



the **SOURCE**



Before & After School Program

PARENT HANDBOOK



REVISED FALL 2021

STATEMENT OF PURPOSE

The Source is 501(c)3 organization housed within Kingdom which is a community church at 540 Fairmont Road in Westover. The Source Before & After School Program and Summer Camp is operated under the leadership of Pastor Kevin Cain, Pastor James Sabin, Administrative Director Leslie Brooks, and Field Site Coordinator Garrett Cain. Our mission is to encourage and provide support for our area youth while working to strengthen the family unit, then, as we do so, the culture of our community will see continuing development and remain as one of greatness.

Through The Source Lunch bag Program we have developed a great relationship with Skyview Elementary and will continue to work closely with the Principal and Staff at Skyview Elementary School to provide practical support and assistance for the families of our community.

Monday through Friday we will provide an Out-of-School-Time program for students ages 5yrs-5th grade. Parents will drop students off before school at Skyview Elementary at 7:00 am and they will have activity stations and may eat school breakfast until the start of the school day. We will provide an Out-of-School-Time program after school for students ages 5yrs-5th grade at Kingdom Church in Westover. Students will be transported from Skyview at the end of the school day via a Monongalia County School Bus and must be picked up by a parent, legal guardian or other designated adult by 5:30pm. During the after school program students will move through a schedule of snack/devotional time, homework help, and physical activity/craft/game stations. Our Summer Camp runs between 6-8 weeks each summer and follows the same concepts as our Before and After School Program. We also include many opportunities for students and field trips when possible.

Scheduled early dismissal care and care on professional learning days where teachers report, but students do not is also available and will be held at the church. Students will be transported from Skyview at the end of the school day via a Monongalia County School Bus and must be picked up by a parent, legal guardian or other designated adult by 5:30pm on scheduled early dismissal days. *Parents will be responsible for transporting students to and from Kingdom Church for care on professional learning days. Drop off will be as early as 7:00am and students must be picked up by 5:30pm.*

CONFIDENTIALITY

The Source considers confidentiality a priority. No sensitive or confidential information will be shared with other employees except in a need to know case, in order to safely and appropriately care for the child. All student records will be kept confidential. Parents may receive a copy of their child's records with written request. The Source staff will obtain written consent from the student's parent/legal guardian before disclosing information about the child. This media release form will cover items such as photographs and audio or video recordings. The Source staff is not required to obtain consent to disclose information to the Secretary of the Department of Health and Human Resources or their designee.

OPERATING HOURS

Before Care 7:00 AM-8:30 AM
After Care 3:30 PM-5:30 PM
Early Dismissal Care 1:30 PM-5:30 PM
Professional Learning Care 7:00 AM-5:30 PM

MONDAY-FRIDAY* (ACCORDING TO MONONGALIA COUNTY SCHOOL CALENDAR)
***WE DO NOT OPERATE ON SCHEDULED COUNTY HOLIDAYS, INCLUDING BREAKS, ON 2 HR. DELAYS (BOTH SCHEDULED & EMERGENCY), OR EMERGENCY EARLY DISMISSALS**

Summer Camp Early Drop Off 7:00am
Summer Camp Regular Hours M-F 8:00am-5:30pm

SUMMER CAMP WEEKLY SESSIONS ARE OUTLINED ON THE REGISTRATION FORM.
YOU MAY SIGN UP FOR AS MANY AS YOU NEED.

ENROLLMENT POLICY/PROCEDURE

The Source Before & After School Program is open to all enrolled students at Skyview Elementary School from ages 5yrs-5th Grade. Summer Camp is open to all Monongalia County Students from ages 5yrs-5th Grade. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent of guardian's race, religion, age, national origin, gender, pregnancy, disability, or sexual orientation.

Sign-ups for Before and After School Program enrollment will be online at the beginning of each school year. Summer Camp sign ups will be in March-April of each year online. The number of enrollment spaces is limited to 40. Spaces are first come (and paid), first served. If spaces remain after initial registration period, forms may be obtained at the Skyview Elementary School office and filled out and returned to the Kingdom Evangelical Methodist Church office to The Source Administrator, Leslie Brooks.

All forms and payment are due at time of registration **BEFORE** your child can be dropped off or left in our care! Your spot is not secure until we receive August Tuition and spots are first com (and paid) first served. **No refunds** on initial tuition fees collected at time of registration.

DISCHARGE POLICY

When a child wishes to withdraw from The Source Before & After School Program, a withdrawal form must be completed and turned into a staff member. We require a two weeks' notice and any financial obligations owed must be paid in full by the date of withdrawal. The Source reserves the right to terminate a student's enrollment in the Before and After School Program at any time and/or for any reason. If discharge is necessary, a written notification will be given to the parent/legal guardian.

LATE PICK UP POLICY

There will be a \$1/minute late charge past the 5 minute grace period. You will have one forgiven. After 5 late pick ups, your child will be dismissed from the program.

ATTENDANCE

All parents/guardians placing a child into our care must sign in using our automated Kinderlime system. Students may NOT sign themselves in. All children must be escorted by their parent/guardian into the gym each morning. Each afternoon parents/guardians will be required to sign their child out before leaving using the pin provided by ProCare.

*Only the students that are enrolled in the program may attend before or after school and Summer Camp. This means friends that are planning to sleepover or visitors are not permitted. You must plan to pick your child up from school or make other arrangements.

*If a student misses the bus leaving Skyview after school, we are UNABLE to return to the school to retrieve them. Parents will be notified to come and pick up their child at the school.

TUITION

Tuition payments have been calculated on a flat monthly rate. Rates reflect a built in discount for possible snow days and other cancellations determined by the Monongalia County Board of Education.

Tuition is due in advance on the 5th of each month that school is in session. The first month, August (half price) and Extra Care Package (if desired), will be collected at time of sign up. August Tuition must be paid in full in order to secure a spot in our program. Tuition is paid monthly regardless of the number of days the program is in session.

If tuition is not paid by the 5th of each month, your child will not be able to attend until payments have been paid up in full.

SUMMER CAMP TUITION:

\$175/ per child for each weekly session for 8:00am-5:30pm

\$25/ per child for early 7:00am drop off for each weekly session

MONTHLY TUITION BEFORE & AFTER SCHOOL PROGRAM			
	AM & PM	AM Only	PM Only
1 Child	\$195.00	\$100.00	\$120.00
2 Children (25% disc.)	\$290.00	\$150.00	\$180.00
3 Children (35% disc.)	\$380.00	\$195.00	\$235.00
EXTRA CARE PACKAGE			
1 Child \$175	2 Children \$275	3 Children \$350	

BEHAVIOR MANAGEMENT

Management

When a behavior problem arises, staff members shall:

1. Redirect the child to alternative behavior or other activities.
2. Encourage the child to control his or her own behavior, cooperate with others and solve problems by talking things out.
3. Speak so that the child understands that feelings are acceptable, but inappropriate behaviors and actions are not.
4. Maintain perspective about the minor misbehavior and recognize that every infraction does not warrant staff attention or intervention.
5. Take action that relates to inappropriate behavior and ensure that any action that is taken is without bias and in proportion to the child's act.
6. All Skyview Elementary School rules will be followed. Skyview has implemented the Responsive Classroom approach to teaching, learning, and discipline.

Guidance

1. The staff shall use guidance that helps the students understand age appropriate behavior.
2. The staff will follow the positive behavior rules adopted from Skyview Elementary School, which prove to be fair, consistent, and relevant to each child.
3. The staff can use a time-out that lasts no more than one minute for each year of a child's age and only for the purpose of helping a child regain control. Time-out must be under adequate supervision.
4. The staff shall not use any type of harmful punishment including but not limited to: physical punishment, punishing or threatening a child in association with food, sleep, rest or personal hygiene, putting anything in or on a child's mouth as punishment, confining a child in a closet or locked room, using loud, profane, or abusive language or threats of physical punishment, punishing a child psychologically including public or private humiliation, shaming and negative remarks about the child or the child's family, allowing a child to punish another child, punishing a child emotionally.
5. Staff shall not seek or accept parental permission to use any punishments or acts prohibited in the above rules.

HEALTH/SAFETY

The Source will not accept or be responsible for any type of medication. All medication must be turned into the school office, please contact Skyview Elementary Schools office to find out their medication policies. A student that must carry an Epi-pen or inhaler may do so only after a written permission form from the parent/legal guardian is given and a written physician's order is received stating that the student may administer medicine to themselves. If a written physician's order is received stating that an Epi-pen or inhaler must be available for the child we will place that Epi-pen or inhaler in the medication box available to our staff and a medication log will be kept for each item.

****The Source appreciates the parent's personal choice to object to medical treatment; however, we CAN NOT follow those wishes. If medical treatment is necessary we will not hesitate to call necessary medical help****

Exclusion /Readmission

During the course of an identified outbreak of any communicable illness, we shall exclude the child if Skyview Elementary has excluded the child for an illness or when a health care provider determines that the child is contributing to the transmission of the illness. The staff will readmit the child when he/she is accepted back into Skyview Elementary School or when a licensed health care provider signs a statement that the risk of transmission is no longer present and the child is well enough to participate in activities.

Students who are demonstrating vomiting, diarrhea, fever of 100°+ or have an unidentifiable rash will be sent home. Once a child has been sent home from Skyview Elementary or The Source Before & After Care program students may not be readmitted until symptom free for 24hr. Included is a list of contagious illness and the recommended isolation time. Please help us keep all our students healthy and illness free or lessened by adhering to this policy.

ILLNESS	ISOLATION PERIOD
Strep Throat	24 hr on antibiotic and fever free
Pink Eye	24 hr on antibiotic drops
Impetigo	24 hr after treatment with area covered
Lice	After treatment and removal of nits and lice
Hand, Foot, Mouth	7 days from start of illness and all blisters are scabbed
Chicken Pox	24 hr fever free, no new blisters and lesions crusted
5 th Disease	24 hr fever free (may return with a rash)
Salmonella	After 3 negative cultures
Vomiting	24 hr fever free and no vomiting
Diarrhea	24 hr fever free, no other illness symptoms, no dehydration
Ear Infection	24 hr fever free and on antibiotics
Bronchitis	24 hr fever free and on antibiotics
URI	24 hr fever free and antibiotics if prescribed
Bacterial Infection	24 hr fever free and on antibiotics
Viral Infection	24 hr fever free
Roseola	24 hr fever free (may return with rash)
Pertussis(whooping cough)	5 days on antibiotic
Mumps	9 days after onset
Scabies	After medical treatment and Dr slip
Ringworm	After medical treatment and Dr. slip

*Please notify The Source or Skyview Elementary of any medical diagnosis that your child receives. The following illnesses are also determined by the WV DHHR and Mon County Health Department as reportable communicable illnesses. These illnesses are considered a major health risk and concern to other children and staff of this facility.

Reportable Illness List:

AIDS-Amebiasis-Botulism-Brucellosis-Campylobacteriosis (C. coli)-Chancroid-**Chickenpox**-Chlamydia-Chlorea-Cryptosporidiosis-Cyclospora Infection-Dengue Fever-Diphtheria-E. Coli O 157:H7-Encephalitis (primary or unspecified)-Food Borne Disease-Giardiasis-Conococcal Disease-Drug Resistant Diseases-Neonatal Conjunctivitis-Pelvic Inflammatory Disease-Gonococcal Disease-Haemophilus Influenza-Invasive Disease-Hantavirus Disease-Hemolytic Uremic Syndrome-Hepatitis A (acute)-Hepatitis B (acute or perinatal)-Hepatitis C/other non-A or non-B (acute)-Hepatitis Delta-Herpes (genital)-HIV-Influenza type illnesses-Leptospirosis-Listeriosis-Lyme Disease-Malaria-Meningitis(other bacterial not listed)-Meningitis (viral or asptic)-Mumps-Pertussis-Poliomyelitis-Rabies (human)-Rheumatic Fever-Rocky Mountain Spotted Fever-Rubella Congenital Syndrome-Rubella (german Measles)-Rubeola (Measles)-Salmonellosis-Shigellosis-Streptococcus Disease (Group A invasis or Strep Toxic Shock Syndrome-Streptococcus pnemoniae (drug resistant)-Syphillis (all types)-Tetanus-Trichinosis-Tuberculosis-Tularemia-Waterborne Disease-Yellow Fever-Any unexplained or ill-defined illnesses, conditions or health occurrences with potential public health significance.

ABUSE OR NEGLECT

All staff members of The Source are required by law to report for investigation any suspected child abuse or neglect in accordance with WV Code 49-6A-1 et.seq.

A report must be made within 24 hours of any serious occurrence to the Administrative Director. The Source staff shall immediately inform the parent or parent's authorized designee when a child is involved in a serious occurrence. For each incident The Source staff will ensure that the Site Director prepares and signs an incident report. For each incident report The Source shall ensure that the report is placed in the child's file and a copy is given to the child's parent.

SEXUAL HARASSMENT AND BULLYING

Consistent with its legal and ethical obligations, The Source Before & After School Program must be free of racial, religious, ethnic and sexual harassment, bullying, intimidation, extortion, and violence. It is The Source's policy that all employees have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment and bullying. There will be no retaliation against employees for reporting harassment of any type. The Source has provided a Sexual Harassment and Bullying policy to each employee and will continue to train all employees, volunteers, and anyone that represents The Source.

MEALS AND SNACKS

Children in the program will be provided with meals and snacks that are consistent with the USDA's current Dietary Guidelines for Americans and in accordance with the Child and Adult Care Food Program meal patterns. For Summer Camp, breakfast, lunch and a snack will be provided by the Monongalia County Nutrition Department. For Before and After Care, breakfast and an afternoon snack are included in The Source Before & After School Program. Breakfast will be provided at Skyview Elementary through the county program for before school care. Afternoon snacks will be provided at Kindgom for after school care. Please do not send any type of food with your child to school. Parents of students with food allergies are responsible for notifying and completing the proper paperwork needed to inform the staff of The Source.

PERSONAL ITEMS

Please refrain from allowing students to bring valuables, toys or other such items to school. The Source staff is not responsible for any lost, stolen or broken personal items. All students will be provided a cubby for use in the aftercare program. Coats, backpacks and lunchboxes can be stored there during their care. The Source will be providing toys and activities for the students use.

EMERGENCIES

In the event of an emergency involving injury of a child, a staff member will administer first aid as necessary, make the administrator aware of the injury, contact emergency personnel (if necessary) and fill out an incident report. If any injuries are significant or requiring medical attention the staff member or administrator will contact the parent. All minor injuries will be documented and given to the parent when the child is picked up. Emergency contact information and student information will be kept with the staff members at all times.

In the event of a fire (or fire drill), staff and children will go to the nearest exit as outlined by the plans that are posted throughout the facility. All safety practice activities will be carried out. If it is determined that the children and staff cannot reenter the building, parents will be notified to pick up their children.

If a “state of emergency” is called by the Governor or President, there will NOT be before or after care until the emergency is lifted. In the event a “State of emergency “ is called during Before or After School, parents will be called to immediately pick up their children.

The Source Before & After School Program will practice regular evacuation (for fire, gas leaks, bomb threat, flooding, long-term power outage, etc.) and shelter plans (short-term utility outages, tornado warning, severe weather warning, etc.).

GRIEVANCE PROCEDURE

The Source shall ensure that families and employees can express concerns or make complaints without fear of retaliation. The purpose of the grievance procedure is to provide a process for families that have a child or children enrolled in the program to discuss any child care related concerns, complaints, or problems. We encourage families to first address their concern with the onsite staff member, then, if not resolved to satisfaction call or email the Administrative Director at 304-292-3168 or **lbrooks@kingdomemc.com**. At that time, The Administrative Director will request your complaint in writing and work quickly to resolve the concern. If the problem is still not resolved to satisfaction, families may bring their concern to Pastor James Sabin, the Family & Youth Pastor at Kingdom Church and The Source Program & Curriculum Director.

