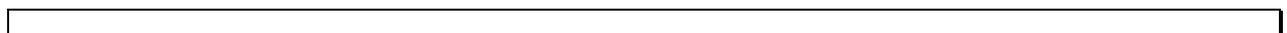




**Mt. Airy**

**AFTERSCHOOL**

**Parent Handbook**



# **MISSION OF SCHOOL AGE PROGRAM**

The Childspace School Age Program creates a nurturing and stimulating environment for school-aged children from 5 through 10. We believe that children learn by experience and nurture each child's social-emotional, cognitive, and physical development. We recognize that each child is unique. We encourage children to learn to resolve conflicts creatively and peacefully and to display respect and compassion in their interactions with others.

## **PROGRAM HOURS**

Childspace School Age Program operates a before and after school program. Children can be dropped off at Childspace as early as 7:30 a.m. and will be driven to Henry Houston Elementary School and C.W. Henry Elementary School by our mini-bus at 8:00 a.m. We pick children up from Henry Houston Elementary School and C.W. Henry Elementary School at dismissal time, and our program ends promptly at 6:00 p.m. When public schools schedule an early dismissal due to report card conferences or teacher in service days, Childspace will pick-up children who are scheduled to attend the program that day at dismissal time. On holidays when Childspace is open and public schools are closed Childspace will schedule full-day services from 7:30 a.m. to 6:00 p.m.

## **ENROLLMENT POLICIES AND COSTS**

Admission to Childspace's School Age Program shall be made without regard to race, color, religious creed, disability, ancestry, national origin or sex. For rate information please see the fee schedule in the School Age Program Enrollment Packet. We accept subsidies from the Child Care Information Systems, and the County Assistance Office.

Information about state subsidies for child care can be found by calling the local Early Learning Resource Centers at 215-842-4820.

Childspace values diversity and we will do our best to provide appropriate services to children with special needs. Parents should notify the director of any special needs a child might have at the time of enrollment.

## **ACTIVITIES PROVIDED**

Program activities include but are not limited to art, science, sports, and cooking activities. There is plenty of “down time” offered for children who wish to unwind and settle down after a long school day. Homework time is provided for children who wish to work on their homework during their time at Childspace.

## **CHILD GUIDANCE AND DISCIPLINE**

We encourage children to learn to resolve conflicts creatively and peacefully and to display respect and compassion on their interactions with others. Our staff models appropriate ways of resolving conflict, and model’s problem solving skills. The staff uses positive reinforcement and redirection in providing guidance to the children. Physical and emotional aggressive behavior is not permitted and will not be tolerated. If a child engages in aggressive behavior following a verbal warning and a parent/teacher conference, he/she may be asked to leave the program.

## **PARENT INVOLVEMENT**

Childspace welcomes and encourages parent involvement and communication in our program. The enrollment process includes a parent orientation, which consists of a meeting with the Director to discuss policies and procedures and a visit to the program.

Parents are welcome to visit children at any time. Please let us know if you have a special interest or talent that you would like to share with other children and staff. All parents are invited to join the Parent Advisory Committee, which plans special events, fund raises, and works as a liaison between the parents, the director, and the non-profit board. The staff is always happy to discuss your child’s progress in the program, and progress reports are distributed once a year. If you would like to schedule a parent-teacher conference please let the program staff know, and we will find a convenient time.

If you have questions or concerns, please let the school-age program staff know. If the program staff cannot resolve the matter, please feel free to discuss the matter with the director.

# **HEALTH AND SAFETY**

## **Medication**

If your child is on medication at any time during the year, you must complete consent forms in order for staff to administer medication. You will be required to provide specific written information. All prescription medicine must be delivered to Childspace in its original container. Over the counter medication must also be sent in its original container and can only be administered according to the directions on the package. If your child's health care provider has other directions; we must have a note from the provider. It is the parent's responsibility to deliver medication directly to the program staff. Please do not send in medication with your child or in her/his school bag

## **Illness and Emergencies**

Your child should not be sent to Childspace if unable to participate fully in all activities including outdoor play. In particular, your child may not attend if she/he has a fever, diarrhea, or vomiting. If your child becomes ill while attending Childspace, staff may request parents to arrange to pick up your child early. It is important that you have a back-up plan for childcare while your child is ill.

The School Age Program has a first aid kit, and at least one staff member is certified in First Aid and CPR. Emergency procedures are displayed in the classroom. Staff is required to report all injuries and accidents to parents in writing. If Childspace is closed for the day, opening late, or closing early due to hazardous weather conditions, or other emergencies, the closing will be announced on KYW News- Radio. For weather related closings our KYW number is 3045. You will also be contacted via Childspace Robocall system. Additional information regarding emergencies can be found in the enrollment packet.

## **Snacks**

Childspace provides one snack including a beverage. We encourage children to eat healthy food and provide healthy snacks which include but are not limited to cheese, vegetables, and fruits. Please do not send snacks of candy or junk food. We also ask that you notify staff of any food allergies your child might have.

## **Child Drop Off and Pick UP**

When you drop off your child at Childspace in the morning you must walk your child into the building and bring him/her to the staff person who is responsible for the before school program. You must also sign the child in on the sign-in sheet. When picking your child up in the afternoon, you must enter the building, and sign your child out. If someone other than the child's parent or guardian is to pick up the child, that person must be listed on the parental consent form, and classroom staff informed. Permanent changes in designated escorts may be made on your consent form at any time. If it is necessary in an emergency to send an escort not on your list, you must call us in advance.

Staff will ask alternative escorts for photo identification, so please make sure that anyone picking up your child has photo identification.

## **Transportation**

Childspace provides morning and afternoon bus service to and from Henry Houston and C.W. Henry Schools. Childspace owns a school bus, and staff who drive the bus are licensed school bus drivers.

## **Field Trips**

We will notify parents in advance of all fieldtrips. Transportation is provided by the Childspace bus, and the driver is a licensed school bus driver. No field trip is undertaken without proper staff supervision to meet the ratio of staff to children.