

HILLCREST UMC AFTER SCHOOL PROGRAM POLICY

MISSION STATEMENT

Hillcrest United Methodist Church Afterschool Program (H.A.S.P) is a Christ centered, structured, safe learning environment where the body, mind and spirits are nurtured through education, physical activities, nutrition and biblical values.

ENROLLMENT AND REGISTRATION

Enrollment is limited to children currently enrolled in grades Kindergarten through Fifth grade, ages 5 through 12. Enrollment is limited to twenty (20) available spaces. A child is enrolled in the program and will be allowed to attend H.A.S.P. when:

1. A completed application packet is on file with H.A.S.P.
2. The parents are notified that there is a space available.
3. Parents have attended the H.A.S.P. orientation meeting.

All children – Kindergarten through Fifth Grade (ages 5-12) attending H.A.S.P. must be registered with the program coordinator. H.A.S.P. is not offered for either preschool, middle school or high school students.

Children are admitted to H.A.S.P. without regard to sex, race, religion, or national origin.

H.A.S.P. is not designed to accommodate children on a “drop-in” or occasional basis.

If all available spaces are filled, a child may be placed on a waiting list until space is available.

A child will not be permitted to attend H.A.S.P. unless the completed application is on file and the parents have been notified of their acceptance. This completed application packet is in compliance with HASP requirements. These requirements include parental responsibility for supplying and maintaining accurate and required information, including medical information, as well as information for pick up from school and rules for signing in and signing out their child.

The application includes:

Complete Registration Form

Completed Emergency Form

Completed Release/ Pickup Form with pictures of child and person(s) authorized to pick up child.

Signed agreement between H.A.S.P. and the parent(s)/guardian(s)

WAITING LISTS

A child will be placed on our waiting list for the current school year if their application is received after all spaces are filled. Parents will be notified when a vacancy is available, in the child's age group. To keep a child's name on the waiting list, the parent will need to notify the Program Coordinator each school year to add the name if there is still interest.

WITHDRAWAL FROM THE PROGRAM

The program coordinator should be notified ten school days in advance of the date a child is to be withdrawn. A child may withdraw and re-enroll only one time per school year on a space available basis.

ABSENCES

Parents should contact Hillcrest UMC (540) 898-2180 if a child will not attend H.A.S.P. on a regularly scheduled day. Please contact the program coordinator or leave a message with the church office to be relayed to the program coordinator prior to H.A.S.P. hours.

The program coordinator will contact the parent/guardian first and the school office second in an effort to locate a child not in regular attendance.

An attendance record will be maintained on each child. Parents are encouraged to advise the staff immediately upon knowledge that a child will be absent.

A child not attending on a regular basis can be removed from the program.

ILLNESS

If a child has symptoms of illness or signs of a communicable disease, he/she will be moved to a quiet area away from the other children, where the child will be supervised, while the parent(s) / guardian(s) are contacted and asked to pick up the child with an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from H.A.S.P.

Any contagious illness may require a doctor's note for re-admission.

A child will not be allowed to remain at H.A.S.P. if the child has an oral temperature equivalent of one hundred one (101) degrees Fahrenheit or higher and another contagious symptom, such as but not limited to, a rash, diarrheas or a sore throat.

H.A.S.P. will notify, in writing, parent(s)/guardian(s) of all children enrolled of the occurrence of any of the illnesses communicable diseases, as by the Health Department chart, within twenty-four (24) hours after it becomes aware of the illness or the next working day.

Parents are also notified immediately when professional medical attention is required, or when a child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea.

Parent(s) / guardian(s) are notified at the end of the day when professional medical attention is not required, or when the child experiences of less than moderate discomfort.

INCIDENTS REQUIRING PROFESSIONAL MEDICAL ATTENTION

In the event of a medical emergency that cannot be handled by staff, EMT personnel will be called. Physician and hospital preference will be taken directly from the application completed at the time of enrollment. Then the following people will be contacted in order: Parent or Guardian then Emergency Contact Person if Parent/Guardian cannot be reached. **It is imperative that each parent provides current, up-to-date phone numbers and physician and hospital preferences to the program coordinator.**

If a child is involved in an accident requiring professional medical attention (other than first aid provided by the volunteer staff of H.A.S.P.), the Program Coordinator and volunteer staff will complete documentation of the incident including:

Child's name

Type of injury or illness occurred

Staff present

Methods of notifying the parent / guardian

Services provided to the child - Child will be taken to the Emergency Room of the hospital of parent(s) / guardian(s) choice when possible

If the illness or accident is such that transportation can be safely provided by staff to the Emergency Room, staff will provide this transportation. If the illness or accident requires emergency transportation, this transportation shall be provided by emergency personnel by call 911.

BEHAVIOR MANAGEMENT

Children are expected to comply with all H.A.S.P. rules and Behavior Management Police. Discipline will be handled by the program coordinator, the program group leaders and in some cases the Pastor and/or Administrative Council of Hillcrest UMC.

We expect children to follow the basic rules we set up at H.A.S.P. They are quite simple and can be summed up in one word – Respect. We ask them to respect the volunteers, respect each other and respect the church property. We will attempt to handle minor discipline problems within the program. The parent / guardian will be kept informed at all times of all ongoing issues. Cursing, hitting, pushing, throwing items and other violent behavior is not tolerated and will result in a week off after the first offense or complete removal from H.A.S.P. We like to try and prevent behavior problems rather than give out punishments. If you know of ways to help your child behave well, please share them with the program coordinator. We want every child to get the most out of H.A.S.P. and good behavior will allow that.

A parent is required to sign a statement that they have received and read a copy of the Policy Handbook for each child at the time of enrollment. A parent is also required to sign the Behavior Notice at the time a child's behavior is deemed to be inappropriate. However, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not 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.

To provide a safe and caring environment where children can play and learn, limits are set on behavior. 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 H.A.S.P. 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.

A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

NEWSLETTER / PARENTS' NEWS BOARD

Each month a newsletter or event calendar is produced to keep families informed about the events occurring. Parents should check the Parents' News Board for program updates, snack menus, activity information and themes.

PARENT PARTICIPATION

H.A.S.P. encourages parent involvement. Parents may meet with the staff to discuss their child's needs and exchange information. Parents are encouraged to participate several ways:

- Attending orientation meetings
- Volunteering to help in the program – reading stories, sharing a craft or game
- Sharing enrichment ideas and outside resource leads
- Donating games, craft items, etc.
- Participating in our Parent Appreciation programs
- Volunteering to help with our special projects or seasonal holiday parties
- Keeping all personal information current with the program such as home phone numbers and address, parents' work and cell phone numbers, emergency contact phone numbers, etc.
- Provide snacks or beverages on occasion

PARENT / GUARDIAN UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

H.A.S.P. staff cannot release a child to a person who is under the influence of drugs or alcohol. The staff will contact the program coordinator if this occasion arises. The program coordinator will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent / guardian. If the parent / guardian does not cooperate and insists on removing a child from the program, the staff will call the proper authorities.

CHILD PROTECTION POLICY

H.A.S.P. falls under the umbrella of the Hillcrest United Methodist Church's Child Protection Policy. If you would like a copy of this policy please fill out the form included in this packet.

POLICY ON CHILD NURTURE, CARE AND MANAGEMENT

It is the position of H.A.S.P. that children are to be valued, respected, encouraged and protected at all times. H.A.S.P. is committed to partnering with parents in providing this care. Our volunteer staff is encouraged to use all opportunities available on a daily basis to teach, encourage, and stimulate the successful development of each child with their unique abilities and personality.

SIGN IN / OUT PROCEDURE

H.A.S.P. regulations require parents / guardian, or other person(s) designated in writing by parent/guardian, to sign out with the date and pick-up time for their child each day. Parents / guardians are required to sign in their child with the date and time each time. Children are not

to be dropped off; a parent /guardian, or other person(s) designated in writing by parent /guardian, must accompany the child into the building and sign the child in.

A child will be released only to the person(s) (minimum 16 years of age) designated by the parent / guardian on the enrollment signed form. Once a child is signed out by a parent / guardian H.A.S.P. and Hillcrest UMC is no longer responsible for that child. Children are not allowed to leave during H.A.S.P. activities from any area (classroom, playground, snack area, etc.) where a staff member directly supervises them unless an adult can physically walk that child to another area. H.A.S.P. staff has more than one individual child in their care at any given time and must have someone else come and get the child. Therefore, parents / guardians must come into the designated area to sign in or out his/her child in the sign out book, and then walk to the area where the child is located. Walkie Talkie communication for a child to be sent in the sign in / out area for can be utilized as long as another staff member accompanies the child. A parent's / guardian's failure to comply with this rule will result in the child's dismissal from H.A.S.P.

Repeated failure to properly sign in and out will result in dismissal of the child from H.A.S.P.

If a child is to be released to anyone other than the person(s) listed, the program coordinator must be notified. I.D. will be required if someone unfamiliar to H.A.S.P. staff arrives for your child. A staff member may call the parent to verify any written authorizations to release a child to someone else.

WEEKLY ACTIVITIES

Different age groups/grades will rotate activities, classroom use and playground space. Students will be grouped by grades.

All students will have the opportunity to participate in the following categories of activities each week:

1. Healthy snacks (including milk or juice and a food product).
2. Physical activities (free time and organized activities).
3. Biblically based Fine Arts (crafts, music, cooking, etc.) will be offered each week and will rotate. Example: 1st week music, 2nd week craft, 3 week cooking, etc.
4. Homework and tutoring

WEATHER /EMERGENCY CLOSINGS

Weather conditions sometimes worsen during the day after children have arrived at school.

1. If school is closed or dismissed early because of weather conditions, H.A.S.P. will not operate that day.
2. If school is closed or dismissed early for any reason H.A.S.P. will not operate.
3. If the weather becomes hazardous after the child has arrived at Hillcrest UMC the parents are encouraged to pick up children within one hour of notification.