



AFTER SCHOOL
SUMMER

Parent Handbook

VCC After School
Vineyard Community Center
6000 Cooper Road
Westerville, OH 43081
vcck5@vineyardcolumbus.org
vccmshs@vineyardcolumbus.org

VCC After School K-12 Calendar

<h1 style="font-size: 48px; margin: 0;">2019</h1>							<h1 style="font-size: 48px; margin: 0;">VCC</h1>							<h1 style="font-size: 48px; margin: 0;">AFTER SCHOOL</h1>								
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Scheduling notifications will come from VCC AfterSchool text thread. (@vccas)

Mission Statement

VCC After School uses a holistic approach to partner with families, schools, and the church to create a safe, enriching program to guide, motivate, and mentor youth in grades K-12.

Goals

Our goals are:

- To provide a safe and secure environment with developmentally appropriate curriculum that complements both home and school by fostering spiritual, social, emotional, intellectual, and physical growth in a group atmosphere.
- To provide a warm culture that cultivates respect for one another in activities that promote optimistic thinking, problem solving, awareness of self and others, decision making, and goal directed behavior.
- To provide professional, compassionate, staff who facilitate their groups competently and with intentionality toward helping youth succeed.

Program Philosophy

THE RESPONSIBILITY – As a faith-based program, we adhere to the Bible’s declaration that the responsibility for a youth’s education rests upon the youth’s parents (Deut. 6:6-9; Eph. 6:1-14). Parents are the primary teachers of their youth.

THE PROCESS –Creative utilization of all available resources and flexibility of scheduling are important for maximizing individual educational opportunities. The very best resources and techniques will be employed by gifted and trained facilitators at VCC After School/Summer. The interactions between parents and program staff are very important. Parent-program conferences will be held twice per school year so that parents can have an opportunity to talk about youth development in the areas of our curriculum.

YOUTH – Every youth is considered to be a spiritual-physical being, created in the image of God, capable of learning, knowing and obeying the truth of God’s Word and the laws of His creation. He/she is at the same time a social being standing in relation to others, having moral, intellectual and emotional needs. At VCC After School/Summer, we encourage our children to grow in the love of God, others, self and learning. We do this through the development of age-appropriate concepts and skills.

THE CURRICULUM – Curriculum is the medium through which children are oriented to life. Our curriculum includes age-appropriate studies from all the disciplines: science, language arts, mathematics, social studies, physical education, social-emotional learning, the arts and the Bible. As youth progress into middle/high school, they actively and intentionally explore career pathways. Studies in these areas ensure that children develop a well-rounded world view. The Bible and Christian training are not only included in our course content, but they furnish the orientation and philosophical framework for the study of every other subject.

Communication with Families

All parents/legal guardians listed on the enrollment form have the right to be included in communications from VCC After School regarding financial standing of the child's account, attendance, progress, behavior, and general communication from VCC After School staff.

Parent/guardian rights will not be limited unless a court order is provided to the program manager and the order specifically limits rights.

Custody Issues

All parents/guardians listed on the child's enrollment form will be authorized to pick-up the child from VCC After School. Furthermore, parents/guardians listed on the enrollment form are permitted to add or remove people from the child's authorized pick-up list. These rights will be discontinued only in the event that VCC After School is provided with a copy of a court order that specifies restricted rights.

If parents have either shared or joint custody, both parents have rights to pick-up the child as well as to add/remove people from the authorized pick-up list. In the event of an emergency, we will contact one or both parents. In an emergency, we are not required to first contact the parent who has custody on the given day.

If one parent is the legal custodian, then the legal custodian is the only parent who is authorized to add/remove people from the authorized pick-up list.

Parent Participation

We welcome and encourage parents and guardians to observe, visit and spend time in our classrooms with their students whenever possible. Parents/guardians are granted unlimited access to VCC After School/Summer. We encourage both planned and spontaneous visits. We do not require advance notice for visits, but we do ask that you inform the program managers upon your arrival.

We encourage parents to share suggestions, concerns or questions following our chain of command – first with the classroom facilitator, then with the appropriate program manager (K-5 or 6-12). Our staff will seek to resolve concerns as quickly as possible. If a concern cannot be resolved, parents may contact Vineyard Community Center's Executive Director.

Parents may request contact information for other parents in the program; only those who have given permission on the child enrollment form will have contact information shared.

VCC After School will informally communicate with parents/legal guardians to keep them informed of child progress, concerns, and celebrations through conversations, conferences, emails, Remind texts, and newsletters. Parents are responsible to read shared written communication and for knowing the contents.

Enrollment

The program manager must confirm availability of space for the youth and must have received the registration fee and required paperwork before the youth is considered to be enrolled in the program. Any change to basic enrollment or health information must be communicated in writing immediately to the program manager to ensure accurate file information.

A onetime, nonrefundable registration fee of \$35 is required; a child is not considered for enrollment until the registration fee has been paid in full.

There will be an early enrollment period for after school each year; early enrollment priority is given to families who have attended VCC After School in the preceding year, who have accounts in good financial standing and who have siblings in the program.

Enrollment is limited so that VCC After School is compliant with Ohio's guidelines for school-age child care; enrollment is not guaranteed year to year.

A child's enrollment may be denied or discontinued for any of the following:

- Tuition is past due (not paid by Friday of the week it is due)
- Persistent late payments
- Persistent late pick-ups
- VCC After School Management determines that the child is unable to participate successfully in a group environment
- VCC After School Management determines that the child cannot meet behavioral expectations.
- VCC After School Management determines that the child displays threatening behavior to self or others
- VCC After School Management determines that a parent is displaying uncooperative behavior by being disrespectful, inappropriate toward staff around or not around children, or is unwilling to work with VCC After School Management to work toward a solution to a problem or concern.

VCC After School reserves the right to prohibit from the premises parents who have demonstrated poor behavior as previously written.

Withdrawing from VCC After School

Parents may withdraw children from VCC After School at any time with one week's written notice. If withdrawing immediately, the next week's payment will be due to satisfy the one week notice.

Days and Hours of Operation

VCC After School operating hours -
Monday through Friday, 3:00pm – 6:00pm

VCC Summer operating hours –
Monday through Friday, 9:00am – 4:00pm

An early drop-off fee of \$1 per minute will be applied if children are dropped off to the program before we open at 3:00pm.

Note: VCC After School will open one hour early on scheduled early release days for WCS and CCS.

A late fee of \$1.00 per minute after 6:05 p.m. (after school) or 4:05pm (summer) will be charged if a child is not picked up on time. Late fees are due before the child may return to the program.

Please refer to the program calendar in this handbook to see closings for the 2019-2020 school year.

Inclement Weather Closings

On rare occasions it may be necessary to close VCC After School due to poor weather conditions, but we will make every effort to keep our doors open.

- If both Westerville City and Columbus City Schools close, VCC After School will be closed.
- If Vineyard Community Center closes, VCC After School will close.
- If both Westerville City and Columbus City schools dismiss early due to an emergency/inclement weather, VCC After School will also close.

If such circumstance should arise, we will send out a REMIND text message and we will also post on the Vineyard Community Center website, www.vineyardcommunitycenter.org. Tuition is not refunded for inclement weather days.

Tuition/Fees & Payment Policies

Fees include enrollment in the current academic year as well as the summer program immediately following the academic year.

\$986/year	K-5 th grade	Payments are \$29/week if enrolled in week 1
\$612/year	MSHS (6 th -12 th grade)	Payments are \$18/week if enrolled in week 1

We currently accept payment in the form of cash, check, money order or online bill pay through your bank. All checks are to be made payable VCC After School. Our address is 6000 Cooper Rd. Westerville, OH 43081. Tuition can be placed in the deposit box just outside the Administrative Assistant's office, with the exception of cash. Cash must be submitted directly to the Administrative Assistant or Program Manager. The program staff offices is located on the first floor past the restrooms – offices 110, 111, 112.

VCC After School's tax ID number is available upon request.

Note: Prices in effect 9/2019 and may be subject to change.

Payment Schedule and Late Payments

Tuition is billed weekly and is due on the Monday of the week the program is provided. If your payment is not received by Wednesday of the same week, it is considered delinquent. If your account is not paid in full by Friday of the same week, your account is considered to be delinquent and your child will not be allowed to attend the program until payment is made in full. We will hold your seat for one additional week – after that, you will be disenrolled from the program.

A \$15.00 fee will be charged to the account for any returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Late Pick-Up Fees

If a parent realizes that circumstances beyond his/her control are going to delay pick-up, a phone call is requested. A late fee of \$1.00 per minute per child after 6:05 p.m. will be charged if a child is not picked up on time. One copy of the late fee slip will be sent home with the parent and one will also be given to the Program Manager. **All late fees must be paid in full before the child may return to the program.**

Note: You may text through Remind or call VCC reception at 614-259-5238 to inform staff you will be late to pick up. Phone calls are appreciated as a courtesy but do not prevent the assessment of a late pick-up fee.

Full tuition is due for weeks including holidays.

Illness

In the event of an illness, full payment is expected (with the exception of an extended illness). An extended illness is one that keeps a child out of the program for more than five consecutive weekdays and is documented by a physician. Half payment is required to maintain the child's space in the case of an extended illness.

Supervision Policies

Children are supervised at all times. If a child becomes ill, he or she may be isolated in a section of the room not in use but will remain within sight and hearing of a staff member.

Arrival/Pick-Up

Children should arrive by 4:15pm each day to fully engage in the program. Children may not be dropped on property, at the entrance of the building or be sent inside alone. Staff must be made aware of the child's presence before the person who is dropping off leaves the building. VCC After School staff cannot be held responsible for a child until he or she has checked-in with staff.

Any messages or notes about pick-up, etc., should be given directly to the teacher during drop-off. If parents/guardians are not dropping off, parents/guardians listed on the child enrollment form may also email the program at the respective program email.

Parents/guardians are required to communicate with one of the classroom facilitators when picking up from the program. Parents/guardians are fully responsible for supervising their child(ren) after pick-up from the group.

Children will only be released to parents/guardians or emergency contacts on the child enrollment form or to those designated as authorized pick-up persons. Siblings in the program may be listed as designated pick-up persons if they are in grade 6 or higher.

In the event of an emergency, parents/guardians may call to designate an authorized pick-up person. Verification is required either through voice recognition or the parent/guardian returning a phone call from a known number.

Anyone suspected of being impaired by drugs or alcohol will not be permitted to pick-up children. They will be asked to call someone else to come to pick-up; if necessary, law enforcement will be called.

Security Protocol

Anyone who has been assigned a badge to enter VCC After School (VCC's 2nd floor), must wear it outwardly so that it is visible at all times. If you are not wearing your badge visibly, you may be stopped by security or staff members). One free lanyard is available to each assigned badge. Please check with the program manager for your lanyard.

- Lost badges must be reported IMMEDIATELY to VCC After School's administrative assistant. The first replacement will be free. After the second lost badge occurrence there will be a \$20 badge replacement fee.
- The badge picture must match your face. It is not allowable to use someone else's badge to enter VECC. If the picture does not match your face, you will be stopped by security or staff and asked to return to the Community Center desk for clearance.
- Anyone who comes to VCC After School as an authorized pickup person, but has not been issued a badge, must still stop at the Community Center desk to be given clearance AND will have to wear a visitor badge issued by the Community Center staff or a security officer.

Please make every person listed on your child's Authorized Pick Up List aware of this information. Additional copies of this letter may be obtained for that purpose from administration. Our space is licensed through the ODJFS and therefore, we follow all applicable security laws. Additionally, Vineyard Columbus (the owner of VCC After School) has an additional policy upheld by law, that no weaponry of any kind is allowed anywhere inside the center, concealed or otherwise. Exceptions include law enforcement officers and active military personnel who possess the appropriate legal credentials and can produce evidence that they can be present with the weapon. If you have a concealed carry license, please leave your gun in your vehicle or elsewhere, before entering the VCC After School premise.

Staffing and Supervision

Our staff is trained to facilitate groups of children with a holistic approach to learning. Our staff is devoted to help meet the children's needs and maintain communication with their parents. Staff members will model positive attitudes, mutual respect, and will encourage the children to do the same. Each staff member has been chosen for their experience and commitment to excellence in school age youth programming.

Our staff engages with professional development throughout the course of the program. Ongoing education is required by staff who fall under ODJFS licensing; 15 hours of in-service training are completed yearly.

Per requirements by the State of Ohio, VCC After School will not exceed a staff:child ratio of 1:18. Our maximum group size will not exceed 36 children. Maximum group size is defined by the number of children in one group that may be cared for at any time excluding snack, outdoor play or special activities.

Our desire is to provide a high quality level of care. We will strive to maintain a 1:12 ratio in classes. Our intention is to leave no child unsupervised with the following exceptions allowable for school age child care per Ohio guidelines:

- Using the restrooms
- Running errands inside the building
- Helping a teacher (with permission)
- A group of no more than six youth in grades K-3 may be engaged in safe activities inside the building without a staff member provided that the staff member checks on them no less than every five minutes and can see or hear them at all times.
- A group of no more than six youth in grades 4-12 may be engaged in safe activities inside the building without a staff member provided that the staff member checks on them no less than every ten minutes and can see or hear them at all times.

Child Guidance

VCC After School's child guidance policy is expected to be followed by all staff, parents, and children while they are at the program. We strive to instill self-awareness and self-discipline so that youth learn to participate and operate independently in an acceptable manner. Through daily guidance in both interactions and activities, youth develop these skills. VCC After School maintains expectations that are developmentally appropriate and that require respect to self, respect to others, and respect to property. Our expectations are:

1. Be safe
2. Be respectful
3. Be responsible

VCC After School's environment will include expectation review and setting youth up for success before beginning activities and/or interactions when possible. Youth are treated respectfully and learn to demonstrate respect in return. VCC After School staff use positive language and framing when reviewing expectations with youth. Appropriate behavior will be rewarded with verbal recognition, rewards, and/or positive communication with parents.

Inappropriate behavior will be answered with logical consequences. For example, a student who makes a mess will be asked to clean it up. Youth disrupting an activity may be removed from the activity for a short time to self-regulate.

Behavioral concerns will be addressed with parents/guardians; VCC After School staff will make every effort to partner with parents/guardians to correct recurrent, unacceptable behavior. If the child demonstrates a behavior that requires frequent “extra attention” from a staff member, we may choose to implement a behavior management plan which meets the requirements of Rule 5101:2-12-19 of the Ohio Administrative Code.

In serious occurrences of behavior, an incident report will be completed. Examples may include behavior that causes a physical injury, taunting/name-calling, exclusion of a child from a group, threats, property damage, etc.

If property is damaged as a result of inappropriate behavior, VCC After School reserves the right to bill the parent/legal guardian for the amount required to repair the damage.

Incident reports will be given to parents/legal guardians who will be asked to sign the report copy that stays with the program. Engaging in argumentative behavior with VCC After School staff is not acceptable. These behaviors, such as threatening harm, inflicting harm, foul language, loud voices, etc., could result in the child’s enrollment being terminated.

Bullying

VCC After School does not tolerate bullying behavior. Behavior is bullying when there is a negative relationship between a bully and a victim as well as a frequency of behavior. Bullying is identified when more than one intentionally negative interaction occurs that causes the victim mental or physical harm. Bullying behavior is persistent and causes an environment of intimidation. If VCC After School staff determine that behavior is classified as bullying, a parent meeting will be called. If the behavior persists or is unmanageable, the bully may be disenrolled from the program.

Suspension

Parents/guardians may be called to pick up a child in the event of a serious incident or recurrent unacceptable behavior. A suspension may be issued and a parent meeting will be required before the child may re-enter the program. Payment is due during suspensions. Suspensions will not exceed five days; should the unacceptable behavior persist, the child may be disenrolled from the program.

Our Daily Schedule

3:00-4:00	Arrival; homework support and enrichment centers
4:00-4:30	Snack; classroom meeting
5:00-6:00	Activity time including one or more of the following: <ul style="list-style-type: none">• Social-emotional learning• Physical Recreation• Art• Tech Education• STEAM• Literacy and math enrichment• Special events (special guests, celebrations, etc)• Career pathways preparation• Life Hack workshops

Outdoor Play

Based on this information and on state requirements, outdoor play will be included in our program as often as possible. When outdoor play is not provided, indoor gross motor activities will be provided. We will limit the amount of time outside when the temperatures are extremely hot or cold. Youth will not be taken outside when the temperature (with wind chill and heat index factored in) drops below 38 degrees or rises above 90 degrees. If the situation requires, the VCC After School will also adjust outdoor times due to rain, threatening weather, ozone warnings, etc. Please send your child with the proper clothing so he/she will be comfortable and safe whenever outside. Proper clothing includes snow pants, hats, mittens and boots during the winter.

Curriculum

VCC After School K-5 utilizes the After School Navigator curriculum. It includes developmentally appropriate activities in literacy, math, science, social studies, and art. VCC MSHS utilizes a curriculum that provides experiential learning in leadership development, academic skillsets and social, emotional learning.

VCC After School also implements activities provided by the DESSA observational tool to support youth in social-emotional development.

VCC After School does not conduct formal academic assessment on youth in the program. Youth with parent/guardian consent will be observed regarding social, emotional competencies using the DESSA three times per year.

Homework Policy

VCC After School is not an extension of the school day. We have a commitment to provide quality programming and relate to the homework requirements of youth. We encourage all youth to work on their homework during our homework time. Homework time stops promptly and strictly at 4:00pm Monday through Thursday. Homework time is not provided on Fridays. While we support the efforts toward homework, we believe that homework is ultimately the family's responsibility. While we provide space to work on homework during homework time, we cannot guarantee individual assistance for your child or that work will be checked for accuracy.

Snack

VCC After School will provide a nutritious snack each day to program participants. This snack is not intended to be a meal. Substitutions/alternate options are not available.

VCC After School is peanut and tree nut free. Please do not send any food/drink with your child that contains peanuts or tree nuts.

Outside Food Policy

Parents may wish to send an alternative snack with their child(ren) due to medical or religious beliefs. This is allowable under certain guidelines:

- Special diets due to religious or cultural reasons require a written, dated, signed letter from parents/guardians
- Parents who wish to send a different item occasionally but not regularly must send a nutritious snack. Food outside of these guidelines will not be permitted.

Food Supplements/Modified Diets

If your child requires a food supplement or a modified diet, parents/guardians must provide a signed statement by a medical authority for children requiring food substitutions for medical reasons. Please speak with the administrator for more details regarding this policy. If you prefer your child to have certain foods then you must provide that food at your own expense.

VCC After School participates in the Child and Adult Care Food Program (CACFP) which is administered through the Ohio Department of Education. The program is intended to enable centers to integrate a nutritious food service with organized care services for enrolled participants.

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Field Trips

Walking field trips will be taken to the soccer fields behind Vineyard Columbus. Before engaging in these routine trips, the program will obtain written permission from parents/guardians on a routine trip permission form.

In the event that an off-site field trip is offered, written permission will be first obtained from parents/guardians. Parents will receive specific information prior to each trip including the transportation method, destination information, and the staff to child ratio for the trip. Written permission is required for all field trips and for all swimming activities.

Children will wear nametags during field trips that contains the program's name, address, and an emergency contact phone number. There will be at least one person who is trained in CPR, first aid, and communicable diseases; additionally, there will be a first aid kit, emergency forms, health records and medications (when applicable) for each child.

Attendance is taken before leaving Vineyard Community Center, on the transportation vehicle, upon arrival at the destination, periodically at the destination, before leaving the field trip site, and upon return to VCC. Adult volunteers may be permitted but will never be in direct supervision of the children.

Swimming field trips will have certified lifeguards to provide supervision along with VCC Staff. In the event a child cannot attend a scheduled field trip, parents/guardians will need to make alternate arrangements for the child during the trip as all staff will be needed for the field trip. No refunds will be given in this circumstance.

If water activities are provided on site, there will be no water deeper than 18". Parents will be asked to sign a permission slip prior to this type of activity. We will not apply sunscreen for children but children are allowed to apply it to themselves. VCC After School staff is not responsible to remind children to apply sunscreen or ensure it has been applied correctly according to the directions.

"Licensing Rule 5101:2-13-24 requires parental permission for the following:

- Before youth swim in water two feet or deeper
- Before youth participate in activities near water two feet or deeper
- Before school children participate in swimming activities in lakes, rivers, ponds, creeks or other similar bodies of water"

Weather Emergencies

VCC After School has set procedures to follow in the event that an emergency occurs while a youth is in the program's care. In the case of a fire or tornado, staff will follow written instructions posted in each classroom describing emergency evacuation routes and the procedures to be carried out. Doing so will ensure that children arrive at the designated location. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills and periodic tornado drills.

Should we need to evacuate the building due to fire, weather conditions, loss of power, heat or water supply to the VECC, our emergency destination is the Cove at Cooper Lakes.

Contact information is as follows:

Address - 3100 Old Providence Lane, Westerville, OH 43081

Phone Number - 614.890.1000

Parents/guardians will be notified via the Remind app, indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, VCC After School will attempt to reach the emergency contacts listed on your child's enrollment information.

Accidents and Medical Emergencies

There is always at least one staff member present who has received training in first aid, communicable diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid. If the injury is more serious,

first aid will be administered and the parents contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with available health records. Staff may not transport children in their vehicles. Only parents or EMS have authorization to transport. Parents are required to grant permission for emergency transportation at the time registration forms are submitted.

An accident/injury report will be completed and given to the parent/guardian picking up the child within 24 hours of the incident/injury, if any of the following occur:

- ❖ the child has an illness, accident or injury which requires first aid
- ❖ the child receives a bump or blow to the head
- ❖ the child must be transported by emergency squad to a care facility
- ❖ an unusual or unexpected event occurs which jeopardizes the safety of the child

Management of Illnesses

VCC After School provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, be aware that he or she may experience more frequent illnesses at the beginning of attending the center before his/her immune system becomes more active.

We observe all children as they enter the center to quickly assess their general health. We ask that you do not bring a sick child to the center, as your sick child will be sent home! Please plan ahead and have a back-up care plan in place if you are unable to take time off from work or school to care for your sick child.

A child with any of the following symptoms will be immediately isolated and discharged to a parent or emergency contact:

- ❖ Temperature of 100 degrees F or higher
- ❖ Diarrhea (more than three abnormally loose stools within 24 hours)
- ❖ Severe coughing (causing the child to become blue or red in the face or make a whooping sound)
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness of the eye, obvious discharge, matted eyelashes, burning or itching of the eye
- ❖ Untreated skin patches, unusual spots or rashes on the skin
- ❖ Unusually dark urine or grey/white stools
- ❖ Stiff neck accompanied by an elevated temperature
- ❖ Evidence of untreated lice, scabies or other parasitic infestation
- ❖ Vomiting more than once or when accompanied by any other sign of illness
- ❖ Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Any time a child is isolated, he or she will be kept within sight and hearing of a staff member. The cot and any linen the child used will be washed and disinfected before being used again.

If a child is displaying symptoms of a communicable disease, a parent will be called and asked to pick up the child. A child will only be readmitted to the center after at least 24 hours of being free of fever or other symptoms. If the child is not symptom free, a doctor's note will be required stating that the child is no longer contagious. A note

on the classroom door will be posted to inform other parents that their child has been exposed to a communicable disease.

A child who was absent from school due to illness will not be permitted to attend VCC After School the same day. No credits or refunds are given for missed days due to illness.

Fee structures for late pickups in injury/illness and behavioral situations are as follows:

The time of the phone call to a parent will be documented. Beginning one hour after a parent is contacted to pick up their child for injury/illness or behavioral concerns, parents will be charged \$1 per every minute, for every child until pickup takes place.

For example, if a parent is contacted at 3:30p to pick up their child and they don't come until 5:00, they owe for 30 minutes of time and will pay \$30 per child that is ill, injured or having behavioral issues. *Failure to pay the fees may result in dismissal from VECC.*

Additional information on communicable diseases, illness/injuries and responses to behavioral issues can be found at <http://jfs.ohio.gov/CDC/index.stm>.

Thank you for partnering with us to keep all children in our care safe and healthy.

Medication Administration

The center will only administer doctor prescribed medications to a child. The parent must first complete the Request for Medication form. All proper sections must be completed and the medication handed to the teacher. Medications will be stored in a plastic baggie in a designated area inaccessible to the children. In order for children to carry their own inhalers for asthma, parents/guardians must complete a Request to Carry Inhaler form. Prescription medications must be in their original containers and administered in accordance to the instructions on the label. Parents will need to train any staff needed on the proper steps for administering medications that need specific instructions (i.e. epi-pens and inhalers).

VCC After School will not administer any medication, food supplement, medical food or topical product until the child has received the first dose or application at least 24 hours prior to the program administering a dose to avoid unexpected reactions.

Note: *With the exception of sun-block that has a label*, over-the-counter medications will NOT be administered by teachers and are NOT permitted to be left at the center.

Immunizations

All children enrolled in school will have documented immunizations on file with the school office. Children enrolled in homeschool will provide documentation of immunizations to VCC After School.

Birthdays

VCC After School does not allow foods for birthday celebrations. In light of the health crisis children are faced with in this country, food allergies, our goal of teaching children to eat in a healthy manner, and out of respect for all family situations, food can no longer be brought in for birthday parties. If you wish to send goody bags home with the other children in the classroom, the teacher will distribute them by the end of the day. Alternative ways to celebrate your child's birthday in their classroom include:

- Donating one or two story books for the classroom AND come to your child's classroom to read to the class as a way of honoring your child.
- Donating a board game all of the children can play in their classroom and staying to play it with your child and their friends.

- Providing paper goods for the class (“Happy Birthday” napkins or plates) that the children can use for snack that day.
- Providing a birthday hat/sash for your child to wear that day.
- Providing a craft/small activity for the class (this would require planning in advance with the teacher) and staying with your child to do the craft

Holidays

Classrooms celebrate certain holidays throughout the year. Parents are invited to contribute to the party menu. See the parent bulletin board in your child’s classroom for sign-up opportunities.

Additional Information

- Cell phones are prohibited. It is important to greet your child and engage in conversation with them. We ask that all cell phone conversations be wrapped up before entering your child’s room.
- Responsibility for personal belongings lies with the youth. While VCC After School staff will encourage children to keep track of belongings, VCC After School is not responsible for lost, stolen, or broken item replacement or repair.
- VCC After School reserves the right to search student belongings if the need arises
- In an effort to provide consistency for youth, VCC After School has permission to contact your child’s school staff. By enrolling, you consent to this communication. To revoke this consent, written permission must be given to the program office.
- A parent may take photos of his/her child(ren) at VCC After School events; however, parents may not post any photos from VCC After School events on the internet or social media if they include children for whom he/she is not the parent/guardian.
- Employment of VCC After School staff by parents/guardians for personal child care services is strictly at the parents’ discretion. VCC After School assumes no responsibility for VCC After School employees beyond VCC After School hours. If a parent/guardian wishes to employ a VCC After School staff member for personal child care services, the parent/guardian releases VCC After School of all liability.
- Mandated Reporting - the safety of the children is always our main priority. If a staff member suspects that a child is being abused or neglected, they are mandated to contact Children’s Services to file a report. Reports are made after much consideration from staff members and are taken seriously.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-17 of the Ohio Administrative Code.

VCC After School is pleased to serve with our community partners:

