



### Learning **E**nrichment through **A**cademics and **P**lay

#### Program Vision

LEAP Youth Development Program is a solid educationally based program that provides a structured learning environment, academic enrichment and engaging recreational opportunities for youth. It is designed as a platform that addresses the unique needs of elementary age children and provides a well rounded program.

- **Structured Learning** provided through consistent and structured routines, hands-on learning, youth-adult partnerships and positive relationships with peers.
- **Academic Enrichment** provided through STEM programming, extended educational opportunities, leadership, communication and teamwork focus.
- **Recreational Opportunities** provided through daily organized recreation and specialized recreational experiences.

#### Program Staff

Each LEAP Youth Development Program Site is staffed with a Site Director and various Group Leaders. All staff must meet the following requirements:

- Georgia Department of Early Care and Learning Bright from the Start licensing requirements
- Have a satisfactory criminal background check and LiveScan fingerprint check
- The Site Director must be a minimum of 21 years of age and possess a paraprofessional certificate, child development associate certificate or early childhood education degree and have six months of qualifying child care experience.
- Group Leaders must be a minimum of 18 years of age and have six months of qualifying child care experience.
- Floater and Front Desk positions must be a minimum of 16 years of age.
- All staff must hold a working knowledge of child development principals, be energetic, work well with a team, independent thinking, open-minded and eager to respond to the growing needs of students.
- CPR and First Aid, Health and Safety certified

LEAP Youth Development Program Staff members are mandated by Georgia law to report any suspected child abuse to the Department of Family and Children Services. Signs of abuse may include, but are not limited to, physical, emotional, sexual and neglect.

#### Required Forms / Documents

- Completed Enrollment Packet for the current summer:
  - Student Information Form
  - Emergency Contact / Authorized Pick-Up Form
  - Student Emergency Medical Information Form
  - General Photo Release Form
  - Code of Conduct Form
  - Parent Agreement Contract
  - Financial Contract
- Notice of Exemption



### Operation Procedures

- Summer Camp regulations require us to operate under license exemption status through Bright from the Start. A signed exemption form for each student must be in the student file.
- LEAP Youth Development Program Summer Camp will be open from **7:30am to 6:00pm**, to provide quality education instruction and care for students.
  - *The camp program operates from 9:00am-4:00pm daily with drop-off 7:30am-8:45am / pick-up 4:00pm-6:00pm. If you need to drop-off or pick-up outside of these hours please make arrangements prior.*
- All students must be picked up no later than 6:00pm. If for any reason the student will not be picked up by this time the following steps will be taken: call to parent/guardian. If no answer; call to persons listed as the Emergency Contact. If no answer; call to the Effingham Local Authorities to help locate authorized person to pick-up the student
  - A \$1 charge per minute per student will be assessed starting at 6:01pm.
  - Any student with a pattern of late pick-ups will be dismissed from the program.
- Students will need to bring lunch/snacks and a refillable water bottle daily.
- Enrollment forms and student records for each student are kept on site to ensure access as needed for daily operations as well as emergency situations. These records are confidential and kept in a locked area accessible only to the Program Director and Site Director.
- Emergency Fire and Tornado drills will be conducted periodically in accordance with State policy. This will familiarize students with procedures and exits to be used in the event of a true emergency.
- In the event of an emergency situation that renders the facility uninhabitable for more than 1-hour, parents/guardians will be contacted to pick-up early. Should an immediate threat be detected, students will be moved to an alternate location and parents/guardians will be notified.

### Medical / Injury Procedures

- Medication Procedures
  - Over-the-Counter medications will not be administered under any circumstance.
  - Prescription medication may be administered by the Site Director only under the following circumstances:
    - A medication administration form must be complete and on file before medication can be administered to the student.
    - When medication is administered the Site Director will log it on the medication administration form with date, time and initials.
    - The medication must be in the original container and contain student name, prescribing physician and clear administration directions.
- Illness Procedures
  - In the event that a child becomes ill during LEAP summer camp, the student will be removed from their group and parents will be contacted for arrangements for pick-up.
  - Students will need to be picked-up within 1-hour for the following illnesses: fever of 100.4° or higher, vomiting, diarrhea, severe headache, severe sore throat, earache, pink eye)
  - Students must be symptom free for 24 hours and have a doctor's note to return to the program.
  - Parents/Guardians must notify the Site Director if the student is diagnosed with a communicable disease so that a notice can be posted notifying other parents/guardians.



- **Injury Procedures**
  - For minor injuries the LEAP Group Leader will assess the situation and provide immediate assistance and notify the Site Director. The Site Director will complete the appropriate incident form and provide a copy to parents/guardians.
  - For major injuries the LEAP Group Leader will immediately notify the Site Director. The Site Director will contact EMS and the parents/guardians. Appropriate medical attention will be administered. A required Accident Report Form will be filed with the State and provided to parents/guardians.

### **Payment Policies and Procedures**

- ★ **REGISTRATION:** due yearly when each child is entering the program.
  - \$75 - This ***non-refundable*** fee is due upon registration for summer camp. The fee includes accident insurance while the student is in the care of LEAP Youth Development Program and is also used for program supplies, equipment and activities.
  
- ★ **TUITION:** due by Friday prior to the week of service. Accounts must be paid in full by close of business on Sundays. Your child will not be allowed to attend summer camp until the account is current.
  - \$115 - full time weekly tuition
  - \$105 - 3 days per week tuition
  - \$ 70 - 2 days per week tuition
  
- ★ **ADDITIONAL FEES:**
  - \$10 - late fee charged weekly for overdue accounts.
  - \$1 per minute, per child late pick up fee starting at 6:01pm
  
- ★ **PAYMENT POLICIES & PROCEDURES:**
  - All payments can be made securely through our childcare management system, Kangarootime. Weekly automatic account draft is available through Kangarootime. ○ Cash/Checks are not accepted.
  - There are no refunds or pro-rating of tuition for absences, partial weeks or emergency closings.
  - Weekly tuition is due even if your child is not in attendance.
  
- ★ The parent/guardian agrees to notify LEAP Youth Development Program Director one week in advance of the removal of their child from the program. Parents/Guardians will be responsible for the week's tuition if advanced notice is not given.



### **Behavior Conduct and Discipline Policy**

Students, Parents/Guardians and LEAP Staff are expected to treat each other with courtesy, dignity and respect. Students are expected to follow the rules and regulations of the program. Failure to comply could result in dismissal from the program. Below are the expectations of conduct and steps taken to prevent excessive behavior issues. If an incident occurs you will be informed and required to sign/date a Behavior Form given to you on the day the incident took place. This will allow appropriate communication between the LEAP Site Director and Parent/Guardian regarding behavior issues.

### **Expectations of Conduct**

1. Students are expected to participate in all scheduled group activities with appropriate behavior.
2. Appropriate language will be used by participants in the program at all times.
  - a. Swearing and disrespectful language will not be tolerated
  - b. Students will speak with respect to other participants in the program and LEAP Staff.
3. Students will keep hands, legs and all body parts to themselves.
  - a. Fighting will not be tolerated and will result in immediate program suspension.
  - b. No touching personal property of another student unless permission is given.
  - c. Do not take items that do not belong to you.
4. No misuse or damaging of LEAP Youth Development Program equipment, materials or facilities.
5. Students will be expected to place trash in the appropriate trash receptacle.
6. Students are not allowed to leave their assigned group without permission from their Group Leader.
7. Toys and Electronics from home are not allowed during LEAP Afterschool Care.
8. NO Drugs, Alcohol, Tobacco, Weapons, or Firearms permitted. Only prescription medication cleared with the LEAP Youth Development Program Site Director is allowed.

### **Outcomes of Inappropriate Behavior**

The following steps will be completed by the group leader BEFORE a **First Offense** warning:

- **Step one** - Staff will identify negative behavior and give directions for appropriate behavior
- **Step two** - Staff will identify negative behavior again and redirect the student to another activity or change their surroundings
- **Step three** - Staff will give final verbal warning and reinforce the correct behavior.
- **Step four** - Staff will alert the Site Director and the student will be given adequate time to reflect. LEAP Staff will then review negative behavior and discuss interventions to improve behavior.

**First Offense:** Verbal warning to student with parent's awareness

**Second Offense:** Formal write-up given to parents. This will be in the form of email.

**Third Offense:** Suspension (1-3 days based on severity of behavior)

**Fourth Offense:** Extension Suspension (3-5 days) / Expulsion

**\*\*\* NOTE \*\*\* Any act that is considered dangerous to the participant or staff is grounds for immediate suspension or expulsion. The steps for "offenses" may be skipped depending on the severity of the rule violation at the discretion of the Site Director and Program Director.**



## **PARENT AGREEMENT CONTRACT**

1. LEAP Youth Development Program Summer Camp operates under license exemption status through Bright from the Start. We will need a signed exemption form for each student in the program.
2. LEAP Youth Development Program will be open from 7:30am - 6:00pm, to provide quality care for students. ***Students must be dropped off no later than 8:45am unless prior arrangements have been made.***
3. While every attempt will be made to protect your student's personal property, LEAP Youth Development Program ***will not*** be responsible for personal items brought to the program.
4. Parents/Guardians and all Authorized Pick Up Individuals are required to have fingerprints registered in the LEAP Biometric Computer System. Any person that will pick up students ***MUST*** be ***over the age of 18***. A photo ID must be presented when registering into the biometric system. Students will not be allowed to leave the facility without being escorted by the parent/guardian, an authorized pick up individual or LEAP Staff.
5. It is the responsibility of the parent/guardian to keep student records current to reflect changes as they occur (ex; phone numbers, emergency contacts, physician information, health status etc.)
6. LEAP Youth Development Program agrees to keep parents/guardians informed of incidents, behavior concerns, illnesses, injuries, adverse reactions to medications, etc.
7. Before prescription medication will be dispensed, written authorization must be given and medication must be in the original container with the student's name and administration details. If the student's temperature reaches 100.4° or if they appear ill, the parent will be called for immediate pick up.
8. In the event of an emergency, LEAP Youth Development Program has the permission of the parent/guardian to administer first aid or obtain emergency medical treatment for the child's welfare.
9. I have reviewed and understand the rules of conduct, behavior expectations and outcomes for students in the LEAP Youth Development Program. If behavior continues to be an issue and discipline procedures are ineffective, participation in the LEAP After School program will be subject for review by the Program Director with possible suspension or expulsion.
10. I have reviewed a copy of the LEAP Youth Development Program Summer Camp Handbook and agree to abide by all policies and procedures outlined.