

WEST AFTER SCHOOL CENTER, INC.

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STUDENT-PARENT

HANDBOOK

The West After School Center is dedicated to enriching the educational, social and cultural opportunities of students and families in our community.

**STUDENT & PARENT HANDBOOK
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Dear Parents,

Welcome to our before and after school childcare and educational programs. We are looking forward to a great year with you and your child at one of our sites. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. The following information will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to call the appropriate site.

West After School Center Staff

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Mission Statement

The West After School Center is dedicated to enriching the educational, social and cultural opportunities of students and families in our community.

Philosophy and Goals

The After School Programs are governed by the West After School Center. The WASC is an independent and privately operated non-profit community agency. A before and after school childcare program is also offered in addition to an after school educational program. Many other programs are offered as part of the 21st Century Community Learning Center, a collaborative partnership with Lancaster City Schools, specifically the elementary schools served. In collaboration with community partners, we offer services in a variety of settings and program options including:

- Head Start/ELI Programming
- Family Parenting Information
- Family Nights
- Exploratory Classes (Art, Music, Drama, etc.)
- Summer Classes
- Summer Reading Classes
- Gardening classes with OSU Master Gardeners
- Before and after school childcare
- Summer Lunch Program

It is our goal to provide high quality, affordable, FUN, safe, and secure educational and childcare programs for the students and families of the Elementary School which is served.

License

The State of Ohio, Department of Job and Family Services (ODJFS), licenses all the before and after school program sites. (WASC, East Community Learning Center, Cedar Community Learning Center, Tallmadge Community Learning Center, Thomas Ewing & General Sherman Community Learning Centers.)

At the end of the handbook you will find a link to an attachment about licensing and other valuable information. Please take the time to read this information.

Admission of Students

Students will be admitted to one of the program sites using the following considerations and procedures:

1. **Morning/Afternoon Childcare** -- Students from nearby schools (no transportation is provided) may enroll in the school age childcare (SACC) program (fees are applicable).
2. **Afterschool Educational Programs** -- Student must reside within the specific Elementary School attendance area and/or have teacher and principal recommendation that meet grant requirements.
3. All required paperwork is received by the center. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of previous participation.
6. Consideration of sibling participation.
7. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Hours and Days of Operation

The hours are 6:00 a.m. to 8:45 a.m. (at which time students will be escorted to the playground/gym) and the after school childcare operates from 3:30 p.m. to 6:00 p.m., Monday thru Friday. The 21st Century Learning Programs operate Monday-Friday from 3:30 p.m. to 6:00 p.m.

The centers will be closed to observe the following holidays: Labor Day, Fairfield County Fair Days, Thanksgiving (Thurs. and Fri.), and Christmas, New Year 's Day, Martin Luther King Day, President's Day, Memorial Day, and Independence Day. If Lancaster City Schools close, the WASC Centers will also be closed unless adequate enrollment for childcare would warrant a center staying open.

Our before and after school programs will be closed when the Lancaster City Schools are closed for vacations or weather related cancellations. If there is a morning delay, the before school childcare program will operate on a regular schedule until the beginning of school.

Orientation

Upon completion of required paperwork, a staff member will sit down with the parent and/or student to review paperwork, go through the Student/Parent handbook and WASC contract, provide an overview of the program, and give a tour of facility if desired.

Attendance Policy

If your child is enrolled at any of the after school sites, the child is expected to attend each day. If a child is absent, we will make every attempt to determine why the child is not present. It is for your child's safety and your peace of mind that we do this. **If your child is going to be absent, please**

call the site in addition to calling the school. If we don't know why your child is absent, we will call you!

***In order for students to benefit from the 21st Century After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending at least 5 days per week, every week. Once a child is enrolled, attendance will be monitored and the following procedures will be followed if the student does not have regular and consistent attendance. Procedures will be documented and placed in the student's file.

The program sites are able to serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" must be made available to the students on the waiting list.

Step #1 Student misses 3 consecutive days, a discussion with the parents will be held to determine the cause of the absence unless staff has been informed about the reason for the absence. We understand there will be times when a child will be absent for reasons such as illness, appointments, etc., and these are excused absences. Not attending because student "doesn't feel like it" is **not** an excused absence.

Step#2 Student is not attending at least 4 days per week and/or attendance is sporadic and not consistent with no excused reason.

- Letter will be mailed to parent explaining that if attendance is not improved, student will be removed from program.
- Inform school staff and seek their assistance in encouraging the child to return.
- Attendance will be monitored for 2 weeks.
- If there is no satisfactory improvement, a letter will be mailed to the parents explaining that the student has been removed from the program.
- Student's teacher and principal will be notified.

Dismissal Time

Elementary Parents

Parents are **strongly encouraged to pick up their child after 5:00 pm and 5:30 p.m. is recommended.** This will allow sufficient time for full participation in the program.

Late Pick-up: The center closes at **6:00p.m.** We have taken into consideration that an emergency or unpredictable situation could arise and have made three allowances for such occasions. After the third late pick-up, your child may be terminated from the program.

Jr. High Parents-Parents need pick-up their children by 5:00 p.m.

Parents must enter the building and sign in all a.m. child care children daily. Parents must enter the building to sign out all children at the end of the day.

Staff/Child Ratios and Maximum Group Size

The West After School Center, Inc. will not exceed the following state required ratios:

School age: Age 5-11 1:18

The maximum group size is 20. This is defined by the number of children in one group that may be cared for at any time.

Daily Schedules (September through May Schedule)

The daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

Typical a.m. childcare schedule:

	Elementary	Jr. High
Center Opens	6:00 a.m.	6:00 a.m.
Quiet Activities/Rest	6:00 – 8:00 a.m.	
Homework/Computer	6:00 – 8:00 a.m.	6:00-7:45 a.m.
Prepare for school	8:30 a.m.	
Breakfast (TBA School)		
Walk to playground/gym	8:40 a.m.	

Typical after school schedule for all students:

Children gather at the center	3:30 p.m.	2:35 p.m.
Outdoor/indoor physical activity	3:35 – 3:50 p.m.	2:35-2:50 p.m.
Restroom, Snack	3:50 – 4:00 p.m.	2:50-3:00 p.m.
3 Part Rotation	4:00 – 5:00 p.m.	3:00-5:00 p.m.
Leaptrack		
Homework		
Computers/Math		
Individual Choice/Learning Centers	5:00 – 6:00p.m.	
Dinner (if student qualifies)	5:30 p.m.	
Center Closes	6:00 p.m.	5:00 p.m.

Fees and Payment Policies

The following fees apply to students who do not qualify for the 21st Century Learning Program but want to attend either the before school or after school child care program.

Full Time Enrollment – 4 or 5 days per week

Half Day (a.m. or p.m.) \$45.00 Full Day (a.m. and p.m.) \$90.00

Part Time Enrollment – 3 days or less

Half Day (a.m. or p.m.) \$30.00 Full Day (a.m. and p.m.) \$60.00

Registration Fee: A \$25.00 non-refundable registration fee per family is required at the time of enrollment.

Fee Payment: Fees are due in advance of service. Fees are due either on Friday preceding the week or on Monday morning or the week served. If the payment is not received by Wednesday of the week of the care, the account is considered delinquent. (See delinquent payments below.) In the event of illness, full payment is required, except for extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive days. Staff must be notified.

All weeks that school age childcare is in session, the full rate (full time or part time) will be charged. We will not prorate partial weeks. (Exception—Christmas & Spring Break)

Late Pick-up Fee: The center closes at **6:00p.m.** We have taken into consideration that an emergency or unpredictable situation could arise and have made three allowances for such occasions. After the third late pick-up, we will assess a fee of **\$5.00 for every 5 minutes.**

Delinquent Accounts: A fee of **\$5.00 per day** will be charged to the account if payment is not received by the designated day. When the account is delinquent for one week, the child will be dismissed from the program.

Returned Check Fee: A fee of **\$30.00** will be charged for any returned check due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Title XX: For those who qualify for Title XX assistance, approval from Job & Family Services must be received by the center **before** the students begin.

Withdrawals: Parents wishing to withdraw their child may do so at any time. A one week notice, in writing, is appreciated.

Supervision Policy

All children served at this site, will be supervised at all times by appropriate staff.

A.M. Child Care: Parents are required to accompany their child into the center and register their attendance. **The child may not be dropped off at the entrance of the building or be sent inside alone.** Staff must be made aware of each child's presence before the parent departs.

After School Programs: Appropriate staff members will meet children in designated area at 3:30 p.m. to begin the daily schedule. (See daily schedule.)

Supervision: School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions

are met: children are within hearing distance of a staff member, the staff checks on the children at least every 5 minutes until they return and the restroom is for exclusive use of the program. One group of not more than 6 children, 4th grade and older, may engage in activities that pose no physical risk to their safety in a room without a child care staff member as long as the staff member can see or hear the children at all times and checks on them at least every 5 minutes. All children will be under the direction and supervision of the site staff and not a volunteer.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide either a written, signed note or a phone call identifying the adult who has permission to pick up their child. Please let these people know they will need a picture ID for identification by staff. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involving your child, you must provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

Child Abuse Reporting: All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Fieldtrips/Transportation of Children:

The center staff will **not** transport a child in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to an additional walking destination.

Fieldtrips as arranged by sites: Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of fieldtrip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a fieldtrip, the center will obtain written permission from the parents on the ODJFS form. Phone calls and handwritten notes are not acceptable.

Guidance Policy

The goal of the child guidance and management policy at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- Follow the directions of staff the first time they are given.
- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Tell the staff whenever you enter an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.
- Refrain from chewing gum.

These guidelines are also required of all staff members at each site.

Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations.

If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed permanently from the program.

The 21st Century Learning Centers are private entities. The site director, in collaboration with the Executive Director, may suspend or dismiss a student from activities for just cause for any specified period of time. The centers are not bound by rules governing emergency removals and/or suspensions, hearings, and appeals of students as with public schools.

Meals and Snacks

The 21st Community Learning Centers participate in the CACFP (Child, Adult Care Food Program) food program.

For children enrolled in the A.M. child care program, breakfast will be served at the school.

All after school participants will be served a snack consisting of two of the following: milk, juice/fruit or vegetable, grain/bread/dry cereal, or meat/meat alternate.

For qualifying students, dinner will consist of: meat or meat alternate, grains/breads/pasta/noodles, fruit and/or vegetable and/or juice (2 servings to total), and milk.

Accidents/Emergencies:

Each site has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in the center. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, children will be evacuated to designated emergency locations. A sign will be posted in the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Management of Illness:

The 21st Learning Centers provide children with a clean and healthy environment. It is our hope that sick children will not be sent to the center. If this occurs, they will be sent home. Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stools in a 24 hour period.)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medications: The center will administer medications to a child only after the parent completes a Request of Medication form. All proper sections must be completed and the medication handed to the staff member each day. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's bookbag. The only exception to this requirement is for schoolage children that require the immediate use of an inhaler for a medical condition which is authorized by a physician. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler in his/her backpack and the backpack must be kept in the office. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over-the-counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over-the-counter medications will not be administered for more than three days without instructions from a physician.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. The Site Director/Executive Director shall make all final decisions. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you the center to be positive.

Parents are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Become involved with the Parent Advisory Committee and help make program decisions.
- Make contact with other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.

Parent Conferences: Parent conferences are scheduled annually at the end of the first semester. All parents/guardians are encouraged to take advantage of this opportunity to meet with the academic staff of the center. Daytime and evening hours are made available.

Additional Policies:

Balloons, Flowers, and Treats: Balloons, flower bouquets, and treats are great ways to celebrate birthdays at home, but they do not work out very well at school or at our learning centers. Unfortunately, we have difficulty with space to store them when they arrive, and they become distracting for some students, especially to those children whose families may not be able to afford them. Therefore, we do not permit balloons, flowers, or special treats.

Bicycles, Skateboards, Scooters, and Rollerblades: Students riding bicycles to and from school and the learning center sites must park and lock them in the designated bike areas. We cannot be responsible for lost or stolen bicycles. Skateboards, scooters, roller-blades and shoe-skates, etc. are not permitted at the centers.

Dangerous Weapons – Zero Tolerance: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center.

The Lancaster Board of Education and the 21st Century Learning Centers share a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the Lancaster City Schools Serious Misconduct Code, which could include suspension and expulsion from school and dismissal from the learning center programs.

Dress and Grooming: Students attending the learning centers have the right to express themselves through their choice of personal appearance, style of dress, and/or grooming, as long as their choice(s) does not interfere with the educational process or programs of the center. Students are, however, encouraged to demonstrate a sense of pride in themselves, their families, and their school when making decisions affecting their personal appearance. Parents should use the following guidelines in determining what is considered to be appropriate dress and grooming for their children at school and the learning centers.

- Clothing worn to school or the learning center should fit properly, be neat, clean, and free of odor.
- Students must wear appropriate footwear to school. Athletic shoes may not contain cleats.
- Bare midriffs, spaghetti straps, tank tops cut low under the arms, and sheer and/or suggestive clothing are not permitted. Shorts must be long enough to reach fingertips when arms are hanging down.
- Clothing advertising drugs, alcohol, tobacco products, violence, or other offensive items are not permitted.
- Hats and bandannas are not to be worn inside during the school day unless otherwise designated.
- Clothing may not contain profane language or an inappropriate message.
- No unnatural hair-coloring such as green, blue, etc.
- Dangling earrings should not be worn for the student's own safety.

Students in violation of our dress code may not be permitted to participate in programs and may be dealt with through some form of disciplinary action

Smoking and Tobacco Use: All school buildings and school grounds within the Lancaster City District and the premises of each learning center are designated as smoke-free environments. All employees, students, parents, and visitors are asked to refrain from smoking and/or using tobacco products anywhere on center or school property.

Sexual Harassment: Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

Telephones: The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity.

Safe School Helpline: Help keep our schools and learning centers safe! When you spot any activity that could hurt students or our center, you now have a way to let someone know without ever being asked your name. You can call the Safe School Helpline at 800-418-6423, Extension 359.

Title IX – Discrimination: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Personal Property: Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. All electronic devices, including but not limited to pagers, laser pointers, CD players, cell phones, etc., are prohibited. The site directors/Executive Director reserve the right to specify the types of personal items and games that students may bring on center property.

Homework/Internet Use: Students will be assisted with homework as time allows. Unless special programming is taking place, students will have time to work on homework each day. Homework **may or may not** be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Students will have access to the Internet at the center only with parent approval. Inappropriate usage of the Internet will result in loss of privileges.

Confidential Information: All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to administrative personnel. A parent/guardian may request to view their child's records at any time.

All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

Parents will be asked to sign a release form to allow the learning center to **share** information **with** or **obtain** information **from** the elementary school staff regarding their child.

Parent Roster: As required by ODJFS, a parent roster will be prepared of names and telephone numbers of all parents and guardians of children attending the center. Upon request, this roster will be given to the parents or guardians of children who attend the center. This roster will not include the names of any parent or guardian who requests not to be included. The roster will not be given to a person other than a parent or guardian of a participating child.

Playground Safety Rules: The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during school will be observed during the time the child is enrolled in the learning program.

- Students may not leave the playground without staff permission and supervision.
- Students should stay away from the cars in the parking lot and the bicycles in the bike racks.
- Be considerate of others and share the equipment.
- Do not push, trip, hit or tease others.
- Do not throw snowballs, rocks, or sticks.
- Go down the sliding board in a seated position, feet first. Only one student may slide down at a time. Use the ladder when climbing to the top of the slide.
- Be safe, be careful, and be kind!
- No playing on the swings will be permitted.

Newsletters: The WASC Center will publish a weekly update available on line at www.westafterschoolcenter.org, as well as a monthly News and Opinion Letter, available in hard copy. The other Centers will have a Monthly Publication available for parents that contain important information and a schedule of events specific to that Center.

Swimming: Field Trips to a swimming pool may be offered throughout the year. The means transportation will be explained in the authorization form that parents must sign prior to the event. A lifeguard will be present at all times and the Center staff will actively supervise all children. All field trip policies as outlined on page 9 will be followed.

Center Parent Information required by Ohio Administrative Code:
http://jfs.ohio.gov/cdc/rules_forms.stm look for JFS 01237 Center Parent Information

