

Wickham Elementary Before & After School Program



Parent Manual 2023 - 2024

Coralville Parks & Recreation Department



I. Administration

A. Location, Purpose and Philosophy

The Wickham Before & After School Program will provide before and after school care for students in Kindergarten – 6th grade and will utilize the gymnasium, multi-purpose room/cafeteria, and the outdoor play areas at Kate Wickham Elementary School.

Coralville Parks & Recreation Before & After School programs are an opportunity for children to participate in recreational and social activities in a safe and supervised environment. Youth are encouraged to participate in activities that teach lifelong leisure skills and help each child to feel confident in his/her out of school time choices. Children will have the opportunity to try many recreation activities as well as help in the planning of the activities they and their peers will participate in. The programs also work with the local schools to reinforce concepts of the student's academic day in the learning of activities of daily living. Through this process, children will build self-esteem and life planning skills, which will benefit their growth.

B. Organization and Governing Body

Before & After School Program Chain

Parents and Children
Youth Counselors
Site Managers
Recreation Program Supervisor – Travis Mai
Recreation Superintendent – Amy Erickson
Director of Parks and Recreation – Sherri Proud

The Recreation Program Supervisor will be in charge of the program and will employ two Site Managers and 10 – 12 youth counselors to help facilitate the activities and supervise the children. State law requires a staff ratio of 1:15, but our goal is to maintain a ratio of 1:10. Children are expected to function within a small group and large group format. Due to budgetary constraints, Wickham BASP is not able to offer one adult to one child direct assistance.

Volunteers will be under the direct supervision of program staff and will not be allowed to be left alone with program participants. If an adult, parent, or guardian would like to volunteer at program, this includes accompanying program on field trips, a volunteer application and background check form must be completed. Please contact the program supervisor/coordinator for information on this process. Volunteer applications and background check forms may take up to two weeks to process. The Coralville Parks and Recreation Director or Recreation Superintendent will consult with the Human Resources and Risk Manager and the Coralville Police Department to determine if a previous violation will result in the denial of eligibility to volunteer with our youth programs.

The Before & After School Program will receive guidance from the Coralville Parks and Recreation Commission, a volunteer board of citizens. The Commission reviews and recommends to the Coralville City Council policies, rules and budgets relating to the parks, playgrounds, and recreation programs of the department. They meet on the third Monday of each month.

Occasionally a BASP Parent Committee is formed to address special projects or to give the program feedback. Meetings are by open invitation and will meet during the school year. Meeting notices and agendas will be posted at the Sign In/ Sign Out cart and placed in newsletters and/or e-mails to the BASP families.

C. Enrollment and Re-Enrollment

Program re-registration will take place in February for the following school year. Current participants will have a designated period to re-register for the program, as well as register any incoming siblings.

Wickham BASP will begin taking waiting list applications on the Kindergarten Registration date for ICCSD for the subsequent school year. Wickham BASP will accept applications from new families interested in a position at program for 30 days. A lottery list will be generated from the pool of applicants. Positions available at the program will be offered to the family based on the lottery draw order.

Once the program is full, a waiting list will be started. Families may be added to the waiting list on a first come, first serve basis following the initial lottery draw. The waiting list will be wiped clean at the end of February of each school year. Families interested in the program may resubmit an application for the following school year. If a family declines a position when offered, the family will be removed from the waiting list.

For a detailed timeline of the ICCSD-BASP Waiting List Policy, go to coralville.org, under the "Programs" tab you will find Before & After School Program information.

D. Funding, Fees, and Tax I.D.

A \$35 non-refundable enrollment fee will be collected for each child at the time of registration to reserve a position. This fee will not be applicable towards tuition and is used each year to purchase games, supplies and equipment.

2022 – 2023 Fees Per Month (September – May):

Before School Program	\$ 150
After School Program	\$ 245
Before & After School Program	\$ 280

Tuition may be paid each month at the Coralville Recreation Center (cash or check) and can be submitted to the Recreation Program Supervisor or Site Manager at Wickham. Checks are to be made out to the **City of Coralville**. It is preferred that monthly tuition is paid by Electronic Payment. Receipts will be e-mailed to you for all tuition payments. We do not accept credit / debt cards for

monthly tuition payments.

We reserve the right to alter the terms of this agreement as needed. We will give ample notice when making changes necessary changes.

Fees will be pro-rated for June and August only, regardless of the number of days the program is held or the number of times your child attends in a month.

Fees are due on the first of the month. If tuition is not paid by the 7th of the month, a late fee of \$10 per child will be charged. If tuition is not paid by the 15th of the month, your child(ren) will be suspended from the program until fees are paid in full. Your child's position could be forfeited to another interested participant. If a child withdraws or is discharged from the program, fees are due for the remainder of that month. See section II-F for more information on withdrawing from BASP.

Wickham BASP, SPARK Day Camp & Trail Trekkers do not provide end-of year totals for tax purposes. Please keep your receipts for tax purposes.

Federal Tax I.D.

The Federal Tax I.D. number for the City of Coralville is **#42-600-4814**. This number can be used to claim childcare costs on income taxes.

Early/Late Fees

An early fee of \$1 per every 1 minute early will be assessed before 7:00 a.m. A late fee of \$1 per every 1 minute late will be assessed after 5:45 p.m. Early and late fees are due within one week of the late pick-up or early drop-off.

Please call if you know you are going to be late. A child who is left at the After-School Program past 6:15 p.m. will be considered an abandoned child and the staff reserves the right to call the police department. At the discretion of the Recreation Program Supervisor, childcare services may be withdrawn if more than 3 overtime charges occur in less than a three-month period.

If your child is enrolled in only the after-school program, you may bring your child up to five times a month to the before school program for a fee of \$5 per child. Arrangements must be made with the Recreation Program Supervisor prior to the day of drop off.

Tuition Scholarships

We have a limited number of scholarship positions available based upon eligibility for ICCSD Free/Reduced Lunch or the Childcare Assistance program.

For more information on scholarships, go to the City of Coralville website at www.coralville.org, Parks & Recreation page under the Before and After School Program tab or contact the Recreation Program Supervisor.

E. Program Hours

The BASP hours of operation will be:

Before School Program: Monday - Friday	7:00-7:50 a.m.
After School Program: Mon/Tue/Wed/Fri	2:55-5:45 p.m.
After School Program: Thursday	1:55-5:45 p.m.
All Day No School Day Hours	7:30 a.m. – 5:30 p.m.

Program will be held each day the ICCDS holds school, unless a cancelation or delay/early release due to weather or other emergency purpose is deemed necessary. (See V. Emergency Procedures)

To reach the program during Before and & School Program hours, please call **319-430-5554**.

No School Days

For scheduled No-School-Days, participants of Wickham BASP will have the opportunity to sign up for an all-day program. The No School Day program may be held at other Coralville Parks and Recreation facilities. Registration forms will be available in early September for the October – January dates and mid-January for the February – May dates. Program hours at the Coralville Partnership Programs No School Days are: 7:30 a.m. – 5:30 p.m.

Fees for No School Days:

No School Day Fee \$45*

**If registered at least one week in advance of the no school date.*

No School Day Fee \$55**

***If registered less than one week prior to the No School Day.*

*****Out of town / larger field trip cost on no school days may be subject to different fees than the normal no school day fees. This will be noted on the registration form.**

The days we will have all day program for the **2023 - 2024** school year are:

Monday, September 25
Monday, October 16
Tuesday, November 7
Friday, November 17
Thursday, January 4
Friday, January 5
Monday, February 12
Monday, March 4
Monday, March 11
Tuesday, March 12
Wednesday, March 13
Wednesday, April 10

No School Day fees must be paid at the time of Registration. **Cancellations made less than 7 days in advance will not receive a full refund due to advanced planning required for these dates.**

F. Insurance

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these tasks. The City of Coralville does not provide medical insurance to participants. ICCSD students may sign up for accident insurance in the fall of each year. Families who wish to enroll should contact their school office.

G. Visitors and Access

The front doors of Wickham Elementary will remain locked during program hours. The program supervisor or staff member will be at the front doors to greet parents and students and assist with drop off and pick up. We ask parents upon arrival for student pick up to text or call the program cell phone at **319-430-5554**. We will have a staff member at the front door by 3:30 p.m. each afternoon. If you are planning to pick up prior to 3:30 p.m., please contact the program in advance to assist you with the early pick-up. We will assist your child with gathering their things and they will meet you on the front sidewalk of the school.

Parents/guardians are welcome to observe the Wickham BASP. We will provide you with a visitor's badge and sign you in, similar to the parent/guardian visiting procedures at Wickham Elementary. Please contact the program supervisor or site manager if you would like to visit program. Parents/guardians shall be afforded unlimited access to their children and to the provider caring for their children during the program's hours of operation unless parental contact is prohibited by court order. A copy of this court order needs to be provided to the program and all staff will be informed of the court order. The police will be called if a parent comes to program who is ordered to stay away from a child.

For liability, supervision, and other reasons, it is not possible for children who are not enrolled in the program to visit or take part in the program activities.

H. Photo/Video Release

Participants in programs of the Coralville Parks and Recreation Department permit the taking of photos and videotapes of themselves and their children during City sponsored activities for publication and use as the Department deems necessary.

I. Summer Program

The participants of Wickham BASP have the opportunity to enroll in SPARK (Summer Park And Rec Kids) Summer Day Camp, a recreational day camp held for 9-10 weeks. Wickham BASP participants will receive priority enrollment in advance of the general public. Information will be distributed in late February or early March.

II. Enrollment Process & Policies

A. ePACT Student Enrollment Information and Payment Form

1. When a child is registered with Wickham Before and After School Program, the parent or guardian will receive an invitation from ePACT to complete your child's enrollment information online including: health information, parent and emergency contact information, additional persons with permission to pick up your child, waivers, permission to participate, and agreement to fees and policies of the program.

2. The registration form, \$35 registration fee (per child) and the Electronic Payment Form are due at the time of registration.

B. Health and Medication

When children enter the program, staff will have direct contact with each child upon arrival to insure the child's health and safety are adequate. Staff members will express any concerns of a particular child's health status with Recreation Program Supervisor or Site Manager.

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- contagious disease or illness
- fever of 100.4 degrees or more
- vomiting or diarrhea
- accident requiring medical attention

In case of a medical or dental emergency, accident, or illness, parent/guardian of the child will be called immediately. In a serious case, the child will be taken by ambulance to the hospital indicated in ePACT with parents being notified as quickly as possible.

If a child requires medication during program hours, only a 30-day supply will be kept on hand. The medication consent must be updated in ePACT. Medication must be in its original bottle or a duplicate bottle with name of prescription, child's name, dosage instructions, and physician's name. All medication should be in doses or child should be able to pour/administer dose. Staff are not allowed to give dosage, i.e. pour medication into a spoon. Any medication administered during the program requires a parent's permission on file, including over the counter medications.

C. Bathroom Expectations

Students in attendance of Wickham BASP are expected to use the bathroom independently, with limited prompts from the program staff. If your child is susceptible to occasional bathroom accidents, we ask that you please keep a spare change of clothes in your child's school bag.

D. Pick up/Drop off

Persons picking up your child from Wickham BASP must be listed in your child's ePACT file. Upon arrival we ask parents, guardians or the approved person for student pick up, to text or call the program cell phone at **319-430-5554**.

We will have a staff member at the front door by 3:30 pm each afternoon. We will assist your child with their things and they will meet you on the front sidewalk of the school. If you are planning to pick up prior to 3:30 pm, please contact the program in advance to assist you with the early pick-up.

Parents/appointed adults dropping off their student to the Wickham Before School Program, will be greeted by a staff member at the front door and will be checked in from 7:00 – 7:40 a.m.

E. Absences

Please call 319-430-5554 by 1:30 p.m. (12:30 p.m. on Thursday) if your child is absent from school and/or will not be attending the After-School Program.

This will enable our staff to know who to expect at program each day. Please make every effort to contact the program to notify us of an absence. This allows the program staff to give their full attention to the children in attendance, rather than looking for a child who didn't report due to uninformed absences.

F. Withdraw from Program

Withdrawal from the program requires a written statement 30 days in advance of the last day. Parent/Guardian is responsible for the payment of tuition for the remaining 30 days of program. **Withdrawal from the program is not allowed after February 15 of the current school year. Parent/Family is responsible for the remaining tuition until the end of the current school year.**

G. Toys and Games

Thursday will be the designated day of the week that a child can bring a toy from home and play with at BASP. (See monthly calendars for additional dates.) Toys from home may include electronic hand-held games, i-pads, board games, stuffed animals action figures, etc... Please be sure that your child's toys are clearly marked with his/her name and consider sending only one toy at a time. Wickham B.A.S.P. and the Coralville Parks and Recreation Department are not responsible for lost or stolen items.

**If your child's electronic device has Wi-Fi capability, please discuss with your child expectations for use of the device.* All electronics that can be connected to Wi-Fi and all games brought to program need to be rated E for everyone and appropriate for program. If the staff determines that a child is playing an inappropriate game or watching something that is not deemed appropriate for program, the electronic will be taken away and returned to the child's parents at pick up at the end of the day. *Free Play Day is a privilege, Wickham BASP reserves the right to restrict the privilege if deemed necessary.*

H. Cell Phones

Children will only be able to use their cell phones at the discretion of the Recreation

Program Supervisor or Site Manager. They will need to remain in bags and out of sight while at program.

I. Sunscreen

Sunscreen should be provided by the parent and staff will assist children to apply at the after-school program. (Parents should inform the Program Supervisor or Site Manager if sunscreen needs to be applied at BASP.)

III. Staffing and Activities

A. Staff Members

Staff members must be high school graduates or equivalent and it is preferred that they have 2 years' experience in childcare, elementary education, or other related areas. They are required to maintain certification in First Aid and CPR, Child Abuse Mandatory Reporting, and attend other department trainings as required. Prior to hiring a new staff member, the Program Supervisor will complete a check on all potential employees through the Iowa Criminal Courts & Iowa Registered Sex Offender lists, as well as complete a background check with the Iowa Department of Criminal Investigation.

Upon hire, a staff member will receive an orientation prior to starting work. Check off sheets will be completed for the appropriate area, verifying that he/she has received training on the various equipment and/or chemicals that they may have to use, mandatory reporting requirements, emergency procedures, discipline policy, and other policies governing the programs. They will also be "buddied" up with a youth counselor or site manager for a training period to be determined by the supervisor. During this time, they will also receive an orientation for Blood Borne Pathogens and Exposure Control equipment and schedule Universal Precautions training with the Recreation Program Supervisor.

Counselors will also attain 6 hours of professional growth training each year in the areas of Child Development, Guidance & Discipline, and many others.

Staff members for the Before & After School Program will wear a staff shirt with the Coralville logo, on all days but Fridays and will wear a nametag on their shirt or jacket every day. If a substitute counselor is present, children should look for these signs of identification.

Staff are **not** allowed to transport children in their personal vehicles for emergencies or otherwise during work hours. If a staff member will be providing private childcare for a family and will be transporting children, a permission note must be placed on file.

B. Extracurricular Activities

For activities such as soccer, music lessons, Girl Scouts, etc. a written schedule of the activities, times, supervising adult and phone number, and method of transportation must be given to the Recreation Program Supervisor or Site Manager by the parent. Written permission must also be provided if a child is leaving the Before & After School Program for outings, birthday parties, etc with someone other than a person on the pick-up list.

C. Field Trips

Field trips may be taken periodically. Parents will be notified in writing at least one week prior to the trip. Field trip transportation may be by foot, by department van, Coralville Transit, or motor coach/school bus.

In the department van, no child under 12 years of age will be allowed to ride in the front seat of the van. Children in Kindergarten and 1st grade will ride in a booster seat unless the child weighs over 80 lbs or is taller than 4' 7". All persons driving a department vehicle carrying children will have on file a valid Class D Chauffeur's License or a CDL to drive a bus.

Emergency medical consent forms are carried on all field trips and an extra staff member(s) will assist us on trips.

If a parent chooses not to have his/her child participate in a field trip, he/she will be responsible for making alternate child care arrangements.

D. General Activity Schedule

The program will utilize the multi-purpose room, gymnasium, and playgrounds at Wickham Elementary School. Kids will have the choice of participating in the activity choices of the day or an area will be designated to draw, color, read, and/or do homework. A monthly activity schedule will be posted at the program and will be available to pick up, as well as sent by e-mail.

General Schedule

2:55 – 3:00	Arrival of children/ Check In
3:00 – 3:15	Announcements & Free Time
3:15 – 4:00	Snack/Indoor or Outdoor Free Time
4:00 – 5:00	*Activity Choices: Craft, Recreational Game or Quiet Activity
<i>"Mind Time" will be implemented two times per week for the purpose of completing homework, reading, or additional practice in math, writing, or other academic areas.</i>	
5:00 – 5:45	Free Time

Movies which are rated G or PG are occasionally shown at program as an activity option. Movies will be provided as an activity two to three times per month.

Before school program activities will consist of quiet activities & board games. *There will be no gym time available in the morning program.*

E. Snacks

The after-school program will provide snack at the start of the after-school program each day. We will have two food groups represented during snack time.

Parents may provide additional items for snack for their child/ren, if necessary. These snacks must be eaten during the designated snack time and in the designated snack area.

Breakfast will no longer be served in the morning program, children in the before school program are recommend to use the ICCSD breakfast services or bring their own breakfast snack.

For no school days, children must provide their own nutritious sack lunch.

After School Program Snack Menu Example:

Monday	PM	Wholegrain Goldfish crackers, carrots
Tuesday	PM	Fresh fruit & yogurt parfait w/ granola
Wednesday	PM	Cereal bar, apple
Thursday	PM	Mini Muffins, cheese stick
Friday	PM	Trail Mix, (cereal, pretzels, animal crackers, raisins)

Alternate served daily: whole-wheat crackers, fruit, cheese

IV. Positive Guidance and Behavior Reports

A. Positive Guidance

Program staff will encourage youth to interact positively with peers and make good choices while at program. Staff Members will teach and model expectations for behavior. Whenever possible, staff will assist children in working out their differences to determine both a cause and solution to conflict. Staff will remind children of the following steps when dealing with conflict:

- 1. Ask the person to stop.**
- 2. Ignore the person.**
- 3. Walk Away.**
- 4. Tell an Adult.**

B. Behavioral Reports and Dismissal

The following system will be used for disciplining a child.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of them. *If a behavior is deemed serious enough, it can warrant a Behavior Report or Discipline Report without warning.*

2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about their actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10 - 20 minutes (depending on the age of the child). The child will not be allowed to return to a particular activity for the remainder of program time, such as a gym game. Parents will be informed of the behavior upon pickup and a Behavior Report will be completed by the staff.
4. A Discipline Report will be completed whenever a child becomes physical with another child or staff member, destruction of property occurs, constant one-on-one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operations of the program by: requiring one-on-one attention, inflicting physical or emotional harm on other children or abusing staff, or destroying equipment or facilities.*
5. If 2 Discipline Reports are completed during a school year, a meeting will be scheduled with the Recreation Program Supervisor, Site Manager, parents, and child to discuss the behavior and strategies to assist in alleviating the behavior. A behavior contract may be written at this time.
6. If the child receives a 3rd Discipline Report, he/she will be suspended from the program for a 3-program day period (a.m. and p.m.) During this time, the parent, child, Recreation Program Supervisor and Site Manager, will meet and discuss the parameters for returning to the program.
7. If a 4th offense occurs after this meeting; the result will be dismissal from the program. If removed from program the child will not be allowed to re-enroll in any other City of Coralville BASP programs / day camps for the duration of one year from the date of dismissal.
8. Discipline reports will accrue for one school year.

Wickham BASP can terminate your child from program at any time if the Recreation Program Supervisor, Recreation Superintendent, and/or Director of Parks and Recreation believe it is in the best interest of the program.

Runaway Child

If a child tries to run away from program, the child will be followed at a distance by a counselor. They will try to get the child to stop and coax them back to the program. The staff member following the child should always keep the child in sight but only restrain if absolutely necessary. If the child leaves school property without permission, the police department will be notified if deemed necessary for the safety of the child.

V. Emergency Procedures

A. Inclement Weather

In the event of school cancellation for inclement weather or other reasons, **program will not be held**. Wickham BASP also respects the same reasons that the ICCSD felt it was not safe to have children in school.

- If school is canceled for the day Wickham BASP **will not** be held.
- If school should start late the before program **will not** be held.
- If school should dismiss early the after-school program **will not** be held.
- **Same Day Activities Cancellations** - Cancelling after-school activities due to weather conditions that are expected to worsen throughout the school day. **School is in session as normal.** Decisions to cancel activities will be made by 1:00 p.m. the day of the cancellation. No after school program will be held.

It is difficult to staff the program on last minute notice for hours they were not scheduled for.

If program is already in progress or on a no school day and inclement weather or other conditions arise, the Recreation Supervisor will consult with the Recreation Superintendent. After a review of the local weather forecasts and advisories, and it is felt that program should be closed, parents will be contacted to pick up their child(ren). The staff shall remain on site until all children are picked up. Staff will not transport children.

B. Universal Precautions

All staff members receive training in universal precautions and are required to treat all blood, vomit, feces, as infectious. Staff will wear gloves while providing first aid and during clean up. Waste products considered infectious will be disposed of in compliance with our Blood Borne Pathogens plan.

C. Power Outage

In the event of a power-outage at program, the Program Supervisor or Program Site Manager will check the premises for downed power lines. Students will be moved to a safe location. Parents will be notified of the next steps. If the power outage lasts over an hour, parents will be notified to pick up their child as soon as possible

D. Emergency Procedures have been established for Wickham BASP and are readily available in the event of the following emergencies:

- **Fire**
- **Tornado/ Severe Weather/ Lightning**
- **Intoxicated Parent/ Guardian**
- **Power Outage**
- **Toxic or Hazardous Materials**
- **Earth Quake/ Structural Damage**

- **Missing Child**
- **Dangerous Adult**
- **Bomb Threat**

1. These procedures are reviewed and updated annually by the Recreation Program Supervisor and Recreation Superintendent.
2. Wickham BASP participants and staff will practice and record fire and severe weather drills on a monthly basis. The procedures and drills determine specific routes and gathering places in the event of a real emergency.
3. Staff will review emergency policies upon hire and a minimum of two times per year thereafter.
4. Parents/ Guardians may review procedures at the Program Site upon request.

Welcome to Wickham BASP
We look forward to serving your
family and providing Unique and
valuable activities during your
child's out of school time!

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