



Handbook

Program Director:

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The Wesleyville Baptist Church After School Program exists to create a safe, loving, and nurturing Christian environment for all children and their families.

Enrollment and Registration

Enrollment is limited to children currently enrolled in grades Pre-K through six. A completed application packet must be returned to the program director; and there should be no outstanding balance from a previous enrollment. The program is not designed to accommodate children on a "drop-in" basis. A child will not be permitted to attend the After School Program unless the completed application has been returned to the program director.

Hours/Days of Operation

The Iroquois School District calendar will be followed in all instances. There will be no After School Program on holidays, In-service Days, Parent/Teacher Conference Days, snow days, or days when school is dismissed due to an emergency or inclement weather. The program will begin on the first day of school and end on the last day of school. The hours of operation are from time of bus arrival from Iroquois Elementary School (approximately 3:40) until 6:00 p.m. Late fees will be imposed if pick up is beyond 6:00. Refer to payment section for additional information.

Medical Emergencies

In the event of a medical emergency that cannot be handled by the program director, EMT personnel will be called. Physician and hospital preference will be taken directly from the application completed at time of enrollment. Then people will be contacted in the following order: Parent or Guardian or Emergency Contact Person, Wesleyville Baptist Church Pastor, and Trustee Chairman. It is imperative that each parent provides the program director with current contact numbers, physician and hospital preferences, and place of employment.

Medication Administration

Should it be necessary for your child to receive medication at the After School Program, the procedure is as follows: The parent and physician must complete the Medication Administration Consent Form. Medicine must be brought in the original container. The child's name must be on the container. The parent must provide clear and concise written directions for administration of medication to the program director; directions should not be brought in by the child or given to any other ASP employee. The After School staff will not administer medication without written authorization.

Emergency Evacuation

After School Program staff and students will follow the evacuation map posted in each room to exit facility. Students are to line up quietly and follow the group leader. Once outside, leaders will call roll to account for all students in attendance. Everyone is to stay in the "safe area" until notified by the program director to return to the building.

Homework

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of the After School Program to ensure that a child's homework is completed or correct. Homework is supervised and assistance is available when a child has difficulty. We are aware that some parents enjoy doing homework with their child/ren. Let the director know whether you expect homework to be done at the After School Program or if you prefer to have it done at home.

Internet /Cell Phone/Tablet Usage

WBCASP provides supervised internet access to the students through their school provided laptop computers. We are dedicated to keeping students safe online, as well as preventing cyber bullying and misuse of technology. ASP provides internet access on an "as is, as available" basis. Children will be limited in access to the websites which IES has provided personal log-in information, or other approved educational sites. Access to YouTube and other gaming websites will not be permissible. Parents may request to have their child/ren's internet access terminated by notifying the director in writing. Inappropriate usage of the internet may result in termination of the child/ren's access.

Pick-Up / Sign-Out Procedure

Doors are to remain locked and securely closed at all times.

Parents/Guardians will ring the buzzer on the brick wall to the right of the glass doors and wait to be let into the building. If weather permits, we may be on the playground. Please take a look or lend an ear to see if we are outside, as the doorbell does not notify us outdoors. Parents must sign out their child each day. A child will be released only to the person(s) designated by the parent/guardian listed on the enrollment form. Once a child is signed out, the After School Program is no longer responsible for that child. If a child is to be released to someone not listed on the application, the program director must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. The director may call the parent to verify any written or verbal authorizations to release a child to someone else. In addition, anyone who picks up infrequently should be prepared to present identification. If it is necessary for an unauthorized adult to pick up your child, the director should be notified via text message or phone call, otherwise it will be necessary for the parent / caregiver to be contacted. If unable to make contact, a child might not be released.

Payments

Payments are expected on the last day a child is in attendance each week for that week's services. Cash or checks are accepted as payment. Checks should be made payable to Wesleyville Baptist Church. Alternative payment arrangements must be prearranged with the program director. If payments are not made in a timely manner, the child(ren) will be dismissed from the program until full payment has been made.

Behavior Management

Children are expected to comply with all Iroquois school rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the program director, the program volunteers, and, in some cases, by the pastor of Wesleyville Baptist Church. A parent will be required to sign a Behavior Notice at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child, nor does refusal to sign, prevent dismissal of the child if behavior warrants dismissal. The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program. Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults. A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on church property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.