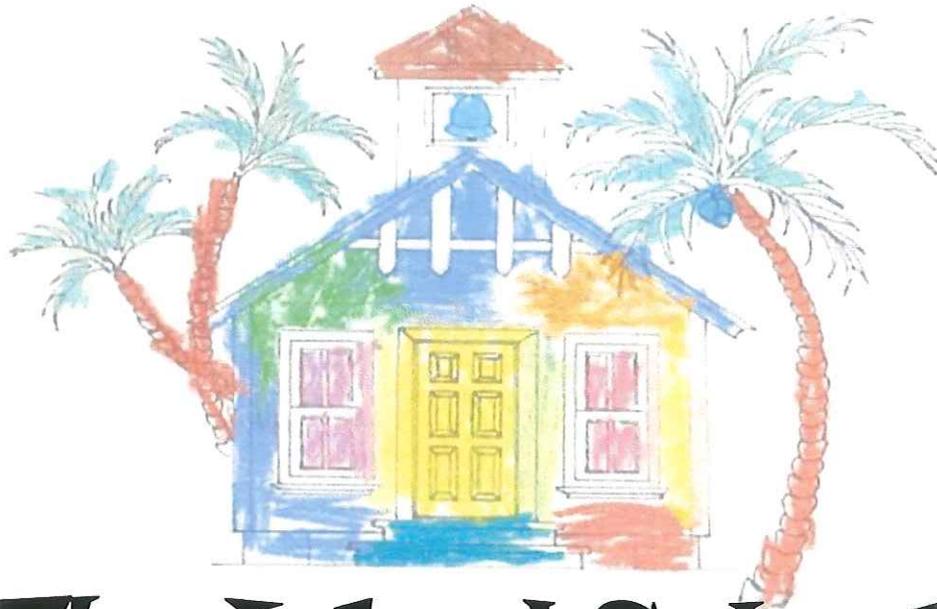


The Island School



**The Island School**  
**After School Program**  
**Parent Handbook**  
**2019-2020**

*Licensed by the Department of  
Children and Families*

**#C20LE0115**

*Our Mission: To provide a safe, fun and stimulating environment while providing activities and enrichment programs that stimulate a child's intellectual, social, emotional, and physical growth.*

## **GOALS**

- To provide children with opportunities to participate in organized and structured recreational and educational activities which contribute to the intellectual, social, emotional and physical growth of the child in a safe, clean and supervised environment.
- To promote appreciation of fair play, sportsmanship, and consideration of others during a variety of planned activities.
- To encourage development of new friendships, self-confidence, and increased self esteem while having fun.
- To provide a supervised daily academic period.

## **REGISTRATION**

Parents must register their children prior to attending the program. The cost of the program is \$900.00 for the year. Fun days, Winter Break and Spring Break will be an additional fee. In order for your child to maintain an active status in our program, he or she must attend a minimum of **10** days **per month** or you will **forfeit** your spot in our program without a refund.

## **HOURS OF OPERATION**

- **After-School Program:** Monday thru Friday from 3:00 – 5:30pm  
Early Release days from 11:30 – 5:30pm
- **Fun Days: 8:30 – 5:30 pm. (additional fees required)**  
Fun Day Programs are offered on days when the school is closed. A sign up sheet will be available for each Fun Day. There will be a **minimum of 12** children to operate this program and if that number is not reached and payment has not been made two weeks prior to the Fun Day, the program will be cancelled for that day. This includes Winter Break and Spring Break. You must provide a morning snack, lunch, afternoon snack and drinks for Fun Days.
- **Late Fees: The Program ends at 5:30 pm daily.** Parents will be charged a \$1.00 per minute late fee after 5:30pm. This fee will be due upon arrival in cash to the staff member present. Your child will not be able to attend the program until the late fee is paid. ***This will be strictly enforced.***

- **Holidays:** These programs will not operate on observed Lee County Government Holidays, Lee County Furlough Days or National Holidays.
- **Emergency Closings:** On occasion, the center may be closed due to special circumstances (weather warnings). Such closings will be communicated to parents with as much advanced notice as possible.

### **CHECK-IN / SIGN-OUT PROCEDURES**

- **Daily Check-In:** Attendance will be taken when your child reports to the Multi-purpose room. **Daily Sign-Out:** For the safety of the child, staff will only release a child to the person identified on the release form as approved by the parent. Parents may also call or provide a written note stating who will be picking up their child in an emergency case. Identification will be required at sign-out for people who do not regularly pick up their children. Siblings, under the age of 16 may sign out a child if the parent **is on campus**. When signing out your child, please communicate with the staff and see how your child is doing in the program. **Your child must be signed out daily by Parent/Guardian.**

### **STAFFING (EXPECTATIONS AND STANDARDS)**

The following are the standards set forth by The Island School governing the quality and work ethics essential for all staff persons charged with care, supervision and safety of any child using the recreational facilities.

1. Staff will have a background and screening check along with fingerprinting by the Florida Department Law Enforcement.
2. Staff must be of good moral character.
3. Staff will follow health and safety guidelines to ensure a safe and clean environment.
4. Staff will be certified in First Aid and CPR.
5. Staff will take the 45 hour Course required by the Department of Children & Families.
6. Staff will be responsible for the Island School children after an Island School staff member escorts them to the Multi-purpose room.
7. Staff will provide the children with stimulating recreational, creative and educational activities.
8. Each child will be treated with respect.
9. Staff will take daily attendance as soon as the children get into their care.
10. Staff will have read and signed a statement that they understand the C&F pamphlet "Child Abuse & Neglect in Florida, A Guide for Professionals".
11. Staff will never leave a child unsupervised while in the program.
12. Staff will notify the parent or caregiver of any illness, accident or any other incident that may take place with a child.

## **STAFF INCIDENT MANAGEMENT**

Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. However, when program guidelines are not followed, staff will use the following behavior/incident guidelines.

- Behavior/Incident Guidelines: Appropriate behavior from every child is expected. Each child will be treated fairly, firmly, and removed from the activity if necessary.
- When a behavior/incident problem occurs:
  1. The staff will handle the problem initially. Techniques such as redirecting, discussing the problem, reviewing guidelines, loss of privileges and or have their parents notified.
  2. A behavior/incident report may be filled out for the parent to review and sign. All behavior/incident reports will be kept in file at center.
  3. If the problem continues, staff reserves the right to suspend or expel any child without a refund.
  4. Any physical contact with another child may result in a suspension from the program. We have a zero tolerance for physical contact.

## **PROGRAM GUIDELINES FOR THE CHILD**

We have developed a set of basic guidelines for all children to follow. Please review these guidelines with your child. Other guidelines/rules have been developed for certain areas of the facility and will be gone over with your child.

- Keep hands and feet to yourself (**No physical contact**)
- Listen, follow directions and be respectful of staff.
- Be respectful to others and their property.
- Refrain from profanity and obscene gestures.
- Respect the indoor and outdoor equipment.
- Use “inside voices” when indoors.
- Only leave the program area with permission from staff.
- Personal devices are not permitted at After School or Fun Days.

## **ROLE OF THE PARENT OR CARE GIVER**

Communication between the parent and the staff is essential to serve the best interest of the children. A close working relationship between the staff and the parent/caregiver provides the basis for an effective and successful program. Our objective is to offer complete open communication between parent/caregiver and staff. The parent/care giver’s responsibility in establishing this relationship includes:

1. All registration forms and payment must be completed before the child can be accepted into the program.
2. Informing staff of any special needs the child may have (i.e., allergies, medical information, food reactions, or any other concerns).

3. Making sure that the child has adequate and weather appropriate clothing. Closed toed tennis shoes and socks are required to be able to participate in all activities.

## **ILLNESS**

To keep all children as healthy as possible, please keep your child(ren) home if he/she is displaying any of the following illnesses or symptoms:

- Fever
- Runny nose with green/yellow mucus
- Nausea, vomiting or diarrhea
- Sore throat
- Rash of any kind
- Frequent coughing
- Strep Throat
- Head lice
- Chicken pox, ring worm, impetigo, or scabies
- Bacterial Conjunctivitis (pink eye)
- Ear ache

If a child exhibits any of these symptoms while at the After- School program, we will call you to pick up the child. You or an authorized person will need to pick up the child immediately. There will be no exceptions to this rule. This is to protect the health of your child(ren) and classmates.

If your child is sent home for any of the illnesses or symptoms listed, he/she may not return to the program for 24 hours. The child may return after that, as long as the illness or symptoms are no longer present. We appreciate your cooperation to this matter for the health and safety of the children.

## **MEDICATION**

Childcare facilities are not required to give medications (State 65C-22.004)

## **FOOD AND NUTRITION**

Snacks offered to the children in TIS After School Program will be prepackaged and individually wrapped. Juice and water will also be provided for each child. A weekly menu will be posted for children and parents.

Staff will handle and serve food according to the recommendations of the USDA as outlined in "Serving Safe Food in Child Care" (National Food Service Management Institute).

To ensure the safety of children and staff with food allergies: (1)**parents** are required to list food allergies on the TIS After School Enrollment Form and to educate their child about food allergy safety (as the child can understand); (2)**staff** will not allow food sharing, **staff** will make sure that all children wash hands before & after eating, **staff** will make sure that a child with food allergies is easily observable by a staff member

while eating, and **staff** will make sure that if food items are used for arts & crafts that they do not contain the allergic food(s) or ingredients.

### **DAILY REMINDERS**

1. The Island School staff is not responsible for belongings that are lost. We discourage children from bringing personal items from home.
2. Please put your child's name on all their belongings.
3. Personal devices are not permitted at After School or Fun Days.
4. Only "G" and "PG" rated movies will be shown during the program.
5. Although safety is our primary concern, injuries do occur. Staff will handle minor injuries and professional medical personnel will handle all other injuries.
6. Parents must inform staff of any changes to be made on their child's registration form. It is the parent's responsibility to write the new information on the registration form.

### **PHOTOGRAPHS AND PUBLICITY**

Photographs of the children may be taken on occasion to appear in our newsletter or other printed materials. By registering your child for The Island School After-School program, you give permission for photographs including your child to be used without compensation. If you choose to not give permission, you must notify the program in writing when registering your child.

### **INFORMATION**

If you have any questions, please call Angela Colosimo at 964-964-8016 or direct at (239) 289-4362.