

# LAKEVIEW CARE FOR KIDS



BEFORE AND AFTER SCHOOL PROGRAM  
SOLON COMMUNITY SCHOOL DISTRICT



2020-2021 SCHOOL YEAR HANDBOOK

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November 2019

**Mission Statement:**

The mission of Lakeview Care for Kids is to provide a safe and nurturing environment allowing each child to explore, learn and grow individually through quality opportunities involving the community, staff and families.

A philosophy of care is an extension of the BASP mission and reflects the value that is placed on children. These are the program vision and goals:

- Children are entitled to dignity, respect, and trust; thus developing a sense of self-respect and responsibility.
- Children require compassion and understanding; thus developing empathy for others.
- Children deserve praise for their enthusiasm and effort; thus developing pride
- Children will have the opportunity to explore and be expressive; thus developing individuality.
- Children are worthy of the opportunity to have fun and laugh each day.

Each new school year is full of excitement. Welcoming returning program friends and meeting new faces all the while creating a strong bond with the Solon community is very rewarding. Lakeview Care for Kids has a strong core of dedicated staff waiting to make a difference in the life of your child.

Sincerely,

Amber L. Feaker  
Director, Lakeview Care for Kids

**CONTACT INFORMATION**

[afeaker@solon.k12.ia.us](mailto:afeaker@solon.k12.ia.us)  
319-624-3401 ext. 1277 - BASP Office  
319-321-6184 - BASP Cell Phone

### OVERVIEW

The Solon Community School District continues to offer quality programs for families. Lakeview Care for Kids, Before and After School / Summer Program is an extension of the school district operating as a non-profit organization. The program serves children preschool through middle school. The program for every student is held at Lakeview Elementary. Before school program gathers in the Lakeview cafeteria. Children attending Solon Intermediate or Solon Middle School take a shuttle to their buildings each morning from Lakeview. After school grades Kindergarten through Middle school (SIS & Middle School bring a shuttle to Lakeview) will meet in the Lakeview Cafeteria. The Preschool students will gather in their own room and space each day after school.

Lakeview Care for Kids is represented by an Advisory Board, which provides guidance and approval regarding decisions affecting the program. The program director supervises daily operations and manages the BASP staff. Daily activities during the school year include, assistance with homework, fitness activities, field trips, as well as arts and crafts.

### PROGRAM GOALS

- The daily schedule will contain a variety of supervised age appropriate activities.
- The program will offer a safe environment that fosters opportunities for the development of the whole child.
- Communication with the program will occur regularly between the family, program director and BASP staff.
- The program will be structured to meet the necessities of the families.
- The program will offer a quality staff to meet the needs of children.

### ADMISSION POLICY

Children enrolled in Solon Community School Districts current or upcoming Preschool through Middle School for the year of 2020-2021 are eligible for admission.

### NONDISCRIMINATION NOTICE

It is the policy of the Solon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator.

Jodi Rickels, Lakeview Elementary Principal  
111 N. Chabal St Solon, IA. 52333  
319-624-3401 ext. 1291. 319-624-2518 (FAX)

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3

## PARENT AND CHILD RIGHTS AND RESPONSIBILITIES

### **PARENT**

- Know that children are in a safe environment
- Sharing concerns with staff
- Understanding behavior concerns and developing resolutions involving the child, parent and program director.
- To pay fees on time as explained in the handbook
- To keep child records up to date as explained in the handbook
- To follow the health policy as explained in the handbook

### **CHILD**

- Experience a safe environment
- Ideas and feelings are respected
- Redirection that is fair, equal and respectful
- Enjoy time with staff members who are caring
- Understanding the consequences of actions
- Respecting guidelines and boundaries while in the program
- To remain with the group, program and staff at all times
- To use program property and material with respect
- To treat all persons in program or working in program with respect

## BASP ADVISORY BOARD

The BASP Advisory Board has been established to oversee the program. Several parents, the Lakeview, SIS, Middle School principals as well as Elementary and Preschool teachers serve on this board.

## ADMINISTRATIVE REVIEW

Lakeview Care for Kids is under the jurisdiction and review of the Solon Community School District and Board of Education.

## HOURS OF OPERATION

The program will open on the first day of school for the 2020-2021-calendar school year and continue until the last day of school for the 2020-2021 school year. All programs have the following hours of operation.

Before School - 6:15 AM - 8:15 AM

After School - 3:00 PM (or 1:13 PM for early dismissals) - 6:00 PM

The program will operate on days that school is in session. In addition the program will be open on designated days when school is not in session. These days include a variety of vacation days and professional development days. The program is closed for some no school days and holidays throughout the school year.

### HOLIDAYS AND SCHOOL VACATION DAYS - CLOSINGS

The program will be CLOSED on the following holidays and school vacation days.

September 7 - Labor Day  
November 25,26,27 - Thanksgiving  
December 24,25,31 - Winter Break  
January 1 - New Years Day  
March 12 - Spring Break  
May 31 (if school is still in session) - Memorial Day

### PROFESSIONAL DEVELOPMENT AND SCHOOL VACATION DAYS - OFFERED CARE

The program will be offering care on the following professional development and school vacation days. TO FACILITATE BASP RESOURCES THE PROGRAM REQUIRES A MINIMUM OF 20 STUDENTS PARTICIPATING EACH DAY OF CARE OFFERED. IF THE MINIMUM IS REACHED THEN THE PROGRAM WILL BE OPEN ON THESE DATES.

October 12 - Teacher Professional Development Day  
December 23,28,29,30 - Winter Break  
January 18 - Teacher Professional Development Day  
February 15 - Teacher Professional Development Day  
March 15,16,17,18,19 - Spring Break

### ENROLLMENT PROCEDURE FOR NO SCHOOL DAYS

There is a separate sign up process outside of monthly tuition for no school days. A sign up is posted approximately two weeks before the no school day. Parents must add their child's name to the list. These no school days are not included in monthly tuition and are an addition cost. Account balances must be current in order to sign up for the no school days.

### EARLY DISMISSAL DAYS

Early dismissal days occur every Thursday. There are also early dismissal days for conferences or start of holidays other than the regular Thursday dismissal schedule. Early dismissal days are listed below for the 2020-2021 school year. ALL early dismissal days are included in the monthly tuition.

August 25,27	January 7,14,21,28
September 3,10,17,24	February 4,11,18,25
October 1,8,15,22,29	March 4,11,25
November 5,12,19,24	April 1,2,8,15,22,29
December 3,10,17,22	May 6,13,20,27

**UNSCCHEDULED SCHOOL DELAYS, EARLY SCHOOL RELEASES  
AND SCHOOL CLOSINGS**

- **School closings due to inclement weather:** The program will be CLOSED on a day Solon Community School District closes due to weather. The program will also be CLOSED if SCSD dismisses from school early due to inclement weather.
- **BASP closing due to inclement weather:** The program will CLOSE on offered Professional Development Days or NO SCHOOL DAYS due to inclement weather. Parents will be notified by the SCSD / and or Program Director of this decision. Notification will include SCSD app, Television / Radio.
- **Unscheduled school delays (LATE START) due to inclement weather:** The program will be open 2 hours late as well as school. On 2-hour late starts the program will open at **8:15 AM**. The school will not serve breakfast on these mornings. If school is then canceled for the entire day following the late start - the program will remain open until **10:30 AM** to allow parents time to pick up their children.
- **Unscheduled closing due to extreme heat:** The program is able to provide air conditioning and will remain open.

**FOOD SERVICE**

Children are provided nutritious snacks and meals during the program and menus may be picked up or available upon request. Children attending the morning program will be offered a breakfast that is served at 7:30 AM. Due to government requirements and reporting, family school meal accounts are charged for the breakfast through the SCSD Nutrition Program. Children enrolled in the after school program are offered two snacks, one at 3:00 PM and the second at 5:00 PM provided by the program. Lunches will be provided during no school days by the program. Lakeview Care for Kids participates in the Solon Community School District Wellness Policy.

**WELLNESS POLICY OF SOLON COMMUNITY SCHOOL DISTRICT**

The Solon Community School District Board of Education is committed to the optimal development of every student. The board believes for students to have the

opportunity to achieve personal, academic, developmental, and social success; there needs to be a positive, safe, and health-promoting learning environment at every level and in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. In accordance with law and belief, the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- Nutrition Education and Promotion
- Health Curriculum
- Physical Activity
- Healthy Active Lifestyle
- Other School Based Activities that Promote Wellness: Mental Health, Personal Safety and Social Issues

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school, and thirty minutes after school shall meet the USDA Smart Snacks in Schools standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores and fundraising activities.
- Snacks provided to students during the school day without charge (e.g., class parties), will meet standards set by SCSD in accordance with law. SCSD will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations.
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in School nutritional standards on campus during the school day. - See Board Policy / Code 507.9

#### **FOOD SAFETY**

All foods made available at the program by the district adhere to food safety and security guidelines.

- All foods made available at the program comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of the foods and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.
- Snacks brought from home should be commercially prepared foods with legible ingredient label - or fresh fruits and vegetables.



- Lakeview Care for Kids is a Peanut / Tree Nut free program - prepared snacks that contain or have been processed with any sort of nut will not be permitted without a health / dietary plan.

## MEDICATIONS / ILLNESS / ACCIDENTS / DENTAL EMERGENCIES

### PROCEDURE FOR DISPENSING MEDICATIONS:

Parents must complete and sign a medical authorization form for medication to be administered by the program. The prescription medication must be provided in the original manufacturers container and clearly labeled. If medication is to be kept at the program for treatment of a chronic condition no more than one - month supply shall be stored.

### SUPERVISING AN ILL CHILD:

Children feel more comfortable when they are ill if they do not leave home or can be home soon after they become ill. One of the following conditions is sufficient cause for a child to remain home.

- Contagious Disease
- Fever of 100 F or higher
- Diarrhea
- Vomiting

If a child becomes ill while attending the program he or she will be isolated until a parent or authorized adult arrives for pick up. Parents will be notified immediately and a parent or authorized adult must pick up the child within one hour of the notification.

### ACCIDENTS:

In case of accident, parents will be notified immediately. An emergency contact form will be completed upon registration for use in such situations. An incident report for serious injury will be completed and kept with the child files. It is possible an ambulance will be requested.

### DENTAL EMERGENCIES:

All dental emergencies require parents and listed dentist be contacted. Staff will follow the American Academy of Pediatric Dentistry protocol, which is posted at the first aid station and available to all staff.

## BITING POLICY

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding

the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not allowed. In addition the following steps will be taken-

- The staff will remove the child from the situation and focus caring attention on the child who was bitten.
- Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
- The caregiver should talk to the child who bit and talk about different strategies that the child can use next time instead of biting. This should be communicated in a short and simple way.

It is important to explore the reasons for biting when it occurs. Staff needs to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep and need for oral stimulation. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the staff will begin the assessment.

- The staff will examine the context in which the biting occurred and look for patterns. The staff will use an action plan for documentation and ask the following questions.
  1. Was the space too crowded
  2. Were there too few toys
  3. Was there too little to do or too much waiting
  4. Was the child who bit getting the attention and care he or she needed at other times, other than when the biting occurred.
- The staff will change the environment, routines or activities if necessary
- The staff will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words.
- The staff will observe the child, to get an idea of why and when they are likely to bite.
- The staff will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
- The staff, parent and administration will meet regularly to create an action plan and to measure the outcome of these changes.

- If biting continues the staff will observe the group more closely and work with the parents to see out additional resources as necessary to assist the child who is biting.

**First Aid in response to biting (both child and adult)**

- Staff will wear gloves, clean wound with soap and water, running water over the wound for 5 minutes.
- Staff will apply ice pack to help reduce the pain and swelling.
- Staff will bandage the wound as necessary.
- Staff will write a detailed incident report for both children involved.

**First Aid in response to biting when skin is broken (both child and adult)**

- Staff will wear gloves, clean wound with soap and water, running water over the wound for 5 minutes.
- Staff will control the bleeding.
- Staff will cover the wound with sterile dressing and bandage.
- Staff will contact parents of both children involved and encourage the parents to contact their health care provider to determine if the child needs to be seen.
- Staff will write a detailed incident report for both children involved.  
\*If a staff member is bitten, the SCSD Exposure Control Plan will be used.

When children bite, parents are informed personally and privately the same day. All information is confidential and names of students involved are not shared between families. In addition, biting is always documented on an incident form. Parents are asked to sign the form and that is kept in the child file.

These are the expectations after biting occurs.

- Staff will put children's safety first and provide first aid as well as offer comfort and support to any child bitten.
- Staff will provide appropriate programming for children to help prevent biting.
- Staff will make current information and resources on biting available to parents.
- Staff will be provided adequate knowledge and training to effectively deal with biting.
- Staff will understand and respect parent concerns with regards to biting.
- Staff will inform parents of specific steps taken to address biting and explain the process.
- Staff will respond to parent questions, concerns and suggestions about biting.
- Staff will schedule a conference with parents to address biting at a time that is convenient for families.
- Staff will keep children's identity confidential if he or she bites.

There is no guarantee that biting will not happen in program. However, staff will work quickly and appropriately to address any situations.

### **AFTER SCHOOL EXTRACURRICULAR ACTIVITIES**

Parents must complete an Activity Release form for a child that will be leaving the program to attend an extra curricular activity during program hours. Program staff is available to be authorized to walk the student to the activity. Neither, Lakeview Care for Kids nor Solon Community School District is responsible for students once they leave the program for an activity.

### **PROCEDURE FOR COMMUNICATING CONCERNS**

Parents should utilize the following procedure for any concerns related to the program. Written formal grievance shall be documented.

- First discuss the concern with the program Director.
- Next, discuss the concern with the building Principal.
- Finally, concerns unresolved can be submitted through the written grievance procedure of the Solon Community School District Board of Education.

### **DISCIPLINE AND/OR EXPULSION**

A safe, supportive and respectful environment is the sole goal of Lakeview Care for Kids. Therefore, students and parents are expected to be respectful and courteous to all program participants, staff and SCSD building and property. Peer modeling, redirection and positive reinforcement will be the primary methods of behavior management. If necessary a conference will be held between the child, parents, Director and building Principal to determine a solution in regards to behavior concerns. No student will be expelled unless they are endangering the safety of themselves or others. Lakeview Care for Kids is in complete alliance with DHS in that there shall be - No corporal punishment, No cruel or severe punishment such as humiliation or verbal abuse, No denial of food and No punishment for soiling or wetting.

### **EMERGENCY DRILL**

The Director or Designated Staff will evacuate any student with special needs or accommodations during any of the following emergency plans.

### **EMERGENCY PLAN FOR FIRE**

Fire escape routes are clearly marked and posted in each room or area occupied by the program. Staff and children are trained through monthly drills to react quickly and efficiently. Drills are conducted once per month. The first staff to the door will hold the door open as the children and remaining staff exit the building. The children and staff located in the cafeteria, preschool commons, multipurpose room, small gym or program office will meet by the fence on the side yard of the school.

Children and staff located in the large gym or media center will meet by the pavilion on the playground. Staff will ensure that all children are accounted for and the Director or Designated Staff will check all bathrooms for children then proceed to the meeting place. No person will re-enter the building until the Director or Designated Staff has given the "all clear" signal. In the event of a true fire, 911 will be called and the children and staff will exit the building as stated. The Director or Designated Staff will take the attendance list, cell phone, emergency contact binder and emergency bag with first aid kit and flashlights. Parents will be notified via the Solon Community District Notification System and the children will remain on school premise until parents or authorized pick up arrive.

#### **EMERGENCY PLAN FOR TORNADO**

Emergency tornado routes are clearly marked and posted in each room or area occupied by the program. Tornado drills are conducted once a month. The Director or Designated Staff will be responsible for taking the attendance list, emergency contact binder, cell phone, emergency bag with first aid kit and flashlights. Children and staff in the program will go to the multipurpose room. For true tornado, the above procedure will be followed. In addition the Director and Designated Staff will carry a battery operated or hand crank radio to listen to the latest news and weather alerts. All children and staff will remain in the multipurpose room until the Director or the Designated Staff has given the "all clear". In the event of structural damage to the building, the Director or the Designated Staff will call 911. Children and staff will wait for locally trained Emergency Responders to determine if it is safe to exit the building. Parents will be notified via the Solon Community School District Notification System and the children will remain on school premise until parents or authorized pick up arrive.

#### **EMERGENCY PLAN FOR POWER FAILURE**

In the event of a power failure in the entire school building while children are attending program the staff will ensure that children are kept calm, occupied with appropriate activities and made to feel secure. The Director or Designated Staff will contact the Buildings and Grounds Director. If it is determined that power cannot be restored then parents will be notified to pick up their child by the Director or Designated Staff.

#### **EMERGENCY PLAN FOR STRUCTURAL DAMAGE**

When structural damage occurs for any reason, staff will direct children located inside the building to take cover under tables and away from windows. For children located outside the building, staff will instruct the children to move away from the building and sit together with staff. The Director or Designated Staff will call 911. Local structural engineers will assess the building for safety before children are allowed to remain inside or prior to re-entering the building. When necessary to evacuate the building and premises, the evacuation procedure as set out in the Emergency Plan For Fire will be followed.

### **EMEGENCY PLAN FOR BOMB THREAT**

The emergency drill plans will be followed. The Director or Designated Staff will call 911 and inform the emergency personnel that a bomb threat has been received. Instructions given by the emergency personnel will be followed. Staff and children will return to the building or premises once declared safe.

### **EMERGENCY PLAN FOR TOXIC OR HAZARDOUS MATERIALS**

In the event of a toxic spill, the Director or Buildings and Grounds Director will assess the situation. The area will be secured to create a no risk environment. If children need to be evacuated, the Director or Designated Staff will notify parents as noted in Emergency Drills for pick up at the safe place - Solon Public Library. When a there is a non-hazardous substance the staff will block the area and clean it immediately.

### **EMERGENCY PLAN FOR HOSTILE INTRUDER**

In the event of hostile intruder the emergency drill plan will be followed. The Director or Designated Staff will announce "lockdown with intruder" using the building indoor / outdoor intercom system. The Director or Designated Staff will make the announcement several times and 911 will be notified. All children and staff will be cleared from any locations occupied by the hostile person. All children and staff will relocate to a secure space. Interior doors and windows will be locked, blocked and covered. All children and staff will wait for local Emergency Management authorities to announce the all clear. The Emergency Reunification plan will be followed.

### **EMERGENCY PLAN FOR LOST OR ABDUCTED CHILD**

No children shall be outside or inside without the DHS ratio of Staff supervision. In the event the program is unable to locate a child all children will be brought into the building cafeteria. Non-ratio Staff will immediately and completely search the grounds and building while the other children are being supervised in the cafeteria. If the child is not found within 10 minutes, parents will be called and 911 will be called. A detailed description of the child, including what they are wearing and places they might have gone will be given to Emergency Personnel. If the child is observed being abducted, 911 will be called immediately and a complete description of the child and the abductor will be given, if possible. If advanced warning is received that someone is coming to take a child, the child will be moved to the BASP office where staff will stay with the child and the door locked. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called and a parent notified. No staff or child will leave the program or building until local authorities have arrived.

### **PARENTAL TRANSPORTATION POLICY**

If a parent or designated adult transports children under the influence of drugs or alcohol or fails to use an appropriate car seat, the child is put into danger. In the event that the staff feel the child cannot be safely transported to or from the

program, the staff member will ask the parent not to transport the child and will offer the alternatives listed below.

**When a parent refuses to agree to one of the alternatives and insists on transporting the child, staff will immediately call local police and report the unsafe driving situation.**

- 1) The Director or staff will call someone to pick up the child from the list of people who are authorized for pick up in the child's file.
- 2) The Director or staff will call a cab to pick up the child and the parent. The parent will pay the cab fee.
- 3) If the parent has failed to bring an appropriate car seat for the child, staff will ask the parent to drive home without the child and return with an appropriate car seat installed in the car. \* Potential for incurring a late fee, see late fee policies.

### **CHILDRENS PROPERTY**

The personal property of children must be taken home daily. Items that remain each day at the close of the program are placed in lost and found. All personal items should be labeled clearly with the child's name. Lakeview Care for Kids cannot be held responsible for lost or stolen items.

**LATE PICK UP FEES**

Lakeview Care for Kids closes each day at 6:00 PM, parents must pick up at or before the close of the program. Parents whose child remains past 6:00 PM will accrue late fees. Late fees are on the monthly statement. **Pick up past 6:05 will equal \$5.00 per child per every fifteen minutes.** Late fees may be waived at the Director's discretion in emergency situations. Prompt notification of late pick-up is appreciated.

**OUTSTANDING ACCOUNT BALANCE / FEES**

Accounts that are more than two months past due will not be allowed to attend the program until the balance is paid in full. Payment arrangements are available to assist families and are determined by the Director.

**TUITION RATES**

***ATTENDANCE PER WEEK***

***TUITION RATE PER MONTH***

7-10 SESSIONS / WEEK

\$238.00 / MONTH

4-6 SESSIONS / WEEK

\$148.00 / MONTH

1-3 SESSIONS / WEEK

\$99.00 / MONTH

No School Days, or Teacher Professional Development Days that the program offers care are a separate charge from the monthly tuition rates.

Full Day - \$30.00

Half Day - \$15.00

One "SESSION" is equal to one attendance in the program. For example; a child attending 5 mornings and 5 afternoons (total of 10 for the week) would be in the 7-10 tuition rate with is billed monthly.



### ARRIVAL AND DEPARTURE

Children must be signed in and out of the program by a parent or authorized adult. This procedure ensures the safety of all children. The check in / out area is located at the Lakeview Elementary cafeteria doors or as explained to parents of preschool students. Changes in arrival or departure shall be made verbally or in writing to the Director. Children are only allowed to leave with a parent or authorized adult with permission by the parent. It is required that parents or authorized adults sign children into the program each morning. It is also required that parents or an authorized adult sign children out of the program each afternoon. Please communicate with the Director or staff if another adult is authorized to drop off or pick up the child. Lakeview Care for Kids is not responsible for a child that has not been signed in or out of the program as stated.

### ABSENCES

Lakeview Care for Kids allows for flexibility in scheduling. However, it is imperative that parents inform the Director of a change in the child's regular schedule. Please notify the Director or staff of any absence via phone call or email. \*See program contact information.

### TRANSPORTATION / FIELD TRIPS

Occasionally field trips will be offered during no school days. The Director notifies parents about the field trips in advance via email. Transportation occurs by school bus driven by Solon Community School District bus drivers. A guardian of a child must complete the field trip authorization form. Preschool age children do not attend field trips that require transportation.

### VISITORS / SECURITY / ACCESS

Lakeview Care for Kids - WELCOMES parent visits to the program at any time! If the court prohibits parental contact, Lakeview Care for Kids requires a copy of this legal order.

**Parents and visitors: Please check in with staff at pick up and departure. If a person other than a parent or authorized adult is dropping off or picking up your child - the Director or staff must be notified prior to arrival and will be asked to provide a valid form of identification. Only the main entrance to Lakeview Care for Kids will be accessible - all other doors to the building are locked at all times.**

**Any person listed on the sex offender registry will not be allowed to enter the school building for pick up or drop off for any child. The child will be escorted by staff to and from the vehicle parked in the parking lot.**

#### **Access:**

Lakeview Care for Kids is responsible for ensuring the safety of children and preventing harm by being proactive and diligent in supervising not only the children but also other people present at the school building.

- 1) Any person in the school who is not a SCSD staff member who has not had a record check or approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent or legal guardian. Nor will that person be counted into staff to child ratio.  
*Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare. It is imperative that childcare programs not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates to both child safety and liability to the program.*
- 2) Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The staff will assume the primary responsibility of supervision and monitoring.  
*Supervision means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.*  
*Monitoring means to be in charge of ensuring proper conduct of others.*
- 3) Program staff will approach anyone who is on the school property to ask what their purpose is and if staff is unsure about the reason they will contact the Director for approval. If it becomes a dangerous situation staff will follow the emergency "intruder" plan. Non-program staff who are on the property for other reasons such as building maintenance, repairs etc. will be monitored by staff and will not be allowed to interact with the children in the program.
- 4) A sex offender who has been convicted of a sex offence against a minor (even when the sex offender is a parent or legal guardian) who is required to register with the Iowa Sex Offender Registry (Iowa Code Chapter 692A):
  - a. Shall not operate, manage, be employed by or act as a contractor or volunteer at the program
  - b. Shall not be on the property of the childcare center without the written permission of the Director, except for a reasonable necessity to transport the offender's own minor child to and from the program.
    - i. The program Director is not obligated to provide written permission and must consult with their DHS Licensing Consultant first.
    - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
      1. The precise location in the program where the sex offender may be present.

2. The reason for the sex offender's presence at the program.
3. The duration of time of the sex offender's presence at the program.
4. Description of how the program staff will supervise the sex offender to ensure that the sex offender is not left alone with any child.
5. The written permission shall be signed and dated by the Director and sex offender and kept on file for review by the DHS Licensing Consultant.

### **CHILD ABUSE REPORTING**

It is the policy of Lakeview Care for Kids, that any employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the DHS within twenty-four hours, and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certified or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to file a report as required by law may subject the employee to disciplinary sanctions up to and including discharge. It is also the policy of Lakeview Care for Kids, that reports of child abuse remain confidential, as required by the law.

Lakeview Care for Kids shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school within six months of initial employment. Lakeview Care for Kids shall also provide each new employee, who is a mandatory reporter, with the legal requirement of child abuse reporting within one month of initial employment. Lakeview Care for Kids Director and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report and to other children alleged to have relevant information for the purpose of interviews. Lakeview Care for Kids recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

To make a report of suspect child abuse, call the 24 - hour DHS hotline  
- 1-800-362-2178

The Code of Iowa requires Lakeview Care for Kids employees to report to DHS all instances of suspected child abuse involving children. The law further specifies that a Lakeview Care for Kids employee who knowingly or willfully fail to report a suspected case of child abuse is guilty of a simple misdemeanor and the licensed employee may be subject to civil liability for damage caused by the failure to report.

The Code provides immunity from any liability - civil or criminal - to anyone participating in good faith in the making of a report or in judicial proceedings that may result from the report.

### ***Child Abuse Defined***

*"Child Abuse" or "Abuse" means, "harm occurring through":*

- 1) Any non-accidental physical injury or injury which is at variance with the history given of it, suffered by a child (any person under 18 years old) as the result of the acts or omissions of a person responsible for the care of the child.
- 2) The commission of a sexual offense with or to a child as defined by Chapter 709 of the Code Supplement, as a result of the acts or omissions of the person responsible for the child.
- 3) The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so or when offered financial or other reasonable means to do so.
- 4) A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child; however, a court may still order that medical service be given to the child if the child's health requires it.

### ***REPORTING PROCEDURES***

The Code establishes a reporting and investigation procedure for alleged cases of child abuse. Lakeview Care for Kids employees, including the Director and school nurses are required to file a report with DHS when the person "reasonably believes a child has suffered from abuse". The requirement to report is mandatory.

Lakeview Care for Kids employees must report suspicion of child abuse to DHS. Within 48 hours of the oral report a written report must be forwarded to DHS. Each report should contain as much of the following information as can be obtained within the time limit:

- Name, age, and home address of the child.
- Name and home address of the parents, guardians or other people believed to be responsible for the care of the child.
- The child's present whereabouts if no the same as the parent's, guardian's, or persons legally responsible for the child.
- Description of injuries, including evidence of previous injuries.
- Name, age and condition of other children in the same home.
- Any other information considered helpful.
- Name and address of the person filing the report.

Lakeview Care for Kids policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Lakeview Care for Kids employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible for investigating the incident of alleged abuse.

**BASP 2020-2021 SCHOOL YEAR REGISTRATION FORM**

Child Name \_\_\_\_\_ Grade in fall '20 \_\_\_\_\_

Parent's Names \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone - Mother \_\_\_\_\_ Father \_\_\_\_\_

Cell Phone - Mother \_\_\_\_\_ Father \_\_\_\_\_

Email - Mother \_\_\_\_\_ Father \_\_\_\_\_

Employer - Mother \_\_\_\_\_ Father \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Contact Numbers - Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

**PLEASE CIRCLE TUITION CHOICE BELOW**

**SESSIONS PER WEEK**

**RATE PER MONTH**

7-10

\$238.00

4-6

\$148.00

1-3

\$ 99.00

\*Circle sessions your child will attend: M T W T H F - AM  
M T W T H F - PM

Tuition payments are due no later than the 20<sup>th</sup> of each month.

I understand and will abide by the policies and procedures outlined in the 2020-2021 BASP School Handbook and registration materials. I agree to pay the non-refundable \$40.00 registration fee and tuition rates as explained.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL-AGE ASSESSMENT & HEALTH FORM  
& IMMUNIZATION DECLARATION**

**1. HEALTH STATEMENT** - To be completed by parent.

Child's Full Name \_\_\_\_\_

Birth Date \_\_\_\_\_

1. Significant illnesses and surgeries child has had (give age at time):

\_\_\_\_\_  
\_\_\_\_\_

2. Any special health-related needs of child (allergies, medications, injuries, etc.):

\_\_\_\_\_  
\_\_\_\_\_

**2. PHYSICAL ASSESSMENT**

1. Is there any defect of vision, hearing or speech of which the child care program should be aware, or could compensate by appropriate action?

\_\_\_\_\_  
\_\_\_\_\_

2. Is this child subject to any conditions which limit classroom activities or physical education?

\_\_\_\_\_  
\_\_\_\_\_

3. Is this child subject to any condition which may result in an emergency situation?

\_\_\_\_\_  
\_\_\_\_\_

4. Is this child subject to any mental or physical condition for which he/she should remain under periodic medical observation?

\_\_\_\_\_  
\_\_\_\_\_

5. Other information you would like to share:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOR CENTERS SERVING SCHOOL-AGE CHILDREN OPERATING IN THE SAME SCHOOL  
FACILITY IN WHICH THE CHILD ATTENDS SCHOOL:**

**My signature below certifies that immunization information concerning my child has been provided and is available in the school file.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Emergency Medical Treatment Authorization

Permission for medical care in parental absence.

Child's Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name child answers to: \_\_\_\_\_

I, \_\_\_\_\_ parent or guardian of the child named above give my permission to \_\_\_\_\_, child care home provider, to secure and authorize such emergency medical care and treatment as my child might require while under the Provider's supervision. I also authorize the Provider to administer emergency care or treatment as required, until emergency medical assistance arrives. I also agree to pay all the costs and fees contingent on any emergency medical care and treatment for my child as secured or authorized under this consent.

**NOTE: Every effort will be made to notify parents immediately in case of emergency.** In the event of an emergency, it would be necessary to have the following information:

Name of Parent or Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Doctor: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Doctor's Phone: \_\_\_\_\_

Preferred Hospital to Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons to be contacted in emergency if the parents are unavailable:

<u>Name</u>	<u>Home Phone</u>	<u>Work Phone</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____

Present medication(s): \_\_\_\_\_

Known allergies: \_\_\_\_\_

Date of last tetanus: \_\_\_\_\_ Religious Preference: \_\_\_\_\_

Insurance: \_\_\_\_\_

Father's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School-Age Child – Parent Statement of Health

### **PARENT/GUARDIAN** (Please complete pages 1 and 2.)

Child's name		Child's birthdate	Name of school: _____	
			Grade: _____ School telephone #: _____	
Parent/Guardian name #1		Parent/Guardian name #2		
Child home address #1			Telephone # 1	
Child home address #2			Telephone #2	
Where parent/Guardian # 1 works	Work address	Telephone #		
		Work #		
		Cellular #		
		Home email		
		Work email		
Where parent/Guardian # 2 works	Work address	Telephone #		
		Work #		
		Cellular #		
		Home email		
		Work email		
<p>In the event of an emergency, the child care provider is authorized to obtain <b>EMERGENCY MEDICAL</b> or <b>DENTAL CARE</b> even if the child care facility is unable to immediately make contact with the parent/guardian. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>During an emergency the child care provider is authorized to contact the following person when parent or guardian cannot be reached.</p> <p>Parent/Guardian signature: _____ Date: _____</p> <p>Alternate emergency contact person's name: _____ Phone #: _____</p> <p>Relationship to child: _____ Cellular #: _____</p>				
Child's doctor's name		Doctor telephone # 1	Hospital of choice: _____	
<input type="checkbox"/> Child does not have doctor			Phone #: _____	
Doctor's address		After hours telephone #	Does your child have health insurance?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Company: _____	
			ID #: _____	
Child's dentist's name		Dentist telephone # 1	Does your child have dental insurance?	
<input type="checkbox"/> Child does not have dentist			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Company: _____	
			ID #: _____	
Dentist's address		After hours telephone #	<input type="checkbox"/> <b>HELP us find a family doctor or dentist.</b>	
			<input type="checkbox"/> <b>HELP us find health or dental insurance.</b>	
Other health care/mental health specialist name		Telephone #		
Type of specialty				

Child Name: \_\_\_\_\_



## School-Age Child – Parent Statement of Health

**PARENT/GUARDIAN** Complete this page.

Child's name: \_\_\_\_\_

Please use an X in the box  to statements that apply to your child.

Date of child's last physical exam: \_\_\_\_\_

Date of last dental appointment: \_\_\_\_\_

- Growth.** I am concerned about my child's growth.
- Appetite.** I am concerned about my child's eating habits.
- Rest.** My child needs to rest after school.
- Illness/Surgery/Injury.** My child had a serious illness, surgery or injury.

Please describe:

- Physical Activity.** My child must restrict physical activity or needs special equipment to be active.

Please describe:

**Play With Friends.** My child:

- Plays well in groups with other children.
- Will play only with one or two other children.
- Prefers to play alone.
- Fights with other children.
- I am concerned about my child's play activity with other children.

**School and Learning.** My child:

- Is doing well at school.
- Is having difficulty in some classes.
- Does not want to go to school.
- Frequently misses or is late for school.
- I am concerned about how my child is doing in school.

Please describe:

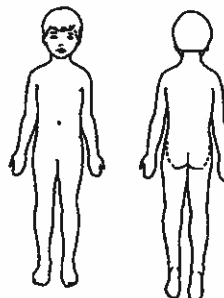
- Allergy.** My child has allergies. (Medicine, food, dust, mold, pollen, insects, animals, etc.)

List allergies:

- Special Needs Care Plan.** My child has a special needs care plan. (IEP, Asthma Action Plan, Food Allergy Action Plan, etc.) Please discuss with your health care provider.

- Body Health.** My child has problems with skin, hair, fingernails or toenails.

Describe skin marks, birthmarks or scars. Show us where these skin marks are located using the drawing below.



- Eyes\vision, glasses or contact lenses
- Ears\hearing, hearing assistive aids or device, earache, tubes in ears
- Nose problems, nosebleeds
- Mouth, teeth, gums, tongue, sores in mouth or on lips, breathes through mouth
- Frequent sore throats or tonsillitis
- Breathing problems, asthma, cough
- Heart problems or heart murmur
- Stomach aches or upset stomach
- Trouble using toilet or wetting accidents
- Hard stools, constipation, diarrhea, watery stools
- Bones, muscles, movement, pain when moving
- Mobility, child uses assistive equipment
- Nervous system, headaches, seizures or nervous habits (like twitches or tics)
- Females – difficult monthly periods

Please describe:

- Medication.** My child takes medication. **Parents:** Please review the child care program's policies about the use of medication at child care.

Medication Name	Time Given	Reason for Giving Medication

- Yes    No   **Child has EpiPen, Inhaler or other emergency medication.**

Parent signature (required)	Date
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## IOWA SCHOOL-AGE CARE - HEALTH STATUS - PARENT STATEMENT

**Parents:** A physical exam for school-age children enrolled in child care is not required every year. However, school-age children need to continue to receive health care to prevent illness and to identify potential health problems. The following guide will help you and your child prepare for a thorough exam with your family doctor or clinic. If you do not have a family doctor, please call the Healthy Families Line (1-800-369-2229) to locate a health care provider near you.

### Iowa Recommendations for Preventive Health Care – School-Age Youth<sup>2</sup>

Health Provider Guide		5 yr.	6yr.	8 yr.	10 yr.	12 yr.	14 yr.	16 yr.
<b>History:</b>	Initial and Interval	●	●	●	●	●	●	●
<b>Physical Exam</b>		●	●	●	●	●	●	●
<b>Measurement:</b>	Height/ Weight/Body Mass Index	●	●	●	●	●	●	●
	Blood Pressure	●	●	●	●	●	●	●
<b>Nutrition:</b>	Assessment/ educate	●	●	●	●	●	●	●
<b>Oral Health<sup>3</sup></b>	Assessment	●	●	●	●	●	●	●
<b>Development and behavioral</b>	Developmental surveillance	●	●	●	●	●	●	●
	Psychosocial/behavioral assessment	●	●	●	●	●	●	●
	Alcohol and drug use assessment	●	●	●	●	●	●	●
<b>Mental Health / Mood:</b>	Screening questionnaire	●	●	●	●	●	●	●
<b>Sensory Screen:</b>	Vision	●	●	●		●	●	
	Hearing	●				●		
<b>Immunizations:</b>	<i>per Iowa schedule<sup>4</sup></i>	●	●	●	●	●	●	●
<b>Lab tests:</b>	Hematocrit or Hemoglobin and (hemoglobinopathy for adolescents at risk)						←●→	
	Urinalysis	●					←●→	
	Lead Test <sup>5</sup>	◆						
	Cholesterol Screen	◆						
	STD Screen and Genital or Pelvic Exam <sup>6</sup>						◆→	
	TB test <sup>7</sup>	◆	◆	◆	◆	◆	◆	◆
<b>Family Guidance:</b>	Injury Prevention	●	●	●	●	●	●	●
	Seat Belt Use	●	●	●	●	●	●	●
	Bike Helmet Use	●	●	●	●	●	●	●
	Violence Prevention <sup>8</sup>	●	●	●	●	●	●	●
	STD and Pregnancy Prevention males & females <sup>9</sup>					●	●	●

**Key:** ● = to be performed    | = Interview parent or child    ◆ = for at risk children only    Arrow indicates range which item may be completed

<sup>2</sup> The schedule of Preventive Health Care for children was revised July 2009 by the Iowa EPSDT Medicaid program for children.

<sup>3</sup> Oral/dental health assessment consists of dental history; recent concerns; pain or injury; visual inspection of hard and soft tissues of oral cavity; dental referral based on risk assessment.

<sup>4</sup> Immunization per schedule Iowa Immunization 1-800-831-6293.

<sup>5</sup> Lead testing Iowa Lead Testing program 1-800-242-2026.

<sup>6</sup> Sexually active youth should be screened.

<sup>7</sup> TB testing only for at-risk children Iowa TB program 1-800-383-3826.

<sup>8</sup> All families to receive domestic and youth violence prevention. CALL TEENLINE 1-800-443-8336 (operates 24/7).

<sup>9</sup> All youth to have access to STD and pregnancy prevention services. CALL TEENLINE 1-800-443-8336.