

LEAP Youth Development Program

Parent Handbook



'Learning Enrichment through Academics and Play'



Learning Enrichment through **Academics and Play**

Program Vision and Model

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.

State Licensed and Quality Rating

LEAP Youth Development Program is licensed and regulated by Bright from the Start: Georgia Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations and a copy of our most recent licensing review are available to review upon request or online at www.decal.ga.gov. LEAP Youth Development Program focuses on providing a well rounded program and is proud to be a **2-Star Quality Rated** program through Bright from the Start: Georgia Department of Early Care and Learning.

Non Discrimination Statement

It is the policy of LEAP Youth Development Program not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff and children and families we serve.

Special Needs

LEAP Youth Development Program will work with parents/guardians and any other professionals to meet the particular needs of students with special needs. Students must be able to function independently in their group setting. In order to best meet the needs of students parents must contact the Program Director to inform us of any accommodations your child may require.

Parent Involvement

Parents are always welcome to visit LEAP during the afternoons. However, it is required that you check-in with the LEAP Site Director upon arrival. We invite parents to participate in the program.

LEAP Youth Development will provide monthly newsletters to parents and families. Daily communication regarding student activities and happenings will be posted on Kangarootime. Parents have the ability to communicate with the Program Director and Site Director through the messaging portion of the Kangarootime app and/or through email provided. We encourage active communication daily during pick up. If further communication is needed parents/guardians can request a conference appointment with the Program Director and/or Site Director. Evaluations of the program will be done annually and parents are encouraged to communicate regularly with staff. Parent input is a valuable part of our continuing effort to make the program a quality educational experience for your family.

Family Night and Parent Enrichment Events will be held throughout the school year. These may be during the afternoon hours or during the evening. These events give the parents a chance to get to know LEAP Staff and see and experience the variety of activities your children are engaging in during our program. Families are encouraged to participate in these events.



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 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
- Maintain 10 hours of childcare continuing education per year

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.

Operation Procedures

- LEAP Youth Development Program will be open from **afterschool to 6:30pm, Monday through Friday during the months of August through May while school is in session.**
- LEAP provides care for students ages 4-12 and will be supervised by a LEAP Staff member at all times. 1:18 staff/student Ratio for PreK and Kindergarten and 1:25 staff/student ratio for 1st - 5th grades.
- **Students may not be picked up from LEAP before 3:15pm (Marlow, Rincon, Sandhill) or 3:45pm (Guyton).** If a student needs to be picked up before this time arrangements must be made with the school to be a car rider.
- All students must be picked up no later than 6:30pm. If for any reason the student will not be picked up by this time the following steps will be taken: call the 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 6:31pm.
 - Any student with a pattern of late pick-ups will be dismissed from the program.
- LEAP Youth Development Program will follow the Effingham County Schools calendar; after school care is not offered on days school is not in session for students. If school is cancelled due to inclement weather while students are in school, LEAP will also be closed.
- Attendance will be taken and recorded through our childcare management system, Kangarootime. If your child will not be in attendance we ask that you report them 'absent' through the app.
- Students will not be allowed to leave the facility without being escorted by the parent/guardian, an authorized pick up individual or LEAP Staff.
- 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 monthly 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.



Enrollment and Required Forms / Documents

- Registration applications are accepted on a first come, first serve basis.
- Once all spaces are filled based on state regulated capacity, students will be placed on a waiting list and contacted as space becomes available.
- A Completed Enrollment Packet for the current year is required at the start of each school year:
 - 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
 - Income Eligibility Statement
- It is the responsibility for the parent/guardian to report any changes to emergency contact information, telephone numbers, addresses, etc to the Site Director as soon as possible.
- Registration forms, signed consents and correspondence between LEAP Youth Development Program and the family are to be kept confidential. Information is only to be shared with qualifying state agencies.

Registration and Payment Information

- **REGISTRATION:** due yearly when each child is entering the program.
 - \$75 - This **non-refundable** fee is due upon registration for each school year. 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
 - \$45 - full time weekly registration
 - \$ 7 - reduced lunch credit
 - \$20 - free lunch credit to account
 - An Authorized Lunch Letter must be provided for weekly tuition credit. Each student will be charged at the full tuition rate until the supporting letter is provided. Account will not be adjusted for weeks prior to the letter being provided.
- **ADDITIONAL FEES:**
 - \$10 - late fee charged weekly for overdue accounts. Accounts that are more than 2 weeks behind will result in suspension from the program.
 - \$1 per minute, per child late pick up fee starting at 6:31pm
 - There will be a \$15 charge for failed / returned payments
- **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.
 - Tuition fees will not be charged if school is not in session for the entire week. Tuition **will apply to all other weeks** during the school year included in the Effingham County School calendar, regardless of inclement weather days, absences, holidays, etc. during the week.
 - There are no refunds or pro-rating 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 via email. Parents/Guardians will be responsible for the week's tuition if advanced notice is not given.



Medical / Injury Procedures

- LEAP Youth Development Program Staff members will be certified in first aid and CPR.

- 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 after school hours, the student will be removed from their group and parents will be contacted by phone 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 LEAP.
 - 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.

- Emergency Medical Care
 - In the event of an emergency and if deemed necessary the child will be transported by ambulance to the nearest hospital. Parents will be contacted and a required accident report will be completed and sent to the state reporting agency.

Emergency Plans

The following procedures will be followed in the circumstances listed below:

- **Fire:** Get the children out of the building, meet at the designated safe place as far away from the school as possible, and conduct a head count to ensure all children are safely out. Call the fire department, call the parents, and call Bright from the Start - Child Care Services within 24 hours.
 - Fire Emergency Drills shall be conducted monthly to familiarize students with procedures and exits to be used in the event of a real emergency.
- **Severe Weather:** Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.
 - Tornado and Severe Weather Emergency Drills shall be conducted monthly to familiarize students with procedures and exits to be used in the event of a real emergency.
- **Emergency Closing:** LEAP Youth Development Program will close during severe weather emergencies which coincide with the forced closing of Effingham County School System. Listen to local broadcasting media announcements of emergency closings. If schools are closed, LEAP will be closed as well.
- **Emergency Relocation:** Should an emergency situation arise that renders the facility uninhabitable for more than 1 hour, parents will be contacted to pick up their child early. Should an immediate threat be detected, the students will be moved to an alternate location on the school property and the parents will be notified of the new location.
- **Loss of Electrical Power:** Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.
- **Loss of Water:** Have bottled water available for drinking purposes. Contact the school. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.
- **Bomb Threat:** Remain calm. Call 911 immediately. Move students to a safe area. Contact parents when it is safe to do so.
- **Chemical or Radiation Exposure:** Remain calm. Move students to an area that is not compromised. Contact the school to report this issue. Contact parents for pickup.
- **Dangerous Person:** Remain calm. Move students to a safe area. Contact 911 immediately.
- **Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright from the Start - Child Care Services within 24 hours.
- **Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Look in the house, yard, and surrounding area.



- **Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Bright from the Start - Child Care Services within 24 hours.

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 is licensed by the Georgia Department of Early Care and Learning Bright from the Start.
2. LEAP Youth Development Program will be open Monday through Friday, afterschool to 6:30pm during the months of August through May when school is in session to provide quality after school care for students.
3. **Students may not be picked up from LEAP before 3:15pm (Marlow, Rincon, Sandhill) or 3:45pm (Guyton).** If a student needs to be picked up before this time arrangements must be made with the school to be a car rider. Students will be provided an afternoon snack daily.
4. LEAP Youth Development Program will follow the Effingham County Schools calendar; after school care is not offered on days school is not in session. If school is cancelled due to inclement weather while students are in school, LEAP will also be closed.
5. 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.
6. Parents/Guardians and all Authorized Pick Up Individuals are required to have the Kangarootime app for student checkout. Any person that will checkout students **MUST** be **over the age of 18**. A photo ID must be presented when checking out for initial pickup. Students will not be allowed to leave the facility without being escorted by the parent/guardian, an authorized pick up individual or LEAP Staff.
7. 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.)
8. LEAP Youth Development Program agrees to keep parents/guardians informed of incidents, behavior concerns, illnesses, injuries, adverse reactions to medications, etc.
9. 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.
10. 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. It will be the policy of LEAP Youth Development Program to have a student transported by ambulance to the nearest hospital if deemed necessary.
11. 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.
12. I have reviewed a copy of the LEAP Youth Development Program Handbook and agree to abide by all policies and procedures outlined.