



# **Beyond the Classroom**

## **Parent Handbook**

### **After School Program and**

### **Summer My Way Camp 2020-2021**

Dear Parents/Guardians:

Welcome to The Center's Beyond the Classroom Program. We are delighted to serve your family's child care needs. We are committed to providing a safe and nurturing experience for your child with plenty of opportunities for growth in spirit, mind, and body.

Our goal in the Beyond the Classroom is to promote enrichment activities for our youth everyday while providing a fun safe and social environment for them. We believe in the uniqueness of each child and work to provide an array of activities to ensure each of their needs and talents are explored.

Our number one priority is keeping all those in our programs safe. To ensure this, all of our staff have training in First Aid and CPR. Additionally, we have operational procedures in place to ensure the safety of the children within our care. The Center staff is provided with ongoing training throughout the year and we are proud to meet Florida DCF requirements.

The Center's After School Program is a non-profit program and meets the standards of the Florida Department of Children and Families. In order to retain our DCF license our staff are trained and experienced in working with children.

This handbook is designed to assist you in better understanding the philosophy, goals, policies, and procedures of our Beyond the Classroom Before and After School Program. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please feel free to contact your Program Director. We are very interested in your comments, questions, and feedback regarding our program. As a team we can provide your child with a successful experience in our program. Welcome to The Center of Anna Maria Island Family.

## **About Us**

### **Statement of Purpose**

The purpose of The Center's Beyond the Classroom Program is to provide quality care in a safe and supportive environment that fosters the physical, emotional, intellectual, and social growth of children, while supporting and strengthening families.

### **Goals and Objectives**

The Center's Beyond the Classroom Program promotes character values along with healthy lifestyles and choices. Our programs meet the needs of children at different stages of development by creating an environment that is relaxed and fosters independence, cooperation and self-control among the children who participate. The daily schedule is structured so that it allows a choice of a wide range of developmentally appropriate activities, balances active and quiet times, and provides opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially on the formulating of behavioral expectations and choosing program themes and activities.

### **Enrollment Criteria**

Enrollment must be done by legal guardian only. If both parents share custody or have no court documentation, then either may enroll. For any other guardian, relative or not, there **MUST** be documentation approving permission to enroll (this usually also includes permission to seek medical attention). Temporary orders suffice as long as they are current and signed by authorized individuals. If it is a situation where the guardian is acting on behalf of a parent who has custody/parental rights, then that will not suffice and the parent/ legal guardian is required to complete enrollment.

The Center's Beyond the Classroom Program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation.

Registration is first offered to existing participants, then to the established waiting list, and then to the general public. Enrollment capacities are dictated by local and state regulations.

### **Registration packet includes:**

- Student's Information Form Parent/Guardian Information Form Medical Information Form
- Child Release and Emergency Contacts Form Parent Handbook Acknowledgement
- Acknowledgement of Payment Plan & Program Policies Waiver of Participation
- Program Survey Discount Eligibility Sheet

If your child is not registered by the Thursday prior to the week or days of attendance, they will not be enrolled for that week. This includes transportation from AME to The Center. In addition, parents must read the handbook and sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the Beyond the Classroom Program.

\*\*\*\*At the time of enrollment, the registration packet MUST be completed in its ENTIRETY along with your Registration Fee to hold your child's spot and allow them to come to our program.\*\*\*\*

Financial assistance is available to qualified members. If you would like to apply for financial assistance our sliding fee forms are available at our front desk or online at [centerami.org](http://centerami.org)

### **Safety Procedures**

- Checking ID's of those picking up children
- Fire drills, tornado drills, and lock down drills done monthly
- Staff has an emergency plan and is trained to execute plan if needed
- Transportation procedures in place (which includes the bus being checked by two employees after children have exited the bus)
- Student environment checked daily
- DCF regulations followed
- Center staff members report any suspected abuse of children
- The Center has a comprehensive pre-employment screening for staff members and volunteers, including reference checks and criminal history checks
- Center staff maintains current certifications on file. Certifications are applicable to the job
- All Center staff training includes safety information, First Aid and CPR certifications, behavior management, curriculum standards, and staff completes over 10 hours of DCF in-service training per year
- Center staff constantly count heads and maintain visual contact with children at all times.
- Center staff never leave children unsupervised
- Center staff always remain aware of intruders, hazardous situations or areas and unsafe practices

### **Needs and Disability of a Child**

The Center will request and review information given by the parent related to the child's participation in the program. Specific accommodations required to meet the child's needs in the program, which would include change or modification in the child's participation in regular activities, will be reviewed. In addition, identification of any special equipment materials, ramps or aides will be discussed. If such accommodations will cause undue burden during the Program, the parents will be notified in writing of our inability to care for their child adequately.

## **Character Development**

The Beyond the Classroom Program includes character development opportunities that include activities and small group discussions led by a qualified facilitator. These parent-approved activities and discussions support the growth opportunities the center offers each child.

## **Children's Rights**

Staff is responsible for ensuring that children enrolled:

- Have a safe and reliable environment free of hazards
- Have use of all the equipment and space on an equal basis and are able to find equipment in functioning condition
- Have their ideas and feelings respected
- Have discipline that is fair, equal, and respectful of them
- Have opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner
- Have activities that allow participants to express their ability as they explore and discover, while developing to their fullest potential
- Have an environment that offers a variety of choices: physical, gross motor, quiet (without interruptions), indoor, active and passive areas, creative dramatic play, and exploring
- Have a right to voice their opinion on the rules and have input on activities offered
- Have staff members that care about them, enjoy being with them, and help them grow
- Are treated with caring, honesty, respect, and responsibility

## **Child Care Conduct Policies**

While participating in the Program, please be certain that both you and your child are completely familiar with these policies. The Program Manager, upon notification to the parent, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving Center premises without permission, or going into posted unauthorized areas
- Use of foul language or rudeness to staff, volunteers or others
- Defacing Center property
- Stealing from others or The Center
- Defacing the property of other students or The Center
- Engaging in fighting
- Bringing or using illegal substances
- Intentionally injuring another child
- Refusing to remain with the group during outings
- Refusing to follow check in and out procedures

## **Behavior Management**

In addition to following Program rules and building policies, rules for positive behavior appear in the segment "Children's Responsibilities" and are shared with both parents and children prior to enrollment. Basic rules include respect for each other, the property of others, the Center's facility/ campus, the child's safety, and the security of the group. Children have input in deciding rules for their group and in the establishment of acceptable group standards. Behavior management is accomplished through a positive approach that respects the child as an individual. Discipline procedures are handled individually, usually with a mild consequence that is associated with the particular infraction. Please notify the Center if you are going to be away for several days and your child will be in the care of someone else. This sometimes affects your child's behavior. It is also important for us to know who is responsible when you are away. Throughout the school year, if there is anything unusual going on in your home, please let the Youth Program Manager know. Even though your child may seem not to have been affected, it may show up in their behavior. We are here to help create a stable and safe environment for your child.

## **Children's Belongings**

Please note that the Center is not responsible for any lost or stolen items during program. We strive to ensure that your child's belongings are taken care of with respect, however, it is the parent and child's responsibility to be sure that they have all of their belongings with them before they leave for the day. It is important to be sure that all of your child's belongings are clearly labeled with his/her name. Students will be notified in advance if any additional items need to be brought in. (Please see "Requirements for Program")

## **Progressive Methods of Discipline Approved for the Beyond the Classroom Staff**

"House Rules" are stated in a positive way. Verbal warnings/reminders, and redirection are used in conjunction with talking through the problem with the child. Children are encouraged to suggest alternative solutions and assist in implementing them.

- Cool Down Time (a quiet time for the child in a designated place within view of the staff)
- Remove child from activity. Ask the child to sit away from the group. After 1-2 minutes (five minutes maximum) ask the child the reason why they were removed and if they are ready to return to the activity
- Explain the behavior expected in the future. If behavior continues to be an issue, a staff member will write a discipline report and have it signed by the parent, for unsafe behavioral incidents. Three discipline reports may constitute a suspension from the Program. (Parents are still liable for payment for days suspended due to inappropriate behavior.)
- Severe behavioral issues which impose harm to themselves, others, or property is to be taken to the Program Manager. The Manager contacts the parent and sets up a

conference. A solution is usually made together as to the outcome and/or disciplinary procedure to take place. The final step is for the Manager, parents and child to meet and clarify behavioral expectations for the future.

In all cases, suspension and/or release of a child from the Beyond the Classroom Program is the final decision of the Director. Although a last resort, release from the Program may be necessary to ensure the safety of your child and of others in the group. The Center understands that our Program cannot meet everyone's needs. The Center reserves the right to suspend or release a child from any Program for a singular incident due to severity.

### **Behavior Contract**

Children who display repeated behavior problems will be asked to enter into a behavior contract.

This contract will list specific actions that will be taken if behavior does not improve. The contract must be approved prior to use by the Program Manager and the child's parents. Parents, Children, and Program Staff will sign and be involved in the contract process.

### **Parents' Visits and Conferences**

We need your help in order to ensure a quality Beyond the Classroom Program. The Center encourages parents to visit at any time. Anyone who enters the site with direct contact with children, but is not picking up a child, will be required to sign in with the front desk and notify the Program Manager. Conferences may also be arranged by appointment as needed. Open and friendly communication is essential and encouraged. The children, staff, and directors appreciate your creativity, ideas, and leadership in activities. Concerns should be immediately directed to the Program Supervisor along with details surrounding the concern. Directors will review, solutions will be discussed and an action plan will be implemented.

### **Health Policies**

The Center has set up the following guidelines on illness. These guidelines will be followed unless your physician states, in writing, that your child may attend. Keep your child home if they have:

- A temperature of 100.4 or above
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (more than one instance in a 12- hour period)
- Vomiting
- Severe cold with fever
- Contagious disease (I.e., roseola, strep, staph, fifth's disease, chicken pox, scarlet fever, Coxsackie's virus, croup, etc.)

- Head lice (child must have 2 treatments and parents must agree to additional treatment 10 days later.)
- Ring worm

Please understand that bringing an unhealthy child to the Center may affect the health of other children and staff. If treatment requires medication, children must be symptom free for 24 hours without medication before they may return to the Program.

### Sickness

Please keep your child home if they seem listless, unusually irritable, complains of stomachache, headache, earache, has a fever (100.4 or above) or seems to be unusually pale or flushed. It is better to be overly cautious than to risk exposing the rest of the children and staff to contagion. If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during their time at the Program, parents will be asked to pick up their child within the hour. A child who is suspected of having a communicable disease will be isolated from the other children. The child may return to the Program when they are symptom and fever free, without medication, for 24 hours.

DCF regulations require that an up to- date information form be on file for each child attending the program. Please notify the Program Manager immediately if your child is exposed to a contagious disease. The Manager will notify you if and when it is necessary to keep your child at home. All parents will be given notice if a child in the Program has been reported having a contagious disease. Notices will include information on symptoms and general information on the contagion.

### Medication Policy

Prescribed medication can be administered by the Youth Program Manager (or qualified designee) only under the following circumstances:

- Medication must be in original container
- Container must list patient's full name
- Date the prescription was filled
- Expiration date is valid
- Directions for use, precautions and storage
- Dispensing pharmacy and address
- Name of physician prescribing medication
- Medication Authorization form is signed by guardian and filed with the Program Manager

Medications will be locked and stored by the Beyond the Classroom Program Director (or qualified designee) and will only be administered according to the physician's instructions. A medication log will be kept to record days and times of when medication was given. Over the counter medications can also be stored and administered. The complete name of the patient must be written on the medication container. The only medication that a student may administer on his/her own is an Epinephrine Auto-Injector (EPI) pen. Please speak with your Youth Program Manager if you have questions regarding this policy (Manatee County Department of Health).

### Allergies and Emergency Medical Information

Any allergies to food, chemicals, or other materials should be listed in the "Allergies" section of the child's information form. This information will be placed on a master list and posted and utilized for program staff or authorized personnel only. All staff will be informed of child's allergies, and instructed to avoid these products.

### Emergency Procedures

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child's health form. Sick children will be isolated from other program participants and have their condition monitored. Parents will be informed of First Aid given to their child. If their child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy. In the case of a major emergency such as broken bones, puncture wounds, etc., the child will be transported by ambulance to the nearest medical facility. Health forms on file will include child and parent information, emergency numbers (when parents cannot be reached) and a medical release to seek treatment. It is the sole responsibility of the parent for payment of all medical bills.

Any incident of injury, accident or altercation will be written up in an incident report and given to the parent/ guardian to sign off on, as acknowledgement of receiving information. Follow up will be provided as needed by the Programs Director or designee.

### Child Abuse Policies

#### Strategies to Help Prevent Child Abuse

These preventative strategies are designed to protect the children, staff and volunteers in Center programs:

- The Center has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children. The Center will take any allegation or suspicion of child abuse seriously. Staff understands their legal obligation to report suspected abuse.
- Policies, procedures, and training are available related to discipline, supervision, staff/participation interaction, staff and volunteer Code of Conduct, etc.
- Staff understands what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch.
- Preventative strategies have been identified for avoiding unfounded allegations.
- Staff communicates frequently with parents regarding day-to-day activities and encourages parents to report or question any behavior or event their child may share that appears out of the ordinary.
- Parents are encouraged to visit, unannounced, to any activity their child participates in.
- Staff tries to identify stressed parents and offer support and referrals for help. Staff has learned how to discuss sensitive issues with children.

#### Procedures for Reporting Suspected Child Abuse Cases

In order to ensure the well-being of the children in our care, staff is mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse.

The Center does not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including a non-family member, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may also refer the matter directly to the police.

The Center advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, prevention and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated:

- Physical punishment:
- Striking, biting, kicking, squeezing, spanking, shaking, twisting.
- Demanding excessive physical exercise or prolonged lack of movement or motion.
- Strenuous or bizarre postures.
- Methods of discipline that frighten, demean, humiliate, or shame.
- Verbal or emotional abuse.
- Withholding food or restroom privileges.
- Forced feedings or compelling a child to eat or have in the mouth soap, foods, hot spices, or foreign substances.
- Confining children in small locked rooms.

- Center staff and volunteers need to be sensitive to each person's need for personal space. The Center encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.
- In the event that there is an accusation of suspicion of child abuse, the Center will take prompt and immediate actions as follows:
- The mandated reporter (employee) notify The Florida Abuse Hot Line immediately at any time of the day or week by calling the hotline.

## **FLORIDA ABUSE HOT LINE 1-800-96 abuse**

The following information should be included in oral and written reports:

- Child(ren)'s name, address, sex, age.
- Facts about the injury or suspected harm to the child.
- Physical indicators observed.
- Behavioral indicators observed.
- Other indicators observed/ known.
- Any knowledge of earlier injuries or problems.
- Name of the person responsible for suspected maltreatment.
- Facts about the family.
- Your name and where you can be reached.
- What action, if any, taken by you to protect the child.
- Photographs - If necessary, color photographs may be taken of visible trauma. Any photographs must be sent to the Child Protective Services at the time the written report is sent or as soon thereafter as possible.

The Center will make all efforts to protect the confidential nature of such reports and the reporter's name and the Center will also remain confidential. If the child or program staff is determined to be in immediate danger, a call will be made to law enforcement officials.

## **Bullying & Harassment Policy**

The Center prohibits acts of harassment or bullying. A safe and civil environment during all programs is necessary for children to learn and achieve high moral standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a child's ability to learn and the Center's ability to educate its individuals in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, staff, and volunteers. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off Center property, at any Center-sponsored function. This includes cyber

bullying and harassment through Facebook, Instagram, Snap Chat, FaceTime or any other "application" that would allow a venue for such acts to take place.

**"Harassment"** is conduct that meets all of the following criteria:

- is directed at one or more individuals;
- substantially interferes with educational opportunities, benefits, or programs of one or more individuals;
- adversely affects the ability of an individual to participate in or benefit from the Center's programs or activities because the conduct, as reasonably perceived by individual is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on an Individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

**"Bullying"** is conduct that meets all of the following criteria:

- is directed at one or more individual;
- Substantially interferes with educational opportunities, benefits, or programs of one or more individuals
- adversely affects the ability of an individual to participate in or benefit from the Center's programs or activities by placing the individual in reasonable fear of physical harm or by causing emotional distress
- is based on an individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Center expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others. The Center believes that standards for an individual's behavior must be set cooperatively through interaction among all involved, producing an atmosphere that encourages the growth in self-discipline. The development of this atmosphere requires respect for self and others, as well as for The Center and community property on the part of the individual, staff, and community members. The Center believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping children learn to assume responsibility and the consequences of their behavior. Staff members who interact with children shall apply best practices designed to prevent discipline problems and encourage children's abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the Center prohibits both active and passive support for acts of harassment or bullying. The staff should encourage children to support others who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Center requires its staff to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a child or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by Center administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

#### Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences and appropriate remedial actions for a child or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion

Consequences for a child who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the child, and the child's history of problem behaviors and performance, and must be consistent with the Center's approved Code of Conduct.

Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a Center approach to adopt a list of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Temporary removal from a program
- Loss of privileges (time away)
- Legal action
- Expulsion or termination

#### The Center's Weather Policy

Our primary concern is that all the children are safe. We follow Manatee County School Board's weather policy. If the Manatee Country government offices are closed because of weather-related issues, then our program is also closed. If Manatee Country is under Tropical Storm or Hurricane Warning our program will be closed.

As always, please stay informed by using our website and Facebook page for the most up-to-date information.

## **Drop Off/Pick Up**

### Pick Up Authorization

Persons authorized to pick up your child are identified in the Child Release Information Section of the enrollment form filled out and signed by the parent/guardian. Enrolling parent is also responsible for adding them into ProCare. If a child is to be picked up by someone other than one of those authorized persons, The Center must be notified within twenty-four hours in writing. Parents or designated persons picking up children must come into the building with photo identification to pick up the child. A finger print will also be registered in our ProCare system for child. For your child's safety, we will not allow your child to leave the site without staff authorization. All persons authorized to pick up must be at least eighteen years of age.

Please be advised that if staff suspect you have been consuming alcohol/ drugs your child will not be released to you and another designated person will be called to pick up your child.

### Policy for Releasing Children

A child must be released to a parent unless there is legal documentation stating otherwise. (For example if a mother enrolls a child but does not provide the father's information but there is also no legal paperwork stating the father may not have contact or has no rights, the facility would be required to release the child to either parent regardless. However, if it were to be another relative or guardian (not parent) requesting pickup then written permission would be required and verified with the individual's ID in order to release a child to them.)

Parents are invited and urged to visit The Center at any time. The staff must ensure that a child is released only to a parent or an adult designated by the parent/ guardian, or to an authorized pick up person. No child will be released to anyone under the age of 18. If the person authorized to pick up your child is not known to staff, we will verify the identity of persons authorized to pick up the child by a government picture ID (i.e. a State driver's license).

### Late Pick Up Policy

On certain occasions when a parent must be late, the Center has established these firm policies:

- Parents must call the Center staff to let them know what time they will expect to arrive or to inform them of alternate transportation arrangements that have been made.
- In the event of consistent tardiness, your child(ren) will be suspended from the program for an amount of time to be determined by the Executive Director.
- After the first 10 minutes, late fees will begin to accrue at the rate of \$1 per minute, per child.

- If the Center does not receive a notification from the parent, the following procedures will be immediately implemented:
- A Center staff member will contact parents for instructions. If contact cannot be made; Center staff will call the emergency contact list to arrange pickup (parent will be charged one dollar per child each minute the emergency contact person is late.)
- If 30 minutes late from official closing time and contact cannot be made to the child's parents or emergency contact people, a call will be placed to the Police Department. Parents will be informed to contact the Police Department for further instructions.

## **Billing**

### Financial Payment Information

Beyond the Classroom payments must be made the Friday prior to the week of attendance.

\$25 registration due at time of registration

### After School Prices

Full week package: \$80

Three (3) day package: \$60

Two (2) day package: \$40

\*Half Days and early releases are included if fall on scheduled attendance day

### All Day Camps

\$55 per day (or additional \$25 per day to your weekly rate)

### Summer Camp Prices

Full week package: \$165

Specialty camp prices: Vary by camp, contact [info@centerami.org](mailto:info@centerami.org) for more details

Aftercare: \$99

### Credit/Refund Policy

The Center does not issue credits or refunds except under the following conditions:

- A program has been cancelled by the Center
- An error has been made by the Center regarding payment
- A medical excuse is presented with a physician's signature due to emergency

The registration fee is nonrefundable and non-transferable. This fee is required to hold your child's spot in our Program. Should your child be withdrawn from the program the fee is forfeited

### Financial Assistance

The Center's policy states that no person will be denied membership or program participation solely because of inability to pay. Sliding Fee applications are available at the front desk or online at [www.centerami.org](http://www.centerami.org) under "forms". Discounts are granted based on available resources of the Center and on household income. It is our intent that all individuals contribute toward membership and/or program fees.

### Payments Through ProCare

You must fill out the Tuition Express "Automated Payment Processing" form located in the registration form. The information provided will be used for tuition payments. We are unable to accept cash payments. If your payment is declined you will be charged a \$25 fee. You must let the Youth Program Manager/Recreation Director know the Thursday prior to the week of care if there are any schedule changes or will be charged and a refund will not be given.

### Confidentiality of Records

All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives of Manatee County Children's Services and DCF have the right and responsibility to review all records upon request.

### Registration Changes

Any changes in registration information concerning you or your child must be arranged in advance, in writing, with the Youth Program Manager (i.e. change in service, discontinuation of service, changes in pickup authorization, address, work or home phone numbers, emergency contacts, etc.) If you are changing your child's scheduled days, two weeks' notice must be given in writing to the Program Supervisor. This does not ensure a refund of funds paid. Please refer to our Credit/ Refund Policy for details.

### Student's Responsibilities

All students participating at The Center must comply with The Center's rules and standards of behaviors. All students are expected to stay with their group and follow the directions of the staff. Rules are enforced for safety and health reasons. The Center has the right to terminate any student's participation in the program if he/she does not comply with Center rules and standards of behaviors.

## Parent Responsibilities

We ask for the parents' cooperation in making the child's time at the Center as safe and exciting as possible. Please keep these requests in mind at all times.

1. Registration forms are required to be completed entirely upon registration for our Beyond the Classroom program and signed by the parent or legal guardian.
2. Register in ProCare by visiting [www.myprocure.com/Default/Index?aWtuPTg1MDkxMTM3NjAmc2NoSWQ9Mg==](http://www.myprocure.com/Default/Index?aWtuPTg1MDkxMTM3NjAmc2NoSWQ9Mg==) (you can also visit [www.centerami.org](http://www.centerami.org) click "youth programs" for the link)
3. A \$25.00 Non-Refundable/Non-transferable Registration fee is required at time of registration.
4. Please be sure to mark all the student's belongings with his/her name. We are not responsible for lost or stolen items.
5. If your child is taking any medication, it must be accompanied with an authorization for medication form and be in the original bottle. Medications and note should be given to the Program Supervisor upon arrival.

Parents MUST sign their children in/out of the Beyond the Classroom program in the ProCare system, using your finger print or your code given to you by staff. If an alternate individual is picking up your child they must be on the pickup list or have a written note from you, the parent in advance. Please be prepared to show photo ID at time of pickup.

## Typical week schedule

### After School

From the time children are released from school until 6pm

- Snack time
- Optional homework Help/Tutoring
- Group games
- Arts & Crafts

### All Day Camps

- 8:30am to 6pm
- Snack
- Field Trips
- Group Games
- Movies

## **Beyond the Classroom Program Rules**

1. Listen to staff and follow directions
2. Fighting or horseplay are prohibited (hitting, biting, pushing, shoving or striking another child or staff)
3. Keep your hands to yourself
4. Unacceptable language is not permitted
5. Stay with your group at all times
6. Ask permission to leave an area with supervision (example: going to the restroom)
7. Stay with your buddy at all times
8. No throwing any objects that should not be thrown
9. Shoes must be worn at all times
10. No running outside the sports area (walking feet other than designated activities)
11. Stay in the area provided by the camp.
12. Do not litter and pick up after one's self
13. Do not take anything that is not yours
14. Vandalism is not permitted
15. Bus rules are to be followed while on the bus at all times
16. No teasing, pranks or embarrassing another person - No Bullying in any form!

## **BTC Goals and Objectives**

1. To uphold the Center values
2. Help students meet, appreciate and accept others of different race, religion, cultural background and abilities
3. Encourage creative expression through imagination and adventure
4. Develop student's skills in games, sports, nature, art and relationships
5. Make new friends!
6. Have Fun!!

## **Positive Behavior Plan**

The Center believes in positive reinforcement with support and encouragement for positive behavior. Every day your child attends the Beyond the Classroom Program, they have the opportunity to "earn" Turtle Dollars. Turtle Dollars are given out by all staff members to children when observing an act of kindness, support, respect, helpfulness, or any other positive behavior we would like to reinforce.

Turtle Dollars are the responsibility of the child to keep in their belongings and save for our monthly Turtle Auction where they will earn the opportunity to purchase prizes, snacks, and privileges with their Turtle Dollars.

## **Transportation**

The Center will transport your child from Anna Maria Elementary School to The Center for the afterschool program. On trip days campers will be transported to the location of trip and back to The Center, guardians will be made aware of all trips and times we will be leaving and returning.

### **Transportation Rules and Expectations:**

1. Each child will follow the laws and regulations of riding in a vehicle such as wearing their seatbelts and sitting in their seat properly
2. Children will not be permitted to eat snacks or drink beverages while riding in the van
3. Fighting, screaming, hitting, or causing major disturbances will not be tolerated

Children who continually break the rules of the vans will not be permitted to ride in the van any longer and the parent will be responsible for providing transportation from the school to The Center or on field trips.

The following promotional material is provided by The Department of Children and Families. Your acknowledgement of receipt signature is in your registration packet. Please review carefully:

### What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



### How can I tell if my child has a cold, or the flu?

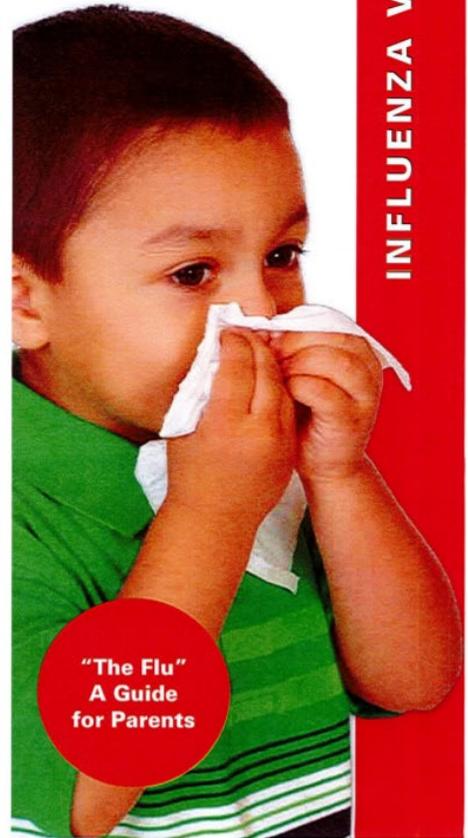
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

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

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



### What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

#### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



### How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

### What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



### When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2018



When life happens...Don't be a  
**DISTRACTED  
ADULT**



During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

---

Child's Name:

---

Date:

---

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.