



MVE After School Program Parent Handbook

Mission Valley Elementary

Director: Shelly Haya

Building Admin: Amy Johnston

Table of Contents

Program Overview	3
General Overview	3
After School Program Staff	3
Registration	4
Registration	4
Hours, Days, and Months of Operation	4
Hours of Operation	4
Sample Daily Schedule	4
After School Program Rates and Fees	5
Program Rates	5
Payments	5
Arrival and Departure Procedures	5
Arrival	5
Departure Pick Up	5
Late Pick-Up Policy	6
Attendance	6
Health and Safety	6
Illness	6
Medications	7
Allergies	7
Asthma	7
First Aid	7
Major Medical Emergency	8
Emergency Evacuation	8
Informed Parent Communication	8
General	8
Parent and/or Legal Guardian Concerns	9
Data Privacy Provision	9
Mandatory Reporting	9
Discipline Procedure for Disruptive Behavior	9
First or Non-Recurring Minor Offense	9
Multiple Offenses	10
Personal Belongings	10
Enrollment Form	11

Program Overview

General Overview

We are excited to have you and your child(ren) join MVE After School Program. Our goal is to provide a quality program that is safe, fun, and affordable.

Little Vikes After School Program provides age-appropriate activities, in a safe and fun enrichment program. Each child's social, emotional, physical, and academic development are considered in our After School Program where a balance of age-appropriate teacher-led projects and outside play time is facilitated.

This After School Parent Handbook describes the procedures that will be used by Mission Valley to provide for the care and well-being of the children under our care and our staff while participating in the After School Program.

After School Program Staff

Mission Valley's After School Program Staff consists of

- Director - Mrs. Shelly Haya

If student participation numbers warrant, staff will be added.

Mission Valley's After School staff member(s) meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities.

All After School Program staff members are trained in CPR, AED, and basic first aid.

Registration

Registration

- Parents and/or legal guardians must complete all required forms for each child they are registering in Mission Valley Elementary's After school program.
- All required forms must be complete and on file with Mission Valley Elementary before your child(ren) attends the program.

Hours, Days, and Months of Operation

Hours of Operation

The After School Program days and months of operation follow Mission Valley's calendar. The After School Program will run from 3:30 pm to 5:45 pm Monday through Friday. On days that Mission Valley is not in session or releases early, the after school program will be closed.

Sample Daily Schedule

Time	Activity
3:30 PM - 4:30 PM	Snack/Outside Exploration & Play
4:30 PM - 5:30 PM	Activity Time
5:30 PM - 5:45 PM	Free Time

After School Program Rates and Fees

Program Rates

MVE's After School Program rate schedule is as follows:

Rate	Description
\$50.00	\$5 per day - 10 days prepayment required

Payments

Prepayment for 10 days participation in the MVE After School Program is due before your child can attend. Once the ten days are used, the next 10 days (\$50 must be paid) before continuing attendance. Parents and/or legal guardians are responsible for the timely payment of After School Program fees.

The following are acceptable forms of payment:

- CASH
- CHECK MADE OUT TO MVE (PLEASE PUT AFTER SCHOOL CARE IN THE MEMO LINE)

Arrival and Departure Procedures

Arrival

- Children will be escorted to their designated After School Program meeting location end of their regular school day.

Departure Pick Up

- Parent and/or legal guardian will pick up students at the designated area. All children must be signed out.

- Children will not be allowed to leave the facility with anyone other than a parent and/or legal guardian or authorized by the rightful parent and/or legal guardian.

Late Pick-Up Policy

- Students must be picked from the After School program no later than 5:45 pm according to the school clock. A late pick-up will be a strike. After three strikes, your child will not be allowed to continue attending the after school program.

Attendance

- All registration forms must be complete, and fees prepaid.
- Attendance of an ill child or children with communicable diseases will not be permitted. If your child becomes sick during After School Program care, you will be notified to come to pick up your child.
- Sick children cannot remain in the After School Program and must be picked up promptly.

Health and Safety

Illness

- Children may not attend the After School Program if they have had a fever within the past 24 hours or if there is a chance that their illness is contagious.
- If a child becomes ill while attending the After School Program, parents and/or legal guardians will be contacted and asked to pick up the child as soon as possible. If the parents cannot be reached, the

emergency contacts listed on the registration form will be contacted and asked to pick up the child.

- Parents and/or legal guardians must ensure that emergency contact numbers are up to date.

Medications

- Anytime your child needs any medicine(s) during the program (including aspirin), we require that you bring the medication into the main office and fill out a Prescription Medication Consent form.

Allergies

- It is the parent and/or legal guardian's responsibility to notify the MV nurse of any allergies your child may have that require a Food Allergy and Anaphylaxis Care Plan.
- Allergy lists will be posted in the classroom. EpiPens and inhalers will be kept in the first aid bag along with the physician-signed Action Plan. All medical information on the child will be discussed at staff meetings to make each staff member aware of any problems the child may have.

Asthma

- It is the Parent and/or guardian's responsibility to notify the MV nurse if your child has an Asthma Action Plan.
- The parent and/or legal guardian must have the child's doctor complete the Asthma Action Plan form.
- The Asthma Action plan information on the child will be discussed at staff meetings to make each staff member caring for your child is aware of the action plan.

First Aid

- In the event of an injury, MVE staff will take necessary steps to keep children calm.
- Provide immediate first aid.

- Attempt to contact a parent and/or legal guardian. If a parent and/or legal guardian cannot be reached, we will attempt to contact others listed on your registration forms.

Major Medical Emergency

- Staff will seek emergency medical care as warranted.
- MVE staff will notify a parent and/or legal guardian immediately of any injury that requires emergency care.
- If a parent, legal guardian, or emergency contact cannot be reached in case of a major medical emergency (such as broken bones, puncture wounds, etc.), the child will be taken by ambulance to the emergency medical facility that is stated by the parent on the registration form or the closest location for help. Transport fees will be the responsibility of the parents and/or legal guardians.

Emergency Evacuation

- In the case of an emergency requiring evacuation, the children will evacuate to the designated safe zone.
- Parents and/or legal guardians will be contacted in this instance.

Informed Parent Communication

General

It is the responsibility of MVE's After School Program to keep parents and/or legal guardians informed of any incidents that impact your child. This may include, but is not limited to:

- Illnesses
- Injuries
- behavior issues
- adverse reactions to medications

- exposure to communicable diseases

Parent and/or Legal Guardian Concerns

As a parent and/or guardian of a child enrolled in MVE's After School program, if you have a suggestion, question, concern, or complaint about the program, the conduct of the staff, or the policies, please talk to the After School Program Director.

Data Privacy Provision

The MVE's After School program complies with State and Federal data privacy laws. Information gathered from the registration and medical forms is shared only with MVE staff to serve your child properly.

Mandatory Reporting

MVE's After School Program staff is required by law to report known or suspected instances of child abuse to Kansas Department for Children and Families.

Discipline Procedure for Disruptive Behavior

The safety and interests of your child is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. Providing a safe environment means holding children accountable for their actions and teaching personal responsibility.

First or Non-Recurring Minor Offense

- Quiet time. Provided with a small break to reassess and reconnect.

Multiple Offenses

- Disruptive behavior will be addressed in an incident report. The report will document the inappropriate behaviors that directly impact other children or staff. The report will be shared with the parent and/or legal guardian and will explain the behavior, how the behavior affected others, and how the situation was resolved. The parent, teacher, and Director will sign the report which will be kept on file.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with MVE admin and the After School Care Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed as determined by MVE Admin and the After School Program Director.

Personal Belongings

MVE's After School Program is not responsible for the loss or damage to your child's personal belongings. Please do not have your child bring the following items to the program:

- Electronics
- Toys or games
- Weapons of any sort (Fake or real)
- Nail Polish / Makeup
- Valuable items

MVE AFTER SCHOOL PROGRAM REGISTRATION FORM

Child #1 Name (first & last) _____ Grade _____

Child #2 Name (first & last) _____ Grade _____

Child #3 Name (first & last) _____ Grade _____

Child #4 Name (first & last) _____ Grade _____

Parent / Guardian Information

Guardian #1 _____

Phone (cell) _____ Phone (other) _____

Email _____

Guardian #2 _____

Phone (cell) _____ Phone (other) _____

Email _____

~Once staff receives your child(ren)'s enrollment form, the After School Care Director will collaborate with the MVE School Nurse to ensure all medical information is communicated and followed.

Sign Out Information

Safety is a top priority at MVE; therefore, no child enrolled will be released from the program without a parent/guardian signature or that of one the individuals listed below if a parent/guardian cannot be reached.

- Name _____ Phone # _____
Relationship _____
- Name _____ Phone # _____
Relationship _____
- Name _____ Phone # _____
Relationship _____

After School Program Parent Agreement

Student Pick-Up: Child participation in the after school program must be signed out by a parent/guardian or someone designated on this enrollment form.

Please initial

Discipline: Participation in the after school program is a privilege. Your child must follow the rules of MVE. Disruptive or disrespectful behavior towards other students or staff is cause for dismissal. We encourage you to discuss concerns about your child's behavior with the After School staff.

Please initial

Payment: Ten days prepayment (\$50) increment is required before a student can attend the after school program. Once a student has attended ten days, another ten day prepayment (\$50) is required.

Please initial

Parent/Guardian Name
(Print)

Parent/Guardian Name
(Signature)

Date