

## *Wilson Excels After School*

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### *Emergency Incident Procedures*

Parents of all children in a child care program are required to submit a medical release form giving that program permission to seek medical attention for the child in case of an emergency. In case of an emergency, the following procedures 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 the parent or designated person cannot be reached, the director 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 parent/guardian arrives.

√ An incident report shall be made the day of the accident and remain on file at school for one year.

### *Open Door Policy*

Parents are always welcome visitors. We ask that if you can participate in any way that you would let us know.

Any parent or guardian of a child enrolled in Wilson Excels After School is permitted unlimited access to the program during the hours of operation for the purpose of contacting their children or evaluation the program and premises. Please notify the director when entering for these purposes.

## *Wilson Excels After School*

Wilson Elementary School  
101 E. 28<sup>th</sup>  
Hays, KS 67601  
Office Telephone (785) 623-2550

### *Goals*

Wilson Excels After School is an after school care program that offers a safe and healthy setting for children in Kindergarten through Fifth Grade at Wilson School. Our program will provide students with a structured but relaxed social environment with developmentally appropriate activities planned for the children. The program will offer a variety of activities which include recreation and games, arts and crafts, cooking, special interest groups, music, time to work on homework, and “free time” for the children to pursue their own interest in a safe, friendly environment.

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Dear Parents:

Welcome to the Wilson Excels After School Care Program.

Wilson Excels After School is pleased that you have chosen us to be your child care provider. Wilson Excels After School is a self-supporting, nonprofit program designed to provide quality care and supervision for Wilson students in Kindergarten through Fifth Grade.

If you have any questions or concerns, please feel free to call anytime at 623-2550. We look forward to providing a safe and nurturing environment for your child.

Sincerely,

Wilson Excels After School Director

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### ***Tax Information:***

The federal identification number for the Wilson Excels After School Program is **48-0726243**. This number is needed should you decide to claim the cost for tax deduction.

### ***Health***

The health and safety of the children are a primary concern. Wilson Excels After School will obtain copies of each child's school medical form to be used in case of an emergency. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100 degrees Fahrenheit, vomiting, diarrhea, or accident requiring medical attention. If your child will not be attending the program due to illness, doctor's appointment, etc., please request the school secretary to put a notice of the child's absence in the director's mailbox. **Each WEAS child must be accounted for each day.**

## *Wilson Excels After School*

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### *Discipline Plan, continued...*

A misbehaving child will be given a time-out period in order for him/her to calm down and think about their actions. If a second time-out is given to the child in a single day, a behavior form will be completed by the caregiver and child. The report will be given to the parent to read.

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others and otherwise conflicts with the program rules and guidelines, a conference with parents will be scheduled. In the event that the problem persists after all reasonable attempts have been made, the child may be dismissed from the program with one day's notice.

Remember, we are here to provide a pleasant, enjoyable experience for all, so don't hesitate to discuss any concerns or suggestions that will help us to achieve this goal.

## *Wilson Excels After School*

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### *Program Objectives*

To provide after school child care in a safe and secure setting while being supervised by caring, trusting, competent, and responsible staff capable of meeting the needs of children;

√ To foster autonomy, cooperation, self-control, choice, and the assumption of responsibility;

√ To encourage creativity;

√ To provide activities which meet the individual needs of children;

√ To encourage participation of children of different racial, ethnic, cultural and economic backgrounds;

√ To include parents in decision making;

√ To share and build upon existing community resources;

√ To respect other agencies and groups who share the concern for children and their family's well-being.

### *Daily Schedule*

Wilson Excels After School will operate according to the calendar of U.S.D. 489. The regular hours of operation will be from 2:59 p.m. to 5:45 p.m...

Each day will be structured, although the atmosphere will be relaxed. The daily schedule will vary according to the activities which are planned and the expected number of children. Generally, each day will include a nutritious snack, outdoor or indoor active play, free time for children to select their own activities and creative activity time.

## *Wilson Excels After School*

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### *Hours of Operation*

Wilson Excels After School will operate from 2:59 p.m. to 5:45 p.m., Monday through Friday, following the calendar of U.S.D. 489. The program will not be offered on any of the days that U.S.D. 489 is not in session. If school is canceled or dismissed early due to the weather, WEAS will not be held.

### *Attendance*

In order to plan activities, snack and adequate caregivers, it is important to know how many children will be attending WEAS each day.

Parents are asked to inform the director when their child(ren) will be present. A monthly calendar is available for parents to schedule their child's attendance.

If your child is attending WEAS on a regular basis, and will be absent, please notify the director as soon as you are aware the absence will occur. If your child attends WEAS occasionally, please notify the director as soon as you know he/she will be attending.

**At the very latest, please notify the director by 11a.m., on the day your child will be absent or will attend.**

## *Wilson Excels After School*

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### *Discipline Plan*

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences and encouraging increased self-discipline. Only constructive methods of discipline will be used to promote good behavior. The staff will work with the child and cooperate with parents to receive any problems that may arise.

When inappropriate behavior occurs, we will:

- √ Redirect the behavior;
  
- √ Discuss the problem with the child to determine the causes and help the child to find ways to resolve it; or
  
- √ Assign special tasks and responsibilities that will help to build their self-esteem.

At times it may be necessary to:

- √ Separate a child from the group (with supervision) allowing him/her to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others.
  
- √ Give a time-out from play period, free time or group activities.
  
- √ Will visit with the counselor or principal if needed.

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### *Personnel*

The program director is responsible for the educational and day-to-day program at the school. All staff have previous experience working with children and attend regularly scheduled training sessions. All staff and volunteers are thoroughly screened and evaluated on a regular basis to ensure continued high performance. A staff-child ratio of 1:12 is maintained to assure individual attention and proper supervision.

### *Complaint-Problems-Ideas*

Any parent who has need of assistance concerning problems, complaints or ideas related to the Wilson Excels After School program, may contact the director between the hours of 1:00 p.m. and 6:00 p.m... If you have discussed your problem, complaint or idea with the director and you are not satisfied with the outcome, then you may contact the principal.

### *Snacks*

A nutritious afternoon snack is provided each day. Please do NOT pack a snack for your child.

### *Personal Belongings*

Wilson Excels After School is not responsible for lost or stolen items. Space will be provided for each child's coat and school bag. **Children should not bring valuables to the program.** All personal belongings should be labeled with the child's name.

## *Wilson Excels After School*

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### *Fees And Payment Policy*

The programs supplies, salaries and administrative expenses are supported entirely by the child care fees paid by parents who utilize our program. U.S.D. 489 provides the space, utilities and custodial services as an in-kind donation to the program. Fees are as follows:

#### *Fees:*

A \$10.00 nonrefundable registration fee per child

Short Day Care (2:59 to 4:30)\*  
\$3.00 per day-all children

Long Day Care (2:59 to 5:45)\*  
\$4.50 per day-first child  
\$4.00 per day-second child  
\$3.50 per day-third child

For those who attend the After-School Academics Program, the fees are:	
4:15 – 5:30	\$3.00
Past 5:30	\$4.50

If children are picked up before 3:15, there is no charge for that day. **\*Fees may be subject to change.**

#### *Payment Policy:*

Bill will be sent out the first working day of each month. **Payments are due no later than the 15<sup>th</sup> of the month. A child will not be accepted for care when a payment is two weeks overdue.** Drop-ins will be accepted only if space is available. Please make checks payable to Wilson School.

Parents' social security numbers will be required on the applications forms. All delinquent accounts will be collected through the Kansas Set-off Program.

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### *All Day Daycare Information and Fees*

Wilson Excels After School provides an All Day Daycare on days that USD 489 is not in session. These days include: parent teacher conferences, teachers inservice, and teacher workdays. WEAS will not be open on vacation days or when school is cancelled due to weather.

All Day Daycare will run from 7:30 AM until 5:45 PM.

The fees for All Day Daycare are as follows:

Short Day Care (5 hours or less)

\$9.00 per day-first child

\$8.50 per day-second child

\$8.00 per day- third child

Long Day Care (more than 5 hours)

\$14.50 per day-first child

\$13.00 per day-second child

\$11.50 per day-third child

\*\* Lunches and field trips are additional fees that can either be paid for before the All Day Daycare or they will be added to the monthly bill\*\*

## *Wilson Excels After School*

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### *Policy For Not Picking Children Up On Time*

Wilson Excels After School operates from 2:59p.m. to 5:45 p.m., Monday through Friday. Parents will be charged \$5.00 for every 15 minute increment the child is left after 5:45. For every minute your child is here after 6:00, a \$1.00 will be charge. The fee will be added to the monthly statement. If a child is not picked up by 5:45, a staff member will stay on site with the child until someone can be reached. If a problem arises and the parent knows he or she will be late, arrangements should be made for another person to pick up the child. The WEAS staff should be notified of such arrangements. When a parent is detained at the last minute, the parent should call WEAS so the staff is aware of the situation. No child will be left alone on site.

### *Child Pick-Up Procedures*

No child will be released to any person other than the child's parent, guardian, or person designated by the parent. The person picking up the child must sign-out to release the child. Children will not be allowed to leave on their own. If someone other than an authorized person is to pickup your child, please notify the WEAS staff in writing or by phone. All children must be picked up by 5:45.

### *Allowing Plenty of Time For Picking Up Children*

Cleanup is a part of our program. Consistency, cooperation and support are needed for an efficient cleanup time. When picking up your child, please urge them to help put things away before leaving. Although today's families seem to be busier than ever, we encourage you to take time to visit with and get to know the Wilson Excels After School staff. Please feel free to ask questions and state concerns or suggestions as it is vital to keep the lines of communication open between parents and caregivers. We welcome your input.

2009-2010  
*Parent Handbook*

*Wilson Excels  
After School*

*Wilson Elementary After School Care Program  
101 East 28<sup>th</sup> \* Hays, KS \* 67601-1699  
Office Phone (785) 623-2550*