

# PRIME TIME YOUTH CARE PARENT GUIDE

2018-19

NORTH SITE – Wilson Elementary  
1102 E. Fourth - 641-683-6337 Ext. 2

SOUTH SITE – Liberty Elementary  
50 Traxler Drive - 641-683-6337 Ext. 1

revised August 2018

## **Non-Discrimination Statement**

It is the policy of the Ottumwa 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, Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: (teri.king@ottumwaschools.com); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

## **Prime Time Youth Care Index**

Purpose and Objectives	1
Program Expectations	2
Fees and Payment Policy	3
Rates, IRS Statements, Hours	4
Registration and Enrollment	5-6
Discharge Policy	7
Field Trips/Transportation	9-10
Biting	11
Nutrition/Food Brought From Home	12
Health	13-14
Safety/Staff Certifications	15
Staff Orientation/Training	16
Access Policy	16
Medication	17
Infectious Disease	17
Emergency Procedures	18-20
Program of Activities	21
Special Accommodations	21

**PARENTS:** If you wish to file a complaint, please talk to Director, Becky Eaton, or Kim Hellige, administrator, at 641-684-6597 x141.

### **PURPOSE AND OBJECTIVES - 109.1(4)**

I would like to welcome your family into the Prime Time Youth Care Program. As the director, my goal is to provide a safe, caring and enjoyable environment for school-aged children needing care beyond the regular school day. This goal is achieved by the teamwork of our caring staff, helpful parents/guardians, and daily communication with the schools.

Objectives of our program include providing: 1) a safe environment for students; 2) enriching activities that support the instructional day; 3) recreational activities; and 4) the opportunity to make friends with students from different Ottumwa schools.

This Parent Guide represents the enrollment agreement between the PTYC and the parents/guardians of the children who are enrolled. Not all situations may be covered. Please feel free to contact me with any questions or concerns.

Becky Eaton, Youth Services Coordinator

ENROLLMENT IN THE YOUTH CARE PROGRAM CONSTITUTES AN UNDERSTANDING  
BETWEEN PARENT, STUDENT, AND PROGRAM

**PROGRAM EXPECTATIONS**

*PARENTS CAN EXPECT:*

1. Children are cared for in a safe, supportive environment.
2. They may visit with the Director about child or program concerns.
3. They will be told about their child's misbehavior and may visit with the program coordinator in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. They will be made aware of program activities.

*THE PROGRAM EXPECTS PARENTS WILL:*

1. Contact the program or school if their child will not be attending.
2. Pay all fees in advance.
3. Keep the child's records up-to-date.
4. Pick up children on time.
5. Follow the district health policy.
6. Pay attention to any communications from the program coordinator. In regards to the child's behavior, parents are asked to cooperate in efforts to bring about improvement in the situation.

*CHILDREN CAN EXPECT:*

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from an involved staff.

*THE PROGRAM EXPECTS CHILDREN WILL:*

1. Be responsible for their actions.
2. Respect rules that guide them throughout the day.
3. Remain with the group and childcare staff at all times.
4. Take care of material and equipment properly and return them to their place when done.

RESPECT YOURSELF • RESPECT OTHERS • RESPECT PROPERTY

## FEES AND PAYMENT POLICY - 109.4(2) a

The programs' salaries, supplies and administrative expenses are supported entirely by fees. The Ottumwa Community School District provides the space, utilities and custodial services. Fees for one child are as follows:

Before School Care	\$2.20/day
After School (regular dismissal time) K-6	\$7
1/2 day (less than 5 hours and early release) K-6	\$10.75
Full day K-6	\$17.15
Annual Registration Fee	\$10

1. Registration fees are nonrefundable.
2. Payments are due **BEFORE** services are rendered **EACH FRIDAY** for the upcoming week unless other arrangements are made **IN ADVANCE**. Parents are responsible for keeping track of their balance.
3. Youth care services will be **SUSPENDED** for lack of prepayment until fees are prepaid in full or other arrangements are made. The program reserves the right to turn delinquent accounts over to the county for collection.
4. Parents seeking fee assistance **MUST** provide documentation prior to fee adjustment.
5. Parents will be notified immediately upon receipt of a non-sufficient fund (NSF) notice by the program. Parents have two school days in which to pay the tuition in full by cash or equivalent. If not paid by the end of the second day after notice, program services will be suspended immediately. The program reserves the right to turn NSF checks over to the county for collection. If the program receives two or more NSF checks, parents will be required to pay all fees in cash.
6. If a child withdraws or is discharged from the program, parents are responsible for requesting a refund. The refund will be issued for any unused tuition and/or fees.
7. If all of the child's required enrollment forms are not completed and returned to the Youth Services Coordinator by the day the child is scheduled to start the program, the child will not be allowed to attend.
8. PTYC requires payment of field trips in advance.
9. Credit card payments are an option at both sites. Parents may also register for MyProcure to access their child's PTYC account online. For more details, contact Becky Eaton by phone or email.
10. Students who ride a PTYC bus but do not attend PTYC that day will pay a busing fee of \$2.10.

## YOUTH CARE RATES

Length	1 child	2 children	3 children	4 children	5 children
Daily	\$7.00	\$12.60	\$18.90	\$25.20	\$31.50
Half Day	\$10.75	\$19.35	\$29.00	\$38.70	\$48.40
Full Day	\$17.15	\$30.87	\$46.30	\$61.75	\$77.20

### IRS STATEMENTS

Tax statements will be available upon request. Please allow a minimum of two business days. We suggest you keep a record of your monthly checks or receipts as an accurate account of your child care expenses. The taxpayer identification number for Prime Time Youth Care is: 42-6037985.

### HOURS OF OPERATION

Morning Time: 6:00 a.m. to 8:00 a.m. on school attendance days only. Parents are required to sign their children in upon arrival each attendance day. Sites include Liberty and Wilson.

Prime Time: 3:00 p.m. to 6:00 p.m. Sites include Liberty and Wilson. The program will extend their hours on scheduled and non-scheduled school closings and early dismissals. **Parents are required to sign their child out each day when leaving.** Students will not be allowed to use public transit, etc. to leave the program. Parents whose children remain past 6:00 p.m. will pay overtime fees as follows:

**\$1.00 per minute per child**

Program services may be withdrawn if five overtime charges occur.

Non-school Days and Summer: 6:00 a.m. to 6:00 p.m. at the Liberty site only. **Parents are required to sign their children in and out on each attendance day. Students will not be allowed to use public transit, etc. to leave the program.**

### SNOW DAYS AND LATE STARTS

The Prime Time program will operate on snow days at the Liberty site only. Parents are asked to pre-register their child(ren) to attend on snow days. The program will open at 6:00 a.m. or as soon as possible, depending on the weather.

The morning program will operate on late start mornings for an additional \$2 for two-hour delays and \$1 for one hour delays. For students arriving after 8 a.m., the normal morning time fee will be charged. In the event that school is later cancelled, parents will need to pick-up students within 30 minutes of the announced school closing or students will be bused to Prime Time for the day. Students attending Prime Time after a late cancellation will not be charged a morning time fee. Parents will need to make their wishes clear to the morning staff.

## REGISTRATION AND ENROLLMENT - 109.4 (2) b

The Prime Time Youth Care program of the Ottumwa Community School District encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

**REGISTRATION:** The parent must complete a registration form each year. There is an annual \$10 non-refundable registration fee charged for each family attending the PTYC program annually.

**ELIGIBILITY:** Children must be in grades K-6 during the current school year to be eligible to enroll. Children entering kindergarten may enroll in the summer program prior to beginning kindergarten in August of the same year. Children **MUST** be toilet trained.

**ENROLLMENT:** Parents must fill out enrollment forms before a child will be admitted to the program.

1. If parents wish to enroll their child(ren), a set of enrollment forms will be provided. Prior to the child's first day of attendance, the parent will complete all forms for each child and submit them to the Director or the Community Programs office.

2. Children will be allowed to attend the program only after all forms have been completed, returned and registration and tuition payment made. Parents will be asked to complete the following forms:

- Enrollment Form
- Emergency Medical Consent
- Field Trip Consent Form
- Medication Authorization (as needed)
- Health Form

The program expects all forms to be kept current. Parents must provide new information to the program regarding: emergency persons, names, address, employer, phone number and arrival/departure changes.

**ACCOUNTABLE CARE:** Prime Time Youth Care is an accountable care program. To ensure accountable care, parents are responsible for notifying the program of attendance before 2:30 p.m. on the day your child will attend.

#### **CHILD'S PERSONAL PROPERTY**

Children's personal property, coats, clothing, school bags, etc. should be removed from the program site each attendance day. Any personal property which remains will be placed in the lost and found. The program is not responsible for lost personal property. Children should not bring money, toys, laser pointers, food or other items to the programs. Cell phones are prohibited. If found, phones will be taken from the child and returned to parent when child is signed out. The program is not responsible for lost or damaged items.

#### **SCHOOL PROPERTY**

Students who intentionally damage program property will be assessed a fee to replace the damaged property.

**INSURANCE**

The youth care program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies. Public school students may also sign up for accident insurance in the fall each year. Parents who wish to enroll should check with their school office.

**CUSTODY/VISITATION AGREEMENTS**

Communication with the PTYC staff on custody or visitation issues is very important. Therefore, for the safety of your child, a copy of the court order **MUST** be on file at your child's PTYC location. If your court order changes or problems occur with the eligibility of the person to whom the child can or cannot be released, notify the PTYC Office and/or your On-Site Coordinator. Documentation of court-ordered changes should be given to the On-Site Coordinator within 24 hours. Legally, the PTYC staff cannot hold children from the biological or adoptive parent(s) if there is not a court order specifying otherwise on file at PTYC. The staff, as well as the local police department, will follow the court order regarding release of the child.

**NON-REGISTERED PARTICIPANTS**

Due to limited space in the PTYC program, friends of PTYC participants will not be admitted to the program. This includes, but is not limited to your child's visiting relatives or friends.

**FAMILY EMERGENCIES**

Please notify the PTYC Office as soon as possible if your child or a primary caregiver (parent or guardian) is hospitalized and your child will not be attending PTYC. Other family emergencies include the child's hospitalization, the child's mother's maternity leave, loss of employment and funerals.

**OUTDOOR PLAY**

Outdoor play will occur on all days when the temperature (including wind chill) is above 0 degrees. Please send appropriate clothing for outside recess participation.

**RELEASE OF CHILDREN**

Children will arrive at and leave the program according to the schedule written by parents on the Arrival/Departure Procedures Form. Children will be allowed to leave with persons other than the parent only if permission has been given on the enrollment form or in writing by the parent. If an exception is made to this schedule, the parents should provide the director with a written letter of request or phone prior to the date.

If your child attends extracurricular activities or has any other kind of arrival/ departure change, inform the program coordinator prior to the date the change is effective.

## **DISCHARGE POLICY - 109.4 (2) b**

### **SUSPENSION POLICY**

A serious disciplinary problem at PTYC is one in which a child is hampering the smooth flow of the childcare program. This might include a child requiring constant one-on-one attention, inflicting physical or emotional harm to other children, abusing staff, or not conforming to the behavior guidelines. PTYC reserves the right to suspend a child from PTYC if the child is endangering him/herself, other children or a PTYC staff member.

1. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the week of suspension, parents will meet with program director to determine the conditions for reinstatement.
2. If behavior problems continue after a suspended child returns, the program coordinator may discharge without the right of reinstatement.
3. Any child who assaults program staff / child will be immediately suspended for one week.
4. Students found to possess weapons, dangerous objects, or look-a-likes on school property will be subject to disciplinary action including immediate suspension. Possession or confiscation of dangerous objects will be reported to law enforcement officials and school personnel.
5. If the severity of a problem is great enough that it could endanger the safety of the child or others in the program, immediate suspension will result.
6. A child will be suspended immediately for possession of a controlled or illegal substance or for leaving the building/grounds without permission.
7. A child may be discharged if he/she is picked up late more than five times.
8. A child may be discharged for nonpayment of fees.
9. Harassment of students by other students will not be tolerated in the PTYC program (OCSB Board Policy 502.10). Students whose behavior is found to be in violation of this policy after an investigation will be disciplined, up to and including suspension from the program.

### **TERMINATION OF CHILDREN**

If a child is not able to adjust to the PTYC program, the on-site coordinator will notify the parents regarding the situation and request that a meeting is arranged to discuss a solution. If the child does not improve his/her behavior, childcare services may be terminated. Before such a decision is finalized, the situation will be discussed with the parent(s) in a conference setting.

### **WITHDRAWAL FROM PROGRAM**

Parents wishing to discontinue use of program services may do so at any time. Parents are responsible for requesting a refund. The refund will be issued for any unused tuition and/or fees after the regular Ottumwa Board of Education meeting held on the second Monday of each month.



## **FIELD TRIP AND NON-CENTER ACTIVITY POLICY - 109.4 (2) b**

### **FIELD TRIPS AND NON-CENTER ACTIVITIES**

Field trips and non-center activities are a part of the after school and full day program. Trips and non-center activities could include: The Beach Ottumwa, bowling, skating, Ottumwa parks, the library, miniature golf and out-of-town trips to include ice skating in Iowa City, the zoo in Des Moines, and Adventureland. The program lists field trips on the monthly activity calendar and provides a sign-up sheet for parents. All field trips are optional. Trip fees are listed on the sign-up sheet and must be paid in advance. Transportation is provided either by district or private buses. Drivers are trained according to state and district policies. Proper school bus behavior is discussed with all participants prior to the field trip. If a child does not follow busing guidelines consistently, he or she may be denied PTYC bus privileges. An additional staff is sent on all field trips to decrease the staff:student ratio.

### **TRANSPORTATION POLICY - 109.4 (2) B**

Busing is provided to Prime Time students to and from their elementary schools as needed. This service is included in the program fees and is provided as a convenience to parents. Busing privileges can be revoked any time behavior warrants. The bus driver shall have complete control of the bus and the students he/she is transporting. Problems will be reported to Durham School Services at 641-954-9900. Discipline of the student will be in accordance with procedures established and approved by the transit company.

### **BUSING SAFETY REGULATIONS AND CODE OF CONDUCT**

Parents, please review these rules with your child(ren).

1. Prior to boarding
  - A. Students must be on time.
  - B. Do not approach a moving bus. Wait until the bus comes to a complete stop before attempting to enter.
  - C. Enter one at a time. No pushing or shoving.
2. While on the bus
  - A. The driver is in charge. Students must obey the driver.
  - B. Classroom conduct is to be observed while on the bus.
  - C. Students are to remain SEATED while the bus is in motion.
  - D. No littering on the bus.
  - E. Treat the bus with respect. Damage will be paid for by the offender.
  - F. No eating or drinking on the bus. Candy is prohibited.
  - G. Keep books, coats, feet and all other objects out of the aisle.
  - H. Do not throw anything out the bus window.
  - I. Keep hands and head inside the bus at all times.
  - J. No glass containers, animals, pets or weapons are allowed on the bus.
  - K. A driver shall not be required to transport a student when the student's conduct endangers the safety of others, when he/she commits acts of vandalism or aggression, uses obscene language, unacceptable signs or gestures.
  - L. Any violation of generally accepted practices of good conduct or school regulations is prohibited.

## DISCIPLINE POLICY - 109.4 (2) b and 109.12 (2)

### PHILOSOPHY

Children are entitled to a pleasant and harmonious environment. PTYC's goal is to provide support and guidance to help students deal with conflicts and changes, accept responsibility for his/her actions, and to help students develop techniques to use when upset with another student, staff member, or program expectations.

1. Staff will use the following techniques with children when guiding their behavior:

- Actively monitor student and prevent negative behaviors from occurring.
- Talk to students about their positive and negative feelings.
- Model and role-play positive and negative behavior situations with students.

2. When negative behaviors occur, staff will:

- Discuss the incident with all students involved.
- Discuss why he/she acted or reacted in a certain way.
- Discuss what he/she could do differently in the future to handle the situation in a more positive manner (i.e., use your words, talk to an adult, take a break, etc.).

According to licensing procedures for child care centers in the State of Iowa [Section 109.7(2)]:

a) Corporal punishment including spanking, shaking and slapping shall not be used.

b) Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.

c) Punishment shall not be administered because of a child's illness, nor shall punishment or threat of punishment be associated with food or rest.

d) No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.

e) Each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of defined limits. The written policy shall be provided to staff members and parents.

Reasonable efforts will be made to assist children in adjusting to the program. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given time-out in order for him/her to cool off and think about his/her actions. Conflict resolution techniques are also used.

2. If a second, longer time-out is given to the child in a single day, incident reports are used to document serious behavior problems. This report is to be given to the parents or guardian to read and sign. The report will be returned to the program site where it will remain with the child's enrollment information.

3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the week of suspension, parents will meet with program director to determine the conditions for reinstatement.

4. If behavior problems continue after a suspended child returns, the program coordinator may discharge without the right of reinstatement.

5. Any child who assaults program staff / child will be immediately suspended for one week.

6. Students found to possess weapons, dangerous objects, or look-a-likes on school property will be subject to disciplinary action including immediate suspension. Possession or confiscation of dangerous objects will be reported to law enforcement officials and school personnel.

7. If the severity of a problem is great enough that it could endanger the safety of the child or others in the program, immediate suspension will result.
8. A child will be suspended immediately for possession of a controlled or illegal substance or for leaving the building/grounds without permission.
8. A child may be discharged if he/she is picked up late more than five times.
9. A child may be discharged for nonpayment of fees.
10. Harassment of students by other students will not be tolerated in the PTYC program (Board Policy 502.10). Students whose behavior is found to be in violation of this policy after an investigation will be disciplined, up to and including suspension from the program.

## **BITING POLICY**

In cases where a mark is left on another child as a result of biting or other injury, the staff will notify parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parent pick-up. At pick-up time, the parent of the individual student will be shown and asked to sign one copy of the report that will be placed in the student's file for documentation.

In situations where biting occurs, the following first aid procedure will be followed:

- a) For a surface bite, ice will be applied to reduce any swelling or bruising.
- b) For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately!

Students that have an intervention with an incident/accident that is more minor in nature, the parents or pick-up person will be notified upon pickup and receive an incident /accident report. More severe disruptive/unsafe behavior or biting, which does not respond to intervention, will require the On-site Coordinator to contact the parent. The parent and on-site supervisor will then meet to develop an individual plan to meet the needs of the student and program.

If biting does occur, the following steps will be taken:

1. The biting will be interrupted with a firm "No...we do not bite our friends."
2. The child who was bitten will be consoled and cared for by a staff member. The wound of the bitten will be assessed and cleaned with soap and water. If it is determined that there was blood exposure, further steps will be taken according to our procedure for incidents involving blood exposure.
3. Staff will remove the child who has bitten from the situation.
4. The parents of both children will be notified of the incident
5. An incident report will be completed by the teacher and signed by the parent.  
CONFIDENTIALITY OF ALL CHILDREN INVOLVED WILL BE MAINTAINED. If a child bites more than three times in a day, the child will be sent home to protect the safety of the other children in the room. Our program puts the welfare of the child first. If the needs of the child are more than the PTYC can provide, alternative care may be recommended.

## NUTRITION POLICY - 109.4 (2) AND 109.15

### BEFORE AND AFTER SCHOOL

Snacks are provided to PTYC participants. Breakfast is served at each child's school upon arrival from PTYC. All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program. Breakfast items brought from home will not be allowed to be consumed in the program due to breakfast being served at the child's school. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A monthly menu is available to each participant in advance and is posted at the program site and on the PTYC web page. **Please inform the on-site coordinator if your child has special dietary needs or food allergies.** Breakfast is offered at approximately 7:45 a.m. and includes milk, fruit or juice and a breakfast item. An afternoon snack is served and includes a beverage.

**NON-SCHOOL DAYS** - During full day releases, spring break, and during the summer, students are provided breakfast, lunch, and an afternoon snack. Breakfast items brought from home will not be allowed to be consumed until breakfast is served at approximately 7:45 a.m. Parents must notify the program prior to 9 a.m. if their child will be eating a program lunch. Parents will be charged \$3.50 for lunches ordered if the child does not attend. Prime Time participates in the Summer Food Program, a federal reimbursement program designed to assist in providing nutritious meals (breakfast and lunch) to students. This program provides partial or full reimbursement of meals to participating students. Parents will be notified prior to summer regarding cost of meals, if any. All meals follow USDA student meal guidelines.

**PROCEDURES** - All students and staff will wash their hands with soap and water before and after eating and/or handling food. Prime Time Youth Care will also promote a "No Food Trading" and "No Utensil Sharing" policy. Lunchroom tables will be cleaned before and after each lunch shift.

A monthly menu is posted on the website and available at the site.

## POLICY FOR FOOD BROUGHT FROM HOME - 109.15 (4)

**Any foods brought from outside sources must meet the nutritional requirements set by the USDA Child and Adult Food Program.** Exceptions to these standards will be allowed for allergies, medical conditions or religion. A monthly menu is available to each participant in advance and is posted at the program site and on the PTYC web page. **Please inform the on-site coordinator if your child has special dietary needs or food allergies.** Breakfast is offered at approximately 7:45 a.m. on school days and includes milk, fruit or juice and a breakfast item. An afternoon snack is served and includes a beverage.

## **HEALTH POLICY - 109.4 (2) b**

All students attending PTYC are required to have an annual statement of health signed by the parent, immunization records, and authorization to meet medical and dental emergencies. Parents are responsible for providing this information and keeping it current.

### **HAND WASHING POLICY**

1. All staff members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the center, immediately before eating or participating in any food service activity, before leaving the restroom either with a child or by themselves, before and after administering first aid.

2. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity.

### **COMMUNICABLE DISEASES**

The program will post a notice to parents if children have been exposed to a communicable disease.

### **DIRECT CONTACT UPON ARRIVAL**

Each child will have direct contact with staff upon arrival.

### **ILLNESS**

If your child becomes ill while attending PTYC, you will be called to pick up him or her as soon as possible. If your child is unable to attend school due to an illness, they are also unable to attend PTYC. Please follow school guidelines for your child's return to school and PTYC.

### **MEDICAL CONDITIONS**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director know what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

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, vomiting or diarrhea, lice, accident requiring medical attention. (Students with nits may return to the program after treatment has been given, consistent with district policy).

### **MEDICATION**

You must give a written release form from the doctor to the On-Site Coordinator, if your child is to be given prescription or nonprescription medication during a PTYC session. These forms are available from the PTYC staff. According to school district regulations, the medication must be in its original container with instructions from the doctor for the On-Site to distribute to the child written on the outside. A PTYC trained staff will administer all medications.

### **FIRST-AID SUPPLIES**

First-aid kits are located in the daycare. If the child care program uses the outdoors and/or goes on a field trip, staff will take a first-aid kit with them in case of an injury that needs attention. The first-aid kits must be stored in a place that is inaccessible to children and is sufficient to address minor injury or trauma.

### **MEDICAL EMERGENCIES**

PTYC On-Site Coordinators and Childcare Providers hold current First Aid/CPR certificates and will follow recommended procedures, if a medical emergency arises. All injuries are recorded in the injury log kept on site. First Aid kits are kept at each childcare location. A PTYC staff member will contact you if your child is injured. If you or your child's other parent or guardian cannot be reached, staff will call emergency contacts listed on your registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will have your child transported to the hospital at parent's expense.

### **DENTAL EMERGENCIES**

If a child breaks a permanent tooth, the caregiver will have the child rinse with warm water to remove any dirt. Ice will be placed on the face in the area of the injury. Staff will try to locate and save any broken tooth fragments. Dental attention will be sought. In the event that permanent front tooth is knocked out, the caregiver will find the tooth. He/she will hold the tooth by the part that shows in the mouth, not the root. The tooth may be rinsed in water but not scrubbed. The caregiver will try to put the tooth back into the socket. The child will be instructed to hold the tooth in place by gently biting on a clean cloth. If the tooth cannot be reinserted it will be placed in a cup of milk. Dental attention will be sought immediately. The American Academy of Pediatric Dentistry has recommended these procedures.

### **SPECIAL NEEDS**

Please inform the staff of your child(ren's) special needs or limitations. We want to provide each child with the best possible care. Such situations can be discussed with Becky Eaton by calling 641-683-6337. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program. We may not be able to care for all your child's needs.

### **HOLD HARMLESS AGREEMENT**

The Ottumwa Community School District and its employees assume no liability for injury to any child during his/her participation in PTYC. The parent or guardian will be responsible for paying all costs and fees contingent on an emergency medical care and/or treatment of the child(ren).

### **SMOKE- AND TOBACCO-FREE ENVIRONMENT**

Ottumwa Community Schools are smoke and tobacco-free as required by Iowa Code (905.2). School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product, or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

## **SAFETY POLICY - 109.4 (2) b**

### **AUTHORIZED PICK-UP**

Your child will be released only to the authorized people listed on your PTYC enrollment form. Siblings listed must be 16 years of age or older. Please keep your authorized pick-up list updated regularly, at a minimum of once a year. Make sure to list the person's relationship to your child and a phone number if they can be contacted as an emergency contact.

### **STAFF TRAININGS FOR EMERGENCY PROCEDURES**

All staff will be trained annually on emergency procedures at a mandatory staff meeting. New staff coming in will be trained as part of their orientation.

### **STAFF CERTIFICATION REQUIREMENTS**

#### **Mandatory Reporters**

All PTYC and other Ottumwa Community School District employees working directly with children are Mandatory Reporters of suspected child abuse. Employees are required by law to report any suspicion of physical, sexual or emotional abuse.

#### **Universal Precaution Policy**

All staff receive training on infectious disease control.

1. Universal precautions must be followed by staff members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge.
2. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

#### **CPR and FIRST AID**

All staff will be certified in CPR and First Aid



### **STAFF ORIENTATION PLAN - 109.4 (2) d**

Upon employment, PTYC staff members must meet with the coordinator for a staff orientation. This will include going through the parent and staff handbook, site rules and regulations, district policies, dress code, cell phone use, etc.

Prior to working in the ratio, new staff will shadow an existing employee up to three times to learn site procedures. This ensures a smooth transition for the staff.

### **ONGOING TRAINING AND STAFF DEVELOPMENT PLAN - 109.4 (2) e**

Upon employment, PTYC staff members must complete the following requirements to ensure your child's safety and quality care:

- Physical
- Criminal Record Check
- Mandatory Reporting of Child Abuse
- OSHA film
- Blood Borne Pathogens
- Emergency Procedures Information Packet
- Read the Staff Handbook
- Read the Parent Handbook
- CPR
- First Aid

Within 12 months of employment, the staff member must take the following:

- at least 6 hours of continuing education pertaining to children

### **ACCESS POLICY - 109.5 (1)**

#### **VISITORS AND PARENT ACCESS**

Parents have **unlimited access** to their children at all times while attending the program. Parents and community members are welcome to observe our program. Please check-in with the director upon arrival. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities. Overnight guests are NOT allowed to attend the program unless enrollment forms have been filled out prior to attendance and fees paid in advance. PTYC may also serve as a training site for college students working towards their degree. In the event of a court order prohibiting contact, PTYC will not allow parents contact to children while attending the program.

#### **UNAUTHORIZED ACCESS**

Staff members will limit, to the best of their knowledge and ability, the people allowed on the property when children are present. **Limited access** will be given to authorized persons who include all staff members and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by PTYC staff depending on the reason the person is on the property.

Any persons who are listed on the **sex offender** registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the child care center. They must stop by the office to obtain assistance from the director or assistant director and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

## **MEDICATION POLICY AND PROCEDURES - 109.10 (3)**

### **MEDICATIONS**

For all licensed child care programs, all medication, whether prescription or over-the-counter medicine, must be authorized by a written statement from the physician and/or the parent. All medication must be in an original container, indicating the child's name, type and date of prescribed medication, amount and time of dosage. Staff who dispense medication will receive required trainings.

When medication is brought to the program, it is to be given to a staff member so that it can be stored properly. A medication release sheet must be completed and signed by the parent. All medication is stored in a medication container in closed cabinets or refrigerators away from children.

If medication is to be kept at the program for treatment of a chronic condition, no more than a one month supply should remain at the program at any time and a new release form must be completed and signed at monthly intervals.

It is essential for staff to complete the medication forms even when the child is not attending due to an illness, the weekend, etc. If a child has medication that is required for a specified period of time, the staff members are required to complete documentation for the entire time period. For instance, if a child is ill or it is a weekend the staff must indicate why the medication was not given.

## **INFECTIOUS DISEASE CONTROL-UNIVERSAL PRECAUTIONS POLICY - 109.10 (5)**

### **INFECTIOUS DISEASE CONTROL**

All caregivers who have been in our employment are trained in the use of Universal Precautions. Universal Precautions means an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infected with HIV, hepatitis B, and other blood borne pathogens.

Protective equipment is available to all staff who may come into contact with blood due to student injury.

## **EMERGENCY PROCEDURES 109.10 (15)**

### **EMERGENCY DRILLS**

Drills for fire, tornadoes, and disasters are practiced monthly. An emergency plan is posted in each room for evacuation procedures. In the event of a bomb threat, power failure, chemical spills, earthquake, blizzard, or other disasters, the center will be evacuated and parents will be asked to pick up their child/children at the area designated for emergencies.

The following is a list of emergency procedures and staff responsibilities:

### **FIRE**

All children will be evacuated immediately following the exit route posted in each room. Staff must move the children out of the building as quickly as possible. One staff member must take the first aid kit, sign-in sheets and emergency phone numbers located near the phone. After the children have evacuated roll call must be taken. Children should be kept as calm and quiet as possible. The office staff will report the fire. Children will be escorted back to the building upon receiving permission from the fire authorities. In the event that fire authorities indicate that the building is not safe to re-enter or if the weather is inclement groups of children can be moved to an off-site location. Fire drills are performed once each month.

### **TORNADO AND HIGH WINDS**

If tornado/severe thunderstorm warnings are announced and/or sirens sound children must be taken to a safe environment calmly and quickly. PTYC will move to areas designated in their schools for such an emergency. On-site supervisors will take the sign-in sheet and the emergency phone numbers. All children and staff will remain in designated areas until the office indicates that it is all clear. Tornado drills are performed once each month.

### **FLOODS**

The possibility of a flood is remote based on the school locations; however, broken water mains may occur. In the event of a flood, all children must be taken to a dry area along with all files and emergency numbers. All children will evacuate to the Multi-Purpose rooms if it is unaffected. In the event that the flooding requires PTYC to dismiss, parents will be called. Office staff will contact the repair services and emergency help.

### **INTRUDER**

A staff member will call the office. All necessary and up-to-date numbers are posted near the phone for easy access. Children will be moved to a different location in the room or facility when possible to ensure their safety. Building supervisors, the Executive Director or designee will go directly to the room to monitor the situation and assist in asking the intruder to leave. The business desk will, in the meantime, call 911 for the police. Refusing to leave is a serious offense that the police officials will handle when they arrive. The staff will keep the children safe during this process. If the intruder has a gun, report the possession to the office and remove the children if possible, without threatening their safety.

## **INTOXICATED/IMPAIRED PARENT/GUARDIAN**

Prime Time Youth Care cares about the safety and well-being of the children participating in the program. This concern does not end when a parent/guardian or other authorized person comes to pick up a child from the site. If a staff member observes conduct by an individual wishing to pick up a child that reasonably leads the staff member to believe the individual is impaired, the staff member may take action to address these concerns. If necessary, an authorized pick-up person will be contacted. If the parent/guardian decides to take the child, the proper authorities will be contacted. An incident report must be filed.

The following are symptoms of intoxication or under the influence:

- Smell of alcohol on breath
- Adult has difficulty walking or standing
- Adult is unable to speak in a coherent fashion

## **LOST OR ABDUCTED CHILD**

The following steps will be taken if a child is lost or abducted from the site.

1. Thoroughly search the immediate area.
2. Call 911
3. Call the building principal or the Youth Services Coordinator.
4. Notify parents.
5. The Youth Services Coordinator will contact the District Administrative Office.
6. The Youth Services Coordinator or on-site supervisor will remain at the center as the point person and to gather information/description of the child to share with authorities.

## **BLIZZARD**

If a blizzard forces the building to close, staff already present will remain on duty until children are picked up. A storm may hit with such suddenness and intensity that parents may not be able to come for their children for several hours. Staff will call all parents or emergency pick-up contacts to notify them of the closing.

## **POWER FAILURE**

All children and staff must remain calm and cease all activities until the emergency lights come on. Caregivers may notify the office of the occurrence. If the power does not come back on and will not be on anytime soon, staff may conduct activities outdoors. In certain situations, it may be determined that the program will close. In the event that it must close, parents will be notified to pick up their child.

## **PROTOCOL FOR BOMB THREAT**

The workers will proceed as with a fire drill, exiting and taking the list of children and the emergency numbers box. If requested, the director or designee will accompany an authority through the area to point out any unusual articles, boxes, etc. The children and workers will remain outside until permission is given by appropriate authorities to re-enter the building. If the weather is inclement, and a decision is made by authorities that we will not be re-entering (caution or the discovery of a bomb) or if the wait continues past 45 minutes, then a call will be made to YMCA for access to their facility to shelter our children and staff. Conversely, the director of each program will decide in consultation with the PTYC Director or designee, to wait still longer or to wait with the children while the parents can be called to pick up their children.

Not every detail of the situation can be worked out in advance. A staff member can make phone calls or someone may have brought the cell phone from the business office area. Do not expect to send someone into the building for the cell phone.

## **CHEMICAL RELEASE**

In the event of a chemical release, roads will be closed by law enforcement. Depending on the type of chemical spill, law enforcement officials may ask that everyone stay indoors or ask that the area be evacuated.

Remaining Indoors: Staff will be asked to remain at PTYC since law enforcement will not permit travel. The program will operate and continue to use the activity schedule if applicable. Staff members will attempt to call parents to reassure them that their children are safe. No outside play will be permitted. All windows and doors must remain closed. If possible, staff will place wet paper towels, sheets or duct tape in the window and doors to seal them. The children will be moved to an area with as few doors and windows as possible. The staff will listen to the radio for important information. If breathing is difficult, provide wet towels for the children to breathe through. Do not use tap water during this time.

## **EARTHQUAKES**

In the event of an earthquake, all children must get under tables when possible. When the earthquake stops, exit the building like a fire drill procedure is occurring. Staff will take emergency numbers, first aid kits and sign-in sheets. Take roll call immediately. Injured children will be transported by ambulance or automobile to the hospital. A parent must be notified immediately. All other children will proceed to emergency shelter. Parents will be notified immediately.

## **EVACUATING THE CENTER**

PTYC staff will assist in transporting children to a safe area. All vehicles must have the heater or air conditioner off and windows closed. Listen to the radio for emergency information. Remember to take the children's emergency phone numbers, sign-in sheets, water, paper towels, first aid kits and children's clothing and medication. Parents may be contacted with the use of cell phones or those available at the evacuation site. Allow children to only leave with those listed as emergency pick up people.

## **PARENT COMMUNICATION**

After the safety of our students is assured, PTYC will make every attempt to contact and inform parents of the situation as soon as possible. The following procedures will also be followed:

1. Should parents arrive to take their students during a tornado, fire or evacuation, the student may leave as long as they have been signed out with the On-site Supervisor or designated staff.
2. Should parents arrive to pick up their child during a lock-down, they will not be allowed to enter the building and will need to wait in a safe area of their choosing until the all clear has been given and students are dismissed.
3. Keep classroom phone lines open during any emergency procedures.
4. Keep cell phone lines open during any emergency procedures.

## **PROGRAM OF ACTIVITIES - 109.12 (1)**

Prime Time Youth Care offers a variety of activities including large motor skill activities; arts and crafts; computer access; games; homework time; field trips; and more. All field trips are optional. Program activities are always available on site during field trips.

### **POLICY FOR CHILDREN REQUIRING SPECIAL ACCOMMODATIONS- 109.12 (3)**

It is the goal of Prime Time Youth Care to serve all children in grades K-6. For students requiring special accommodations, every effort will be made to meet those needs. The program is not designed to provide one-on-one care, do diapering, or manage severe behavior issues. Contact the program coordinator for more information.

### **A FINAL NOTE**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our program. We are always open to suggestions and feel communication is a very important part of a quality program. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your child.