

KIDS FIRST

PARENT ENROLLMENT/POLICIES AND PROCEDURES HANDBOOK

Kids First After School Program is an extension of the school day at Lake Preston Elementary School. The purpose of Kids First is to provide a structured and safe environment which stresses responsible behavior and respect for others. Kids First provides and encourages social, emotional, intellectual and physical growth through quality after school, age-appropriate academic and enrichment activities. Kids First does not charge for after school care for children in grades K – 6.

Policies and Procedures:

1. Kids First operates Monday through Thursday, 3:32 – 5:30 PM when school is in session. If school is let out early or cancelled, Kids First will be closed. Kids First will not be open on teacher in-service or parent/teacher conference days. (If your child spends the day in the elementary office due to sickness, we ask they not attend our program).
2. Parent/Child Responsibility to discuss whether child(ren) will attend Kids First and on what days. Kids First is an optional program therefore Kids First staff are NOT responsible if your child decides he/she is not going to attend for the day. Communication with the elementary office will ensure that any parent requests for a child to attend or not attend for the day will be followed.
3. An enrollment form must be on file for each family whose child(ren) attending Kids First. Part of enrollment in Kids First is proof that immunization levels of all children are current. The Lake Preston Elementary School maintains these records on behalf of Kids First.
4. Adult to student ratio at Kids First will be approximately 1:15.
5. SIGN OUT: Children attending Kids First must be signed out by a parent or designee. No other individual, other than those listed on the enrollment form, will be allowed to check your child out unless a note is sent and signed by a parent/guardian stating arrangements. Under NO circumstances will a child be allowed to walk home or leave at any time unless approved by a parent/guardian and stated on enrollment form. Please pick up your child(ren) promptly at 5:30. Please call the elementary school number (847-4464) if for some reason you are delayed. Be advised that staff carry radios for communication and may not be near a phone during recess times.
6. Participation in Kids First is a privilege. Disruptive or disrespectful behavior toward other students and/or staff may be reason for dismissal. If your child is disciplined, you will be notified by phone or in person. Severe behaviors will receive immediate dismissal from the program. We encourage you to discuss concerns about your child's behavior with the program director. Kids First Discipline Plan is based on positive behavior interventions. We will focus on positive behaviors and expectations during the Kids First program. Staff are continuously teaching children through role modeling appropriate behaviors, redirecting inappropriate behaviors and explaining social norms to children. The standard for discipline is positive guidance instead of punishment.
7. If a child becomes ill while attending the program with a temperature of 100° or higher, vomiting, frequent diarrhea, or onset of a rash, the child will be moved to the nearest area of isolation and a parent/guardian or emergency contact will be contacted to pick up the child immediately. Kids First Staff will follow Lake Preston Elementary School Handbook policy regarding reporting of communicable diseases.

8. If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information." In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted. Staff will call 9-1-1 if necessary.
9. Medication is **not** given to participants without prior arrangements with the Kids First staff. Only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. Written permission for the administration of medication must be completed by the parent or guardian and be kept on file at the site.
10. Each child will be allowed a snack each day. Students will be required to wash their hands before and after snack. Snacks are primarily provided by parents. We ask that nutrition and healthiness of the snack provided be considered. Dietary needs will be accounted for and food allergies recorded, shared with all teachers making prevention of food allergy reactions our priority. In the event of a severe food allergy reaction, staff will call 911 to transport the child to the nearest emergency room and immediately contact parent.
11. The welfare and safety of the children in our charge is paramount. Kids First staff members are mandatory reporters of child abuse and neglect and are required by state law to report any instance where he/she has reasonable cause to suspect that a child under the age of 18 has been abused or neglected. Mandatory reporters must report the instance to the state's attorney, Department of Social Services, or law enforcement. Staff must educate themselves as to the definition of abuse or neglect through professional classes or in-service. Record of this training is kept by the Kids First Director. In addition, it is against the policy of the Lake Preston School District and Kids First for a staff member to ever verbally, physically, emotionally or sexually abuse a child. Any staff member who is accused of any form of abuse will be suspended until further notice and policies of the Lake Preston School District will be followed.
12. Kids First maintains confidentiality in all information concerning children in our care and assure that that details of a child's life or that of the child's family is not shared with unauthorized individuals
13. Communication with families is very important. Parents must will be informed of any issues that arise involving programming and/or their child. Notes sent home and the school newsletter are examples of ways to encourage communication with parents. Parents are allowed to observe their children at any time and are more than welcome to help as volunteers, lead craft projects, help with a baking project, etc.
14. An emergency/evacuation plan is on file at Kids First. The program director is responsible for practicing these drills with the students.
15. Kids First is committed to the safe and environmentally responsible management of hazardous waste. Where possible, the generation of hazardous waste will be actively avoided. Where this is not possible, the volume of hazardous waste generated will be minimized and the waste will be handled in accordance with relevant legislation and established best practice.
16. Policies and procedures regarding topics not covered above can be found out in the Lake Preston Elementary School Handbook.