All drivers will have on file at the program a photocopy of their driver's license, proof of insurance, non-conviction statement form, and a release stating that they will not drive under the influence of alcohol, illegal drugs, prescription drugs or nonprescription drugs that impair the ability to operate a motor vehicle. During the summer the KEY Campers may also use the local bus system and walk quite a bit.

- G. Food and Sanitation: All food will be stored in original containers, labeled, air-tight or in food grade containers. All food will be from approved sources, no home canned foods, raw milk, etc. Potentially hazardous food (milk products, meats, etc.) will be kept at 40 degrees Fahrenheit (refrigerator), or at 0 degrees Fahrenheit (freezer). Any potentially hazardous food left out for more than an hour will be discarded. All reusable dishes will be washed, rinsed, sanitized, then air dried after use. All food contact surfaces will be sanitized before use as food preparation or serving areas.
- H. We ask that kids eat during the provided snack time. Snacks, treats, candy or left over lunch from home are allowed during this time but need to be put and kept away once everyone is finished with snack time. Gum is prohibited from the program unless granted as a reward.