

The Carroll County Community Center's

# After School Student Care

Kindergarten through Grade 6

## 2016-17 PARENT HANDBOOK

Carroll County Community Center  
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# Welcome to the Carroll County Community Center After School Student Care

*Dear Parents,*

*Thank you for enrolling your child in the After School Program. At the Carroll County Community Center your child will learn to build lasting relationships, engage in stimulating learning activities, and have safe fun! Most importantly, it is a place where they will learn about the Carroll County Community Center's character values, trustworthiness, respect, responsibility, fairness, caring and citizenship.*

*The After School Program will be a place in which each child will be admired and respected for being an individual, as well as part of our Community Center family.*

*This handbook has been provided for you as a guide to our policies, procedures, and general program information. Please feel free to contact us regarding any questions and/or concerns you may have.*

*Sincerely,*

*Don Franklin*

*Carroll County Community Center Director*

## Goals and Objectives

The Goal of the CCCC After School Program is to help participants grow spiritually, physically, and mentally. The program also strives to provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff members. Carroll County Community Center gives children an experience that lasts a lifetime!

## Staff

All members of our skilled staff meet all necessary qualifications. Criminal background checks along with reference checks are conducted.

### **Supervision**

Staff will never leave a child unsupervised.  
After school site will hold a 1 to 15 ratio at all times.

## Days and Hours of Operation

### **Program Hours**

The CCCC After School Program operates Monday through Friday in accordance with the Carroll Consolidated School Corporation calendar. The After School program runs from the end of the school day until 6pm. Late fees will incur after 6pm. Please refer to the billing section of this guide for fee information.

### **Bus Transportation**

Transportation from the school will be provided by Carroll School Corporation's vehicles and staff.  
It is the responsibility of the parent/guardian to contact the school in regards to when your child will be riding the school bus to the Carroll County Community Center facility.

## After School Program Activities

- ◆ Student-tutor homework support
- ◆ Large and small group games
- ◆ Character Development
- ◆ Arts 'n' Crafts
- ◆ Social Skill Building
- ◆ Health and Fitness

## **General Program Information**

Your child will have the opportunity to build social skills with other children in the program. They will also work on character development while doing fun and exciting activities.

### **Snacks**

A snack and drink will be provided.

### **Homework**

Each day we set aside time for children to work on their homework. Staff will be available to answer questions or provide tutoring. Children without homework should read, work on test preparation skill or study a subject of their choosing.

### **Enrichment**

Enrichment activities include creative expression, communication and cooperation, which build social, physical and emotional skills. These activities include sports, arts, and culture.

### **Personal Belongings**

Remember to label all items brought to the program and encourage your child to be responsible for their belongings. Please make sure your child leaves the following items at home: video games, toys, jewelry, ipods, radios, money, and any other items of value. The Carroll County Community Center is not responsible for any lost, broken, or stolen items. Any type of weapon or item that could be used as a weapon is not allowed. If these items are brought to the program they will be confiscated and disciplinary action will be taken.

### **Procedures for Release of Children**

A departure procedure is necessary since children leave at different times.

The person who picks up the child should go to the designated area and sign a dismissal list indicating the time of the child's departure and to whom the child was released to.

If the Child Care employee/front desk staff does not know the person picking up the child, he/she will ask for picture identification prior to releasing the child. The names of all people authorized to pick up your child should be listed on the child's registration form and advance notice given if there is a change in the child's pick-up routine.

### **Illness and Exclusion Criteria**

In the event a child becomes ill while attending the after School Program, the child will have a separate area to rest and the parent/emergency contact person(s) on the registration form will be notified. A child must be fever free for twenty-four hours before returning back to the program. If a child develops a contagious disease, please inform us immediately.

### **Medication Policy**

Medications will not be dispensed.

### **Procedures for Handling Medical Emergencies**

In the event of a medical emergency, the Parents and Director will be notified immediately. The Childcare employee and/or CCCC Staff will give First Aid immediately. In most cases, the injured person will not be moved. If more than First Aid is needed, the staff will call 911. In the event that the parent or guardian cannot be reached, the employee having immediate supervision will follow parent's emergency authorization for instructions on treatment of the child. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital, or send it with the paramedics. A Carroll County Community Center Staff member will accompany the injured child to the hospital. After the immediate emergency has passed, a written statement and the proper forms will be filled out.

# Rules and Discipline Policies

(Please read and sign the Discipline & Conduct Agreement)

## **Behavior Policy Statement**

The Carroll County Community Center reserves the right to warn, suspend, or dismiss any program participant or member from our programs and facilities upon the following conditions:

- ◆ If their behavior poses a threat to themselves or others.
- ◆ If they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- ◆ If their behavior is determined to be inappropriate within the scope and spirit of the Carroll County Community Center values.
- ◆ For any reason within the discretion of Carroll County Community Center management.
- ◆ Inappropriate behavior of parents or designated pick up person

## **Carroll County Community Center Discipline Policy**

- ◆ No Community Center employee will strike a child for any reason.
- ◆ Children will not be threatened with physical punishment.
- ◆ Children will not be allowed to show disrespect to Community Center employees by action or words. This will not be tolerated.
- ◆ Discipline will be handled in a mature and fair manner. Demeaning words such as “shut up” will not be used.
- ◆ Children will be told why they are being disciplined. Our attitude will be one of “I like you, but I don’t like what you did”.
- ◆ Abusive language, mishandling of equipment, or defacing of property will not be allowed.
- ◆ Food, water, or use of toilets will never be denied or used as discipline.
- ◆ Brief, supervised separation from the group will be the primary form of discipline (time-out chair). No child will be placed alone or locked in a room.
- ◆ Children must walk and keep their hands and feet to themselves.
- ◆ Any child that willfully disobeys any rules, policies, or procedures of the Community Center is subject to immediate suspension and/or dismissal from the program by the Community Center Program Director.

In the event that suspension or dismissal is deemed necessary at the discretion of the CCCC Director, the parents will be notified personally.

The day of such action will be the last day that the child is allowed to attend.

## Billing Policy and Procedures

### **Making a payment**

Payments are to be made by Monday morning of the week your child attends. The staff will provide you with a receipt. Please keep these for your own records.

### **Drops/Collections/Nonpayment/Refunds**

Please make sure to keep your account up to date. If you currently have a balance with the Carroll County Community Center in any programs you may not be able to sign up for additional programs until the balances are paid. Members with account balances 10 days or more past due will be dropped from the program.

Accounts with balances 30 days or more past due will be sent to collections.

No refunds; credit will be applied to a CCCC programs within a year.

### **Late Pick Up Fee**

There will be a late fee assessed after 6:00pm.

Late pick up fees must be paid upon pick up that day. If payment is not made, it will be assessed to your account and must be paid prior to the child returning to the program. If you are continually tardy, this may result in suspension from the program.

### **Tax Information**

Please retain all payment receipts if necessary for filing your income tax return.

A print out of year to date payments may be available upon request.

Please allow ample time to process request.

## Rates

**One time Registration Fee: \$5 per student**

**CCCC Members: \$6/day – per child**

**Non-Members: \$8/day – per child**

**REGISTRATION FEE and ALL FORMS are to be dropped off or mailed to the Carroll County Community Center**