



YOUTH SERVICES PARENT HANDBOOK

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TABLE OF CONTENTS

SECTION 1 – INTRODUCTION

- 1.1 Who We Are
- 1.2 Center Hours
- 1.3 Holiday Schedule
- 1.4 Alternative Care
- 1.5 Emergency Procedure
- 1.6 Age of Caregiver

SECTION 2 – PHILOSOPHY/GOALS

- 2.1 Our Out-of- School Program Philosophy
- 2.2 Our Out-of-School Program Goals
- 2.3 Our Goals for Each Child
- 2.4 Our Curriculum
- 2.5 Frequently Asked Questions

SECTION 3 – PARENT INFORMATION & RESPONSIBILITIES

- 3.1 Parent Responsibilities
- 3.2 Before coming to WNS
- 3.3 Arriving at the Building
- 3.4 Parent Conferences
- 3.5 Visitation

SECTION 4 – ENROLLMENT POLICIES & PROCEDURES

- 4.1 Enrollment
- 4.2 Admission
- 4.3 Immunizations
- 4.4 Attendance
- 4.5 Toilet Training
- 4.6 Westminster Fee Schedule
- 4.7 Billing Procedure
- 4.8 Termination of Care/Withdrawal

SECTION 5 – ILLNESS POLICIES & PROCEDURES

- 5.1 Illness Policy for Children
- 5.2 Procedures and Practices, including Responsible Person(s)
- 5.3 Temporary Exclusion will occur when

SECTION 6 – MEDICATIONS

- 6.1 Medication Policy
- 6.2 Medication Storage
- 6.3 Accidents

SECTION 7 – CONDUCT & BEHAVIORAL EXPECTATIONS

7.1 Guidance and Discipline

7.2 Behavior Policy

SECTION 8 – ATTENDANCE POLICIES & PROCEDURES

8.1 Attendance Policies

8.2 Late Arrival and Late Pick-up

Late Arrival

Late Pick-up

Field Trip Specific

8.3 Dismissal Policies

8.4 ProCare-Clocking in/out

SECTION 9 – GENERAL POLICIES & PROCEDURES

9.1 Dress Code

9.2 Items from Home

9.3 Celebrating at Westminster

9.4 Confidentiality Policy

9.5 Substitute Policy

9.6 Transportation

9.7 Field Trips

SECTION 10 - SAFETY POLICIES & PROCEDURES

10.1 Child abuse and neglect reporting

10.2 Alcohol, drugs & firearms policy

10.3 Safety policy

10.4 Evacuations

10.5 Fire & tornado drills

10.6 Notification and Emergency Plan in case of a death of a provider

SECTION 1 INTRODUCTION

1.1 WHO WE ARE

Westminster Neighborhood Services, Inc. is a 501(c)3 nonprofit organization which serves children and their families. We began as a summer program more than 30 year ago, and today our children's programming has grown to include a summer youth program and an after-school program. We are an unlicensed Voluntary Registered Ministry Program.

Youth Services Address: 2325 E New York ST

**WNS Mailing Address: PO Box 11465
Indianapolis, IN 46201**

**K-8 Program Phone: 317-632-9785
WNS Website: www.westmin.org**

1.2 CENTER HOURS

Afterschool Program: K-8 Afterschool Program hours are 2:30 p.m. to 6:00 p.m.

Field Trips: Field trip hours for arrival and pick up vary based upon the field trip. Information will be given to parents in advance in relation to field trip hours and locations.

1.3 HOLIDAY SCHEDULE

The WNS Afterschool program follows the IPS school calendar, and we will be closed when they are closed. This includes but is not limited to the following holidays:

New Year's Day	Labor Day
Martin Luther King, JR	Thanksgiving Day
Presidents Day	Day after Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

Staff work days that require WNS to be closed will be given in enough notice for you to plan other arrangements for your child(ren).

1.4 ALTERNATE CARE

Should Westminster Neighborhood Services, Inc. be closed for weather, emergency or holiday, WNS is not responsible for providing alternate care. This is the responsibility of the parent/guardian.

1.5 EMERGENCY CLOSING PROCEDURE

Should WNS have to close due to inclement weather, we will follow IPS school closing standards. For example, if IPS is closed for inclement weather, Westminster will be closed as well. You may find this information on local news stations' websites and TV channels.

If the building must be evacuated due to some unforeseen emergency, the Youth Services Coordinator will contact parents directly, and the children will be evacuated to the billboard in the gravel lot just east

of Westminster Neighborhood Services' Building at 2325 E. New York Street. For further information about emergency procedures, review the Emergency Handbook in the main office.

1.6 Age of Caregivers

- Provider shall be at least 18 years of age.
- Provider shall assure any caregiver working without supervision is at least 18 years of age.
- Provider shall assure any caregiver less than 18 years of age, but not less than 14 years of age, is always supervised by a caregiver at least 18 years of age when they are providing child care.

SECTION 2

PHILOSOPHY/GOALS

2.1 OUR OUT—OF- SCHOOL PHILOSOPHY

Westminster's Youth Services Program seeks to provide programming that provides a safe, nurturing environment which reinforces and enriches academic skills, teaches social skills, encourages good citizenship, develops leadership traits and provides activities to encourage a healthy lifestyle for children ages 6-14.

2.2 OUR OUT-OF-SCHOOL PROGRAM GOALS

- To offer comprehensive homework assistance, tutoring and mentoring opportunities.
- To promote healthy eating and lifestyle choices through sports and exercise programs daily.
- To provide a friendly environment for the children and youth to develop essential skills—creative thinking, problem solving, the ability to work in diverse groups, communication, self-direction, and the use of technology; the very skills employers know contribute most to success in the workforce.
- To develop civic engagement and leaders within the community.
- To create a long-term relationship with each child and family.
- To provide choices for creative learning opportunities such as arts, drama, music, sports, and community service programs.
- To prepare young people to be well-rounded and productive members of society.

2.3 OUR GOALS FOR EACH CHILD

Westminster Neighborhood Services, Inc. strives to meet these goals for each child:

- Give each child a safe, comfortable place to learn and grow
- Offer daily academic enrichment to each child
- Offer a program which encourages social, emotional, physical and intellectual growth.
- Teach each child the value of respect for all people.
- Provide academic, physical, and social partnerships to enhance the programming experience for all students.
- Teach students skills to learn to make good decisions for themselves
- Teach each child skills to become independent
- Teach each child skills to deal with his/her emotions in a proper way
- Give each child daily meals plus snacks that helps them to grow and develop into a happy, healthy person
- Provide an upbeat place for students to share in regardless of social, home, mental, or physical issues that they may be dealing with

2.4 OUR CURRICULUM

The Youth Services Program curriculum aligns to the Indiana State Academic Standards as well the State Afterschool Standards. Our Youth Services Director and Coordinator collaborate with the teachers in the school where our students are attendees and work to enforce and enrich the curriculums which they use. Our curriculum is tailored to meet the individual needs of our children.

2.5 FREQUENTLY ASKED QUESTIONS

Why is it important for my child to go to an Afterschool Program?

- Afterschool programs can lead to improved school attendance, behavior and coursework.
- Students in afterschool programs are less likely to join gangs, be victims or perpetrators of violence, become teen parents, or engage in inappropriate behaviors.

How can I help my child at home?

- Ask your child about their day at school and afterschool program—ask more than “how was your day?” Ask, “what was your favorite activity today? What is one new thing they learned about?” Ask questions that guide your child.
- Give your child time to read or for you to read to them.
- Limit TV time! Time spent with you, books and toys is far more educational and meaningful than TV.

Why is it important for my child to attend regularly?

- Regular attendance tells your child that learning is important.
- A child who is in an afterschool programs is learning and is comfortable with educational programs.
- A child needs consistency to mature and learn at a productive rate.

Why is it Important for my child to be on time?

It is very disruptive to other children and staff when a child is late. The staff must stop what they are doing and help the child get in the routine with other children.

SECTION 3 PARENT INFORMATION & RESPONSIBILITIES

3.1 PARENT RESPONSIBILITIES

Parents are a child's first and most important teachers. Staff at WNS considers it a privilege to partner with parents in laying foundations for young lives.

Parents can help staff by observing the following guidelines:

- By becoming familiar with the K-8 Policies and Procedures. These policies have been adopted by our program and are enforced for the well-being of every child in our care.
- Remembering that each policy and guideline is based on the desire to provide a safe, secure learning environment for the child. If one does not understand the reason for a policy or guideline, ask the K-8 Youth Coordinator to discuss it.

3.2 BEFORE COMING TO WNS

- Parents are to *label all items* (i.e. clothing) with the child's name.
- Leave personal items at home. They make sharing too difficult and may not be appropriate for use in teaching.
- Bring the child regularly.
- Talk to the child *positively* about going to WNS. Use names of the child's staff members and friends in his/her room when talking about happy times at WNS.

3.3 ARRIVING AT THE BUILDING

When bringing the child to WNS, please ring the doorbell and wait for a staff member to open the door and greet the parent/guardian and child with a personal welcome.

- Give staff any necessary information about the child. (Allergies, special physical needs, etc.)
- Update the Child Information Sheet as needed.
- Parent/guardian must Sign-In electronically at the door.
- For the security of the children and youth, no other family members or guests should enter the building. Traffic in and out of the building causes disruptions

3.4 PARENT CONFERENCES

Parent conference will be held as needed to ensure the success of students. If you are unable to attend on the specific date of the conference, you must notify the Youth Services Coordinator to arrange an alternate date.

Parents are welcome to observe or ask for a conference with the staff at other times if there are questions or concerns about your children's progress.

3.5 VISITATION

You are welcome to visit the program at any time. We ask, however, that you wait until the second month of program to allow the staff and children to have an adjustment period. Since the staff's first responsibility is to the children, please do not expect a conference while program is in session. The staff will be happy to talk to you at another time about any questions or concerns. Please remember that staff, although they want to talk with you, are not relieved of their responsibility for safety and care of other children while you are there to visit.

SECTION 4
ENROLLMENT & NEW STUDENT
POLICIES & PROCEDURES

4.1 ENROLLMENT

Westminster Neighborhood Services, Inc. Afterschool program can accommodate 45 school age children between the ages 5-14 in Kindergarten-8th grade. We welcome children from all over Marion County, however, we focus on children in the boundaries of Pine St. to Rural, and 10th St. to Southeastern. Parents must sign up their child(ren) in the Westminster Office and fill out the Westminster Youth Program Registration form. **If you have any questions, please contact the Youth Services Coordinator at (317)632-9785.**

4.2 ADMISSION

The Westminster Youth Services programs does not discriminate against children or parents from admission regardless of race, color, creed, sex, or religion.

A child with special needs may be accepted based on the ability of Westminster and Westminster staff to sufficiently meet those needs. Each situation will be measured on a case by case basis. Each child with special needs will be required to have a Plan of Care form on file.

Before a child is enrolled in the Westminster K-8 program, the following must be received by the K-8 Youth Services Coordinator:

- Completed application, including Guardianship and a copy of custodial agreement (if necessary)
- For your child to be released to non-custodial family or friends, we must have a signed permission form with the names of those with permission to pick up your child(ren) and must provide a photo ID to pick up your child. This includes family of other program participants.
- Health History including any allergies and asthma
- Immunization Records/Yearly Physical signed by a physician or nurse practitioner
- Plan of Care form (if needed)
- Confirmation of entrance into the program by the Center Director

**It is preferable that the parent(s) have had a tour of the facility and prior meeting with the K-8 Youth Services Coordinator to answer any questions and explain material before attending.*

4.3 IMMUNIZATIONS

Westminster is required by law to have a copy of your child's current and up to date shot record on file. Children who participate in the program **MUST** have all of their immunizations—this includes the Prevnar immunization as well as the Varicella (Chicken Pox) immunization. When your child visits the doctor for immunizations, please remember to bring in the updated records for our files. If you have questions about these immunizations, please contact your child's doctor.

4.4 ATTENDANCE

- Afterschool Program

Your child's attendance is very important allowing him/her the full benefits of the program. Tardiness can be very disruptive to the program and the child's learning. Please call the Youth Services Coordinator at (317) 632-9785 and leave a message with your child's name and why your child will not be attending. If your child is out chronically, a letter from their physician may be required. Repeated unexcused absences or tardiness (10 days) may be cause for dismissal from the program, to allow another child the benefits of attending the program.

- Summer Program

Your child’s attendance is very important allowing him/her the full benefits of the program. Tardiness can be very disruptive to the program and the child’s learning. Please call the Youth Services Coordinator at (317) 632-9785 and leave a message with your child’s name and why your child will not be attending. If your child is out chronically, a letter from their physician may be required. Repeated unexcused absences or tardiness (10 days) may be cause for dismissal from the program, to allow another child the benefits of attending the program.

Students arriving after 8:15 a.m. during the Summer Program will not be admitted to program.

4.5 TOILET TRAINING

No child may attend WNS Youth Services programs unless he or she is fully toilet trained. We understand that accidents do happen occasionally, but we are not prepared to deal with this problem on a regular basis.

4.6 WESTMINSTER FEE SCHEDULE

Each child must be registered each year to attend any WNS program. The child is **NOT** considered registered until the first week’s fees and registration fee(s) are paid. Registration Fees for WNS programs is \$10 per child.

TUITION COSTS

Program	Costs
Afterschool Program	\$50/ week
Summer Program	\$100/ week

A sliding fee scale and scholarships are available and based on the government funding guidelines below and/or the child attending a partnering school and/or living in WNS boundaries. Any family seeking financial assistant must apply for tuition assistance and meet with the Youth Services Director and Coordinator. Applicants must provide proof of residency and income.

Each family will be charged a \$10 registration fee that will be applied to tuition for the last month(s) of the program your child is attending. The registration fee and first week’s tuition must be paid to retain a position on the waiting list. WNS will only accept payment in cash or money order. More information is available in your enrollment package.

4.7 BILLING PROCEDURE

Payment of each week is due the Friday prior to the week at dismissal. All tuition payments must be made in cash. No checks are accepted.

- **Illness** – Sick children will pay full tuition for one to five consecutive days of illness. If your child is gone for more than five consecutive days, each day beyond the fifth day will be a 50% tuition rate charge if accompanied by a doctor’s statement for a maximum of 2 weeks. Without a doctor’s statement 100% tuition fee will be charged.
- **Storm, natural disaster, pandemic Illness** – Should Westminster be closed because of local, state, federal request/recommendation, or an inability to meet mandated ratios, days one to five consecutively following the request/recommendation will be 100% tuition. Starting on the fifth consecutive day, 50% tuition will be charged until Westminster reopens. If your child is unable to attend, but Westminster is open, the Illness policy will be in effect.

- **Other** – Absences for child suspension due to behavior, parent illness, maternity leave, or funeral, 100% tuition shall be charged.
- **Vacation Policy** – The Early Child and Youth Services calendar runs in conjunction with the IPS calendar. Should a family decide to vacation outside of the WNS breaks 100% tuition will be charged.

4.8 TERMINATION OF CARE/WITHDRAWAL

If you find it necessary to withdraw your child from WNS K-8 programs, we ask that you give a written and dated notice of withdrawal to the Youth Services Director two weeks in advance.

The Westminster Youth Services Coordinator reserves the right to dismiss any child(ren) exhibiting the following behaviors:

- Disruptive and/or damaging behavior in accordance with the Westminster Behavior Policies. If, after a period and conferences between the parent and Youth Services Coordinator, a child is unable to adjust to the expectations and rules of the Westminster Youth Services Program and is causing disruptive and/or damaging behavior to persons and/or property, the child(ren) may be asked to leave.
- Repeated unexcused absences or tardiness (10 days) may be cause for dismissal from program, to allow another child the benefits of the program.
- If a child and/or parent is verbally abusive and/or physically abusive with another child or with a staff member, that child/parent may be withdrawn from the program.

This policy is without regard to race, sex, creed, color, religion and is instituted so that we can ensure the children attending the Westminster programs are able to attend a safe and comfortable atmosphere in which to grow and develop.

SECTION 5 ILLNESS POLICIES & PROCEDURES

5.1 ILLNESS POLICY FOR CHILDREN

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from program to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illness and situations that required exclusion.

5.2 PROCEDURES AND PRACTICES, INCLUDING RESPONSIBLE PERSON(S)

The Youth Services Coordinator will determine whether a child who is ill will be permitted to remain in the program for the day. Children may be asked to submit a doctor's note to return to program.

When a child becomes ill, he/she will be isolated from the other children, and the parent will be notified to pick up the child within an hour if possible. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.

5.3 TEMPORARY EXCLUSION WILL OCCUR WHEN:

The illness prevents the child from participating comfortably in activities as determined by staff or the ill child required more care than the staff can give, which result in compromising care for other children.

Temporary exclusion will also occur when the child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

- Appears to be severely ill
- Fever AND behavior change or one or more of the following symptoms:
 - Auxiliary temperature of 100 degrees Fahrenheit or higher
 - *Digital thermometers are recommended due to concerns about mercury exposure if glass thermometers break. Temperature strips are frequently inaccurate and will not be used. Oral temperatures may be taken if single use covers are used over the thermometer.*
 - Exclude until the fever has returned to normal with the aid of fever reducing medication
- *Ear Infection:* Exclude until taken three doses of medication or after 24 hours.
- Diarrhea: Defined by more watery stools-decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses, or E-Coli infections.
- *Blood in Stool:* not explained by dietary changes, medication or hard stools
- Vomiting: There are many reasons children vomit from eating something that does not agree with them to any number of illnesses. Exclude if child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- *Abdominal pain (persistent):* Pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms
- Rash that is unexplained
- *Pink Eye (Conjunctivitis):* A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge) until after the child has been on medication for 24 hours and has no matter in their eyes.
 - Other symptoms of pink eye are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.
- *Chicken Pox /Shingles:* Exclude until all blisters have scabbed over.

- *Hepatitis A*: Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in program, as directed by the local health department.
- *Impetigo*: Exclude until 24 hours after treatment has begun
- *Measles*: Exclude until 5th day after rash disappears or local health department states patient is non-infectious.
- *Mouth sores*: Exclude if mouth sore is accompanied with drooling
- *Mumps*: Exclude until 9 days after onset of parotid gland swelling
- *Pertussis (Whooping Cough)*: Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious
- *Pinworms*: Children should be excluded for 24 hours after treatment has begun.
- *Rash*: With fever and/or behavior change
- *Ringworm*: Exclude until after medical treatment with a fungicidal ointment
- *Roto Virus*: Exclude until after the child has had one formed stool.
- *RSV*: Exclude until after the wheezing and coughing have subsided.
- *Scabies*: Children should be excluded until 14 hours after treatment has begun
- *Strep Throat*: Exclude until after the child has been on medication for 24 hours
- *Thrush*: Exclude until after 24 hours on medication
- *Tuberculosis (TB)*: Exclude until the child's physician or local health department authority states the child is non-infectious.
- *Varicella-zoster (Chicken Pox)*: Exclude until all the lesions have dried and formed scabs. Usually within six days of onset of rash.
- Any child determined by the local health department to be contribution to the transmission of illness during an outbreak.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. Children may be asked to submit a doctor's note in order to continue participating in the program.

Children with the above signs and symptoms will be separated from the group and cared for in the office. Parent/guardian or emergency contact will be notified by program staff and asked to pick up the child.

- Irritability or listlessness which is not consistent with the child's temperament will be noted by program staff, who will call the parent. The child does not have to always leave Westminster in this situation; however, it is important for the parent to be notified.
- Head Lice
 - Exclude until after one complete treatment and removal of all nits.

If your child contracts any communicable disease, please inform the Youth Services Director and Youth Services Coordinator immediately.

All incidents of reportable contagious diseases will be reported to the Department of Health.

SECTION 6 MEDICATION

6.1 MEDICATION POLICY

If a child is required to take a prescribed medication, WNS asks the parent to give the medication outside of WNS time. If a child must take a prescribed medication during WNS hours, the Youth Services Coordinator can give the parent/guardian the required forms to be completed by the child's physician to be distributed at WNS. For chronic conditions (such as asthma), the parent/legal guardian's consent must be renewed yearly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given. All medication must be labeled with the original prescription.

Staff Documentation

- Educated staff members are trained to administer Epi-pens.
- Staff giving medications to children will document the time, date, dosage and route of the medication given on the Child Care Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication at the prescribed time as requested by a physician or parent will also be noted.
- Staff will report and document any observed side effects on the child's individual medication form.
- Staff will provide a written explanation why a medication was not given.
- Outdated Medication Authorization Forms and documentation will be kept in the child's file.
- Staff will only administer medication when all conditions listed above are met.

Medication authorization and documentation is considered confidential and must be stored out of the general view.

6.2 MEDICATION STORAGE

We only administer if emergency (Epi-pen, inhaler)

1. Medication will be stored as follows:
 - a. Locked in medication drawer
 - b. Inaccessible to children
 - c. Separate from staff medication
 - d. Protected from sources of contamination
 - e. Away from heat, light and sources of moisture (not in the kitchen or bathroom)
 - f. At temperature specified on the labeled (refrigerated if required)
 - g. So that internal (oral) and external (topical medications are separated)
 - h. Separate from food
 - i. In a sanitary and orderly manner
2. Medications no longer being used will promptly be returned to parents/guardians or discarded.
3. Medication will not be used beyond the date of expiration on the container or beyond any expiration of instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

6.3 ACCIDENTS

Whether indoors, in the play space, or on a walk outside WNS, children in Youth Services Programs are watched carefully. Accidents, though, occasionally occur. All accidents will be reported to the parent. If emergency medical care is necessary, the Coordinator may take the following steps:

- Attempt to contact parent or guardian.
- Attempt to contact the child's physician.

- Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.

If we cannot contact you or your child's physician, we will do any or all of the following:

- Call another physician.
- Call an ambulance.
- Have the child taken to the nearest Hospital in the company of a staff member.

Any of the expenses incurred will be the responsibility of the child's parents or guardians.

SECTION 7 CONDUCT & BEHAVIORAL POLICY & PROCEDURE

7.1 GUIDANCE AND DISCIPLINE

The staff strives to create an atmosphere of acceptance for and to enhance the self-esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will use positive guidance, redirection, and limit setting. We will prohibit the use of humiliating and frightening punishment. We will also prohibit peers from administering discipline. The child will typically be separated from the group for a short discussion.

We believe that:

- All children need limits which are consistently enforced.
- Children need opportunities to learn to accept responsibility for the consequences of their actions.
- Positive behavior should be reinforced in order to redirect inappropriate behavior.
- Punishment is not to be used in connection with rest or food.

7.2 BEHAVIOR POLICY

- The Youth Services Director and Youth Services Coordinator can review write-ups at his or her own discretion
- Students will respect WNS staff, program partners, and staff while on WNS property
- Safety of the students at WNS is our goal. Fighting is a zero-tolerance issue at WNS. Students may be removed from the program immediately for 5 days.
- Safety of the students at WNS is our goal. Bringing a weapon to WNS is a zero-tolerance issue. Students may be removed from the program immediately.
- Refusal to cooperate with/ staff or program partners at WNS will result in a parent phone call and a possible immediate suspension or write up from WNS staff.
- If any intentional physical harm to any person warrants a 911 phone call, immediate and permanent suspension will result.
- Parents understand that their child is expected to behave with respect towards any teacher, adult volunteer, WNS Staff member and any other child. Any behavior that is consistently showing otherwise will result in a one-week removal from the program, and permanently if the behavior has not been corrected after that. See Write Up Policy.

Any person, while on Youth Services Center premises, shall not engage in or direct any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body
- Hit, spank, beat, shake, pinch or any other measure that produces physical discomfort
- Cruel, harsh, unusual, humiliating or frightening methods of discipline, including threatening the use of physical punishment
- Placement in a locked or dark room
- Public or private humiliation, yelling or abusive or profane language
- Caregiver shall not
 - Associate disciplinary action or rewards with rest
 - Associate disciplinary action with food or use food as a reward
 - Associate disciplinary action or humiliate a child in regard to toileting
 - Use time out for any purpose other than to enable the child to regain control
 - Physically restrain children except when necessary to ensure their own safety or that of others and only for as long as is necessary for control of the situation.

Expectations with Parents Concerning Behavior:

Westminster staff care deeply about the welfare of the children in their care. The staff understands that the parents do their very best job to raise their children. If a child is having a disciplinary issue, parents are expected to work with the WNS staff to create a behavior plan. Parents are asked to share their expectations with their children, communicate directly with the staff if there are concerns, and both parents and staff will follow through with discipline plans if they are needed.

SECTION 8 ATTEDANCE POLICY & PROCEDURES

8.1 ATTENDANCE POLICIES

- If a child misses 3 days without an excuse or 5 consecutive days, that child's spot may be filled with an individual on our waiting list. Any absence excused by school will be considered excused for program.
- Please call the office if your child will be absent. To ensure your child's safety, we need to be notified that your child will not be present during program hours that day.
- All Youth Services Programs end promptly at 6:00 p.m. We understand the occasional emergency; however, your child may be subject to suspension or expulsion if late pick-up becomes a regular occurrence. Please note: Under state law, DCS will be contacted when a child has not been picked up after 45 minutes following program end time, if parents have failed to notify WNS of an emergency.
- Drop off time for after school starts at 3:00 PM. If drop off is by private vehicle, your child must arrive by 4:15. After that your child, is considered late. Excessive tardiness will be taken into account.
- **Field Trips** are a special part of WNS programming. It is imperative that students arrive on time for these trips. Students will not be allowed to stay at Westminster while everyone else is on the field trip. Students will also not be allowed to "catch up" with them by providing their own transportation to the event. If the student is not here when the bus leaves the student will not be able to attend the event.

8.2 LATE ARRIVAL AND PICK-UP

- **Late arrivals** will not be permitted to stay for summer programming. Students must be dropped off for the Summer Program between 7:30 a.m. and 8:15 a.m.
- **Late pick-up** fees will be applied at the end of the day at a rate of \$1 a minute starting after dismissal. Staff will remain with a student until the child is safely discharged to someone on the pickup list.

8.3 DISMISSAL POLICIES

- Parents **MUST** sign in and sign out students from programs daily. This is for your child's safety. Students will not be permitted to leave the building without a parent/guardian signature or walker permission form.
- If a school age student is a walker, they may not leave WNS property any earlier than 5:45PM during K-8 Afterschool and Summer Programming
- Unless being picked up by a guardian or approved individual, students may not leave WNS property for any reason.
- For a child to walk home, parents/guardians must sign the walker permission portion of the transportation form.
- For your child to be released to non-custodial family or friends, we must have a signed permission form with the names of those with permission in the registration form and must provide a photo I.D. to pick up your child. This includes family of other program participants.

8.4 PROCARE-SIGNING IN/OUT A CHILD

WNS uses Pro Care Software to sign children in and out of programming. Pro Care is a safe, secure, and accurate way to check children in and out of our care. Everyone who is listed on the registration form as a designated pickup person will be entered into the Pro Care System and will have the ability to check in/out your child. Clocking your child in/out can be set up to use your fingerprint or a code. WNS prefers the fingerprint method as it is one more layer of security for your child but if you prefer the code inform the Youth Services Coordinator so she can set up your child appropriately.

SECTION 9 GENERAL POLICIES & PROCEDURES

9.1 DRESS CODE

Students must remain in their school uniforms during after school program. On non-school dates, the students are allowed to dress in street clothes, but they must be appropriate with no sagging jeans, no mid-drift tops, no holes in jeans above the knee, and no spaghetti strap tops. Flip flops and crocs are not appropriate for playground play.

9.2 ITEMS FROM HOME

Westminster is equipped with appropriate equipment; therefore, we request that items from home only be brought if given approval by the Youth Services Coordinator. We also ask that children do not wear rings and necklaces as they are not safe on playground equipment or in the gym. Westminster is not responsible for lost items of students while at Westminster.

We also ask that you never send your child with candy, gum, or snacks.

Students may not bring their own electronics to the program. The program provides tablets as needed for some instruction, so there is no need for students to bring their own. Students should not bring cell phones to the program. Outside electronic become distracting and WNS will not be responsible if the items are damaged or stolen.

Any child caught with their electronics out will be given a warning to put it away. If the child is caught a second time, the item will be taken by the staff and the child's parent will have to pick it up from the Coordinator at the end of the day.

9.3 CELEBRATING AT WNS

If you wish to celebrate your child's birthday or other achievements with a treat, please ask the Youth Services Coordinator in advance. All treats must be store bought, sealed and unopened, in accordance with Marion County Health Department. Please do not bring invitations and cards to WNS unless the entire participant roster is being invited.

9.4 CONFIDENTIALITY POLICY

All information pertaining to admission, health, family or discharge of a child is confidential. All records are kept secure in the office and only released to other agencies with the family's signed permission.

9.5 SUBSTITUTE POLICY

Should one of the Youth Service staff members become ill or is on vacation an appropriate staff person will be substituted in their place. Classrooms may also be combined to ensure adequate supervision is being provided. Every employee of the Youth Services Department has gone through a thorough background check and training process. WNS does their best to inform the children and parents/guardians will be informed about a change.

9.6 TRANSPORTATION

Parents/guardians must provide written permission for all transportation services of their child. Transportation includes whether the child(ren) can walk, ride a bicycle, or travel in a car. Children who walk to and from WNS are expected to arrive and leave on time. Children who do not arrive on time may not be able to participate in programming that day.

- For the safety of your child, WNS drivers and staff riding on board the vehicle must have current CPR and first aid training.

- The vehicle is required to meet all safety standards of the State of Indiana. Regular inspections of the vehicle are completed and maintained in compliance with the transportation polices and as needed to ensure safety at all times.

As part of WNS K-8 Program, transportation is provided from partner schools during the school year, as well as prearranged field trips during the school year and Summer Program.

To ensure safety:

- All vehicles utilized are always properly plated and insured.
- Anyone driving the vehicles is at least 18 years of age and holds a valid operator's license.
- The drivers are considered an employee of WNS and therefore have met all Provider Eligibility Standards.
- WNS will ensure children are transported safely and follow proper seatbelt procedures are required by IN State Law.

9.7 FIELD TRIPS

From time to time the children will go on field trips. Transportation for field trips will be provided by Westminster with the use of our mini-bus and/or van. Our vehicles are equipped with seat belts as required by state law. Information will be sent home with details of the date, time, location and chaperones. If you do not wish for your child to participate in a field trip please let the K-8 Youth Services Coordinator know and your child will be excused from program that day.

SECTION 10
SAFETY POLICIES & PROCEDURES

10.1 CHILD ABUSE AND NEGLECT REPORTING

This policy is important and must be read and understood thoroughly:

Besides being illegal, abuse and neglect interfere with health child development and later achievement in life.

All staff employed at WNS are obligated under State Law to report all suspected child abuse directly to the Department of Social Services or Law Enforcement. Our staff is screened before they are employed to be free of past child abuse and neglect charges. All observations or suspicions of child abuse or neglect will be immediately reported to the Child Abuse and Neglect Hotline: 1-800-800-5556.

The Youth Services Director or Coordinator will call to report suspect abuse or neglect.

All staff involved in the reported incident will follow the direction of Department of Child Services regarding completion of written reports. If the parent or legal guardian of the child is suspect of abuse, staff will follow the guidance of Department of Child Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

Signs of suspected child abuse or neglect will be recorded on the Anecdotal Report form, which will be kept in a confidential file located in the Education Office.

If there is an incident of suspected in-house child abuse/neglect, WNS will ensure that further incidents cannot re-occur until the allegation is investigated. Upon results of investigation, the employability of any staff member involved will be evaluated.

10.2 ALCOHOL, DRUGS & FIREARMS POLICY

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing children's programming. Staffs that are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and subject to discipline.
- No guns or other lethal weapons will be allowed on WNS property. Parents required to carry firearms as a function of their employment will lock the firearms in their vehicle before entering Westminster.

10.3 SAFETY POLICY

Safety is very important to WNS. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings).

WNS will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceiling, equipment, toys, and furnishings in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

WNS will take the following steps to maintain the center: Clean the center daily, always keep the center in a sanitary condition , sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated and Wash all soiled items prior to sanitization.

- To ensure the children are safe with each other WNS enforces the following expectations:
- Fighting is a zero-tolerance issue at WNS. Students may be removed for 5 days immediately due to the safety of other students within the WNSI program.
- If any intentional physical harm to any person warrants a 911 phone call, immediate and permanent suspension will result.
- Parents understand that their child is expected to behave with respect towards any teacher, adult volunteer, WNS Staff member and any other child. Any behavior that is consistently showing otherwise will result in a one-week removal from the program, and permanently if the behavior has not been corrected after that. See Behavior Plan.
- All students will follow WNS Health and Safety policies and procedures while on site for safety.
- All students will follow attendance policies and procedures while arriving on site for safety.
- All students will follow dismissal policies and procedures while arriving on site for safety.
- Any student who brings a weapon on WNS grounds will automatically be suspended.
- Any student who threatens another student will be given an immediate write-up or suspension.
- All students will respect the safety, and mental and physical health of all participants.
- As a childcare provider we prohibit the use of tobacco, unattended use of toxic substances, use of (homes) of alcohol; use or possession (centers & ministries) of alcohol; use or possession of illegal substances in the facility where child care is operated when childcare is being provided.

10.4 EVACUATIONS

Should it be necessary to evacuate Westminster, children and staff will follow the Westminster Evacuation plan depending upon their location. The children and staff will exit the building using the nearest accessible door and will meet on the gravel lot under the billboard just east of the building. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation.

If the building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian or emergency contact.

The disaster plan is in the policies and procedures manual if you have further questions regarding the disaster plan.

10.5 FIRE & TORNADO DRILLS

Westminster conducts a fire drill every month as well as tornado drills 3 times a year. Staff are instructed in procedures for exiting the building and insuring the children's safety. In case of severe weather (tornado) a warning is issued, the children will be kept in Westminster until all clear is given by the Executive Staff. Only after the situation is deemed safe may students return to parents.

10.6 Notification and Emergency Plan in case of a death of a provider

Should there be a death of a Westminster Youth Services Staff member, Westminster will notify by phone all parents and schools served. If the death occurs during programming time, the program will be closed for the day and parents will be notified immediately to pick up their child. The children will be moved away from the situation until parents arrive to pick them up. The Youth Services Coordinator will fill that position until a replacement has been made. The Youth Services Director will take on the

Coordinator role during programming time. Counseling services will be made available through various program partner outlets if a child requests it.

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I have read and agree to abide by this K-8 Parent Manual.

Parent Signature

Date

Witnessed by:

WNS Representative

Date