



AFTER SCHOOL
SUMMER

Parent Handbook

VCC After School
Vineyard Community Center
6000 Cooper Road
Westerville, OH 43081

Fees

Fees are determined by an annual rate divided into equal monthly installments (determined by when you register). The amount of the payment due each month is the same regardless of the number of days of programming or attendance. Refunds will not be given for absences or calamity days. Every participant has a space reserved every day.

The first monthly installment is due upon enrollment. Payments will be automatically withdrawn on the same date each month. If you register on the 14th, your payments will be automatically withdrawn on the 14th of each following month until your balance is paid in full following your June payment.

Late Payment/Insufficient Funds Fee

If funds are found to be insufficient when processing payments, a \$25 fee will be assessed the first time. A \$30 fee will be assessed for additional insufficient fund occurrences.

If a payment is declined due to insufficient funds or making a payment later than your monthly due date, a \$25 late fee will be added to the monthly payment.

The third time a payment is late, enrollment may be discontinued. Reinstatement is only available if the program has space, the account is paid to be current, and future payments are scheduled through Arena.

Late Pick-up Fee

VCC After School closes at 6pm. Staff members have evening responsibilities and are not expected to remain after 6:00pm. A late fee of \$1 per minute per child will be assessed beginning at 6:05pm. If a child has not been picked up by 6:30pm and attempts to contact parents and emergency contacts have been unsuccessful, the police and Franklin County Children's Services may be called. VCC After School reserves the right to terminate enrollment as a result of recurrent late pick-up.

In the event that you are called to pick up your child early from the program:

The late pick-up fee will also be assessed beginning one hour after the time a parent was called to pick up a child for any reason including illness, behavior, etc.

VCC After School Program Staff

K-5th Program Staff

Nikki Mills	Program Manager
Lizz Birkhoff	Administrative Assistant
Khija Minneyfield	K-2 nd grade Lead Facilitator
Sarah Smith	K-2 nd grade Assistant Facilitator
Keira Rees	3 rd -5 th grade Lead Facilitator
Troy Harris	3 rd -5 th grade Assistant Facilitator

Nikki Mills: 614.259.5244
vcck5@vineyardcolumbus.org

6th-12th Program Staff

Kevin Gilmore	Program Manager
Lizz Birkhoff	Administrative Assistant
Daniel DeCrane	Lead Facilitator (Co-op Work Study Coordinator)
Leah Moore	Lead Facilitator (Directions Advisor)
Ricky Kelley	Assistant Facilitator (Activities Director)

Kevin Gilmore: 614.259.5523
vccmshs@vineyardcolumbus.org

Text Alerts

You will receive text alerts regarding program specific texts from the following:

- VCC After School K-5 K-5th grades @vcafterscl
- VCC MSHS 6th-12th grades @vcc-ms-hs
- VCC After School All grades @vccas

VCC After School K-12 Calendar

<h1 style="font-size: 48px; margin: 0;">2018</h1>							<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #333; color: white; padding: 10px 20px; font-size: 24px; font-weight: bold; margin-right: 10px;">VCC</div> <div style="font-size: 24px; font-weight: bold; margin: 0;">AFTER SCHOOL</div> </div>						
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Scheduling notifications will come from VCC AfterSchool text thread. (@vccas)

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Youth Education Mission Statement

The Youth Education Program uses a holistic approach to partner with families, schools, and the church to create a safe and enriching program to guide, motivate, and mentor youth in grades K-12.

Our Goal

Our goal is to provide a safe and warm environment focusing on Bible study, social-emotional learning, homework assistance, recreation and art.

Our Program

VCC After School offers a non-profit, faith-based after school environment for children in kindergarten through twelfth grade. Planned activities are age appropriate and encourage academic, developmental and spiritual growth. Our program has established routines that include social emotional learning, self-selected activities, nutrition, health and wellness activities, career pathways, and homework assistance.

Our Staff

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.

Background Check – Employees

Vineyard Columbus requires all employees to complete a satisfactory background check for employment purposes. A satisfactory background check is defined as the absence of a criminal history record which bears significant relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Our Volunteers

Volunteers provide tremendous support to our program leaders. All volunteers successfully pass background checks and are never left alone to solely supervise children.

Dinner

All students receive a meal each day in their rooms. VCC After School has procedures in place to be aware of students who may have allergies or allergic reactions to food.

Nut Free Program

The number of individuals with peanut/tree nut allergies is increasing. To keep our children safe, VCC After School is a **peanut/tree nut free program**. Please do not send nut products of any kind with your child – even in packed snacks.

Vending Machines

Children are not permitted to use the vending machines. All food and drinks should come from home. They may use the vending machines with an adult after they leave the program for the day.

Program Store

VCC MSHS operates a snack store where children are permitted to purchase snacks during specified program hours. Youth earn VCC After School Bucks during program hours and can use this at the store. They can also bring cash from home to use at the store.

Parents—here's how you can help support our nutrition program:

Bring in:

Snack packs of non-perishable items, including chips, fruit cups, juice boxes

Talk to your child to see if they would like to pack a snack in case the meal is not sufficient for them.

Our Daily Schedule

3:00-4:30	Arrival; homework support and enrichment centers
4:30-5:00	Dinner
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

Homework Policy

VCC After School is not an academic extension of the school day. We do, however, realize the demand and priority placed on homework assignments. We allow time to work on homework until 4:30p each day. Homework will only be completed during dinner or activity time if it is part of the student's individualized study plan. Our staff will do their best to assist with homework questions, but they are not expected to check homework for accuracy. We would be happy to assist you with tips and tools to provide a positive homework environment for your children at home.

Drop-off

All children coming to the program must check in at the computer kiosk located near the Community Center front desk, after the security desk. Children will use a phone number linked to their registration. They receive a nametag; they take nametags to their classrooms to check in with their facilitators.

To request your child's bus to drop off for VCC After School, call:

Columbus City Schools: 614-365-5074,
http://www.ccsch.us/Directory_201691293028211.aspx

Westerville City Schools: (614) 797-5950,
<http://www.westerville.k12.oh.us/Administration2/52>

Pick-up

All children must be signed out directly with the classroom facilitators. Parents (or those persons on the authorized pick-up list) must personally sign out children. If the children are not in their classroom, there will be a note on the door with their location.

10th-12th grade students are released at 6:00p and must immediately leave the premises. If they are picking up a sibling, they must be on the pick-up list and follow sign-out protocol.

Children will be released only to those persons on the authorized pick-up list. Designated persons must be in sixth grade or older. In the event that someone arrives to pick up a child and is not authorized, a phone call will be placed to parents/guardians to obtain verbal authorization.

To add someone to your authorized pick-up list, email vcck5@vineyardcolumbus.org or vccmshs@vineyardcolumbus.org.

Anyone suspected to be impaired by alcohol or drugs will be asked to call another designated person to pick up the child. Children will not be released to those who demonstrate signs of alcohol or drug impairment. Your child's safety is our priority!

Parking

Please drive slowly and carefully. Please park in the lined spaces in the Community Center parking lot. **Parking in the fire lane is not permitted.** No child of any age should be left unattended.

Walkers/Attending Other Community Center Activities

Children in grades K-9 are not permitted to walk home alone. They must be picked up from an authorized person. If the child is attending another event in the Community Center, they must be signed out from our program by an authorized person on the pick-up list and taken to the next activity.

Custody Agreements

If there are custody issues involving a child, parents must provide the program with court papers indicating who has permission to pick up the child. Enforcements will not be made without a copy of court paperwork.

Child Abuse 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.

Discipline Policy

While we try to take each circumstance into consideration on an individual level, we have a discipline system that is followed in order to promote a safe environment.

Expectations:

Be safe; Be responsible; Be respectful

Discipline Procedure:

1. Verbal warning
2. One-on-one conversation with a leader
3. Parent phone call; time out with a leader
4. Possible suspension

VCC After School has a zero tolerance policy regarding violence. Students engaged in violence (pushing, hitting, fighting, or other physically aggressive behaviors) will be sent home and possibly suspended. This also includes verbal and cyber bullying.

Behaviors that will result in suspension are included, but not limited to, the following:

- Any behavior that endangers the health and/or safety of another child or leader
- Theft, defacing or destruction of property belonging to the community center or other people

General expectations; please review them with your child(ren):

- Listen to leaders and follow directions the first time
- Electronics (including cell phones) are **not** permitted
- Keep areas clean. This includes keeping classrooms clean, throwing trash away in trash cans, and notifying staff if there are messes.
- No fighting. If a disagreement occurs, use words first, then tell a teacher.
- Hallways are quiet places where there is no running or horsing around.

Termination Policy

VCC After School K-5 reserves the right to terminate your child's enrollment with or without refund if the staff deems in the best interest of your child, other children, or staff. If enrollment is terminated, parents will be informed of determining reasons.

Use of Electronics

Children are not permitted to use electronic devices – including cell phones – while at the program.

Contacting Your Child at the Program

In the event of an emergency, you may call the Community Center Front Desk at 614-259-5238 or text program staff through the Remind text threads.

Emergencies/ Building Closures

VCC After School has set procedures to follow in the event that an emergency occurs while a child is in our care. In the case of fire or tornado, staff will follow written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed. Doing so will ensure that children arrive at the designated location. In order to prepare children for the unlikely need to evacuate or seek safe shelter, VCC After School will conduct periodic fire, tornado and lockdown drills.

In the event that our building closes due to weather, the loss of power, or any other reason, parents will immediately be notified by phone. If the parents cannot be reached by daytime or cell phone numbers, emergency contacts will be notified by phone.

Inclement Weather

During the winter months, inclement weather could result in cancellation of the program. We will post this information on the Vineyard Community Center website, www.vineyardcommunitycenter.org and send a text via our Remind system. If Westerville City Schools AND Columbus City Schools close, VCC After School will close as well.

Illness Policy

Children must be healthy enough to participate in the daily routine. Unfortunately, we do not have the facilities or staff to care for sick children. For your child's safety, please keep a sick child at home until they feel well enough to attend and are not contagious. In the event of a fever (of 100.4 degrees or higher) and/or vomiting/diarrhea, please keep your child home for 24 hours and until symptoms are no longer present.

If your child becomes ill at the after school program, you will be asked to come as quickly as possible to take him or her home.

Accidents and Medical Emergencies

There is always at least one staff member present at the program 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 and TLC. 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, the 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, authorized pick-up persons or EMS have authorization to transport.

Accident/Injury report

An accident/injury report will be completed and given to the parent/guardian picking up the child on the day 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

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Medications

Only doctor prescribed medications will be administered 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. Medications may NOT be stored in a child's book bag or property. Prescription medications must be in their original containers and administered in accordance to the instructions on the label. Parents will need to train the classroom teachers on the proper steps for administering medications that need specific instructions (i.e. epi-pens and inhalers).

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 Community Center. If your child is in need of any over-the-counter medications, they must be administered by a parent/guardian.

A written form of approval must be given in order for anyone other than a parent or legal guardian to administer medication.

FAQ

Lost and Found

Children are asked to not bring electronics, money, jewelry, or other valuables to the After School Program. The Community Center will not be responsible for personal property that is lost, damaged, stolen, or destroyed. Personal belongings that are found should be given to the reception desk in the Community Center.

Telephone Number/Address Change

If your contact information changes (or the contact information of an emergency contact), please notify your child's teachers immediately. In the event of an emergency, it is imperative that we have up to date information available.

You may also email vcck5@vineyardcolumbus.org (K-5th) or vccmshs@vineyardcolumbus.org (6th-12th) or email both addresses to update contact information for parents, guardians and emergency contacts.

Vineyard Community Center is pleased to serve with our community partners

