

# MANN BASP PARENT HANDBOOK

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## INTRODUCTION

### PURPOSE AND PHILOSOPHY

Welcome to the Mann Before and After School Program. The Mann BASP was organized to provide Before and After School care to pre-kindergarten (after their 5th birthday) through sixth grade children of Horace Mann Elementary School. The program is a non-profit corporation administered by a volunteer parent board and program director. The program will provide quality childcare that is both safe and enriching to the children of Horace Mann Elementary School. Children are offered a variety of activities that are facilitated by either staff members or child initiated. These activities are both recreational and informational and allow time for homework or for a child to pursue something of personal interest. It is the intention of the program to offer a wide range of activities to accommodate a variety of children's interests and developmental levels.

*The program encourages all Horace Mann students to attend. Mann before and after program does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status.*

### ORGANIZATION

The Mann Before and After School Program is licensed by the Iowa Department of Human Services and is incorporated in the State of Iowa as a non-profit corporation. The program is governed by a volunteer board of directors consisting of a minimum of 5 members composed of parents with children currently enrolled in the Mann Before and After School Program. The Director acts as an ex officio member of the Board and attends board meetings to report on the status of the program. The Board meets monthly to plan the budget, hire the director, determine policy, and deal with other related matters.

**All Mann BASP parents are invited and encouraged to attend monthly meetings.** Individuals interested in serving on the Board of Directors may contact the Chair or the Mann BASP Directors.

### MUTUAL EXPECTATIONS

**Parents may expect:**

- That their children be in a safe, supportive environment.
- To share concerns with the staff and director about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving, and to spend time talking with the director

and staff concerning a solution.

- Know if their child does not report to the program as intended.
- Be able to visit the program at any time during normal operating hours
- to check on the welfare of their child.
- Be regularly informed by the director about BASP activities.

**Mann BASP expects that parents will:**

- Pay fees on time as explained in TUITION FEES AND FINANCIAL AGREEMENTS.
- Keep the child's records up-to-date as explained in ENROLLMENT FORMS.
- Follow health policy as explained in PROGRAM OPERATIONS Section: Health and Safety.
- Pick children up on time and contact the director if their child will not be attending on a scheduled day.
- Explain to their children his/her rights and responsibilities as well as the rules of the program as given below.

**Children may expect:**

- To have their ideas and feelings respected.
- To have discipline that is fair, equal and respectful of them.
- To learn to accept the consequences for their actions.
- Arrive at the program promptly, according to the enrollment information,
- To have staff members that care, enjoy being with them and help them grow.
- A safe, supportive and consistent environment.

**APPLICATION, ENROLLMENT, AND WITHDRAWAL**

**APPLICATION**

Children who attend Mann BASP or who will attend Horace Mann Elementary at the beginning of the school year are eligible to apply for a position on the school year program waiting list. A child will not be placed on the waiting list until the parent has filled out an application form and submitted it to the director along with a non-refundable application fee of \$35.00.

**OPERATION OF WAITING LIST**

Each of the 20 elementary schools in the Iowa City Community School District has an on-site program to provide before and after school and summer care. The ICCSD has established strong partnerships with BASP providers who deliver high quality programs.

Many programs have a waiting list, as the demand for before and after school care is great. For the 2016-2017 school year, the BASP's have collaborated to establish a district-wide enrollment process with a common timeline. Families currently enrolled in before and after school care will have an opportunity to re-enroll beginning February 1, 2016. Families on the waiting prior to December 1, 2015 will also have the opportunity to submit their application. Spaces for families will not be held for subsequent years. As of February 25, 2016, **new** families interested in enrolling their children will have an opportunity to submit an application. A random selection will be held on April 1st, with all families receiving a number. Families who are not selected will receive a number on the waiting list and will move up the list if other families decline enrollment. Families will either need to enroll in the program or re-submit their application in the spring of 2017. Siblings of children enrolled under the same enrollment option as the currently enrolled child (sibling does not receive priority if the currently enrolled child does not enroll or for enrollment option other than the one currently occupied).

## **ENROLLMENT FORMS**

The following enrollment forms must be completed and submitted with tuition before the start date. Children will not be able to attend the program without these forms completed and returned but the parent will be responsible for tuition payment in order to reserve the spot until such time.

- Enrollment Intake Forms
- Enrollment Agreement Forms
- Registration Form
- Physical Assessment Form w/ Immunization Declaration
- Video & Photography Release
- Immunization Card (if Horace Mann is not the child's home school)
- Medication Form (as needed)
- Emergency Consent Form for Field Trips
- Parental Emergency Medical Consent
- Non-Center Activities Form (as needed)
- Field Trip Permission Form
- Release of Child to Adult other than Parent/Guardian
- Consent to Release Information

The program expects the forms to be kept current. The parent or guardian must provide information to the director regarding information on forms such as: emergency persons, names, employers, and phone numbers, arrival/departure changes.

## **SUMMER PROGRAM ENROLLMENT PROCEDURE**

Summer program enrollment will be offered during the month of April. It will be offered to children currently enrolled in the program. Additional enrollment will be offered to families of Horace Mann and then opened to the public. Enrollment is based on a first come first serve basis. An enrollment fee is required for each week of summer program to reserve a spot. The summer program generally begins one week after the end of school and ends two weeks prior to the start of the fall semester. Contact the director for further information.

## **PROGRAM OPERATIONS**

### **HOURS OF OPERATION**

**Morning Program:** 7:00 a.m. to 7:55 a.m.

**Afternoon Program:** (M, T, W, F) 2:55 p.m. to 5:30 p.m. (TH) 1:55 p.m. to 5:30 p.m.

**Conference Days:** 7:30 a.m. To 5:30 p.m.

Weather conditions can make it difficult for caregivers and custodians to get to school on schedule. For your child's safety, please make sure that the school doors are unlocked and that the caregivers are on duty before leaving your child at school. The staff shall sign children into the program upon arrival.

### **WITHDRAWAL FROM THE PROGRAM**

**Mann BASP is a not-for-profit agency and its program is dependent upon a stable and predictable enrollment. Any members who withdraw from the program, must provide a statement in writing at least 30 days before the withdrawal of this service. Tuition will be due for the balance on the month or for one-half month, whichever amount is greater.**

### **AFTERNOON CLOSING TIME / LATE FEES**

The program closes at 5:30 p.m. Children who remain past 5:30p.m., will be charged the following per child overtime fees based on the time indicated on the school clock in the Mann gym. Late fees will be paid directly to the staff staying late. A late fee form will be presented at the time of pick up. It states that late fees not paid

at the time of pick up will result in an additional fee stated on the form.

5:31 p.m. – 5:45 p.m. = \$15.00 per child

5:46 p.m. – 6:00 p.m. = \$30.00 per child

Anytime after 6:00 p.m. your child may be taken to the director's home and fees will be collected at the time of pick up. Fees increase every 15 minutes.

Chronic problems will be reviewed by the Board of Directors and may result in the withdrawal of the childcare services.

## **ABSENCES**

If your child will not be attending the program because of scheduled appointments, vacation or other planned absences, please notify the director ASAP (319- 325-4080). If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to put a notice of the child's absence in the program mailbox in the school office. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

If a child does not arrive at the program as intended, the director will contact the parent or guardians. If the parent or guardian cannot be reached, the director will contact the child's emergency persons.

## **RELEASE OF CHILDREN / NON-CENTER ACTIVITY**

Children will leave the afternoon program according to the instructions written by parents on the Emergency Medical Consent Form. Children will be allowed to leave with persons other than their parents only if permission has been given in writing by the child's parent or a parent has contacted and talked with the program director or staff.

If your child attends extracurricular activities or has any other kind of arrival or departure time change within the period he/she is enrolled in the program, you must provide the program director with a completed Non-Center Activity Form. Non-Activity forms allow children to attend extra curricular activities away from the program. Such activities include soccer, girl scouts, walking home, taking the bus etc. Once an authorized adult signs out the child for an activity, there is no re-entering the program for that day unless prior approval has been made with the director. The child then must be signed in by the parent. The Mann BASP does not provide transportation to such events. Non-Center Activity form is available from the director.

## **FIELD TRIP/TRANSPORTATION**

Field trips are most often scheduled during the summer program and conference days during the school year. Field trips include but not limited to swimming, library, walks, business tours, trips to parks, etc.



Transportation will be by walking, Iowa City/Coralville Transit, a rented van, a rented school bus, or a rented commercial coach, or parent volunteer vehicles.

### **FIELD TRIP/TRANSPORTATION GUIDELINES**

- Staff vehicles and drivers can be used for transportation in an extreme situation, such as approaching severe weather, when the children are not at the program site and quick return is the safest option.
- All drivers will have a current driver's license and proof of insurance. Copies of these documents will be kept in the program files
- Staff vehicles and drivers may be used only within the Iowa City and Coralville area
- The Director/Staff will not use interstates (I-80 and 380) when transporting children.
- No one under the age of 21 will be allowed to drive vehicles.
- No jeeps or convertibles will be used to transport the children.
- No one under the age of 12 will ride in a front seat.
- Children will stay seated at all times while the vehicle is moving and will talk quietly.
- No food or beverages will be consumed in the vehicles.
- Children age 5 and under must use a child safety seat which meets the State of Iowa regulations.
- Seat belts will be used when transporting in private vehicles.

Field trip permission forms must be completed and signed by parents for field trip outside the Iowa City/Coralville area before a child may go on the field trip. The permission form will state the destination of the field trip, the times of departure from and arrival back to the program, the purpose of the field trip and other special notes concerning the trip. The staff director will notify parents 1 week in advance of such field trip whenever possible and the information will be posted on the activity calendar.

Parents may elect not to send their child/ren on a planned field trip. If they choose not to send their child/ren on a field trip another activity will be provided if staff/child ratios warrant a staff staying behind.

Emergency transportation: In the event of a medical emergency, emergency services will be called to assist.

In the event of emergency evacuations while away from the program, the staff shall direct children to the nearest emergency shelter until situations are cleared.

### **INCLEMENT WEATHER GUIDELINES & UNEXPECTED CLOSINGS**

The safety and wellbeing of students and staff is our top priority and the decision to close, delay or release from school is no simple matter. BASP will following all district policies on all inclement weather guidelines.

Announcements of weather-related decisions are communicated through local media (television, radio, and school web site at <http://www.iowacityschools.org>)

- **Scheduled No- School Days:** The program will operate if the demand for such service includes at least twelve children. Parents must pre-register one week in advance and pay a fee of \$40.00 per child. A lunch with a drink must accompany the child unless other arrangements have been made. The program will provide snack.
- **Unscheduled No-School Days:** There will be no program on days when school is cancelled due to water main breaks, heating failure, electrical problems, weather, etc.
- **Unscheduled School Delays:** The program will not be open in the morning if school is delayed due to water main breaks, heating failure, electrical problems, weather, etc.
- **Scheduled Early Dismissal Days:** The program will notify parents in advance whether services will be available on scheduled early dismissal days.
- **Unscheduled Early Dismissal Days:** The program is not available when school is dismissed early due to water main breaks, heating failure, electrical problems, weather, etc.

## HEALTH & SAFETY POLICY

### DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given prescription medication, the parent shall provide the program director a completed, signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the physician's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one month supply should remain at the program at any time. No over-the-counter medicine will be administered. The designated staff member will document a completed medication form. The form will be stored on the BASP kitchen refrigerator. Staff will document dispensed medication daily. If the medication is not administered as authorized, a notation explaining the reason will also be documented. Refrigerated medications will be stored in a sealed container in the BASP kitchen refrigerator. Unrefrigerated medication will be stored in the kitchen cupboard in a locked container.

If your child has a known condition (asthma, diabetes, allergies, seizure disorder, etc.) please be sure the director knows what to do if a problem should occur during program hours. Please make sure that any medication if needed is available and that the appropriate forms for its use have been completed.

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

- Dismissal from school for a contagious medical reason
- Contagious Disease
- Fever over 100 degrees F
- Vomiting or diarrhea
- Serious injury which results in limitation for participation (not routine)

In case of accident or illness, parents of the child will be called immediately, in **emergency medical or dental situations, the child may be taken to one of the local hospitals (at no cost to BASP) by emergency vehicle for treatment and the parents will be called as soon as possible.** Emergency Medical Consent forms will accompany the child and staff.

## **DAILY CONTACT**

Each child shall have direct contact with a staff person upon the child's arrival for early detection of apparent illness, communicable disease or unusual condition or behavior, which may adversely affect the child of the group. The center shall post notice at the main entrance where it is visible to parents and the public of exposure of a child receiving care by a physician of a contagious disease, the symptoms, and the period of communicability.

The program will provide a quiet area under supervision for a child who appears to be ill or injured. The parents or a designated person shall be immediately notified of the child's health status.

Staff will follow the Universal Precautions Policies when dealing with emergencies and hand washing policies when entering the program. The Mann BASP is a smoke free environment. Smoking is prohibited in the program and outdoor play area. It is the parent's responsibility to provide names, relationships, and phone numbers of persons authorized to pick a child up from the program.

First aid kits are provided for field trips, outside play, and during emergencies. They are located in the program kitchen area, in the cupboard behind the kitchen door.

Incidents resulting in injury to a child shall be reported immediately to the parent on the day of the incident and shall be provided in writing to the parent or person authorized to remove the child from the center. The

staff member who observed the incident shall prepare the written report and a copy shall be retained in the program

The program shall ensure that staff demonstrates clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease to other children or staff in the program. Paper towels and soap will be available for use.

Children's hands shall be washed at the following times:

Immediately before eating or participating in any food service activity.

- After using the restroom
- After handling animals
- For minor cuts and scrapes

## **INSURANCE**

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Public school students may sign up for accident insurance in the fall of each year. Parents/Guardians who wish to enroll should check with the school office.

## **NUTRITION/ SNACKS**

CACFP (Child and Adult Care Food Program) standards are followed for snacks. Exceptions are allowed for allergy, medical conditions, religion, etc. Information for such exceptions should be noted on the child's Intake Sheet. Monthly records for snacks are posted on the wall in the gym in a calendar format. Our program does not monitor or restrict parents from providing food from home for school aged children.

**Morning Program:** We do not serve breakfast. The school however, has a morning breakfast program. Those interested in the school breakfast program should contact the school.

**Afternoon Program:** We serve nutritious snacks in the afternoon program. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the director to determine the dietary needs such as all food allergies, gluten free, peanut free products and the number of children to be served. All products should be checked for nut ingredients. Mann BASP is a nut-free environment.

## **CHILD PERSONAL PROPERTY**

Children's personal property, coats, clothing, school bags, etc. will be stored in individual baskets. They must be cleared from the area after each session of the program. Any personal property, which remains after the session, will be taken to the school office lost and found box. Although the program attempts to help children stay organized, the program cannot be responsible for lost property.

Children should not bring money, toys, food or other items unnecessary for school activities to the program without checking with the director.

### **CONFIDENTIALITY**

Confidential and sensitive information about children will be shared by director to staff on a “need to know basis.” Employees of Mann BASP will not share information about children or families with people outside of the program including posting photos and videos on social media (facebook, instagram, snapchat, etc.)

### **PARENTAL ACCESS POLICY**

Parents are always welcome to observe the program and have unlimited access to their children. Parents of children enrolled in the program are encouraged to visit the program unannounced at any time during the programs operating hours.

For liability and supervision reasons it is not possible for children who visit the program to take part in activities.

### **SUPERVISION AND ACCESS**

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility. Mann BASP is located in a public elementary school with a preschool program. It has many people coming and going during program hours. It is Mann BASP’s goal to supervise and monitor who are on the property of the program when children are present by approaching people that are not parents or guardians of the children in the programs. Staff will ask individuals what their purposes of being in the building or on the playground. If the individuals have no purpose of being the site they will be asked to leave. If a confrontation occurs the staff is instructed to call 911. All staff should become familiar with families that deliver and pick up children in the program and know who has permission to do such. The director or on site supervisor should be present to help with determining who has access to the children in the program.

### **PROGRAM STAFF AND VOLUNTEERS**

Mann BASP employs one full time personnel, a Program Director. The program also employs an on-site supervisor and five to eight part time staff throughout the year. The Program Director is hired by the Mann BASP Board of Directors to be responsible for the overall design and administration of the program, including hiring the on-site supervisor and all staff. The on-site supervisor is responsible for the daily supervision of the program. Program Staff are responsible for supervision of the students and leading activities, games and helping to maintain the program’s environment. Volunteers at the program are asked to participate in the games and activities. Mann BASP works to ensure that all staff are First Aid and CPR certified, have training in mandatory reporting and child abuse, universal precautions and infectious disease control, receive the online pre-service training and receive ten hours of training per year. For the Director

and Assistant Director all ten hours must be in a sponsored group setting. For part time staff, at least four of their training hours must be at a sponsored group setting. All staff and volunteers will have, on file at the program, a non-conviction statement and a criminal history check. Staff and parent volunteers who will be transporting student must also have, on file, a photocopy of their drivers' license and proof of insurance.

## **STAFF TRAINING TIMELINE**

All staff will receive within the first 3 months:

- Mandataory reporting and child abuse
- Universal precautions and infectious disease control
- First aid and CPR training
- Pre-service online child care training

After first year, staff will:

- Maintain certification in universal precautions, first aid, and CPR
- Maintain current level of training hours.

## **TUITION FEES AND FINANCIAL AGREEMENT REFUND OF APPLICATION FEE**

Application and enrollment fees are non-refundable.

## **TUITION FEES**

The program salaries, supplies and administrative expenses are supported entirely by fees. The Iowa City Community School district provides the space, utilities, and custodial services as an in-kind donation to the program.

Our BASP has an Interagency Agreement with the ICCSD. This agreement is renewed annually.

## **FEE INFORMATION**

- |                                      |                           |
|--------------------------------------|---------------------------|
| ● Full Time Morning Care             | \$100 per child per month |
| ● Full Time Afternoon Care           | \$160 per child per month |
| ● Full Time Morning & Afternoon Care | \$195 per child per month |
| ● All Day Care (No school days)      | \$40 per day              |

**\*MONTHLY FEES ARE SUBJECT TO RATE INCREASES\***

## **DUE DATES FOR TUITION AND FEES**

Tuition is paid on a monthly basis for the months of August (Pro-rated) September – May June (Pro-rated).

Tuition payments are due on the first of the month. Tuition payments that are not received by the 10th of the month are considered late and will be subject to a late fee of \$20.00.

Payments that are not received, along with the late fee, by the 15th of the month may result in your child/ren being suspended from the program until payment is received or arrangements have been made with the Program Director or the Board of Directors.

## **NON-SUFFICIENT FUNDS (NSF CHECKS)**

Parent(s) or Guardians should notify the program immediately upon bank notification of a NSF check. A fee of \$35.00 will be added for NSF checks and the check will be held until cash or money order is received by the program to cover the amount of the NSF check including the fee. Once notified by the program of the NSF check, parents have 5 school days in which to pay the tuition and fee, in full, by cash or the equivalent. If not paid within 5 school days of notification, your child/ren may be suspended from the program until payment is received or arrangements have been made with the Program Director or Board of Directors. No more than two non-sufficient funds checks will be permitted per school year: thereafter, all tuition payments must be received in cash or money order.

The Mann BASP is a non-profit organization designed to provide a safe, caring, and stimulating environment for our children and an important service for all Mann families. Adherence to this policy is critical to the continuing viability of the program.

The Board of Directors is open to communication from all families and understands that sometimes families face unexpected financial difficulties. Please contact any on the Board members to discuss your specific situation and explore possibilities or payment options should you find yourself unable to adhere to the above policy.

## **TUITION PAYMENT RECEIPTS**

The program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses. Receipts are provided within one week of payment for those requesting one. Receipts may be obtained by the Director. In the event of loss or misplacement, Mann BASP will issue no more than one duplicate copy. Mann BASP **Federal Tax Identification number is 42-1150170.**

Exceptions to fee payments, non –sufficient funds and late fees will be considered on an individual basis to the Board of Director.

## DISCIPLINE AND DISCHARGE

### BEHAVIOR POLICY

Children in the BASP program are entitled to a safe environment- physically and emotionally. To assist all students in maintaining a positive setting Mann BASP will employ the following philosophy:

- All students will feel free to express themselves appropriately
- We believe that consistent discipline should be used to redirect the child to an acceptable activity.
- Discipline helps children learn that there are rules within a structured environment and that rules exist to keep people safe.
- Inappropriate behavior will be followed by a problem solving session with a staff member and if need be the other party to the situation.
- Positive interventions will be incorporated through the development of individual and/or group action plans.

Mann BASP acknowledges there will be times when staff will need to assist or intervene in difficult situations. Those situations could include: an individual student, student to student or groups of students and students to adults. When staff intervene or are asked to intervene they will decide if the issue is 'Minor' or 'Major' and then take the appropriate action.

Minor situations are based on the findings provided by the staff person as a result of the interview with the party or parties involved. After reviewing the situation with the staff member it is possible the Program or On-site Supervisor could decide that it is a major situation and take action belonging to this type of circumstance.

Minor behavioral situations defined as, but not limited to: name calling, teasing (non- threatening), non-compliance (non-threatening words/actions) and disrespect (non- swearing or non- prejudicial name calling statements)

#### **Intervention for Minor Incident situations:**

- The 1<sup>st</sup> staff person intervening will be in charge of gathering the facts of the situation from one or both parties. Staff will ask the basic questions- Who was involved; What happened; When did it occur; Where did it happen; Were there injuries; Why does the student think the problem occurred; and then How could the situation have been avoided?



- After gathering the information from the involved parties, the staff person will sit with those involved and assist the students in coming to a fair and agreeable outcome. Staff will then use the form to write up a 'Minor Incident'. The write up will consist of staff placing the date and a tally mark in the section which best describes the situation. The write up will be maintained in the student's folder. Staff will make sure the Director and/or On-site Supervisor have reviewed the write up. This summary and checklist will be kept to assist the Director in looking for patterns of behavior. If a pattern of behavior is discovered the Program Director will provide further support to this student and all BASP students in possible ways to positively handle future situations. Parents will be notified at pick up if their child has had a minor incident.
- If BASP staff discovers a trend of minor incidents, they notify parents to have a conference so that these transgressions don't become major incidents.
- After reviewing the situation with the staff member it is possible the Program or On-site supervisor could decide that it is a major situation and take appropriate action (see Major Incident)

Upon identification of a Major Incident, staff members will immediately notify the Program Director or On-site Supervisor (if neither are present- staff will seek another staff member to assist). If no assistance is available, staff will begin completing the Major Incident Summary form.

Major behavioral situations defined as but not limited to: physical aggression (hitting, kicking, biting, pulling hair, intentional shoving), stealing, threatening actions or words, swearing, racist comments, property destruction, non-compliance (threatening words/actions), leaving school ground without permission and Bullying and Harassment.

Bullying and Harassment are further defined using the Iowa City Community School District definition:

- Harassment and Bullying shall be defined as any electronic, written, verbal, or physical act or conduct that is based on any actual or perceived trait or characteristic of a person and that creates an objectively hostile school environment that meets one or more of the following conditions:
- Places the person in reasonable fear or harm to the person or substantial harm to the person's property
- Has a substantial and detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's performance; or
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by the district.

- “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim

Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or

Unreasonable interference with a person’s performance or creation of an intimidating, offensive, or hostile environment.

For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is explicitly or implicitly made a term or condition of status in a class, program, or activity;
- submission to or rejection of such conduct is used as a basis for an educational decision affecting student; or
- such conduct has the purpose or effect of interfering with an performance, or of creating an intimidating, hostile, or offensive environment for learning.
- Sexual overtures by a staff member to a student shall be investigated per the child abuse law in chapter 102 of the Iowa Department of Education administrative code. Any sexual overtures by a staff member to a student, whether welcome or unwelcome, are prohibited and shall be grounds for discipline, including discharge of the staff member.
- Mann BASP will contact DHS (Department of Human Services) and ICCSD promptly to seek assistance and begin an investigation of the allegations of bullying or harassment.
- Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

### **Intervention for Major Incident situations:**

- The 1<sup>st</sup> staff person intervening will be in charge of gathering the facts of the situation from one or both parties. Staff will ask the basic questions- Who was involved; What happened; When did it occur; Where did it happen; Were there injuries; Why does the student think the problem occurred; and then How could the situation have been avoided? Staff will notify (if not already) the Director or On-site Supervisor and pass on all of the information gathered to them.
- The Director and or On-site Supervisor, based on the information gathered from the staff's Major Incident form will: 1. Immediately decide if the student(s) should be suspended from the program 2. Formulate a positive plan of correction for the student(s) involved. This plan of correction will then be shared with the parent or guardian. If the parent or guardian agrees to the corrective plan, the parent or guardian will sign the form. Signing the form declares the parents agreement to the steps involved in the corrective plan of action. If the parent or guardian refuses to sign the form the Director or On-site supervisor will contact the Board President or their designee to participate in a conference within 2 days. At the discretion of the Director or On-site Supervisor the student(s) may be suspended from the program until such a meeting takes place. A written report of this meeting/plan of action will be placed in the child's file.
- Major Incident situations will be documented in the child's file and the parents will be provided with a copy of all documentation.
- Three Minor Incident reports equal a Major incident and may result in a three day suspension from the program. Tuition will be paid during the suspension.
- Mann BASP Board reserves the right to terminate any student from its services based on either the number of Major Incident reports or the severity of any one Major Incident report.
- Before such action takes place, a meeting with the Board President or their Designee, the parents or guardians, School Principal, Program Director will be held. Based on the outcome of such a meeting, the parents or guardians may appeal the decision to the full Mann BASP Board of Directors. The decisions will be final.
- The Program Director will report to the Mann BASP Board Chair through email, letter or phone as soon as possible regarding any Major Incident. The Program Director will also review the incidents at each board meeting.

- Confidentiality of situations is expected by all parties involved.

## **BITING POLICY**

Children bite for many reasons. Children learn not to bite in time. Mann BASP will follow the following procedure if a biting incident occurs.

- Biting at Mann BASP is considered to be an unacceptable behavior.
- The program will respond to individual biting incidents by determining who was involved and the reason for the incident.
- A description of the incident will be documented on a Biting Incident form provided by the program. Children's name will not be documented on the individual forms and will remain confidential. A copy of the form will be available to all parties involved in the incident. The form will be placed in the child's file.
- If their skin of the child that was bitten was penetrated the incident report will be given to the parent. The incident report must be signed and dated by the parent and returned to the program director. It will be placed in the child's file.
- First aid will be given to the injured child. First aid will include washing the wound with warm soap and water, dried and covered with a bandage.
- If a biting incident becomes a recurring situation, a parent conference will be requested and the child who is considered to be the biter may be subject to probation and or expelled from the program. This decision will be discussed and decided by the director and program board.

## **EMERGENCY PROCEDURES**

### **EMERGENCY STATEMENT**

In case of any and all emergencies 911 will be called and the parents will be contacted by the director or a contact person using the emergency numbers. If evacuation is necessary transportation will be made available in the safest way possible by the director or the emergency personnel.

### **EVACUATION BY OFFICIAL PERSONNEL**

In the event of the need to evacuate children from the program, on the order of official personnel, staff and children will cooperate fully with the request. The staff will take the children to the designated area at the official's request. The staff will carry with them the Emergency Medical Consent Forms, attendance binder, children's medication and first aid kit. These items are located in the kitchen cupboard above the phone and behind the kitchen door in the cupboard. Parents will be contacted as soon as possible. If transportation is needed, staff will drive the children to a safe place.

## **FIRE**

During regular school hours, the following is the signal for the fire drill.

- One blast (a continuous sound) over the alarm.
- The fire alarm sound is accompanied by flashing lights. (The flashing lights are for the hearing impaired).

Fire escape routes are posted by every exit in the Mann BASP area. Staff and children are trained, through drills, to respond quickly and calmly to the announcement or a fire alarm. This involves routine hearing of the announcements and immediately exiting using the appropriate exit. Immobile children will be carried to safety. Drills are conducted monthly at various times of the day. All attendance records will be carried during procedures with emergency phone numbers in case parents need to be called.

## **TORNADO/SEVERE WEATHER**

Drills will be conducted monthly during a.m. and p.m. hours and at various times of the day. The staff will instruct the children on where to proceed. The designated tornado safety area is on the first floor, South East corridor next to the pre-school room. If children are engaged in outdoor activities, a hand held bell will be used to inform children that they must instantly proceed to the determined tornado safety area. Staff and children will not leave the designated areas until the director or Emergency Official has given the all-clear signal.

## **BLIZZARD**

The program will close if school is dismissed early due to weather conditions or any other building emergency. However, the program will close for safety concerns if the following conditions exist:

- If public transportation shuts down.
- If the Highway Patrol and Sheriff's Department ask people to stay off roads.
- If we have already received, four or more inches and they are predicting several
- more inches of snow during the day.

To find out if the program is closed:

- Go to the district web site ([www.iowacityschools.org](http://www.iowacityschools.org))
- Listen to the local television station for school closings.

If it begins to sleet or snow during the work day, and they are forecasting conditions to worsen throughout the day, the program would greatly appreciate any children being picked up early. Sometimes an ice storm or blizzard develops during the time the children are in attendance, which makes it difficult for parents to

pick up their children. The children will remain at the program until parents can safely pick them up. Teachers or parents that haven't been previously given permission to pick up a child may not attempt to deliver the child to his or her home, either by vehicle or by foot. Parents are encouraged to retrieve their children when they can safely reach the program. Children will remain at the program with staff until picked up.

### **BLIZZARD WARNING**

In the event of an impending blizzard, the program will notify families of an early closing. If parents are unable to be reached, the emergency contact person will be notified, and we will continue to try to reach the parent. If we are unable to reach a parent or emergency contact person, the child will remain at the program with the staff or director.

In the event of a real weather event, the procedures outlined above will be followed. Staff and children will not exit from the safety area until the all clear has been sounded on the emergency warning system or until the radio declares it to be safe. If there is structural damage, the director will call 911 for directions and then decide if it is possible to exit the building.

### **SICK OR INJURED CHILD**

Any child exhibiting any unusual physical symptoms (such as viral or bacterial infection) will be reported to the director or on site supervisor for evaluation. Staff may take the child's temperature but no medications will be administered until the parent has been called or unless it is listed on a medication release form on file with the program. Staff may administer first aid to an injured child within the scope of their training.

Another staff will call either the child's parent or 911 based on the severity of the injury as treatment is being administered.

**See Emergency Medical Procedures Health & Safety Section on page 9.**

### **LOST OR ABDUCTED CHILD**

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to locate a child, all children will be brought into a central location. Non-ratio staff will immediately and completely search the grounds and the building while the other children are being supervised. If the child is not found within 15 minutes, parents will be called and 911 will be notified. A detailed description of the child, including what they are wearing and places they might have gone will be given to emergency officials. If the child is observed being abducted, 911 will be called immediately and a

complete description of the child and the person will be given, if possible. If advanced warning is received that someone is coming to take the child, the child will be taken to the school office {principal's office} where an adult (and possibly other school staff) will stay with the child and staff person while monitoring the office door. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called. No staff or children will leave the program area until authorities have arrived.

## **DANGEROUS ADULT**

In the event of the presence of an adult who is deemed by the director or on-site supervisor to present a danger to the children, or to a specific child, 911 will be called immediately. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless they feel that this will increase the level of danger in the situation). A dangerous adult would include an adult exhibiting inappropriate behavior, bearing weapons, or showing signs of intoxication by either alcohol or drugs. This also includes any person who is prohibited by court order (on file with the program) to see or transport the child. In the event that the adult leaves the premises before authorities arrive, the staff shall write down the license plate number and a full description of the individual.

Caregivers will make every effort to keep your child/ren from getting into a car with parents/guardians under the influence of drugs or alcohol. They will call the police to give the child/ren a ride home. Caregivers will not under any circumstances give transportation to parents/guardians who appear to be impaired by drugs or alcohol. The program insurance does not cover transportation not related to the program.

Mandatory reporting of child abuse is required. Reporting is mandatory by the Department of Human Services, and includes, but is not limited to the possibility of parents impaired by alcohol or drugs. All staff members are required to have Mandatory Reporting training every 5 years.

## **INTRUDER IN THE BUILDING**

Establish initial contact with the person to determine what, if any, threat there might be. Keep yourself from harm so that you can protect the children. Try to diffuse the situation if possible by reasoning with the intruder so that he/she will leave quietly without causing a major disturbance. Signal another staff person to notify another person of the intruder. If the intruder appears too hostile or has a weapon, someone (preferably someone who is unseen by the intruder) is to notify 911. Staff is directed not to be a hero and escalate the situation if the intruder has the means to physically harm you or the children.

## **TOXIC OR HAZARDOUS MATERIALS**

In the event of a toxic spill, staff and children will cooperate fully with official personnel. All staff and children will be brought into the building if not already there and will stay inside until the officials give the all-clear signal. If officials determine that evacuation of the building must occur staff will follow the guidelines of

evacuation by official personnel.

- Close windows
- Shut off ventilation systems

## **CHEMICAL SPILL**

In there is a minor chemical spill of non-hazardous substance, block off the area and clean it immediately or call the building custodian to clean the area. If it is a more serious hazardous chemical spill, evacuate the children from the building and follow procedures for Fire Emergencies.

## **EARTHQUAKE**

In the event of an earthquake, staff will direct the children that are indoors to take cover. Staff that is outdoors will direct children to move away from structures and trees and to sit with the staff member. Official personnel, director, or program assistant will assess structural damage before children are allowed to remain in or reenter the structure.

## **STRUCTURAL DAMAGE**

In the event that major structural damage would occur, the center would then follow the fire and evacuation procedures above.

## **POWER AND/OR HEAT FAILURE**

In case of power failure, emergency hall lights will come on. Flashlights will be available in the kitchen, plugged into the outlets. Keep children calm with continuance activities, if possible. Call the Electric Company, if possible. Try to get an approximate time for power to return. If it gets too cold or too hot for the children and staff, all parents will be called and requested to pick children up as soon as possible.

## **BOMB THREAT**

The program will call the police department and alert them to the fact that a bomb threat has been received or an emergency exists, request the police to come to school immediately to ascertain further steps to be taken. In case of a bomb threat, the program is to remain evacuated until a search reveals a bomb (and it is removed) or the lack thereof. The person taking the call will try to keep bomb threat caller on the phone for as long as possible by using Bomb Threat Data Card to ask and receive questions/answers. Emergency numbers will accompany the staff.

## **EVACUATION**

In the event of an evacuation, Mann BASP director or supervisor will alert 911. The students will be directed to put on coats and prepare for a departure. Students will be lead to a predetermined safe



evacuation site. Staff will gather all necessary items such as a first aid kit, children's medicines, emergency numbers, and the attendance binder. Children will be transported by either walking to evacuation site or by Mann BASP staff vehicles. Parents will be notified through the emergency broadcast system. If possible, supervisor will alert parents of evacuation before departure. Depending on the emergency, the evacuation site will be in close proximity to the school, outside of the neighborhood or out of city limits.

## **REUNIFICATION**

After relocation, an appointed supervisor will contact parents through a mass email or by phone calls. The location will be revealed at this time.

## **CHILDREN WITH SPECIAL NEEDS/ACCOMMODATIONS**

If a child is enrolled in the Mann BASP Program that requires special assistance during an emergency, that child will be identified at enrollment and a plan will be put in place. A staff member will be identified to assist child along with the type of assistance that would be needed. This plan will be attached to our Emergency Preparedness Plan.

ALL Mann BASP Staff will have orientation and ongoing training on Emergency Procedures. In all emergencies, staff will use a team approach to handle the situation. No staff member shall attempt to deal with the situation alone.

## **ANIMALS ON PREMISES**

The BASP recognizes the therapeutic relationship between children and animals. To ensure the safety of BASP children and staff, the program follows DHS guidelines pertaining to animals in child care settings. To be allowed on the premises an animal must be in good health with no evidence of disease. It must have a gentle disposition and pose no safety threat. It must be clean and in a sanitary condition. For dogs and cats, documentation of appropriate vaccinations, shots and licensing must be kept in an up to date files available for review.

Animals will not be allowed in a food preparation area or in the presence of a child for whom the animal would pose a health threat. For health reasons, reptiles, ferrets, turtles and birds of the parrot family will not be permitted at BASP.

## **UNSUPERVISED CHILDREN**

In accordance with ICCSD policy children are not allowed in the school building after hours unless they are there for a school sanctioned activity.

Children may not use cars, motorcycles, mopeds, motorized scooters on the school playground. When there are several children on the school playground, activities such as skateboarding, playing hardball and similar activities are not allowed as they pose a threat to children's safety.

Children must be enrolled in BASP to participate in BASP activities. The BASP does not supervise children who are not enrolled in the program and does not accept responsibility for an unsupervised child. Unsupervised children who need adult supervision and/or children whose behavior pose a safety threat to BASP participants will be reported to the appropriate authorities.