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**A solid educationally based after school program that provides**

**a structured learning environment, academic enrichment, and**

**engaging recreational opportunities for youth.**

* Structured Learning:
  + Consistent and structured routines
  + Hands on learning
  + Youth – Adult partnership
  + Positive relationships with peers
* Academic Enrichment:
  + STEM Programming
  + Extended educational opportunities
  + Infuse leadership, communication and teamwork
  + Partnership with 4H and interact clubs
* Recreational Opportunities:
  + Daily organized recreation
  + Specialized recreational experiences

Staff:

* Site Director
  + Will possess a bachelor’s degree in childcare related field
  + Will have a minimum of one year in childcare setting
* Group Leader
  + Must be at least 18 years old
  + Will have a minimum of 6 months of qualifying childcare experience
* Assistant/Floater
  + Will assist group leader
  + May consist of local High School 4H/Interact club mentor
  + Must have interest in working with children
  + Must conceive a working knowledge of child development principles
* All Staff
  + Will have satisfactory state mandated criminal background check
  + Required to be trained in CPR and First Aid, Health and Safety practices and principles
  + Maintain 10 hours of childcare continuing education per year

Required Forms/Documents:

* + Completed Enrollment Packet
  + Lunch letter if applying for reduced or free tuition discount

Hours of operation:

* + LEAP Youth Development Program will start at the dismissal of the school day and will end at 6:30pm.
  + All children must be picked up by 6:30pm ($1 per minute late fee)
  + LEAP Youth Development Program will follow the current school academic calendar.
  + Vacation weeks, NOT DAYS, listed on the school calendar are the only attendance exclusion.
  + On Days when Effingham County BOE has early dismissals or half days, Doodlebugs After School Program will open early and apply an additional charge of $5 per student for the additional hours.

After School Tuition/ Fees:

|  |  |  |
| --- | --- | --- |
| **Program** | **Price** |  |
| Registration | $40 per child | due at time of online registration |
| Tuition | $45 per week per child |  |
| Reduced Tuition\* | $38 per week per child | *\*Families who qualify for Reduced Tuition are those whose children receive reduced lunch at school.* |
| Free Tuition \*\* | $25 per week per child | *\*\*Families who qualify for Free Tuition are those whose children qualify and receive free lunch at school.* |
| Summer Camp Tuition | $40 registration fee  $120 per week per child |  |

* Tuition is due on Friday prior to week of service
* $10 late fee will be assessed on all past due accounts
* $5 per day additional charge on early dismissal/half days
* Weekly tuition is due even if your child is not in attendance
* There will be $1 per minute fee charged on all late pick ups
* There will be additional charge for students participating in Extended Educational Programs
* All accounts more than 2 weeks behind will result in suspension in the program

Payment Policy:

* Cash or check in not accepted
* Automatic weekly checking account withdrawal or credit card charge
  + If this option is selected, funds will be withdrawn from checking accounts every Monday.
* Point of Sale credit/debit card transaction on All-in one biometric touch computer located on site or through myprocare.com.
* Weekly tuition payments are due by the end of the day on each Friday prior to the week of service.
* There are no refunds or pro-rating for tuition, absences, partial weeks or emergency closings.
* Each Students tuition is considered full tuition rate until supporting lunch letter specifying reduction is received.
* $10.00 per week late fee will be assessed on all overdue accounts
* Accounts that are more than 2 weeks behind will result in suspension in the program and your spot will be filled by another student on the waiting list.
* Any student not picked up by 6:30pm will be assessed a $1 per minute late pick up fee.

Late Payment/Pick up:

* Any student not picked up by 6:30pm, accounts will be assessed $1 per minute until the student is checked out
* All accounts not paid by the end of the day on Friday will be assessed a $10 late fee
* If your child will not be picked up by 6:30, the site director must be notified. If notification has not been made, the site director will begin making phone calls.
  + First call – parents or guardians. If no answer;
  + Second call – persons listed on the emergency contact list from the student’s registration form. If no answer;
  + Third call – Effingham local authorities will be contacted to help locate authorized person to pick up the student.
* Any student with a pattern of late pickups will be dismissed from the program.

Meals:

* The Nutrition Department at Effingham County BOE will supply the students in LEAP Youth Development Program with daily USDA choice nutritional after school snack for each student.
* The price for the snack is included in the weekly tuition fee.
* Afternoon snack serving times will be based on school dismissal time.

Behavior/Conduct/Discipline (Parents and Students)

* Students and Parents are expected to treat staff with courtesy, dignity and respect. Failure to comply will result in dismissal from the program.
* Student are expected to follow the rules and regulations of the program. Failure to comply will result in dismissal from the program.
  + No swearing or inappropriate behavior
  + No fighting
  + No misuse or damaging Doodlebugs CLC equipment or facility
  + No trashing of facilities. Trash must be placed in receptacles
  + No stealing. No touching personal property of another student
  + No leaving group unless given permission by group leader
  + No drugs, alcohol, weapons, tobacco or firearms permitted
  + Prescription medication must be cleared with site director and current Medication Administration Form must be on file
  + No disrespect of staff, volunteers or other students
  + No toys allowed from home
  + No personal electronic devices, cell phones or accessories allowed

Discipline Policy/Procedure

* Step one
  + Staff will identify negative behavior of the student and give directions for how they should be behaving
* 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 to the student and reinforce the correct behavior.
* Step four
  + Staff will alert Site Director and student will be given adequate time to reflect. When the time is up; staff member will go over negative behavior with the student and work on interventions to improve behavior
* Outcomes
  + First Offense
    - Verbal warning to student with parent’s awareness
  + Second Offense
    - First write up given to parent.
    - This will be in the form of a formal email
  + Third Offense
    - Suspension/Expulsion
  + Fourth Offense
    - Expulsion

\*\*\*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.

Parent/Student Confidentiality

* Registration forms, signed consents, and correspondence between the facility and the family are to be kept confidential.
* Information is to only be shared with qualifying state agencies
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
* Individuals listed as parent/guardian of the student may make changes to the child’s record at any time

Injury Procedures:

* + LEAP YDP School staff members will be certified in first aid and CPR.
  + Minor accident
    - The group leader will assess the situation and provide immediate assistance
    - The site director will be notified
    - Parent will be given accident report
  + Emergency
    - Site director will notify EMS
    - Parents will be notified
    - Appropriate medical attention will be administered
    - Required Accident report will be sent to the State

Care of Sick Child

* + In the event that a child becomes sick during after school hours, the student will be removed from the group.
  + Parents will be contacted for arrangements for pick up
  + If the student has a fever of 101 degrees or higher and one other symptom (vomiting, diarrhea, headache, earache, etc.) The parent will be notified, and the child must be picked up within one hour. The student will not be allowed to return to the program until 24 hours of being symptom free. A doctor’s excuse is required when returning.
  + Parents must notify site director if the sick student has a communicable disease, so a sign can be posted notifying parents of the other students. The sign will be posted for 48 hours.

Medication:

* + Over the Counter medication will not be administered under any circumstance
  + The site director may administer prescription medication under the following circumstances:
    - The drugs must be in original container with the pharmacist label bearing
      * Students name
      * The name of the prescribing physician
      * Clear administration directions
    - Medication administration forms must be filled out completely before any medication will be administered
    - Any long-term medication must have a letter from the student’s medical physician
    - When a medication is administered, the staff member administering the medication will complete the medication administration form.

Fire/Tornado Drills

* + 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 YDP 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, After School Program 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.

Parent/Student Signature

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. Signing below is evidence that parents and students have or will read and understand the contents of this handbook.

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_