



Van Allen BASP

2024-2025

Parent Manual



## ***I. Administration***

### **A. Location, Purpose and Philosophy**

The Van Allen Before & After School Program will provide before and after school care for students in kindergarten – 5<sup>th</sup> grade and will utilize the gym, multi-purpose room/cafeateria, and the outdoor play areas at Van Allen 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 their 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 –  
Erica Eichhorn  
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 1 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, Van Allen BASP is not able to offer one adult to one child direct assistance.

At times, volunteer help may be used from nearby schools or university classes. Interviews will be conducted with volunteers before they will be allowed to participate. For adults wishing to volunteer, we follow the volunteer procedures established by ICCSD and noted on the Iowa City Community Schools website. At no time is a volunteer allowed to interact with children without direct supervision from a staff member.

The BASP 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.

### **C. Enrollment and Re-Enrollment**

Program re-registration will take place in February or March 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. Remaining openings will be filled by the waiting list applicants. A lottery system will be used if necessary. Any remaining positions will be filled on a first come, first serve basis.

For a detailed timeline of the Coralville Partnership Programs waiting list policy, go to [www.coralville.org](http://www.coralville.org), Parks & Recreation Page under the School-Age 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 new games and equipment.

2024– 2025 Fees per month (September – May): Before School	
Program	\$ 150
After School Program	\$ 250
Before & After School Program	\$ 285

Tuition may be paid each month at the Coralville Recreation Center (cash or check) or by check to the Recreation Program Supervisor or Site Manager at program. Checks are to be made out to the **City of Coralville**. It is preferred that monthly tuition is paid by electronic bank payment. We reserve the right to alter the terms of this agreement as needed. We will give ample notice when making necessary changes. Fees will be pro-rated for 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 7<sup>th</sup> of the month, a late fee of \$10 will be charged. If tuition is not paid by the 15<sup>th</sup> 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.

Tuition receipts are available by logging into the Coralville Parks and Recreation registration system: <https://apm.activecommunities.com/coralvillerecreation>

- Click log in and enter your username and password. If you do not know your username and password, call the Coralville Recreation Center at 319-248-1750 for assistance to access the information.
- Once logged in, go to transaction and payment history to locate receipts or go to tax receipt for an end of the year statement.

**Van Allen BASP and SPARK Day Camp 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 **#42-6004814**. 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, program services may be withdrawn if more than 3 overtime charges occur in less than a three month period.***

If your child is enrolled only in the after school program, you may bring your child once a month to the before school program for a fee of \$10 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](http://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	7:00-7:55 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.

The program will be held each day the Iowa City Community School District holds school, unless a cancellation 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 after school program hours, please call or text the **Van Allen BASP cell phone at 319-621-8134.**

### No School Days

For scheduled No-School-Days, participants of Van Allen BASP will have the opportunity to sign up for 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 – March dates. Program hours at Coralville Partnership Programs No School Days are: **7:30 a.m. – 5:30 p.m.**

### Fees for No School Days

Fees associated with no school day program will range from \$45-55 based upon activities planned and transportation needs. Sign-up sheets for the fall or spring no school days where program is offered will list date, activity, location & associated fee for the day.

Scheduled no school dates that Van Allen BASP will offer all day programming for the 2024-2025 school year are:

- Monday, October 14
- Monday October 15
- Thursday, October 31
- Tuesday, November 5
- Friday, November 22
- Wednesday, January 29
- Friday, March 4
- Monday, March 17
- Tuesday, March 18
- Wednesday, March 19
- Monday, March 31
- Friday, April 18

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.

An agenda will be sent out to all families registered in advance, listing location of program and what is necessary to send for all planned activities. Parents are responsible for providing a nutritious sack lunch for their child on these days.

### **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 Van Allen Elementary will remain locked during program hours and/or a program staff member will be at the front doors to greet parents and students and assist with drop off and pick up. Upon arrival for pick-up, we ask parents to text or call the program cell phone at **319-621-8134** or wait just inside the doors for assistance. *We will have a staff member at the front door by 3:30 pm each afternoon.* 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/guardians are welcome to observe Van Allen BASP. We will provide you with a visitor's badge and sign you in, similar to the parent/guardian visiting procedures at Van Allen 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 Coralville Parks & Recreation Department programs, permit photos and video footage during department sponsored activities for publication and use as the department deems necessary.

#### **I. Summer Program**

The participants of Van Allen BASP have the opportunity to enroll in SPARK (Summer Park And Rec Kids) Summer Day Camp. Coralville Partnership Program participants will receive priority enrollment in advance of the general public. SPARK information will be distributed in late February or early March.

## ***II. Enrollment Process and Policies***

### **A. ePACT Student Enrollment Information and Payment Form**

1. When a child is registered in Van Allen 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, \$3 registration fee (per child) and 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 the 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 while at program, 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 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 change of clothes in your child's school bag.

### **D. Pick up/Drop off**

Persons picking up your child from Van Allen BASP must be listed in your child's ePACT file. Upon arrival we ask parents or approved person for student pick up to text or call the program cell phone at **319-621-8134** or look for the staff member assigned to the check-out desk. 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.

### **E. Absences**

**Please text the Van Allen BASP cell phone at 319-621-8134 if your child will be absent from the After School Program. You must contact the BASP and the school office regarding the absence.**

This will enable our staff to know who to expect at program each day. This allows the program staff to give their full attention to the students in attendance, rather than looking for a student who didn't report due to an uninformed absence.

### **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**

A few days per month will be designated as a toy from home day. (See monthly calendars for dates.)

Toys from home may include electronic hand-held games, i-pads, board games, stuffed animals, etc... Please be sure that your child's toys are clearly marked with his/her name and send only one toy at a time. Van Allen BASP and the Coralville Parks & 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 determine 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. Toy from home day is a privilege, Van Allen BASP reserves the right to restrict the privilege if deemed necessary.*

## **H. Cell Phones & Watches**

Children will only be able to use their cell phones at the discretion of the Recreation Program Supervisor or Site Manager. Cell phones need to remain in bags and out of sight while at program.

## **I. Sunscreen**

Parents should inform the Program Supervisor or Site Manager if sunscreen needs to be applied at BASP and will need to supply spray sunscreen and face stick.

# ***III. Staffing and Activities***

## **A. Staff Members**

Staff members must be high school graduates or equivalent and it is preferred they have 2 years of 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 he/she may have to use, mandatory reporting requirements, emergency procedures, discipline policy, and other policies governing the programs. He/she 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 Bloodborne 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.

Parents, at their discretion, may ask staff members of the BASP to babysit for their family. The Recreation Program Supervisor is unable to assist the family with setting up the requested arrangements. Staff members may not start a babysitting shift until after program hours.

## **B. Extracurricular Activities**

For activities such as soccer, music lessons, Girl Scouts, etc. a 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. The authorized adult must be listed in your child's ePACT file in order to leave program to attend the activity.

## **C. Field Trips**

Field trips may be taken periodically. Parents will be notified in writing, most likely by e-mail, at least one week prior to the trip. Field trip transportation may be by foot, by department van, Coralville Transit, or charter bus.

In the department van, no child under 12 years of age will be allowed to ride in the front seat. Children in Kindergarten and 1<sup>st</sup> 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 information provided in ePACT will be carried on all field trips and extra staff members will assist us on trips.

If a parent chooses not to have their child participate in a field trip, they are responsible for making alternate child care arrangements.

## **D. General Activity Schedule**

The program will utilize the cafeteria, gym and playgrounds at Van Allen Elementary School. Students 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 e-mailed to all program families.

### General Schedule

2:55 - 3:05	Arrival of children/ Check In
3:05 – 4:05	Free Time, Snack & Announcements (2 groups)
4:05 – 5:00	*Activity Choices: Art, Recreational Game or Quiet Activity " <i>Mind Time</i> " will be implemented at least one time per week for the purpose of completing homework, reading, or additional practice in math, writing, or other academic areas.
5:00 - 5:45	Free Time

Movies which are rated G or PG are occasionally shown at program as an activity option.

The before school program activities will consist of quiet activities, board games and free time in the gym. If your child needs breakfast, they may go to the school breakfast program on their way to class. Your child may also bring breakfast from home to eat at the program but it must be peanut and nut free.

## **E. Snacks**

Van Allen BASP follows the “Smart Snacks in Schools” standard published by USDA and required during the school day. The standard was set to instill healthy habits in children. The standard requires that food served must be “whole grain-rich”, a fruit, vegetable, dairy product or protein rich food. The foods served must also be low in calories, sodium, fat, and sugar. After school program snack must have two food groups represented.

Special exceptions to the menu and celebrations are permitted occasionally after school.

After School Program Snack Menu Example:

Monday	PM	Wholegrain Goldfish crackers, clementine
Tuesday	PM	Fresh fruit & yogurt parfait w/ granola
Wednesday	PM	Cereal bar, apple
Thursday	PM	Whole wheat chips with salsa, cheese stick
Friday	PM	Trail Mix, (cereal, pretzels, animal crackers, raisins) fresh fruit

Alternate served daily: crackers, fruit or cheese.

***Please be sure to list your child’s food allergies or foods that they cannot eat in ePACT.***

Parents may provide additional items for snack for their child, if desired. These snacks must be eaten during the designated snack time and in the designated snack area. For no school days, families must provide their student with a nutritious sack lunch. Due to nut allergies among our participants, we ask that you refrain from sending food items that contain peanuts or tree nuts.

On occasion, we will provide program participants with a special snack or treat in conjunction with a celebration. Van Allen BASP will also provide a monthly birthday party celebrating the birthdays of program participants each month, including a designated time for children with summer birthdays. Please refrain from providing birthday treats at program, we will provide the celebration & recognition.

## ***IV. Positive Guidance and Behavior Reports***

### **A. Positive Guidance**

Program staff will encourage students 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. Behavior Reports and Dismissal**

*The following system will be used for behavior guidance.*

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected. *If a behavior is deemed serious enough, it can warrant an Incident Report.*
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 his/her 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. An Incident 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 Incident 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 3<sup>rd</sup> Incident Report, they will be suspended from the program for a three program day period. 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 4<sup>th</sup> offense occurs after this meeting, the result will be dismissal from the program.
8. Incident reports will accrue for one school year.

Van Allen BASP reserves the right to terminate a student 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 staff member. They will try to get the child to stop and coax him or her back to the program. 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.**

If school should start late for previous stated reasons, the before school program will not be held. If school should dismiss early for these reasons, the After School Program will not be held. If the school district cancels all after school activities due to inclement weather, the After School Program will not be held. Van Allen BASP also respects the same reasons that the ICCSD felt it was not safe to have children in school, due to weather or for other emergency reasons.

If program is already in progress and inclement weather or other conditions arise, the Recreation Supervisor will consult with the Recreation Superintendent. After 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. 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.

### **C. 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.

**D. Emergency Procedures have been established for Van Allen 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. Van Allen 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 Van Allen BASP!**  
**We look forward to serving your family and**  
**providing unique and valuable activities**  
**during your child's out of school time!**

**Van Allen BASP office phone number:**  
**319-248-9375**  
**Van Allen BASP Cell Phone 319-621-8134**  
**Coralville Recreation Center phone number: 319-248-1750**

**Federal Tax ID#: 42-6004814**