



**ANKENY**  
COMMUNITY SCHOOL DISTRICT

# Before & After School Program

## 2024-25 Student-Parent Handbook

Engage ) Explore ) Create ) Learn ) Play

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**Central Office Administration**

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**Mission: Our Core Purpose and Distinction**

Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.

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## Notes

## Purpose of this Handbook

This handbook has been developed for Before & After School Program students and their parents/guardians. Every effort has been made to summarize Before & After School Program regulations so that students and parents/guardians will have a basic understanding of the expectations for participants enrolled in the Before & After School Program (B/ASP). Each student is accountable for the handbook's content. This handbook is a supplement to the District Handbook. More detail can be found in the School Board Policies on the district's website: [www.ankenyschools.org](http://www.ankenyschools.org).

The policies in this document are subject to change due to continuous review and revision of Board policies, Iowa Department of Health & Human Services minimum standards, changing legal requirements, and/or shifting district needs.

This handbook is designed to accomplish the following goals:

- To serve as a guide for students and their families about B/ASP rules, processes, and procedures;
- To serve as a source of information for students and their families about the B/ASP, as well as the overall program philosophy, and;
- To provide students and their families with up-to-date, understandable information on the B/ASP.

## Definitions

For brevity and readability, some terms used throughout this handbook imply and/or encompass the use of other terms, unless otherwise stated. In this handbook:

- "Parent" also means a student's "legal guardian", unless otherwise stated
- An administrator's title, such as "superintendent" or "manager" also means that individual's designee, unless otherwise stated
- "School grounds" includes school district facilities, school district property, property within the jurisdiction of the school district and/or school district premises, school-owned or school-operated buses or vehicles and chartered buses

- "School facilities" includes school district buildings and vehicles
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, and/or whether they are held on or off school grounds
- "Program" refers to the Before & After School Program

## Jurisdiction and Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Ankeny Board of Education. The board, administration and employees **expect students** to conduct themselves in a manner fitting to their age and maturity and with respect and consideration for the rights of others. Students may not use abusive language, profanity or obscene gestures or language. **Students, teachers, employees and visitors** are expected to treat each other with respect and courtesy so that all may be safe within the school environment.

This handbook, the District Handbook, Board policies, and Ankeny Schools' rules and regulations are in effect while students are on school grounds, school district property, and/or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school district, and/or involves students or staff. School district policies, rules and regulations are in effect 12 months of the year. A violation of a Board policy, rule, regulation, and/or provision of the student handbook and/or B/ASP handbook, may result in disciplinary action and/or may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. In accordance with law and policy, administrators who direct programs located offsite may make exceptions to handbook expectations to meet the needs of individuals programs and students.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and/or student handbook may be disciplined for conduct that disrupts or interferes with the education program; conduct that disrupts the rights of other students to obtain their education and/or to participate in school activities, conduct that disrupts the orderly and efficient operation of the B/ASP, and/or conduct that interrupts the maintenance of a disciplined atmosphere. Disciplinary measures included, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts

and circumstances surrounding the incident and the student's record.

Ankeny Schools reserves and retains the right to modify, eliminate, and/or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students and parents are required to acknowledge that they have received, reviewed, and understand the handbook. Students and/or parents with questions or concerns may contact the Before & After School Program's district office for information about the current enforcement of the policies, rules, regulations or handbook of the Before & After School Program.

The Iowa Department of Health and Human Services Child Care License and Registration website ([hhs.iowa.gov/licensure-and-registration](https://hhs.iowa.gov/licensure-and-registration)) and Iowa Department of Education website (<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>) has information and guidance for parents, guardians, and community members who have concerns about school districts or their governing boards.

## Program Information

The Ankeny Community School District Before & After School Program is funded through participating parent-paid fees to provide high quality, academically-enriching, safe, and fun Before & After School programming. Programs provide academic-enrichment aim to help students in grades K-5 increase academic success, character development, and build life skills through educational, recreational, and enrichment activities. The program provides a supervised environment that promotes educational competence, physical and social development, and community and family engagement.

During the Before & After School Program, students follow a daily schedule and participate in enrichment labs and recreational activities. B/ASP participants have the opportunity to purchase breakfast using their Nutrition Services account. A snack is provided for the After School Program.

The B/ASP operates under, and in compliance with, the Iowa Department of Health and Human Services licensing standards and procedures.

Ankeny Community School District reserves the right to update the Before & After School Program Student/Parent Handbook as necessary. The information in this Handbook is based upon conditions at the time of printing and is subject to change in order to better operate the program. All participants will be notified in writing of any changes made and the date any change takes effect. Please keep this Handbook in a safe place so that you may refer to it when needed.

### Central Program Office

Location: 306 SW School Street – Door S2  
Ankeny, IA 50023

Phone: (515) 965-9604 ext. 55015

Email: [basp@ankenyschools.org](mailto:basp@ankenyschools.org)

Office Hours: vary based on program need – call in advance to ensure an employee is available

Website:

[www.ankenyschools.org/before-after-school](http://www.ankenyschools.org/before-after-school)

### Program Sites

Before & After School Program site staff are on site from 6:30-8:00 a.m. and approximately 2:00-6:00 p.m. For assistance outside of these hours, contact central program office staff or email the site. Voicemail and/or text messages may also be left at the site phone number. Site emails are typically reviewed twice per day, prior to the Before School Program and prior to the After School Program.

#### Ashland Ridge

515-490-1407, [arbasp@ankenyschools.org](mailto:arbasp@ankenyschools.org)

#### Crocker

515-490-2096, [crbasp@ankenyschools.org](mailto:crbasp@ankenyschools.org)

#### Heritage

515-490-7820, [hebasp@ankenyschools.org](mailto:hebasp@ankenyschools.org)

#### Northeast

515-490-2324, [nebasp@ankenyschools.org](mailto:nebasp@ankenyschools.org)

#### Prairie Trail

515-490-2913, [ptbasp@ankenyschools.org](mailto:ptbasp@ankenyschools.org)

#### Rock Creek

515-490-3526, [rcbasp@ankenyschools.org](mailto:rcbasp@ankenyschools.org)

#### Southeast/East

515-490-4261, [sebasp@ankenyschools.org](mailto:sebasp@ankenyschools.org)

#### Westwood/Northwest

515-490-7667, [wwbasp@ankenyschools.org](mailto:wwbasp@ankenyschools.org)

### Hours and Days of Operation

Before School Program – School Days

- Monday-Friday, 6:30-7:45 a.m.

After School Program – School Days

- Monday-Friday, 2:55-6:00 p.m.

There is no additional fee for early release days for PM Only and/or AM+PM contracts.

### Program Holidays

See the current year's Program & Payment Calendar on the B/ASP website. The last day of school is the last day of the school year program.



### Inclement Weather or Emergencies

The safety and security of students and staff is the Program's top priority. The availability of B/ASP services during inclement weather or emergencies is dependent upon current weather conditions. In the event of severe weather or weather-related emergencies, the procedures below are not guaranteed. Administration reserves the right to make adjustments to these procedures at any time based on current conditions and student and staff safety.

**School Delay** – the B/ASP will also be delayed and *may open* at 7:30 a.m. to allow employees to travel to work safely and the Operations Department to clear parking lots and walkways. **No breakfast is served.** The B/ASP will operate at regular sites for students registered under the AM Only or AM+PM contract. No other contracts are eligible to attend.

**School Early Dismissal** – if school is dismissed early due to inclement weather: the B/ASP *may operate* at regular sites immediately following dismissal until 4:30 p.m. for students registered under the PM Only or AM+PM contract. No other contracts are eligible to attend. An afternoon snack is provided.

Parents are encouraged to pick up their student(s) as soon as possible so they, along with Program staff, may travel home safely. Late pick-up fees will apply beginning at 4:36 p.m.

**School Cancelled** – program status will be communicated in the district cancellation notice.

*If the B/ASP is open*, program hours are 7:30 a.m.-4:30 p.m. at Heritage Elementary School. All contracts are eligible to attend. **Enrollment is limited and dependent upon the number of employees who can safely report to work. Once the student to employee ratio is reached, no additional students will be accepted.** Students must bring a sack lunch; morning and afternoon snack is provided.

Late pick-up fees will apply beginning at 4:36 p.m.

**District Closed** – when the district is closed, the B/ASP is also closed.

**Non-Weather Related Emergency** – the B/ASP *may be* closed or adjusted depending on the emergency.

Should inclement weather or any other emergency situation affect B/ASP services, parents will be notified using the same methods as the regular school day. The

district's parent notification system will use the contact information on file in Infinite Campus to send email and phone notices.

### Daily Schedule of Activities

The Before & After School Program follows a daily schedule of activities to provide a safe, fun, academic-enriching environment. Students may or may not be grouped by grade level. Staff to student ratio is maintained at or below 1:15 and follows state guidelines.

<b>** Sample : Before School Program Schedule</b>	
6:30-7:30 a.m.	Rise & Shine Rotations / Games / Active Adventures
7:20-7:45 a.m.	Breakfast Option

<b>** Sample : After School Program Schedule</b>	
2:55-3:50 p.m.	Attendance / Handwashing / Snack Recreation Homework Lab Option
3:50-5:10 p.m.	Hands-On Enrichment Lab: <i>focused on</i> STEM, arts, team building, recreation, and character education
5:10-5:45 p.m.	Adventure Stations Homework Lap Option
5:45-6:00 p.m.	Clean Up / Dismissal

### Snacks / Food Allergies

Before School Program students have the option to purchase breakfast using their Nutrition Services account. Students may also bring breakfast from home. B/ASP tuition does not include breakfast.

A snack is provided in the after school program. The snack menu is developed in collaboration with the district's Nutrition Services Department and follows Iowa Department of Health and Human Services licensing standards nutrition guidelines. Students may bring a snack from home. Candy is not considered a snack.

Students may not share food with other students. When sending food from home, please be mindful that Ankeny Schools is a peanut-controlled organization. The Before & After School Program is not responsible for the nutritional value or meeting the student's daily food needs of items brought from home. It is the responsibility of the parent to ensure all allergies are properly documented on their student's B/ASP registration and communicated to staff.

Meal/snack time is an important time for students to learn the importance of good nutrition and good manners.

Students are required to wash their hands before eating, as well as clean up their area.

### Homework Lab

The B/ASP offers times each day for students who choose to work on homework. **The B/ASP does not provide one-on-one assistance and therefore, cannot guarantee all completed homework is correct.**

It is **the student's responsibility to know what homework they have and to work on their homework during the scheduled time.** If students tell staff they do not have homework, they will be taken at their word. Students who do not choose Homework Lab will continue with other planned program activities.

If a student does not complete his homework during the designated time, he may return to Homework Lab following Enrichment Lab. In some instances, a student may have more homework than time allows him to complete during available Program hours.

Homework Lab is a partnership between the B/ASP and parents. Parents are strongly encouraged to review homework on a daily basis.

Students are not allowed to use Chromebooks during Homework Lab unless a specific homework assignment is provided by the student's classroom teacher. Depending on the situation, a note from the teacher may be required.

### Staff Selection / Training

Frontline employees are the key to a high-quality Before & After School Program. Preferred qualifications and characteristics of Program employees include:

- Certified teachers and/or degreed professionals with experience working with school-age youth
- Education majors or individuals with equivalent experience working with youth
- Knowledge of positive youth development
- Positive role models and leaders
- Desire to work, and have fun with, youth
- Ability to adapt services to meet the needs of the B/ASP
- Ability to ensure all students feel welcome and included
- Ability to put the needs of students first and care for their safety and well-being
- Ability to provide a high level of customer care
- Ability to follow all guidelines set forth in the B/ASP Employee Standard Operating Guide

- Ability to meet all Iowa Department of Health and Human Services Child Care Licensing Minimum Standards

Before & After School Program employees receive training in the expectations and procedures of the Program and are also required to maintain current CPR and First Aid certification; Mandatory Reporter certification; and Universal Precautions and Infectious Disease Control certification. Employees also complete Essentials Child Care Preservice Training and annual professional youth development training as deemed appropriate for their role. For the protection and safety of students, a complete state of Iowa background check is completed prior to any employee beginning work in the Program. An FBI background check is also completed for all employees.

The B/ASP provides an opportunity for students to build positive relationships with caring adults. Program administration makes every effort to ensure employees are willing to make a full commitment to the B/ASP upon hiring.

### Mandatory Reporting

All Before & After School Program employees working directly with students are mandatory reporters of suspected child abuse and/or neglect. Employees are required by law to report any suspicion of physical, sexual, or emotional abuse and/or neglect within 24 hours when, in the course of working with a student, the employee has reason to believe that the student has suffered from sexual abuse, physical abuse, or neglect.





## Registration/Enrollment

### Registration

The Before & After School Program serves Ankeny Schools students in transitional Kindergarten through 5<sup>th</sup> grade. For the safety of all students, Program participants are expected to interact in a safe, respectful, and responsible manner in a group setting while following directions and program expectations.

The Program offers multiple contract options, including before school only; after school only; and before and after school. The B/ASP **does not offer part-time contracts** within, or outside of, the contract options offered.

Registration, and payment of the non-refundable, non-transferrable registration fee, is completed online annually by the student's parent. Students enrolled in the current year's B/ASP, as well as siblings entering the District, will receive priority enrollment and have the opportunity to enroll prior to enrollment opening to the general public. Registrations are date and time stamped.

Each site has a limited number of enrollment spaces. The non-refundable, non-transferrable, registration fee is due annually at the time of registration.

The Program does not 'hold spots'. Registered students are expected to pay tuition and begin programming when space is available. Failure to do so will result in the registration becoming null and void. All registration fees are non-refundable and non-transferrable.

### Wait List

When enrollment reaches capacity, a wait list registration option will be opened. There is a limited number of spaces on the wait list. Active enrollment to the Program is not guaranteed. Students on the wait list will be contacted for active enrollment as space becomes available. Once contacted, the parent will have two business days to respond with acceptance of the available space before it is offered to the next student. If a response is not received or the parent declines, the student's wait list registration will become null and void.

Wait list registration is active only for the current school year. A \$35.00 non-refundable, non-transferable fee will be due at the time of wait list enrollment. The fee is applicable only to the current school year wait list. If space does not become available within the same school year, or if the space is declined when offered, the wait list fee is

forfeited.

Wait list students are strongly encouraged to have a back up plan.

### Additional Information

To begin the B/ASP on the first day of school, the student must be registered by the deadline on the current year's program calendar, or before the program begins a wait list, whichever comes first. Registrations completed after this date will begin per the current year's admittance schedule or as space allows. Email communication will be sent confirming the student's start date, once available.

A t-shirt fee is due at the time of registration for all new students. Program t-shirts are required for field trips and other off-site activities, as well as special programs, for student safety. Purchased shirts will be distributed at the student's program site after the start of the school year. Additional t-shirts may be purchased through the central B/ASP office as needed throughout the year (sizes and quantities are limited).

Siblings receive a \$10.00 discount on monthly school-year program tuition. Families will pay the full monthly tuition for the first child and receive a \$10.00 discount per month for the second and each additional child enrolled. In the event of a mid-month start date, the sibling discount will be pro-rated accordingly. A sibling is defined as one of two or more individuals having a common parent, including step-siblings who reside in the same primary household. The sibling discount is not available for camps.

Payment must be received by the tuition due date or prior to the student beginning the B/ASP, whichever comes first.

### Registration Form Requirements

Registration is completed online annually by the student's parent. The registration form must be completed in full and include student contact information; emergency contacts and authorized pick-up persons; and health information.

The Authorized Pick-Up/Emergency Contact persons listed on the student's B/ASP registration form, along with Parent 1 and Parent 2, are allowed to pick up the student from the B/ASP. These individuals will also be contacted in the event of illness/injury or incident emergency, if the parent cannot be reached. The emergency contacts listed on the B/ASP registration form will take precedence over individuals listed on the student's school emergency form.

However, B/ASP staff reserve the right to reference the student's district emergency form, in the event B/ASP emergency contacts cannot be reached.

If the reunification policy/procedure is implemented, the information provided on the student's B/ASP registration and school emergency form on file with Ankeny Schools will be followed.

Students will not be released to individuals who are not listed as authorized pick up persons on the student's B/ASP registration. Authorized pick-up persons must be at least 16 years of age. Individuals may be added to the student's authorized pick-up list throughout the school year via on-site staff; phone; or by completing the current year's Request to Add/Change an Authorized Person form on the Program website. The parent driver's license number(s) provided on the student's registration will be required for proof of identity before any changes are made via phone or the online form. Parents may not give this information to regular day school staff.

Any person designated as an authorized pick-up person on the student's B/ASP registration form, **including the student's parent(s)**, will be required to show valid photo ID to B/ASP staff before the student is released **each day** (i.e., driver's license, government issued ID, passport, or work ID).

A copy of student B/ASP registration forms will be kept on file at the B/ASP site.

### Registration Contracts

The table below details the services included with each registration contract. The columns marked with an (X) indicate that the service listed is included with the contract. Service rows that are not marked with an (X) are not included with the contract.

\* see Program Information for additional inclement weather procedures, including adjusted program start and end times.

The Before & After School Program reserves the right to adjust tuition as necessary in the event of additional services offered for several canceled school days due to inclement weather or other extenuating circumstances.

	AM Only	PM Only	AM+PM
Before School	X		X
Delayed Start (IW) *	X		X
After School		X	X
Early Dis. (IW) *		X	X
Full Day (IW) *	X	X	X
Pro-Rated Day Camp	X	X	X

IW – inclement weather

### Updated Information

Parents are required and responsible for providing Program staff with updated contact information. Failure to supply updated information may lead to dismissal from the Program.

Divorce/Custody Restrictions – legal restrictions concerning a non-custodial parent must be on file with Ankeny Schools. When necessary, for student safety, a copy of the documentation will be supplied to the student's site leader.

### Confidentiality

Confidential and sensitive information will only be shared with employees of the B/ASP who have a "need to know" in order to most appropriately and safely care for students.

B/ASP staff are employed by Ankeny Schools and are required to abide by the Family Educational Rights and Privacy Act (FERPA), requiring employees to keep student information and records confidential.

In the event student information is released by visual, verbal, or written means, written consent from the student's parent will be obtained, allowing the release of the information.

### Program Enrollment Requirements

B/ASP sites must have a minimum after school enrollment of 30 students to operate. It is the district's goal to offer a B/ASP at each elementary school building. However, if minimum site enrollment is not met at a building, it may be necessary to delay opening of the low enrollment site, or combine programming with a neighboring site, while continuing Program recruitment efforts, with the intention of opening the site once minimum enrollment is met. In

such instances, parents of affected students will be notified in writing with as much notice as possible.

The district's smaller building capacity schools – East Elementary School and Northwest Elementary School – will be combined with neighboring sites and students will be transported via district transportation.

### Transportation

At times, due to low enrollment, staffing limitations, or off-site field trips, it is necessary for students to be transported. When such instances occur, students will be transported via the district's contracted transportation service and parents will be notified in advance. Students are required to follow all bus expectations. Failure to follow expectations will result in student consequences, up to and including, dismissal from the B/ASP.

In the event of a building emergency that requires off-site relocation, the district's emergency plan will be followed.

### Parent Orientation

Clear, consistent communication is one key to a successful Before & After School Program. At least one parent of each registered student is encouraged to attend Parent Orientation in August. Meeting dates and locations will be announced on the program website.

### Non-Registered Participants

The B/ASP does not provide non-registered student drop-in services. Friends of participants will not be admitted to the Program on a drop-in basis due to staff-student ratio requirements, liability, and other planning requirements.

### Registered Participant Drop-In:

the Program may be able to accommodate occasional drop-in services for **regular** Program participants for an additional fee. Occasional will be defined as no more than two days per month. Services needed on a more regular basis will require a contract change. Requests must be made a



minimum of one business day in advance to central B/ASP office staff.

### Day Camp Registration

Camp is offered on most 'no-school' days (including extended breaks and summer), excluding Program holidays and employee professional development/training days noted on the current year's Program calendar, available on the Program website. No-school days will be structured as camps and sites and space will be limited. Additional camp registration and fees apply.

A list of camp dates can be found on the current year's Program calendar. To maintain necessary staffing ratios and prepare accordingly, **space is limited and all students must register for each camp by the deadline communicated on the Program website. Tuition is due at the time of registration.** Field trip fees may apply and are due from each student registered with the correlating camp, regardless if the student attends the trip. Registration and paid tuition/fees are non-transferable and non-refundable.

Camp registration will close on the communicated deadline, or when camp registration is full, whichever comes first. Sites and enrollment is limited dependent upon employee availability and building space.

Oftentimes, camp registration is open to Ankeny Schools students enrolled in transitional Kindergarten through 5<sup>th</sup> grade, regardless of regular attendance in the B/ASP. However, there are occasions when camp enrollment is limited to enrolled B/ASP students due to limited capacity.

### Camp Registration Timeline

Individual day camps held August-December

- Registration opens June 15

Individual day camps held January-May

- Registration opens October 15

### Registration Closing

For all camps: two weeks prior to each camp, or when enrollment is full, whichever comes first.

Adventures camps – see current year's Program calendar for registration opening and closing dates. Students may register for as many days as needed; payment is only due for the days registered.

## Summer Adventures Camp

A high-quality, engaging summer enrichment camp program is offered following the regular school-year program. Program operational days, holidays, and tuition rates will be released online with summer camp registration materials.

Registration will open online on/around February 1. Registration is required annually. Sites and enrollment space is limited. Registrations are date and time stamped.

Students currently enrolled in the B/ASP, as well as students registered in the previous year's Summer Adventures Camp, will receive priority enrollment and have the opportunity enroll prior to enrollment opening to the general public.

Registration Form Requirements are required annually for all summer camp participants, including those who regularly attend the school-year B/ASP.

A non-refundable, non-transferable deposit per week of camp registered is due at the time of registration. The paid deposit will be applied to the registered camp week's tuition. The remaining weekly tuition balance is due by the deadline on the current year's tuition payment calendar. Once paid, tuition is non-refundable and non-transferable.

See Summer Adventures Camp Parent Information Packet for additional information and guidelines.

## Camp – Nutrition

A morning and afternoon snack that follows state nutritional guidelines is included with day camp tuition, including Summer Adventures Camp.

Due to the closure of the district's Nutrition Services Department on no-school days, neither breakfast nor lunch is included. All students are required to bring a sack lunch for each day of camp, unless otherwise noted on the registration information. Lunch containers should be clearly marked with the student's first and last name. Refrigeration is not available. Ankeny Schools is a peanut-controlled organization; please take this into consideration when packing lunch items. If a student does not bring a sack lunch, the Program will provide a lunch at a cost of \$20.00, to be charged to the student's account.

Parents are encouraged to provide a nutritionally balanced sack lunch. The Program is not responsible for the

nutritional value of snacks or meals from home. Candy is not considered a snack. Milk is available to supplement lunch from home. For those who take milk, applicable fees will be charged to the student's Nutrition Services account.



## Tuition / Fees / Withdraw

### Convenient Payment Options

Payment may be made as follows:

- Online credit or debit card – [www.ankenyschools.org](http://www.ankenyschools.org)
- Hand deliver cash, check, or money order to the central Before & After School Program office
- Mail check or money order (payment must be received by the tuition due date to avoid late fees):  
Ankeny Community School District  
Attn: Before & After School Program  
P.O. Box 189  
Ankeny, IA 50021

### Payment will not be accepted at B/ASP sites.

Checks and money orders payable to:  
Ankeny CSD Before & After School Program

Returned checks due to insufficient funds will require full payment, including a \$25.00 late payment fee, within two business days. Personal check privileges, including e-check privileges, will be terminated for customers who incur repeated returned checks. Once personal/e-check privileges have been terminated, they will not be reinstated until the following Program year.

**Reminder:** the full monthly tuition payment must be received by the date indicated on the current year's B/ASP payment calendar to avoid late payment fees and/or student withdraw. It is the program's practice to waive one late payment fee per program year upon request.

Students may not register for day camps, adventures camps, or future school-year programming until all past due balances, including outstanding B/ASP fines and fees, have been paid or an approved, active payment plan is in place.

### Tuition Due Dates

It is the parent's responsibility to ensure all payments are received by the due date. The current year's payment calendar is located on the Program website.

The monthly tuition rate is established based on the number of days on the school year calendar, using B/ASP hours, and is distributed over all of the school months (some months have more days, some months have less

days). Depending on the school year start and end date, there may be minor adjustments to the way tuition is divided across the school year each month. The full monthly tuition is due each month.

### Late Tuition Payment Fees

A courtesy grace period\* is offered following each month's tuition due date. Tuition payments that are not received within the grace period are charged a \$25.00 late fee. It is Program practice to waive one late payment fee per Program year upon request.

\*Accounts paid on adjusted tuition contracts are excluded from the courtesy grace period. Payments not received by the agreed upon tuition due date will be charged a \$25.00 late fee immediately following the due date.

### Delinquent Accounts

Accounts will be considered delinquent if monthly tuition and other accumulated fees are not paid prior to the *Non-payment: Student is Withdrawn* deadline on the current year's program calendar. The parent is responsible for paying the tuition plus the late fee to return the account to good standing.

If tuition remains unpaid, the student(s) will be withdrawn from the B/ASP.

To re-enroll after a student is withdrawn due to a delinquent account, the parent is responsible for payment of the full account balance (monthly tuition, \$25.00 late payment fee, and any other accumulated fees), plus a \$65.00 re-registration fee. It is Program practice to waive one re-registration fee per Program year upon request. Re-enrollment is dependent upon available space.

Students will not be allowed to enroll in future Ankeny Community School District B/ASP opportunities until all past due account balances are in good standing.

Parents having difficulty making payments by the tuition due date should contact central B/ASP office staff before tuition is due to discuss payment options.

### Change of Registration Status / Withdraw

Any change in registration contract status must be completed in writing, by the posted deadlines, via the online School-Year Change in Registration Request form located on the Program website.

To lessen a student contract (i.e., change from an AM+PM

contract to PM Only) or withdraw from the B/ASP, the online School-Year Change in Registration Request form must be submitted by the 28<sup>th</sup> day of the month prior to the change taking effect. Failure to meet this deadline will require payment of the student's current contract tuition for the following month, regardless of whether the student attends.

Notifying B/ASP site staff, regular school day staff, or the student's regular day teacher is not acceptable withdraw notification and will not be honored. The parent is responsible for payment of all tuition until proper written notification is received, regardless of student attendance.

Student(s) withdrawn from the Program may be re-enrolled as space allows. The B/ASP does not hold spaces. A \$65.00 non-refundable, non-transferable re-registration fee will be assessed to re-enroll.

To increase a student contract (i.e., change from AM Only to AM+PM), the online School-Year Change in Registration Request form may be submitted at any time. The change will be processed when space is available. Additional tuition as a result of the contract change will be due prior to the student beginning the new contract.

## **Refund / Credit**

### ***Program Withdraw***

Tuition refunds will only be considered for students withdrawing from the program due to an out-of-district transfer when proper written notice is submitted via the online School-Year Change in Registration Request form located on the Program website.

### ***Change in Registration Status / Overpayment***

In the event of overpayment of tuition due to a change in registration status following Program policy or inadvertent duplicate payment, the account holder may elect for the overpayment to be refunded or credited to the next billing.

### ***Suspension from Program***

In the event a student is suspended or dismissed from the regular school day or the B/ASP, refunds will not be awarded for any missed days or remaining tuition.

If a student is suspended from the regular school day, or transferred to an alternate day learning program outside of Ankeny Schools, the student may not attend the B/ASP until returning to regular attendance at his home school.

## **Late Pick-Up Fees**

The B/ASP closes at 6:00 p.m., unless otherwise noted. The following late pick-up fee structure is in effect:

**Beginning at five minutes past the day's program end time (per the school clock), late pick-up fees will be charged at a rate of \$1.00 per minute per students who has not been signed out of the program by an authorized pick-up person.**

Late pick-up fees will be charged to the student's account. Failure to pay late pick-up fees may result in the student's suspension or dismissal from the Program and a \$25.00 late payment fee per month past due.

If a student has not been signed out by an authorized pick-up person, or the student's parent has not made contact with the site, emergency contacts will be notified.

If a student has not been picked up 30 minutes after Program closing, and emergency contacts cannot be reached, the student will be considered abandoned and staff will contact the Ankeny Police Department.

Late pick-up procedures are in place for emergency purposes. B/ASP participate privileges may be revoked for customers who repeatedly fail to pick up their student at the scheduled closing time.

Student safety and security is the Program's top priority. All B/ASP participants and authorized pick-up persons are required to enter and exit the Program using the designated building door.

## **Dependent Care Reimbursement**

Before & After School Program tuition qualifies for dependent care reimbursement through most flexible spending accounts. Please refer to your FlexSystem FSA Summary Plan Description for guidelines specific to your account.

Dependent care reimbursement cards may be used via the online payment system. Dependent care reimbursement verification forms may be hand-delivered, mailed, or emailed to central B/ASP office staff for verification. Processing can take up to three business days. Forms may not be signed by site staff.

Registration fees and late pick up fees are eligible FSA dependent care expenses.

## **Financial Assistance**

The B/ASP accepts state childcare financial assistance through the Iowa Department of Health and Human Services (IDHH) Child Care Assistance Program (CCA), Operation Military – Child Care Aware of America (CCAOA), and Department of Veterans Affairs (DoVA) childcare subsidy program. Families who qualify for any of these assistance programs may pay a reduced monthly tuition based on the family agreement with the assistance provider. Each family agreement is specific to individual family needs. The Before & After School Program does not assist in establishing this fee.

Per IDHH guidelines, qualifying families are not required to pay the B/ASP registration fee, but are responsible for paying additional field trip/activity fees, milk fees, and the Program t-shirt fee. CCAoA and DoVA qualifying families pay the full monthly tuition and are reimbursed the assisted amount following monthly processing.

**Any parent who is pre-qualified or applying for CCA is strongly encouraged to contact central B/ASP office staff in advance of completing the B/ASP registration to verify enrollment space.**

### ***Pre-Qualified: Iowa Dept. of Health & Human Services***

It is the parent's responsibility to notify IDHH to transfer childcare service providers to the Ankeny Community School District Before & After School Program. The transfer should take effect the first day the student attends the B/ASP.

It is the parent's responsibility to present a copy of the IDHH award letter that states the co-pay amount and dates the agreement is valid, to central B/ASP office staff upon registration. Failure to provide documentation of eligibility in advance with require payment of the \$65.00 non-refundable, non-transferable registration fee and full monthly Program tuition until documentation is received. Assistance is not retroactive; therefore, no paid fees will be refunded.

### ***Not Pre-Qualified: Iowa Dept. of Health & Human Services***

Parents must meet specific criteria to qualify for IDHH childcare assistance. For more information, contact IDHH at 866-448-4605.

IDHH childcare assistance is not guaranteed. Parents who choose to register for the B/ASP prior to receiving a notice of assistance approval from IDHH will be responsible for payment of the \$65.00 non-refundable, non-transferable

registration fee and full monthly tuition until documentation of assistance is received. Assistance is not retroactive; therefore, no paid fees will be refunded.

### **CCA Provider Application Numbers**

- Ashland Ridge – 44370
- Crocker – 44371
- East – 51465
- Heritage – 51168
- Northeast – 44373
- Northwest – 44374
- Prairie Trail – 44375
- Rock Creek – 44378
- Southeast – 44192
- Westwood – 44377

### ***Iowa Dept. of Health & Human Services – Additional Program Guidelines***

The Program offers multiple contract options, including before school only; after school only; and before and after school. The Program does not offer any part-time contracts within, or outside of, the listed contract options. To ensure equitable contract options for all families, part-time IDHH childcare assistance award letters will only be accepted with parent agreement to pay the B/ASP daily rate for the remaining month's days that are not covered by IDHH childcare assistance, according to the Program contract for which the covered student is registered.\* For example, if a student is registered for the after school only B/ASP contract and IDHH childcare assistance covers Monday, Tuesday, Wednesday, and Friday for after school care, the parent is responsible for payment of the Program's daily rate for Thursday in order for the student to be enrolled in the Program. Payment of the additional fee will be due on the monthly Program tuition due date.

IDHH childcare assistance allows up to four-six absences per month (dependent upon current guidelines) for each qualified student. It is the parent's responsibility to provide a doctor's note to central B/ASP office staff within 24 hours of the absence for consideration of excusing the absence.

In the event a doctor's note is not provided, the parent will be responsible for payment of the Program's daily rate for the contract under which the student is registered for the fifth (or seventh, depending upon current guidelines) absence, and each absence following, through the remainder of the month. Payment of the additional fee is due on the following month's tuition due date. Absences

that occur as a result of student suspension from the program are included in the monthly absence limit and will be charged at the daily rate, in the event the days suspended exceed the student's absence limit.

In the event a qualified student is registered for day camp, but does not attend, the absence will be added to the student's monthly total and the parent will be responsible for payment of the daily camp rate, if the student has exceeded the number of qualified absences in the month.

\* Students enrolled in the B/ASP as of June 1, 2019 will be grandfathered through the end of the student's current eligibility award letter date.

***Operation Military – Child Care Aware of America***

Parents must meet specific criteria to qualify for CCAOA assistance. For more information, contact Child Care Aware of America at 800-793-0324.

***Dept. of Veterans Affairs – Childcare Subsidy Program***

Parents must apply and meet specific criteria to qualify for DoVA assistance. For more information, visit [va.gov/ohrm/worklifebenefits/vachildcare.asp](http://va.gov/ohrm/worklifebenefits/vachildcare.asp).





## Policies and Procedures

### **Program Arrival**

Before School Program – parents are required to accompany their student to the building and sign their student into the Program. Dropping the student off at the door or in the building drop off lane is not acceptable. The before school program opens at 6:30 a.m., at which time students and parents are allowed inside the building. **Failure to follow these procedures will result in student dismissal from the Program.**

After School Program – when students are released from their regular day classroom at the dismissal bell, Program staff meet and greet students in the designated building location (typically the cafeteria) immediately following dismissal.

### **Attendance**

Before and After School Program staff take attendance at the beginning of the Program, as well as each time students transition activities. Program staff are not responsible for students until they have entered the B/ASP. Failure to keep Program staff informed of your student's whereabouts causes safety concerns. Absence notifications also allow the Program to most effectively manage appropriate ratios and help teachers effectively plan for the day.

### **Reporting Absences**

When a student will be absent from the B/ASP, the parent is responsible for contacting the student's site by email or phone before 2:30 p.m. (see Program Information section for site contact information). Parents may also contact central B/ASP office staff.

Voice messaging is available 24 hours per day. If leaving a message, please speak clearly and slowly and provide the information requested below. Email notification should also include the following information:

- Student name and school
- Parent name and phone number

In the event notification is not received, a B/ASP employee will contact the parent to verify the whereabouts of the student (for those attending the after school program who were present during the regular school day).

Absences reported to regular day school staff are not guaranteed to be received by B/ASP staff. Therefore, parents are asked to follow the reporting guidelines above.

### **Extra-Curricular Activities**

An Alternate Activity Form must be completed by the parent if a student is attending any alternate extra-curricular activity within the school building during Program hours. This includes volunteering after school in a teacher's classroom.

The Alternate Activity Form is available on the Program website or from the site leader.

Students who attend the after school program and participate in other extra-curricular after school activities within the building immediately following school (i.e., choir, tutoring, orchestra, Girls on the Run, community engagement class, etc.) will report directly to the extra-curricular activity unless alternate arrangements are made with the site leader. If the activity ends during after school program hours and the student will join the B/ASP following, the teacher or organization leader with whom the student is participating, is responsible for accompanying the student to the after school program to sign in with Program staff.

Students are not allowed to leave the B/ASP during program hours without being signed out and accompanied by an authorized pick-up person.

### **Student Release Policy**

The registration form includes a section for parents to provide the names of persons allowed to pick up their student(s) from the Before & After School Program (see Registration / Enrollment for additional information).

Any person designated as an authorized pick-up person on the student's B/ASP registration, including the student's parent(s), are required to show valid photo ID to Program staff each day before the student is released. Acceptable forms of photo ID may include driver's license, government issued ID, passport, or work ID. The authorized pick-up person must be at least 16 years of age.

### **Authorized Pick-Up Person Release Procedures**

When a parent or authorized pick-up person arrives to pick up a student, they will sign out the student(s) on the Program sign out log after presenting a valid photo ID and being confirmed as an authorized pick-up person for the registered student. Honking or waving for the student(s) to come to the car is not acceptable. This procedure will be followed daily.

Students are not allowed to sign themselves out of, or leave the Program prior to the Program's official dismissal time of 5:45 p.m., unless accompanied by a parent or authorized pick-up person.

### ***Unauthorized Pick-Up person Release Procedures***

If an unauthorized pick-up person arrives to pick up the student, Program staff will attempt to contact the student's parent with a driver's license number on file. The parent will be asked to provide their driver's license number, listed on the student's B/ASP registration, to confirm identity. Once confirmed, the parent will be asked to grant permission for the student(s) to be released to the person on-site.

If permission is granted, information will be documented and the authorized pick-up person student release procedures will be followed. The unauthorized pick-up person will not be added as a permanent authorized pick-up person unless requested by the parent.

If the parent cannot be reached or permission is not granted, the student will not be released to the unauthorized pick-up person. If the unauthorized pick-up person takes the student(s) without permission, the Ankeny Police Department will be contacted.

### **Program Dismissal**

Before School Program – depending on the individual site dismissal plan, students will be released to the gym or to their classroom.

After School Program – the registration form allows the parent to indicate how the student will leave the Program each day.

Parents have two after school dismissal options:

- Pick Up – the authorized pick-up person will present a valid photo ID and sign the student out of the B/ASP
- Walker – only at the Program dismissal time (5:45 p.m.) the student will be walked to the perimeter of school property by a B/ASP employee who will sign out the student and then release the student to walk alone. Reminder: later in the day, crossing guards are not available and it may be dark. Walkers will not be released prior to the Program's dismissal time of 5:45 p.m. (exception: inclement weather days, see Program Information for more

information) without the presence of an authorized pick-up person.

### **Telephone Calls**

Except in an emergency, B/ASP staff will not call students to the telephone. If you need to reach your student during program hours, please call the B/ASP site and a message will be delivered.

### **Personal Electronic Devices & Other Items**

District devices will be used by students when the Program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, ipod, smart watch, e-reader, etc.) to the Program do so at their own risk and will not be allowed to utilize it during Program hours, including calling/texting from the student's smart watch. Staff will collect devices from students who choose not to follow Program expectations and return them to the student's parent at pick up.

Students should leave all toys, trinkets, and other personal non-school related items at home. The B/ASP provides all activity materials for students, unless otherwise noted. If students bring items from home, they will be required to put them away. In the event of an earned reward or other special activity in which students may bring items from home to the B/ASP, parents will be notified.

The Program is not responsible for lost, damaged, or stolen items. The use of any electronic device by students is also subject to Board policy.

### **Bullying and Harassment**

Harassment and bullying of students and employees is against federal, state, and local policy, and is not tolerated. Harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is prohibited.

Complaints about bullying and harassment begin at the Before & After School Program site level. The complete Board policy 504.43 and 504.45, as well as the complaint form 402.13F are available on the district website: [www.ankenyschools.org](http://www.ankenyschools.org).

If you have questions about this law, please contact the district Chief Officer of Legal Affairs & Strategic Initiatives. The complete text of the law and additional information is available on the Iowa Department of Education website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## Positive Behavioral Interventions and Supports (PBIS)

Ankeny Schools strives to promote a positive and safe learning environment for all students. Program employees will utilize Positive Behavioral Interventions and Supports (PBIS) expectations, in line with the regular school day, to provide positive guidance, redirection, and set clear limits that assist students in developing socially acceptable, behavioral, and emotional controls.

PBIS is a set of procedures that positively acknowledges students for demonstrating appropriate expected behaviors. Expectations are similar in each elementary building and B/ASP. Students are taught these expectations throughout the school year and are recognized when following them.

### Respect

- Listening to others
- Using appropriate voice level
- Following directions
- Accepting differences

### Safety

- Using line and body basics
- Asking for help
- Reporting your concerns
- Following school procedures

### Responsibility

- Completing work & participating
- Being prepared
- Taking care of yourself and property
- Making smart choices

Creating and maintaining a safe, positive, fun, enrichment B/ASP environment involves the support of parents. It is important for all students, staff, and parents to take pride in their learning and choices. Participation in the Program is a privilege, not a right. Parents are strongly encouraged to review the Program's behavior expectations with their child and to work as a partner with Program staff to discuss any issues that may arise during participation in the Program.

A positive Before & After School Program environment requires everyone's support. B/ASP participants are expected to follow individual activity expectations, as well as:

- Be positive and try their best
- Be respectful and kind to peers and adults
- Be mindful of other students' personal space – keep hands, feet, and personal items to self
- Ask Program staff, and receive permission, before leaving an activity space
- Be engaged and actively participating
- Leave personal electronic devices at home or turned off inside their bag
- Leave all toys at home
- Remain at the Program unless signed out and accompanied by an authorized pick-up person

## Inappropriate / Unsafe Behaviors

The following behaviors are considered inappropriate or unsafe for students participating in the Program:

- Behavior that unreasonably disrupts the environment
- Defying or disregarding Program employee direction
- Profanity or abusive language
- Verbal or physical threats to others
- Destruction of property
- Theft
- Physically aggressive behavior or unwelcome physical contact with others
- Behavior that constitutes bullying or harassment in violation of Board policy 504.43 and 504.45
- Leaving the student's designated area without permission



District policies will be enforced during the Before & After School Program. Students are expected to respond promptly to the direction of, and act respectfully toward, Program employees. Refusal to do so is considered a serious breach of student expectations. Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the Before & After School Program environment will result in disciplinary action.

### **Response to Behavior Incidents**

It is reasonable for the B/ASP to expect students to make positive choices and follow instructions. When inappropriate behavior occurs, B/ASP staff will utilize a positive discipline approach, including positive guidance and redirection. Determination of the appropriate response to a student's behavior is within the sound judgement of Program staff, based on the circumstances involved, and the severity of the behavior.

Responses may include:

#### **Redirection**

- Verbally recognize the student's positive behavior while redirecting to another activity
- Encourage social skills by discussing resolutions to conflict/confrontation
- Intervene and introduce the student to an activity in a new perspective

#### **Cool Down**

- Cool down shall be defined as individual time away from the group of activity
- An adult-directed cool down shall not exceed one minute per year of the student's age
- Identify the student's inappropriate behavior and discuss possible alternatives to the situation

#### **Time Away from the Group**

- Utilized when redirection and "cool down" within the area is either inappropriate under the circumstances or where previous efforts have been ineffective at stopping the inappropriate behavior

#### **Send Student Home**

- When the student fails to respond to the previous measures taken by Program staff and/or when the behavior creates an unsafe environment for the student or others

- The decision to send a student home is within the sole discretion of Program leadership staff

### **Prohibited Methods of Discipline**

- Corporal punishment, defined as intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to hard or cause pain. Examples include, but are not limited to, spanking or shaking a student.
- Punishment which is humiliating or frightening, or which causes pain or discomfort to the student
- Students will not be punished due to illness
- Students will not have food taken away as a punishment
- No student shall be subjected to verbal abuse, threats, or derogatory remarks about the student or the student's family

### **Written Documentation**

Incidents that result in a minor or major behavioral infraction, as determined by the PBIS guide, will result in a written Incident Report to document the incident and provide communication with the student's parent.

### **Behavior Intervention Meeting**

If the student's inappropriate behavior continues, a behavior intervention meeting may be scheduled with the student's parent(s) and Program site leader. Program administration may also attend. If the student has a specialized plan, the student's special education teacher or other designee may also be asked to attend the meeting, or consulted, as available.

The purpose of the meeting will focus on actions that may be taken to aid in the student's success within the Program. For students with a disability affecting their behavior, the team, including the parent, will discuss whether accommodations can be made for the student to safely and successfully participate in the Program.

An individualized Behavior Plan may be developed by the team, based on the student's needs and ability of the Program to safely and effectively implement, and will include the expectations for the student, along with responses/consequences if the student does not meet the expectations.

**Parent participation and support is very important where a student's behavior poses a significant disruption to the Program environment.** Parent refusal to participate in a

behavioral intervention meeting will result in the student's removal from the Program.

### **Suspension**

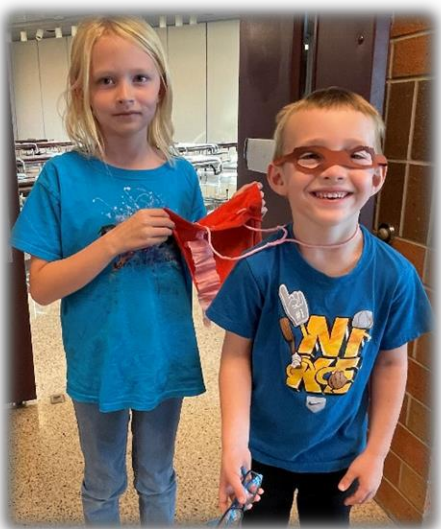
A student may be suspended from the Program when the student's behavior constitutes a serious violation of the behavior guidelines set forth in the Inappropriate / Unsafe Behaviors section of this handbook, or if the student's continued presence constitutes a threat to the health or safety of the student or others.

The parent will be notified of the suspension in writing. Prior to the student returning to the Program, a Behavior Intervention Meeting may be held as described in said section above.

### **Termination of Services**

The Before & After School Program is committed to meeting the needs of all students. However, there may be situations where the Program cannot meet individual student needs. The Before & After School Program may terminate services if:

1. The student is unable to successfully meet the behavior expectations set forth in the Inappropriate / Unsafe Behaviors section above, following implementation of an individualized Behavior Plan and/or any accommodations required because of the student's disability;
2. The student's continued presence constitutes a threat to the health or safety of the student or others; or
3. The Before & After School Program is otherwise unable to meet the individual needs of the student.



In the event of termination, the parent will be provided with written notice of the decision to terminate services.

As part of the Ankeny Community School District, B/ASP staff reserve the right to work in conjunction with other district staff to help in the resolution of conflicts that arise in the B/ASP.

### **Conduct and Communication**

All Before & After School Program questions and concerns will be addressed in an appropriate manner with Program staff. At no time is anyone other than an Ankeny Community School District employee allowed to address a discipline issue with another participant.

All concerns/incidents are managed by the site leader. If a parent does not feel that the site leader has resolved his/her concern, the parent will contact the Program manager.

Communication is a vital part of the Before & After School Program. It is important to model appropriate, respectful communication when addressing B/ASP staff as they are in an educational, teaching environment. To discuss discipline concerns at length with the site leader, a meeting will be scheduled to ensure program ratios and student experience continue to be maintained. It is unacceptable for any individual to express hostility towards Before & After School Program staff or participants.

### **Health / Illness / Behavior of Participants**

Parents are responsible for informing B/ASP employees of any special needs, concerns, or information regarding their student's health and/or behavior.

**Full Disclosure Requirement:** the safety of all students and staff is the Program's priority. Failure to disclose full and accurate student health and/or behavioral information of the student on the B/ASP registration upon registration completion will result in, at minimum, a delayed start date, and may include termination of enrollment.

Iowa Department of Health and Human Services and District guidelines relating to illness or injury at school will be followed, including the guidelines of the Iowa Department of Public Health regarding student's need for exclusion from school (i.e., not returning to the Program until the student is 24-hours fever and/or diarrhea free, etc.) If a student does not attend school during the regular day, he/she may not participate in Program activities.

If the student has a communicable disease, parents are asked to share the diagnosis with the site leader so that other parents in the program may be notified. Only the communicable disease information will be shared.

The Program will take all measures to protect your child's confidentiality.

Parents will be notified by phone if a student becomes ill while at the B/ASP. Pick up is required within 45 minutes of notification. If the parent is reached, but cannot pick up the student within 45 minutes, it is the parent's responsibility to make alternate pick-up arrangements. If the parent cannot be reached, emergency contacts will be notified.

While the school district is not responsible for treating medical emergencies, Program staff may administer emergency or minor first aid, if possible. In the event of serious illness or injury, proper medical personnel and the student's parent will be contacted. At the discretion of the medical personnel, the student may be transported to an emergency facility by ambulance or the parent. The student's parent will be responsible for any expenses incurred.

Before & After School Program staff does not regularly dispense medication and there is not a nurse onsite. Most student medication needs can be adequately treated by taking medication at the start of the school day or prior to dismissal. If it is necessary for a student to take medication in order to participate in the Program, please make arrangements with the school nurse to have medication administered between the hours of 7:40 a.m.-3:40 p.m. If medication is specifically required from 3:40-6:00 p.m., a signed physician's statement that includes the time the medication must be administered is required. Upon receipt of the statement, a limited number of trained Program staff may be approved by the Program manager to administer the medication.

The B/ASP recognizes that some students may need regular prescription medication during day camp that is typically administered during the school day. A limited number of staff will be trained to administer necessary prescription medication. It is the parent's responsibility to communicate this need to the Program manager in advance to ensure the medication can be safely administered. If so, it is the parent's responsibility to provide the medication to camp staff, in its original prescription container, along with the Elementary Request for Medications at School Form (available on the Program website). Before & After School Program employees will not transport medication from a student's school site to the camp site, unless in the event of an emergency.

All District and Iowa Department of Health and Human

Services medication administration policies and procedures, including providing medication in its original prescription container, will be followed. B/ASP staff do not have access to medication in the nurse's office.

Emergency medications are required when applicable and should be provided to the Before & After School Program site leader following Board policy 504.32. The Elementary Request for Giving Medication at School form and the student's emergency action plan must be submitted with the medication. B/ASP staff do NOT have access to any medications provided to the school nurse for regular day use. Failure to provide non-expired emergency medication to B/ASP staff will result in student dismissal from the B/ASP unless a signed physician's statement is provided, clearly stating that emergency medication is not needed for the student's medical condition.

### **Accidents / Injuries**

Students are encouraged to notify B/ASP staff of risks of injury or harm to themselves or others. In the event of an accident or injury during the Program, students will notify Before & After School Program staff immediately so proper care may be administered and documented.

If a B/ASP student is involved in an accident involving a head injury, the parent will be notified immediately and an Injury Report will be completed.

If a B/ASP student is involved in a biting incident, the parent of all involved students will be notified and an Injury Report will be completed. The following first aid procedure will be followed:

- Surface bite: ice will be applied to reduce swelling/bruising
- Puncture bite: the area will be cleaned with soap and water. The bite mark will be bandaged and ice will be applied to reduce swelling/bruising. The student will be monitored.

### **Student Dress**

Students are encouraged to dress comfortably and wear (or bring) shoes appropriate for physical activity. Students are expected to have appropriate dress for weather conditions. Students attending field trips or other off-site activities are required to wear a Before & After School Program t-shirt, unless otherwise noted.

### **Outside Activity**

**Cold weather** – district cold weather guidelines are followed. When the temperature and/or wind chill is at 0-degrees or below, students will go outside. These are

maximum wind chill guidelines. If at any time, B/ASP staff believe it is too cold, students will return inside.

Students are expected to wear a coat when the temperature is at or below 50-degrees. When the temperature is 51-degrees or higher, students will make their own choice regarding a coat unless the student's parent notifies the site leader otherwise.

**Hot weather** – when the temperature and/or heat index is at 100-degrees or above, students will not go outside. These are maximum heat index guidelines. If at any time B/ASP staff believe it is too hot, students will return inside.

The temperature and/or wind chill factor is determined by the National Weather Service.

### **Water Activity**

There may be opportunities when water play is incorporated into program games and activities. Staff will supervise all students by sight and sound in all areas with access to water. In the event students may get wet during the activity and need an extra set of clothes, parents will be notified in advance.

### **Visiting and/or Volunteering**

For the safety of our students, all interested and prospective visitors and volunteers are required to follow Ankeny Community School District volunteer program policies. Volunteers are subject to a criminal background check and the District reserves the right to restrict volunteers as a result of that check. Application processing can take up to 2 weeks to complete.

Parents of current B/ASP students are welcomed and encouraged to visit and/or volunteer at their student's Program site at any time during program hours. Prior arrangements to visit the Program do not need to be made. Non-parent program visitors are required to make prior arrangements with the Program site. Visits to a specific student in the program will not be allowed without prior parent approval and are subject to approval by the Program manager.

For student and staff safety, all visitors are required to enter through the main Program door to check in with B/ASP staff by showing their driver's license and signing in via the District's online visitor log. Visitors will be accompanied to each activity by Program staff and will limit the visit to 30 minutes in order to not interfere with

instructional time and give students the opportunity to learn and grow individually.

### **Emergency Management Plan**

Each site has an Emergency Management Plan that will be followed in the event of an emergency. Along with B/ASP staff and school officials, families play a critical role in preventing and responding to school emergencies. It is important that, as a Program parent, you are familiar with the ABCs of the parent's role during emergencies, found within the Ankeny Community School District Student/Parent Handbook. In the event of a crisis, refer to the Ankeny Community School District website, as well as District communication for additional information. Please do not go to the B/ASP site unless otherwise directed.

### **Celebrations**

Birthdays may be celebrated in the Program with non-food items, but are not an expectation or requirement. Should a student elect to bring a non-food item, it will only be distributed if there is one for each student in the Program. Students with summer birthdays are welcome to choose a school day to celebrate. Invitations to parties outside of school that do not include all students in the Program will not be distributed at the Before and After School Program.

### **After Hours Before and After School Program Activities and Events**

As part of the Before & After School Program, there are times when opportunities arise for students to participate in activities and events outside of regular Program hours; this includes field trips. When opportunities such as these occur, Program staff will notify parents with as much



advanced notice as possible. Parents will be required to complete a written permission form for their student to participate.

All students who attend off-site field trip are required to wear a B/ASP t-shirt. Students will be transported by Ankeny Community School District transportation and supervised by Program staff.

Additional field trip fees will be included with the event/field trip details. Students who choose not to participate in a field trip will need to find alternate care on the day of the trip as all B/ASP staff will attend the field trip and the site will be closed, unless otherwise noted.

Parents who wish to attend the trip with their child may do so by completing the District volunteer application and receiving the appropriate background clearance to attend (see Volunteer/Visitor section for more information). Attending parents will drive themselves to the field trip location and are responsible for paying their own entry fees. There may be times that, due to activity space, the number of parent attendees is limited. Participant siblings who are not registered in the Program are not allowed to attend field trips.

Family engagement activities held beyond regular Program hours require parent/adult family participation unless otherwise noted in the specific activity information. In the event a student is not picked up at the regular dismissal time, or accompanied by an authorized adult to the event, late pick-up fees will apply.

### **Care of Students by Program Employees Outside of Program Hours**

The District does not recommend Program employees for out-of-program childcare or provide employee contact information. Parents may leave their contact information with the Program office assistant to provide to the requested employee. The employee will not discuss or make arrangements for out-of-program childcare during work hours. It is the individual employee's choice whether to accept a request for out-of-program childcare. Employees will not and are not representing the District or Program when providing care outside of Program hours.