

Central Cares, Inc.

Parent/Student Handbook

c/o Coralville Central Elementary
501 6th Street
Coralville, Iowa 52241
(319)530-6287
ccbasp@gmail.com

(Revised September 2021)

Orientation Night

An orientation meeting for all parents will be scheduled within the first two weeks of school. The yearly meeting will be announced in the newsletter when school availability is determined as well as on our Facebook page.

The goals of this meeting are:

- to provide all parents with the opportunity to meet some of the staff and view the program area
- to familiarize the parents, both old and new, with the program goals, expectations, guidelines and any new program policies or practices
- to answer questions and discuss concerns between parents and program staff for item clarification.

We hope to see you there!!!

I. INTRODUCTION AND ADMISSION

Mission Statement

It is Central Cares, Inc.'s mission to provide quality childcare for all children enrolled and attending Coralville Central in grades kindergarten through sixth grade, in a caring and cost effective manner. Central Cares, Inc. is organized to provide before-and-after school care as well as all-day care during non-school days, winter, spring, and summer breaks (space and enrollment numbers permitting).

Our staff attempts to provide stimulating, developmentally appropriate activities to challenge and assist your children in learning about themselves and their world. We want the children to learn life skills and to use those skills to become leaders by helping their peers. We will achieve this by including programs and activities that range from recreation, learning, arts and crafts, as well as individualized free time to develop other life skills. This is all done in a safe and friendly environment with caring staff who will supervise and interact with them.

Admissions Policy

Any child enrolled and attending Coralville Central School in kindergarten through sixth grade is eligible for admission. If the program is full, students are placed on a waiting list in the spring and enrolled using a lottery system if demand is greater than space available. Current students in attendance are re-enrolled for the upcoming school year in January. Incoming siblings are enrolled at this time with the older child.

Before-school and after-school services of Central Cares, Inc. are available on a full-time basis only, based on contracted needs of the family.

Any child enrolled in the program may utilize the drop-in service as availability warrants; however, the Program Director must be contacted 24 hours in advance of the desired drop-in session. Drop-in services are subject to the availability of space allowed by current licensing standards. Current drop-in fees are \$15/afternoon per child and \$10/morning per child.

Central Cares, Inc. does not discriminate against anyone because of race, gender, color, creed, ethnic or socioeconomic background, national origin, religion, or special needs. Children with special needs will be considered for enrollment in the program based on an individual assessment and the program's ability to make reasonable accommodations for the child.

Regulations and policies given in this handbook apply to all enrollees, children, and parents alike.

Overview of the Program

Central Cares, Inc. is a non-profit organization incorporated under the provisions of Chapter 504A, 1985, Code of Iowa. It is licensed by the Iowa Department of Human Services and operates within the regulations and guidelines of that agency (Iowa DHS SS-0711, Revised July 2010).

The program has been in operation since 1986, providing a necessary service to the parents and children of Coralville Central Elementary School.

Central Cares, Inc. is governed by a Board of Directors consisting of the following members: volunteers chosen from parents and guardians of enrolled children, the Principal of Coralville Central School, and the Program Director of Central Cares, Inc. The latter two serve as ex officio members of the Board. The Board meets monthly, on a designated day of the month chosen by members (ie: 2nd Wednesday each month), to determine policies and address current issues. Board meetings are open to parents and the public unless confidential information is being discussed. If you want to be placed on the agenda, a written request must be in place one week prior to the meeting date for attendance to address the board. A listing of the current Board of Directors appears in (Appendix A). Central Cares, Inc. is governed independently of Coralville Central School, except that the school provides space and utilities.

Central Cares, with an interagency agreement with the Iowa City Schools, coordinates with district liaisons following DHS policies and regulations as well as adhering to Iowa City School BASP Standards for Out of School Time.

Expectations

Central Cares, Inc. expects parents to: (1) pay fees on time, (2) keep child records up-to-date, (3) drop off and pick up children in a timely manner, (4) follow the health policy as necessary, (5) contact the Director in the case of child absence via phone or email, and (6) check necessary postings on program door, attendance cart, bulletin boards, and email notifications and/or Facebook posts.

II. APPLICATION, ENROLLMENT AND WITHDRAWAL

Operation of Waiting List

BASP waiting list policy transition for the school year

Enrollment Priorities

1. Current enrollees (and their incoming kindergarten siblings)
2. New Families

Enrollment Timeline

January 1 – January 31: All families currently enrolled in a BASP program will re-enroll for the upcoming school year, including younger siblings of current enrollees. Current enrollees (and their incoming kindergarten siblings) are given priority.

February 1: Families currently enrolled in a BASP, who have completed a re-enrollment application at their current or new attendance center, will be notified if the BASP will be able to serve them. A lottery draw will occur if the number of currently enrolled families, coming from the previous attendance center, exceeds the number of spots available. The remaining families will move to a waiting list and receive top priority for future enrollments.

February 15 – March 31: Programs will accept enrollment applications for new families. If the program cannot accommodate all of the new applicants, a lottery list of new families will be generated from this pool of applicants.

April 1: If spots still remain, a lottery draw, in front of office personnel, will occur. All others will move to a waiting list (which remains in place for the upcoming school year).

Vacancies, which occur during the school year, are offered to the student at the top of the list as availability permits. **If the waitlist offer is not accepted within one week it is considered declined, the student is removed from the list and offered to the next student on the waitlist. Again, if parents do not respond to the offer within one week, the offer is considered declined.**

Student Records and Forms

Registration forms at time of first enrollment will be emailed to new parents unless paper copies are requested. All DHS required paperwork MUST be filled out completely in order for your child to start the program in the fall. Failure to complete paperwork entirely may result in loss of program spot. The program emails all pertinent papers and forms to families monthly.

Prior to enrollment and for each school year, parents will be asked to review the forms required for DHS license compliance for each child enrolled in Central Cares, Inc. Because of state regulations, all of these forms must be returned as soon as possible and prior to enrollment or your child's enrollment may be suspended until they are received. Parents, however, will still need to pay tuition each month until records are complete to hold the child's position in the program. The information form is for releases of information as well as authorized contacts for your child in your absence. This form will need to be filled out and reviewed or updated annually. We also require a consent and release form so information can be shared between building/district staff for the child's success in all areas. The program now utilizes an online records system called ProCare. An account for your children must also be created before enrollment begins. The director can help with the process if computer access is an issue with communication.

The following forms need to be filled out and returned:

1. Intake Sheet – general information about the child and home life
2. Child Enrollment Information Sheet (this form includes)
 - a. Child Information
 - b. Parent contact information
 - c. Doctor and Dentist Information
 - d. Any allergies, medications, special conditions and insurance information
 - e. Authorized Adults to pick up child
3. DHS Consent and Release Form
4. School Age Child Health Form
5. Sunscreen Permission
6. Medication Release Form (if applicable)
7. Copy of Child's Immunization Record
8. ICCSD Consent form granting permission to communicate with pertinent building personnel regarding child's day
9. ICCSD Demographics form for the district (this is optional at parent's discretion)

Please note all registration and enrollment forms must be completed prior to the child's first day of attendance. Failure to submit

these forms to the Director will result in a delay of the child's first day in the program.

The Child Enrollment form, DHS consent and release and school age health forms will be presented to re-enrolling families annually for review and updates, per Department of Human Services licensing regulation. You are advised at re-enrollment time to review the parent handbook and all program policies. If you no longer have one, or cannot locate yours, another one may be requested and it will be emailed to you unless you require a paper copy. **All parents must keep records current and inform the Program Director if any changes have been made in the child's information.**

Enrollment/Withdrawal Procedures

Central Cares, Inc. Director and Board of Directors follow the licensing criteria as dictated by the Department of Human Services for the State of Iowa. Program space and availability have been increased, allowing for Central Cares, Inc. to be licensed for 125 children. This has nearly doubled since last year, so the program will increase in increments of 15 children to maintain safe staffing and daily programming practices as needs of all children are met needing services.

Enrollment policies for the upcoming school year give the first re-enrollment option to currently enrolled children for their contracted enrollment (afternoon or morning only, both, etc.). In late January of the year, the Program Director sends out re-enrollment forms to currently enrolled families. If siblings of currently enrolled children will be starting at the school, they are let in with the older sibling at re-enrollment time as space allows. Payment at this time will be \$30/child for returning children and \$35/child for new enrollees. These payments must be made at the time of re-enrollment to guarantee acceptance of the space in the fall. If proof of free or reduced lunch status is provided, the \$35 registration fee is waived. Availability of space is then reviewed and children on the waiting list are then offered space to fill licensing regulations, as availability allows.

At the start of the school year, the \$30 deposit will be applied toward August/September tuition. August is prorated based on the number of days of school in the month and this payment, combined with a full September tuition, will be due on September 1st. Families have until 30 days before the start of school to turn in a written notice of their withdrawal from the program in order to be refunded their deposit. If notice is less than 30 days, no deposit will be refunded.

When families determine the services of the program are no longer needed, written notice must be given to the Program Director a minimum of 30 days prior to the end of program enrollment. If written notice is not given, or is less than 30 days, the family will be responsible to pay that month's tuition.

Summer Program

Central Cares, Inc. operates a summer program. The policies for this are outlined in a separate handout which comes out in the spring of the year. Any questions about the summer program can be addressed to the Director at any time.

III. PROGRAM OPERATIONS

Program Hours and Dates of Operation

Morning program – 7:00-7:40 a.m.

Afternoon program – 2:55-5:30 p.m. all days excluding Thursday when it is 1:55-5:30 due to district wide early dismissal.

Central Cares, Inc. will also run on all select non-school days, from 7:00-5:30, (conference, in-service, and breaks) space and enrollment numbers permitting.

To ensure the safe arrival and departure of each child, an authorized adult **must** sign each child in and out of the program on the attendance sheets. Children will not be allowed to leave the program alone. Each child must be picked up by an authorized adult.

Authorized Pick up and Safety Policy

When you enroll your child at Central Cares, Inc., you must fill out all required DHS forms. On the child enrollment form, you must list two to three people, in addition to yourself, who have permission to pick up your child in an emergency. In addition, these people **MUST** be entered into your child's ProCare records or a code to allow them to sign out will not be permitted. No other people will be allowed to pick up your child unless you give us written authorization. Children can be released only to an authorized adult. An authorized adult is defined as an individual 18 years or older who has been designated in writing by the parent/guardian as an approved pick up person for their child (see Records and Forms Section). If your child will be picked up by someone who is not on your contact list, and we are notified in writing, we will ask for a photo ID to verify who they are upon their first visit.

When a parent or authorized person arrives at Central Cares, Inc. to pick up a child and is obviously under the influence of drugs or alcohol or their breath smells excessively of alcohol, the staff must notify the Director or Site Supervisor. The Director will tell the person that they do not seem to be in a condition to drive and we will contact someone to transport them and the child home. If the individual refuses help and refuses to wait, then the Director will take steps to prevent that person from transporting the child. The person will be informed that if they leave with the child, the police will be contacted. If the need is present to contact the police, the name of the person as well as a description of the car and the direction it left in will be given. If another parent is home, they will also be contacted.

Please help your child understand the following safety rules:

- Children should not leave the building before their parents do.
- Children should always walk, not run, in the program area and hallways. This will keep them from running into each other and also tripping and/or falling.

Late Pickup Fees and Penalties

The opening and closing hours of Central Cares, Inc. must be strictly observed. In case of a scheduling conflict, the parent/guardian must make arrangements for another authorized adult to pick up the child. Late fees will be paid to the program and is \$5.00 per minute after 5:45 p.m. Late fee assessment will be at the discretion of the Director or site supervisor staying late. Late pickup fees must be paid by the start of the next program day or your child's attendance will be withheld. A form may be presented for your signature and used as a receipt if requested.

Please note... program staff may not leave the building until all families have exited and doors are locked and secured behind you. Please ensure you and your child exit promptly and personal business is taken care of outside program time.

If the child has not been picked up by 5:30 p.m. and the parents cannot be reached, the program staff will contact an authorized contact person to pick up the child person in their file and a note will be placed on the program door with instructions. In the event that no one authorized to pick up the child can be reached by 6:00 pm, the Department of Human Services will be contacted and appropriate actions taken. This may be deemed an abandoned child situation and the police will be contacted with the discretion of the Program Director. Chronic abuse of the policy will result in your program enrollment being reviewed by the Board of Directors and the Director.

Absences

If children will not be attending their usual Central Cares, Inc. session, the Program Director must be notified in advance or concurrently at the beginning of the absence. The Director may be contacted either by phone or program email. Children who are absent without prior program notification may be mistakenly classified as missing. If a child does not arrive at the program as expected, the Director will contact the child's parents. If the parents cannot be reached, one of the emergency contacts in the child's file will be notified. If children are ill, when parents notify the school, they should ask the school secretary to place a note in the program mailbox or send an additional email including program staff of the absence.

Non-Center/Extracurricular Activities

If children will be leaving the school before program hours for activities such as scouting, band, soccer, and others, a schedule of these activities should be supplied to the Program Director. Children may not depart the program for these activities without an authorized adult accompanying them. Central Cares, Inc. staff does not transport children to or from non-center activities. A non-center activity release form needs to be on record in the child's file. Once an authorized adult signs out a child for an activity, there is no re-entering the program for the remainder of that day. A non-center activity is not applicable to Central Cares, Inc.

If a child is picked up from school for any reason, they must return to school before the end of the day to attend the program. Children should not be brought to the program after the school day has ended.

Field Trip/Transportation Policy

At times, Central Cares, Inc. will take program-sponsored field trips. Examples are: to movie theaters, ice skating, and similar trips. (Most trips occur over the summer although on periodic non-school days, especially over breaks, we may try to schedule one) When these trips occur, a separate registration and release form will be provided for parent signatures. If a child does not wish to attend the field trip, it is our policy that a minimum of 5 children are required to hold one staff back from the trip. If 5 children are not available, it is the responsibility of the parent to provide alternate care during the field trip time or the child will participate in the trip.

Any program sponsored field trip that requires transportation will be provided by the program. Parents will be notified of the trip and means of transportation well in advance of the trip. The program uses city bus, charter bus, and school bus rental for transportation, as well as walking within appropriate distances. Summer trips occasionally use staff vehicles to supplement within city limits following all state laws regarding transport of school-age children. These transportation laws will be followed referring to age and weight restrictions. If a child requires a safety restraint seat, we will ask the parents to provide their own for our use. Any comments should be brought to the Program Director.

Unexpected Closings and Inclement Weather

Central Cares, Inc. follows the Iowa City Community School District calendar.

Unscheduled No-School Days

Announcements of unscheduled school closings are made on local radio, television stations and will be posted on the program Facebook page. There will be no morning or afternoon program on days when school is canceled.

Unscheduled School Delays

Announcements of unscheduled school delays are made on local radio, television stations and will be posted on the program Facebook page. There will be no morning program on these days.

Unscheduled Early Dismissal Days

Announcements of early dismissal days due to inclement weather (heat or snow) are made on local radio, television stations and will be posted on the program Facebook page.

There will be no afternoon program when school is dismissed early.

Scheduled No-School Days

This will be at the discretion of the Program Director with Board approval and based on the safety of families, staff and Director. If closing does occur it will be posted on Channel 9, KCRG TV, the program Facebook page and an email will be sent as soon as possible to all families enrolled that program day.

Unscheduled Requests for Early Pick-Up or Early Closing

These may occur in the event weather turns hazardous near the end of the school day and school is completed. The director, with the discretion of the board, may request that children be picked up earlier than normal. There may also be instances where the director will determine later in the school day that the weather will become hazardous for driving and will close the program early to allow for parent arrangements. Both of these scenarios will result in phone calls, emails and postings to Facebook page for notices.

Distribution of Medications

Before the Central Cares, Inc. Director or Site Supervisor administer any medications; parental consent must be obtained. It is required that this be in writing and done monthly. If the medication is to be taken for a prolonged period of time, the parent will be asked to sign an updated form every 30 days.

If a student must take prescribed medication during program hours, the following procedure must be followed:

1. All medications to be administered during program hours must be in their original containers with a detailed label that includes name and details of administration of the medication.
2. Maintenance of a log showing the name of the staff member administering the medication, the dose given and the date and time the medication was given. (Note: if the medication is not administered, it will also be documented as to why not administered. (I.E.: child was absent, directed by parent to not give, etc.)

Any non-prescription medication will require all the above procedures to be followed before its administration. The medication release also covers the application of sunscreen in summer and will be documented by staff at time of each application. Any and all medications are stored in a locked box away from child accessible areas.

Health Policy

All children are required to have a number of forms in their program records. A signed health assessment form must be present in the child's file and a physical form signed by the child's physician. A form noting that the child's immunization record is on file with the school as well as a copy given to the program and a release form for both medical and dental must be signed by the parent/guardian of the named child. It is the responsibility of the parent/guardian to have these forms signed and to the Director of the program prior to enrollment. Parents are responsible for reporting to Central Cares, Inc. Director any changes to these health forms when they occur. Also the responsibility of the parents is to correctly fill out forms giving names and phone numbers of people authorized to pick up the child from the program as well as make emergency medical decisions for your child in the event you cannot be reached.

If a child has any of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious illness;
- Fever over 100° F;
- Vomiting or diarrhea;
- Accident requiring medical attention

If any of the above occurs, the sick/injured child will be removed from the immediate program area and kept away from others to avoid the spread of the illness or for the comfort level of the child.

Upon the child's arrival at the program, morning or afternoon, staff and the Director will have contact with each child to assess and acknowledge them, for health and other reasons upon entrance to the program area. In the event of a situation of communicable disease or

illness, a notice will be placed on or near the sign in/out cart. Please pay attention to these notices at all times.

Staff will follow the Universal Precautions Policies when dealing with emergencies and hand washing policies when entering the program. If you wish to see a copy of the Universal Precautions policy you may request it. Outdoor play will not be allowed when temperatures (including wind chill) are zero or below or when heat and/or heat indexes are so high to be detrimental to the child's well-being

Medical Conditions

For medical conditions that are documented on a child's health history and physical exam (e.g., asthma, diabetes, seizure history), parents should provide the Program Director an action plan for the condition for instructions if certain situations occur and how to maintain health and safety for that child during program hours.

If medication may be required, the Program Director must have access to the medication and authorization to administer it.

Illness or Injury

In cases of injury or illness, the child will be taken to the program office away from other children. Staff will administer what care is needed, within their bounds of knowledge, notifying the Director if necessary. First-aid kits are located in the program office and are available on playground and field trips containing all necessary supplies. If injury or illness occurs, an accident report will be filled out. Two copies of the report will be made, one for the parent to sign which remains on the program site in the child's file, and the other for the parent's record to take home. The Director will take steps to notify parents to pick up the child or call the medical provider listed in the child's file if directed by the parents to do so. In case of serious illness or accident, the child will be taken to the Emergency Treatment Center of hospital listed in file by emergency personnel. Parents will be notified concurrently or as soon as possible. Online recording of the incident as per DHS regulations will be done by the staff and director of the program for documentation with the state.

Nutrition

Central Cares, Inc. follows the standards of CACFP for nutritious snacks. Food substitutions will be made for your child if the child has a food allergy, medical condition, or a religious restriction to certain foods. The restriction must be submitted in writing to the program. If the restriction is due to an allergy or medical condition, then we must receive documentation by a physician with an alternate list of appropriate substitutions. Children with parental preferences are welcome to bring a snack from home to supplement what the program offers.

Children will receive a snack each day at the after-school session of Central Cares, Inc. The Program Director, along with the staff, prepares snacks, and the Director posts a monthly menu of afternoon snacks on the bulletin board and contained in the monthly newsletter which is emailed to all parents. An optional breakfast program will be offered with Central Cares, Inc. and is served from 7:00-7:30 a.m. daily. (non-school days are 8:00-8:30 am) If sack lunches are needed, they need to be nutritional in content. A list of credible foods is posted on the program bulletin board.

Special Programs

The Program Director often arranges special events that involve the participation of children enrolled in Central Cares, Inc. Examples might include programs that recognize a holiday or season, or perhaps a program potluck. These events are offered at the discretion of the Board and Program Director. Periodically we have special activities run by outside individuals with the supervision of program staff. These are always posted in advance.

If the school has an early dismissal, or if weather conditions would make the program or program attendance difficult, these special programs might be canceled or rescheduled. The decision to cancel or reschedule is at the discretion of the Program Director.

Personal Property

Children are encouraged to not bring personal items to the program. When Covid restrictions are not in place, they are allowed 1 toy only, but privileges will be restricted with abuse of rules.

The Director will maintain storage of approved items if a special activity is planned. Central Cares, Inc. is not responsible for lost, damaged or stolen items.

Parental Access Policy

It is the policy that any and all parents and families are welcome to come in and see their child while at the program to see activities taking place. This is the case unless there is a “written no contact” order in place in the child’s file. When parental contact is prohibited, the parent or agency that has custody of the child must provide Central Cares, Inc. with written court orders documenting the restriction. If the restricted parent should arrive at the program, the court order would allow us to request police intervention while asking that parent to leave. If no court order is on file at Central Cares, Inc., then we can inform the custodial parent that the restricted person is at Central Cares, Inc., however we cannot physically stop the person from visiting or removing the child from the program that day.

Families are encouraged to ask questions and participate in aspects of our program. Suggestions and feedback are always welcome. Daily interaction between parents and staff provides the opportunity to share information and assists Central Cares, Inc. in continuing to provide quality care. Access to staff is allowed on a limited basis during program hours so as to not interfere with the overall operation of the program.

Staff Training and Orientation

Central Cares, Inc. staff is expected to act as good role models for the children through their actions and choice of words used to motivate and direct the children. The staff is expected to wear appropriate clothing, taking into consideration the weather and activities planned. If you have any concerns, please share them with the Program Director.

At the start of their employment, all employees are required to have a record check on file from both the state of Iowa and FBI database, as well as fingerprint screenings for any possible prior offenses. They are also required to take Mandatory Reporting of Child Abuse and Universal Precautions courses within the first 3 months of employment. Effective in September 2016, as part of the Child Care Development Block Grant, all staff are now required to take a 12-hour pre-service training. It is Central Cares, Inc. policy, per the DHS regulations governing our program, to train staff in the following areas in addition to the above: CPR, First-Aid, and 10 contact hours of professional development each year of employment.

Staff training is accomplished through hands-on learning and orientation, reading the staff manual at time of hire and taking required professional growth classes through the year. The manual was designed to help staff learn policies and techniques to enhance their job performance. Periodic review of emergency procedures is completed with staff. Monthly drills take place so all children and employees are well practiced in what to do in all situations. All program space and school grounds are kept in a strictly smoke free environment.

Emergency Preparedness Plan

The director and program have an emergency preparedness plan in place in the event a situation occurs requiring relocation for the safety of the children. Access to the plan is available upon request of the director.

IV. TUITION FEES AND FINANCIAL AGREEMENTS

Funding and Fees

Central Cares, Inc. is funded by monthly tuition payments. All program staff salaries, supplies, and business expenses are taken from tuition payments.

A one-time, non-refundable fee (not applicable to tuition) is required for each child at the time of initial enrollment. It is not required a second time if the child withdraws from the program and returns at a later time. (This fee is waived if the parents provide documentation of free or reduced lunch status) A deposit will be required in the spring for enrollees planning to return in the fall. This deposit is refundable pending a 30-day advance notification of not returning. Central Cares, Inc. does accept financial assistance from approved outside agencies. Approval and paperwork must be obtained prior to the child's attendance begins.

An additional program fee will be incurred if it is determined that a child's needs exceed those of the standard staffing ratio, as determined by the Program Director.

Due Dates for Tuition and Fees

Tuition payments are made monthly and are due on the first day of each month. Tuition received after the seventh day of the month will be considered late and will be assessed a \$5.00 late fee. There will be an additional charge of \$1.00 per day for each calendar day after the eighth if tuition is not paid in full. Tuition and late fees must be paid in full by the first of the next month. We accept automatic debit options as payment for monthly tuition, but not all day programming additions. If this is something you wish to take part in please request the form from the Program Director.

Tuition for the school year is paid in nine equal installments in September through May based on income needed for operating a full year. Each payment is the same each month regardless of the number of days that school is in session. If tuition payments are not made in a timely manner, the child's enrollment in the summer and upcoming fall sessions may be in jeopardy until such time that payment is received. School vacations and other closures such as weather related days are compensated by no tuition payments in June or subsequent snow make up days which are figured into the equal installments. August payment amount will be calculated on a prorated scale based on the number of days of school in the month and will be due, combined with a full September tuition, on the first of September.

V. DISCIPLINE AND DISCHARGE

Behavior Policy

All students (regardless of race, color, religion, ethnic origin, disability, sex or ability level) have the right to equal opportunity at Central Cares, Inc. However, for this to occur there must be a positive and orderly atmosphere. Children are expected to behave in such a way that will not disrupt the activities of other children or cause disorder to the environment. All children will be treated with dignity and respect and be given guidance and support in learning how to conduct themselves appropriately. Behavior that either endangers the safety of self or others, damages the school building or property, damages the property of others and/or breaks state or federal laws cannot and will not be allowed to remain in the program. All families are provided a copy of this handbook, which outlines the disciplinary procedures that will be followed when these rules are broken.

We believe that consistent discipline should be used to redirect the child to an acceptable activity. The children need to have the rules explained to them. The following practice is used at Central Cares, Inc.

1. Discipline helps children learn that they are in a structured environment, with choice based activities, and that rules exist in all aspects of program time.
2. Discipline should be used to redirect the child into an acceptable activity when necessary.
3. When a child is behaving appropriately, statements will be used for positive reinforcement to acknowledge following expectations of the program.
4. The staff will ignore behavior that is attention seeking, unless it becomes potentially harmful or aggressive in any way.
5. Children who act inappropriately, will be given verbal cues and warnings to change their behavior. It is important to gain eye contact, on the child's level, to ensure the child understands.
6. When inappropriate behavior continues or becomes aggressive, the child will be asked to take a "calming down" period. This is when the child is asked to sit at a designated area, away from the group, in order to calm themselves down to quietly resolve the matter with the involved staff member and/or child involved. This helps to keep the child feeling they have some sense of control in a situation where they may feel they have lost all choice and control.

Discipline is the sum of the total interaction experience staff, parents and children share. Our children will learn self-control,

cooperation, and consideration of others through gentle and supportive relationships with the staff here. Central Cares, Inc. Director and staff will teach this through the use of positive discipline practices ranging from positive reinforcement and redirection to setting limits and offering choices.

A child with serious disciplinary problems will go through the process explained in the next 2 sections.

Rules and Guidelines

In every household and organization, there are guidelines and expectations that we follow and abide by. These are necessary so that we know what behavior is expected and acceptable and can live and work positively together within this framework.

Central Cares, Inc. has rules and guidelines that need to be maintained. Positive behaviors are encouraged from children through positive reinforcement and praise for correct behaviors. Specific practices of reinforcements are listed in detail in the staff manual. For examples or a copy of the staff manual please notify the Director.

It is important that everyone understands the rules and expectations. Specific rules that the program and staff follow are:

- A safe and caring environment must be maintained for the children's developmental progress.
- Open communication, both verbally and written, must always be used between children, parents, and program staff.
- Respect for others and their property will always be shown.
- Be polite in words and actions---no put downs, derogatory statements or foul language will be used at Central Cares, Inc.
- Any and all supplies used here will be put away after use and the child will help to clean their area when finished with a game or task.
- Permission must always be obtained to exit the program area and additional spaces offered for any reason. This includes helping a teacher, using the restroom and getting drinks in the hallway, as well as transitioning between program areas available at that time.

When a discipline problem does occur, the staff in the immediate area in which the incident occurred will deal with it. If the behavior continues or escalates, the Program Director will be brought in to deal with the more serious issues at hand. As stated, Central Cares, Inc. uses positive reinforcement and discourages the use of time-outs, in most situations unless it is warranted for safety or other reasons, and chooses a calming area to use discussion of problems with conflict

resolution. If a situation occurs, a written behavior report (Appendix F) will be written and discussed with the parent and child upon the parent's arrival at the program. Copies will be signed by all parties and the original retained in the child's file with the copy being sent with the parents.

Discipline and Discharge

If behavior is such that rules and guidelines are repeatedly not followed, steps will be taken to determine whether enrollment in the Central Cares, Inc. program is appropriate for your child. Steps that will be taken are:

1. The parents will be informed in writing of any difficulties your child may have had that day at the program and what action by the staff was taken.
2. If repeated inappropriate behavior occurs, a meeting will take place between the child, parents, and Program Director. If the Director deems it necessary, an individual behavior plan will be written for that child to follow and correct inappropriate behavior.
3. Children that have displayed aggressive behavior that injures other children or staff may be sent home after an aggressive incident. Based on the severity of the incident, a suspension may occur for a period of time to be determined by the Program Director. All issues will be documented in writing for all parties involved.
4. If behavior is ever so severe it could endanger the safety of others at the program as well as the staff present or the child themselves, or an instance of 3 documented aggressive incidents, expulsion from the program may occur based on the decision of the Program Director with the support of the Board of Directors. Confidentiality for the child and family is maintained.

Failure to meet program policies, payment of fees, and appropriate paperwork for each child could also result in the discharge of your child from the program.

If you have questions or concerns, please talk with the Program Director or a member of the Board of Directors.

Caught Ya Being Good

The program has implemented a Caught Ya Being Good ticket system that is our behavior incentive program. This entails tickets being awarded to children for behavior that goes above and beyond the expected behavior. These tickets are drawn throughout the month for various incentive awards as well as on the last day of the month.

Thank You!

Confidentiality

All information supplied to Central Cares, Inc. will be used only on a need-to-know basis and only for the performance of the duties of program representatives. No information will be released to ICCSD without a signed Consent to Releases and Exchange form with the program. We will notify you for appeal if necessary.

For Additional Information Contact:

Central Cares, Inc.

Attn: Tammy Osterhaus

501-6th Street

Coralville, Iowa 52241

(319)530-6287
(cell phone)

Email us at centralcares@hotmail.com

OR

You may contact a member of the Board of Directors. See Appendix A for a complete listing. (The Board of Directors changes yearly at the beginning of the school year.)

WELCOME TO CENTRAL CARES, INC.

Your comments and participation in this very special program are encouraged.

Appendix A
Central Cares, Inc.
2021-2022 School Year

Program Director: Tammy Osterhaus

Cedar Rapids, Iowa 52404

Site Supervisors: Sara Nehring

Coralville, Iowa 52241

Board Members

Jayne Johnson... President

Sarah Shonrock... Secretary

Nicole Salisbury

Matt Nelson

Leah Appel-Waterman

Trisha Bender

Jason Troendle

Cara Schwartz

Appendix E

Central Cares, Inc.

2021-2022 Fee Schedules

Full-time Enrollment in both before and after school session	\$260.00/month
Multi-Child Discount...	\$250.00/month
Enrollment in before school session only	\$70.00/month
Multi-Child Discount...	\$65.00/month
Enrollment in after school session only	\$225.00/month
Multi-Child Discount...	\$210.00/month

****The Board of Directors may adjust tuition and fees with reasonable notice as necessary to meet expenses.*

Full Day Programming	\$50/day
Drop-in Fees	
Before school session	\$10.00/day
After school session	\$15.00/day
Full Day session	\$55.00/day
Late Fees	
Tuition (on 8 th of month)	\$5.00
<i>Each successive day that tuition is late; a \$1.00 fee is added to the \$5.00 base fee.</i>	
Pick-up	\$5.00/minute

Chronic abuse of this policy will result in your enrollment space being reviewed by the Board of Directors and the Director.

Appendix F
Central Cares, Inc.
Behavior/Discipline Report

Filed By _____ Date _____

Who was involved? _____

Where did it happen? _____

Did anyone else see what happened? _____

If so, who saw the incident occur? _____

Tell what happened using "I" statements. _____

How do you feel about what happened? _____

How do you think the other person feels? _____

Name two ways you could have solved the problem or something you could have done so it would not have happened?
