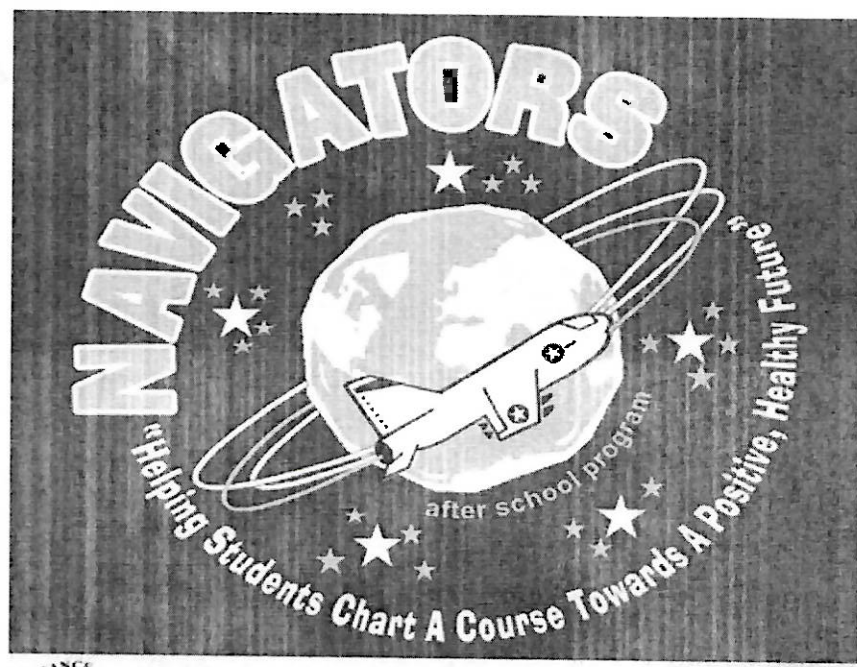


2020 ODE
approved
updated!

Synergy Alliance Navigators After-School Program

Parent Packet



**NAVIGATORS AFTERSCHOOL PROGRAM
ALLIANCE CITY SCHOOLS
PARENT INFORMATION HANDBOOK**

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PHILOSOPHY/MISSION

The Synergy Alliance-Navigators After-School Program provides the youth of our community with a safe and nurturing environment during the peak hours of need. The program includes academic assistance, asset development, positive social interaction, and the opportunity for the development of the whole child through a variety of recreational and enrichment activities.

GOALS

- To provide a safe environment for children.
- To improve educational achievement.
- To instill a sense of volunteerism in the community.
- To provide enrichment and recreational activities to strengthen the whole child.

Open Enrollment

It is unlawful to discriminate in the enrollment of children upon basis of race, color, or religion, sex, or national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq. (Rule 5101:2-12-30)

PARENT PARTICIPATION / OPEN DOOR POLICY

*A parent's participation is very important to a child's physical, social, emotional and educational development. Children regard parental interaction as concern and care. If you can participate in field trips, special occasions, craft making or teaching, share a musical instrument or special collection please notify the administrator.

A parent of a child enrolled at in our program who is not the child's residential parent shall be permitted unlimited access to the program and have the same rights as the residential parent unless the program has court documentation. In such cases, the program will abide by the instructions of the court order. Any custodial parent, custodian, or guardian of a child enrolled in the program shall be permitted unlimited access to the program during our hours of operation for the purpose of contacting their children, evaluating the care provided by the program or evaluating the premises. **Visitors to the Navigators Program must notify the program administrator of their presence upon their arrival.**

ENROLLMENT / PERMISSION / MEDICAL FORMS

For each child who attends the NAVIGATORS Program, parents are required to complete and return to us:

- Enrollment Form
- * Session Registration
- Child's Health Record – Emergency Medical Form
- Media - Release Policy
- Emergency Transportation Form - on enrollment form
- Cooking Permission Slip Form
- NAVIGATORS Program Information and Internet Consent Form
- Swimming Permission Slip

****SPECIAL NOTE:**

If we do not have all forms and signed consents, we will not accept your child into the NAVIGATORS Program! ***

REGISTRATION POLICY

Parents may pick up a registration packet during office hours. New enrollment or registration forms for programs may be sent home with students who desire to enroll in new sessions. Parents/students must review them with staff member to ensure they are completed as required. Any questions in relation to the program or policies are welcomed at this time.

All enrollment forms must be completed and returned before a child can participate in programming! Only the forms given out by program staff will be accepted.

CHANGES IN ENROLLMENT/ WITHDRAWAL FROM PROGRAM

Parents/guardians wishing to make any change in enrollment should notify the administrator.

ARRIVAL AND DEPARTURE

Children **must** sign in with staff upon arrival at the program. Students **must** go through snack line where attendance is taken each day.

Bus Riders: Children who ride the bus will be escorted to the bus with their departure noted on attendance sheet for each day.

Pick Ups: Only students with documented enrollment forms will be excused to the pick up area at dismissal time. Only parent / guardian or authorized adult on enrollment form will be permitted to pick up students.

Walkers: Children with documented enrollment forms will be dismissed to walk home at the end of the program.

Students needing to be dismissed prior to the end of programs for personal appointments (doctor, dentist...) must be signed out by parent/guardian. You must come inside and sign your child out if they are to be excused early from the program. Participation during entire program time is strongly advised. Departure at anytime during the hours of operation must be noted, by staff, on the attendance sheet.

Accurate attendance records ensure the safety of all children in the event of an emergency situation

All NAVIGATORS students will be expected to ride the NAVIGATORS bus unless enrollment forms document that the student will walk home, or a parent/guardian or authorized adult will pick them up.

ABSENCE OF A REGULARLY SCHEDULED CHILD

*****It is the responsibility of parents/guardian to notify NAVIGATORS staff if their child will not be attending on a regularly scheduled day. Staff will not contact parents to report absences. If students are consistently absent, their spot in NAVIGATORS may be given to a student on the waiting list.**

RELEASE TO PERSON OTHER THAN PARENT OR GUARDIAN

Parent/ guardians must complete enrollment documentation prior to the child's acceptance into the program. Children will be released only to those listed on enrollment forms as authorized pick up persons. Either the parent or the authorized adult listed by the parent must sign out the child upon pick up. We will, under no circumstances, release a child to anyone other than those authorized by the parent. The staff will check the driver's license photo ID against the list of authorized adults before releasing a child to someone. Once staff become familiar with the authorized adults, this step will become unnecessary. When authorization is questionable, the parent or contact person will be contacted to verify approval of the child's release.

CONFERENCES

Parents/guardians of children enrolled in the NAVIGATORS Program may have a conference with the Administrator or teacher upon request. All conferences will be documented and kept on file at the site.

COMPLAINTS/PROBLEMS

Any parent or guardian who has a need of assistance concerning problems or complaints related to the program may contact the administrator during the hours of operation. Administrator hours are posted outside the administrator's office. When the administrator is not in the building, the posted assistant is in charge. The AMS NAVIGATORS Program telephone number is 330-829-1234 Ext. 1850 and the Elementary NAVIGATORS Program telephone number is 330 – 829-1234 Ext. 1442.

Exchange of information concerning the NAVIGATORS Program is always welcome. Parent or guardian may contact the Administrator at any time to discuss their child's needs and progress.

The toll free number for the Ohio Department of Education is on our license. Please use this number to report any suspected center violations.

LAWS AND RULES GOVERNING CHILD CARE CENTERS

The NAVIGATORS Program is licensed by the Ohio Department of Education. The State License Number for this facility is available upon request. The laws and rules governing child care centers are available for review. Compliance report forms; health, building, and fire inspection forms are available from the Department of Education and at the site location.

INSURANCE

The NAVIGATORS Program is covered by liability insurance. It is the responsibility of every individual, his or her parent or legal guardian, to provide accident and health coverage while participating in all NAVIGATORS Program activities. The NAVIGATORS Program does not provide any medical, accident, or health coverage for its participants.

PERSONAL BELONGINGS

Please do not send children to the NAVIGATORS Program with cameras, toys or other equipment unless requested. All belongings should be marked with child's name. The NAVIGATORS Program does not accept responsibility for articles lost, stolen, or damaged.

Cell Phones may not be used during program times. If you need to contact your child during program hours please call the AMS NAVIGATORS office at 330-829-1234 Ext. 1850 or the AMS Central Office at 330-829-2254 Ext. 1684 . Contact the Elementary NAVIGATORS office at 330-829-1234 Ext. 1442 or the Northside Central Office at 330-829-2269.

****** For your child's safety please ensure appropriate foot wear is worn. Alliance City Schools dress code is expected to be followed for the NAVIGATORS program.******

FIELD TRIPS

The NAVIGATORS Program will, at times, take field trips. On these special occasions parents are required to sign a permission slip form if their child is to participate. **Under no circumstances will children be taken from the program without parental consent and knowledge of the field trip.** The staff assigned to each group will take attendance when children arrive at NAVIGATORS, and then before we leave on the trip. Attendance will be taken regularly throughout the trip including, but not limited to, arrival at the destination, before leaving, and when returning to the program site.

RATIOS OF PROGRAMS

The NAVIGATORS Program Director is responsible for the educational activity and day to day program at the site. Assisting are qualified teachers and/or aids and volunteers selected to provide the best care and guidance for your child.

ODE Rule 3301-32-03A requires a child / staff ratio of 18 to 1 for 5-10 year olds and 20 to 1 for 11 to 14 year olds.

STAFF TRAINING

Our child care staff is required to have at least 15 hours of training per year for three years. Our staff is trained in:

Standard First Aid	Child Abuse Awareness
Communicable Disease	CPR

We encourage continued educational training even after state requirements are met.

EMPLOYEE ILLNESS

If an employee is ill, the program has qualified substitute staff to work until the employee is well and able to return to work.

SICK CHILDREN / ABSENTEEISM

The health and safety of the children are a primary concern to us. The NAVIGATORS Program does not knowingly accept children for care when they are ill. If it is apparent that the child should not remain at the site, you will be called and asked to make other arrangements for your child. Please make sure that **your work phone number and all emergency information is current. Always advise us of any changes. If your child will not be attending the NAVIGATORS Program due to illness or any other reason, please call to inform us.**

EMERGENCY / INCIDENT PROCEDURES

Parents of all children in a child care program are required to submit a medical release form giving the NAVIGATORS Program permission to seek medical attention for the child in case of an emergency.

In case of an accident, the following procedure will be used:

- A member of the staff will carry out immediate First Aid for minor accidents.
- In case of serious accidents, a member of the staff will notify the parents.
- In case of the parents of designated person cannot be reached, the administrator will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or accompany the child to the hospital and stay until the parent or guardian arrives.

- An incident report shall be given to the parent or guardian on the day of the incident. Copies of the report shall be retained on file at the center for at least one year.

An incident/injury report will be completed when:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff

MANAGEMENT OF COMMUNICABLE DISEASE

The Communicable Disease Chart is located in the Main Office Clinic:

1. Staff is trained in First Aid and Communicable Disease Recognition. This training provides them with the knowledge of the signs and symptoms to look in the case of illness. Each child will be observed daily as he/she enters the group.
2. If a child is suspected of having a communicable disease, a staff member will immediately notify a parent or designated emergency person of the child's condition. Parents will be notified by phone at home and/or work.
3. A child with any of the following signs or symptoms of illness will be immediately isolated from other children and discharged to their parents: Decision regarding discharging the child immediately or at some other time during the day is determined by the director and the parent or guardian. The child, while isolated is watched for other communicable symptoms.
 - A. Evidence of Lice, Scabies or Parasitic infections
 - B. Vomiting
 - C. Sore throat or difficulty swallowing
 - D. Unusual Spots or Rashes
 - E. Stiff Neck
 - F. Severe coughing causing the child to be red / blue in the face or making a whooping sound.
 - G. Difficult or rapid breathing
 - H. Yellowish skin or eyes
 - I. Conjunctivitis
 - J. Diarrhea - more than one abnormally loose stool in 24 hour period
 - K. Untreated infected skin patches
 - L. Elevated temperature
 - M. Unusually dark urine and/or gray or white stool
 - N. Temperature of 100 degrees F. Taken by auxiliary method when in combination with other signs of illness
4. If a child is isolated due to illness:
 - A. He/she will be cared for in room or a portion of a room not being used for other children and will be made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be

laundered before being used by another child, and cots, if used, shall be disinfected.

- B. The children will be within sight and hearing of an adult at all times. **NO child will be left alone or unsupervised.**
5. We encourage the administration of any medication to be done by the parent before or after the program. If the administration of medication is required by a doctor to be given within the hours of the program, the parent must fill out a request for medication administration form. See Administration of Medication section for specific directions.
 6. When a child has been removed from the program due to a contagious illness or an elevated temperature the NAVIGATORS Program requires a 24 hours waiting period before reentering the child into the program. The waiting period may be waived if a doctor's statement for re-admittance is presented to the Administrator.
 7. If a serious communicable disease is reported all other parents will be notified, as soon as possible by a written notice.

MILDLY ILL CHILDREN

1. A child who is experiencing minor common cold symptoms.
2. A child who does not feel well enough to participate in activities, but who is not exhibiting serious illness symptoms.

If this is the situation, the child will be cared for within the group. The child shall be observed carefully for signs and symptoms of worsening conditions.

ADMINISTRATION OF MEDICATION, FLUORIDE, AND FOOD SUPPLEMENTS

State licensing requirements does not allow child care agencies to administer prescription medication to children without the authorization of the parent and physician. Non-prescription medication may be given if a medication form is filled out by the parent or guardian accompanied by over the counter medication in original package. This includes **Tylenol, cough medicine, sun tan lotion, etc.** We cannot administer aspirin or medicine with codeine without a physician's written authorization. If your child takes medication regularly or for a temporary condition, please contact your Administrator. Any medication brought to the NAVIGATORS Program must be in its original container and be clearly labeled with the child's first and last name. When a new prescription is given for regularly administered medication, please bring the new prescription bottle.

Fluoride supplements, food supplements, and modified diets can be administered with the written authorization of a physician or dentist **and** the parent or guardian.

When written instructions are given to the office, the following is a list of days/months allowed to administer specific forms of medications:

Food and Fluoride Supplements	Up to 6 months
Non-prescription med (does not contain codeine or aspirin)	3 days at any one time
Prescription Medications	6 months from current date

MEDICAL AND DENTAL EMERGENCY PLAN

1. A First Aid Kit is located in the Clinic in the Main Office. Portable kits are prepared for use on field trips and may also be used in classrooms.
2. Children's medical records are located in the school's central office.
3. Illness of children; isolate the child from the group and notify emergency contact.
4. All emergency transportation will be provided by a 911 designated employee.

EMERGENCY NUMBERS

Emergency Number.....911 Kids Line.....1-800-233-5437
Alliance Police Dept.....330-821-9140
Alliance Fire Dept.....330-821-1212 Poison Control.....1-800-222-1222

Children's Protective Agency (Stark County Job & Family Services).....
330-829-9575

SAFETY POLICY

NO CHILD WILL BE LEFT ALONE OR UNSUPERVISED AT ANY TIME

The NAVIGATORS Program has a responsibility to its students, families and employees to operate a comprehensive program of maintaining safety at the center. Staff has access to a telephone at all times. All visitors to the NAVIGATORS Program must notify staff upon their arrival after signing in at the Main Office. **No unauthorized visitors may be in NAVIGATORS rooms during program times!** Anytime suspicious behaviors are observed, they will be reported immediately to the office or police.

WEATHER ALERT PLAN

All Tornado Drills and Fire Drills are practiced the first day of each new session.
All emergency procedures are posted inside each classroom, the cafeteria and gym.

TORNADO PROCEDURE

Staff calls for the children's attention.

- Staff takes attendance sheet, secure the classroom.
- Children line up and are led to the designated area.
- Take attendance, notify administrator if any children are missing.
- Kneel down and cover head.
- Stay until the group leader has signaled the all clear.

FIRE PROCEDURE

- Staff takes attendance sheet with them, shuts off lights, and closes the door.
- Exit the building, lead children to designated location on soccer fields behind the cafeteria
- Take attendance, notify administrator if any children are missing.
- Do not return to classrooms until all clear is given by emergency personnel (or group leader, if drill).

CHILD ABUSE

The NAVIGATORS Program staff is required by law to report their suspicions of any child abuse or child neglect and shall immediately do so if abuse or neglect is suspected.

ROUTINE TRANSPORTATION AND FIELD TRIP SAFETY

The child/staff ratios for all children shall be met at all times. At no time are children to be left unattended in a vehicle. For routine trips and field trips, the center shall have written and signed permission from the parent or guardian before transporting or walking a child to or from the center which shall include:

1. **Child's name.**
2. **Destination.**
3. **Signature of the parent or guardian.**
4. **Date the permission was signed.**
5. **For field trips only, the date of the field trip.**

Each child on the field trip shall have identification attached to him/her containing the center's name, address and phone number to contact in the event the child becomes lost.

The following shall be available on all routine and field trips.

1. First Aid kit
2. Emergency contact information.
3. Emergency transportation authorization for each child.
4. Health record for each child.
5. Working cellular phone or other means of immediate communication.

A person trained in First Aid shall be accessible to the children at all times.

Whenever children walk or are transported to a destination, a second adult must be present whenever seven or more children are present. The second adult may be a parent or volunteer. On a routine trip, a second adult must be present whenever 18 or more School-age children are transported.

SWIMMING POOL AND WATER SAFETY POLICY

On special pre-planned events the children may have the opportunity to swim. The NAVIGATORS Program shall have written permission from the parent or guardian for a child to participate in swimming or water play activities. The permission shall be signed and dated, and shall include the following:

1. The child's first and last name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or guardian grants permission for the child to participate in water activities.

The center shall provide enough child care staff members to meet child/staff ratios according to Rule 3301-32-03A for School Age children at all times during swimming and water play activities. Child care staff members always accompany and supervise children at swimming sites including, but not limited to, public or private swimming pools, lakes, or rivers. Swimming sites shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program. Children will be instructed in the swimming safety rules and they must be obeyed.

AFTER-SCHOOL SNACKS

For after-school programming during the school year, snacks are furnished for the children in the afternoon. These snacks meet all standards set by Rule 3301-32-02 J. A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. The basic food groups are meat/meat alternative, breads/grains, fruit/vegetable and dairy (milk, cheese, yogurt). The snack menu can be viewed in the Main Office and NAVIGATORS office bulletin boards.

CANCELLATION OF SCHOOL AND INCLEMENT WEATHER PROCEDURES

The NAVIGATORS After-School Program runs concurrently with the Alliance City Schools Calendar. In the event, school is cancelled the NAVIGATORS Program is cancelled as well.

CANCELLATION OF CHILD CARE PROGRAM POLICY

If for any reason, the NAVIGATORS Program would have to cancel, staff would notify students and then parent/guardian by Alliance City Schools message. A sign would also be posted outside the Administrator's office.

SPECIAL NEEDS CHILDREN

The NAVIGATORS Program makes reasonable accommodations for children with special needs. Arrangements must be made with staff to enroll a special needs child to ensure we are equipped to meet the individual needs of your child. The administrator and teacher can provide information to parents regarding services and facilities in the community that are available to meet the child's special needs. Parents/guardians are encouraged to seek out any available services to help their child's development.

HOURS OF OPERATION

Monday thru Thursday 2:20 thru 4:50 – Alliance Middle School Navigators

2:20-2:30	Arrival/Snack
2:30-3:15	1 st Class
3:15-4:00	2 nd Class
4:00-4:45	3 rd Class
4:50 AM	Dismissal

Friday 2:20 thru 4:50 – Alliance Middle School Navigators

2:20-2:30	Arrival / Snack AMS
2:30-4:50	YMCA

The NAVIGATORS Program Discipline Policy

The philosophy of the NAVIGATORS Program is to meet the needs of each individual student registered in our program. It is our goal to teach each child self-control and appropriate behavior while he/she is in our program. We believe nothing improves a person's hearing quite like praise.

NAVIGATORS Program rules:

1. Follow the direction of staff.
2. Stay in the designated areas at all times.
3. Show respect to others. Inappropriate language, arguing or talking back will not be permitted.
4. Respect the facility. Use materials and furnishings properly. Destruction of property will not be tolerated.
5. Follow correct sign in and sign out procedures

Alliance City Schools Code of Conduct is in effect at all times.

When children are on field trips or other pre-arranged locations, all will be expected to abide by the additional rules pertaining to each location.

When above rules are broken, action will be taken. Our disciplinary actions are always based on an understanding of the individual child's needs and stage of development. All staff is required to follow the Discipline Policy.

NAVIGATORS Program staff will use any of the following methods to guide the child into appropriate behavior:

- **Positive Encouragement-** praise children when they are making good choices
- **Redirect** to appropriate activity
- **Conflict Resolution-** Staff will help child solve the issue at hand by soliciting their own ideas about what will work
- **Cool Down Time-** encourage child to stop and control their own behavior
- **Time Out-** child will be removed from the situation. Child will sit away from group but within sight or hearing of staff. When child is to return to activity staff will review reason for separation and what behavior is expected.

Any time a child engages in out of control behavior that can cause injury to self or others, the child will be removed from the group and the parent/guardian will be contacted to pick up the child. Continued out of control behavior will result in removal from Navigators Program.

***Depending on the severity of behavior problems, intervention may be adjusted at the discretion of the NAVIGATORS / Alliance City Schools administration.*

NAVIGATORS Program staff will track any problem behaviors on a Behavior Log. In any instance, when behaviors are frequent or severe / out of control, staff will record the behavior on the Behavior Incident Report. Staff will note the problem behavior, what occurred before the problem behavior, what interventions were utilized, consequence and any response to the interventions. A copy will be given to notify the Director and a copy will be placed in the child's file. The Behavior Incident Report is used to track and monitor individual student behaviors.

In situations where severe discipline problems continue to occur, and sufficient attempts to alter any behaviors that may result in unsafe conditions for the child and others or may cause damage to the program environment have been unsuccessful, NAVIGATORS staff will request a conference with the child's parents. A discipline plan, which addresses the undesirable behaviors, will be developed with parents input.

If the undesirable behavior continues, the child may be removed from Navigators Program for a period of time. Prior to being readmitted to the program, a conference must be held between the child, the parents, NAVIGATORS staff and NAVIGATORS administrator. A behavior contract will be signed stating the undesirable behaviors and that, if those behaviors are displayed by the child at the program, the child will be withdrawn from the program. This will not be done without a 24 hour notice.

Techniques of Discipline shall not humiliate, shame, or frighten a child:

1. Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
2. There shall not be cruel, harsh, or unusual punishment.
3. Discipline techniques shall not be delegated to another child.
4. Physical restraints shall not be used to confine a child.
5. A child shall not be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
6. No child shall be subjected to profane language, threats, or derogatory remarks about himself, herself, or his/her family or any other verbal abuse.
7. Discipline shall not include withholding food, rest or toilet use.
8. Separation, when used as discipline, shall be brief in duration and appropriate to child's age and developmental ability.
9. The program shall not abuse or neglect children.

Students need to understand and comply with the above stated rules and consequences. They must also understand that participating at NAVIGATORS is a privilege, not a right, and will do all they can to respect the rules and staff of the program.

Parents of students who attend Navigators understand and agree to support NAVIGATORS in their endeavor to provide a safe environment by complying with the rules and consequences that staff deems appropriate. They must understand that their child will be expected to follow all rules and will have to bear the consequences of any failure to do so.