APPROVED

AUG 0 4 2016

BY PA

AFTER SCHOOL CARE PROGRAM

2016-2017

2016-2017
AFTER SCHOOL CARE PROGRAM
Policies & Procedures

MISSION STATEMENT

Our mission is to promote a fun program filled with wonderful activities for the children to enjoy after school. Our focus is to enhance the social, emotional, physical, intellectual, and cultural development of each child by exercising recreational games and projects while in a natural setting. We strive to provide each child with the most remarkable after school care experience!

CONFIDENTIALITY AND SECURITY OF FILES POLICY

Confidential information is restricted and private. Through written records and daily interactions with children and families, employees may become aware of potentially sensitive information. Employees of the After School Care Program shall not disclose or knowingly permit the disclosure of any information concerning the child and his/her family, directly or indirectly, to any unauthorized person.

All personal information is confidential. Reports to families on children's behavior or special difficulties shall be discussed by the Lead After School Care Provider or Principal, unless they delegate this responsibility to someone else. All sharing of information done by staff should be reported to the Principal as soon as possible to maintain continuity.

The Lead After School Care Provider and staff will maintain the confidentiality of all children's records. Written, informed consent from a parent must be received prior to releasing any information or photographs, if applicable, from which the child might be identified, except for authorized tribal, state, and federal agencies.

STAFF

The After School Care Program will have a Lead After School Care Provider, who is responsible for overseeing the program, planning weekly activities, coordinating snacks and reconciling payment records. An additional After School Care Provider will be provided according to the child/staff ratios.

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Child / staff ratios for After School Care are established to ensure quality care and safety for all children. The child / staff ratios are as follows:

Ages of Children	**Child / Staff Ratio**
Combination of ages	10:1

ENROLLMENT ELIGIBILITY

The Chitimacha Tribe of Louisiana will provide After School Care for students enrolled at the Chitimacha Tribal School in grades entering Kindergarten to 5th Grade. Enrollment will be based on a first come, first serve basis.

Only Native American families are eligible for CCDF Tuition Assistance. Eligibility for CCDF Tuition Assistance is based on the information contained and provided in the completed application packet. Applicants for CCDF Tuition Assistance will receive a letter indicating approval/denial for services within 10 working days, excluding weekends and holidays, of the receipt of the completed application packet. To apply for CCDF tuition assistance, please submit check stubs from employment and a copy of the General Information Master Form from the application to Jenna Fontenot. She is located at the Health Clinic and can be reached at (337) 923-7000.

ENROLLMENT OF CHILDREN

The enrollment process for the After School Care Program is as follows:

1. Submission of the Enrollment Packet to the Chitimacha Tribal School.
2. Pre-Payment of the 1st week's tuition.

WAITING LIST POLICY

In order to maintain quality programs, the number of students will be limited to twenty (20) students for After School Care. When the maximum limit is reached, parents interested in enrolling a child will be given an enrollment packet to complete. When the enrollment packet is returned, the child will be placed on a waiting list. When space is available, parents of the first child on the waiting list

for the room will be notified. If the parent does not respond within three (3) working days after notification of an available space, the child will be dropped to the bottom of the list and the parents of the next child on the list will be notified.

HOURS OF OPERATION

The hours of operation for the After School Care Program will be **Monday through Thursday** from 3:00 p.m. to 5:30 p.m. The After School Care Program will begin on Monday, August 15, 2016 and end on Thursday, May 18, 2017.

The following holidays After School Care Program will be closed and tuition fees will not be assessed.

- Labor Day – Monday, 9/5/16
- Native American Day – Monday, 9/26/16
- Thanksgiving Holidays – Monday, 11/21/16 to Friday, 11/25/16
- Christmas & New Year Holidays – Wednesday, 12/21/16 to Wednesday, 1/4/17
- Mardi Gras Holidays – Monday, 2/27/17 to Wednesday, 3/1/17
- Good Friday & Spring Break – Friday, 4/14/17 to Friday, 4/21/17

ARRIVAL AND PICK-UP

The students enrolled in the After School Care Program will be transferred from their classrooms to the After School Care designated location. At 5:00 p.m., students will be outside under the canopy and ready for pick up.

LATE PICK-UP

AFTER 5:30 p.m.
The fee for After Care of $.50 per minute per child will be assessed to anyone picking up a child after 5:30 p.m.

AT 5:45 p.m.
The fee will increase to $1.00 per minute. The parent/ guardian and/or the emergency contact will be contacted to pick up child immediately. The Lead After School Care Teacher will continue to call every five (5) minute **AT 6:00 p.m.** The fee will increase to $1.50 per minute. If contact is not made with the parent/guardian and/or emergency contact, the Lead After School Care Provider will be contacted to assist with locating the child's responsible party.

This fee is assessed due to having employees in attendance with your child after hours. Payment will be due within five (5) business days.

PAYMENT SCHEDULES, ABSENCES, AND WITHDRAWAL

Payment for the After School Care Program must be prepaid on either a weekly, bi-weekly or monthly basis. If receiving CCDF Tuition Assistance, any increase or decrease in household income must be reported immediately. Those who elect to pay weekly must adhere to the pre-payment plan of paying on a Friday for the upcoming week. Initial payment must be paid at time of registration. Please remit all tuition payments including cash payments to the **Chitimacha Tribal School.**

Make checks, money orders, and cashier's checks payable to the **Chitimacha Tribe of Louisiana.** When making a payment in cash, exact change is requested. A $25 fee will be assessed to all NSF checks. Should we receive a NSF check, only cashier's checks, money orders and cash will be accepted. You will have seven (7) days to correct your account. After seven (7) days your account will be considered delinquent and your child will not be able to attend until the account is updated.

We cannot credit you with absences since your child's place is reserved for him/her and our expenses continue although he/she is not present. For example; if your child is sick and is required to stay home, or if your family decides to go on a week long vacation, you will still be required to pay tuition for that particular day or week.

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GUIDANCE POLICY

Our goals are to help children learn acceptable behavior and develop inner controls. When redirecting or guiding a child's behavior, the age, intellectual development, emotional make-up and past experiences will be considered, and consistency will be maintained in setting limits for each child.

The staff will implement the following guidance techniques:

- Give guidance as needed, but try not to interfere in a child's activity.
- Take action when necessary, if the child's activity is endangering him/her, another child or property.
- Be positive in word and attitude when you must maintain limits.
- Be kind, matter of fact and composed at all times.
- Offer choices when possible.
- Refrain from discussing a child in his or her presence.
- Avoid labeling a child (positive and negative) or shaming a child.
- Tickling or throwing children up in the air are not appropriate to our goal of child-initiated play in a safe, secure environment.

DISCIPLINE POLICY

All After School Care Employee practice positive methods of discipline. The following methods of discipline are prohibited. Any use of the described practices shall be grounds for immediate termination of staff. All parents and staff are provided with a copy of our After School Care Policy.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, substitutes, and/or parents while in the care of After School Care Program.
- Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth,

abusive or profane language including telling a child to shut up

- No child shall be subject to cruel, severe, unusual, or unnecessary punishment.
- Derogatory remarks must never be made in the presence of children about family members of children or about the children themselves.
- Unsupervised isolation of a child is never allowed. Time out or time alone, if used, shall take place within sight of the After School Care Provider. The length of each time out session shall not exceed ten (10) minutes.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- No child or group of children shall be allowed to discipline another child.
- No child or group of children shall be allowed to bully another child.
- The withholding of food, including snacks, water, a nap or rest, or bathroom facilities shall never be used as punishment for a child. An adult should never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of the child or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit or pushed their child.

All After School Care staff shall maintain a safe, non-threatening environment. Additionally, the staff shall foster creativity, encourage children to explore, and allow them to make discoveries. We also set limits and encourage self-discipline since children need boundaries to develop a sense of security.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. ("Put the block down.")
- Stating expectations positively. ("The blocks are for building.")
- Redirection. ("Let's go see what Eric is drawing on his art project.")
- Supporting problem-solving and negotiation between the children. ("How could you use your words to tell Caitlin that you would like to have a turn with that toy?")

- Logical consequences or choices: ("You are having trouble playing with the blocks without throwing. I need you to choose another place to play.")
- Modeling effective ways to express feelings and emotions. ("I do not like it when you grab the book from my hands. Please tell me that you would likto see it.")

There are times when all of the above techniques, which are appropriate to the situation, have been tried and the problem continues. It is at these times that we might ask a child to sit quietly by himself/herself until that child can return to play appropriately. In cases of a repeated behavior pattern, After School Care Providers are advised to contact the Lead After School Care Provider to handle such matter. We do not have a "time-out" place and this alone time is not seen as a punishment. Rather it is seen as a time to regroup. Even as adults, we sometimes need time alone to "pull ourselves together." Children also need this, especially when they have been in a group situation most of the day.

SUPPLIES

A checklist of supplies is attached to the After School Care Program Enrollment Application. Supplies may be submitted at time of registration.

TOYS

Activities will be coordinated for each day; therefore, we encourage children to leave toys at home.

CLOTHING

For After School Care purposes, students will remain in their same clothes that they attended school in.

DISMISSAL

After School Care Program personnel will do everything it reasonably can to maintain a safe, fun-filled program for the children. Any child engaging in disruptive or unsafe behavior will be counseled regarding the need to act in ways that do not interfere with or endanger other children or our staff. We expect family members to cooperate with us in this effort. On rare occasions, if a child's behavior becomes too disruptive or unsafe, and if efforts in coordination with the family have not succeeded in curtailing that behavior, the Lead After School Care Provider, in consultation with the Principal and/or Deputy Administrator, reserves the right to terminate enrollment of the disruptive child. In additional cases, grounds for termination of enrollment from the program will result should any of the following occur.

1. The child threatens the safety, health and/or well-being of others.
2. Tuition is late. When tuition is five (5) business days behind schedule, the child will not be allowed to attend the center on the sixth (6^{th}) day.
3. Lack of cooperation from parents/ guardians with the After Care's efforts to resolve differences through meetings or conferences.
4. Immunization records are incomplete and/or not updated. This only applies to students that are NOT attending the Chitimacha Tribal School.
5. Enrollment was under fraudulent circumstances.

ACCIDENTS/ INJURIES

All After School Care Staff shall report any injury of a child to the Lead After School Care Provider, no matter how insignificant it may seem. The Lead After School Provider will determine if the parent needs to be immediately notified and if first aid should be administered First aid kits will be available in the School Gym.

Parents will be notified if a child suffers an accident while at After School Care. All head injuries must be reported to the parent immediately, blood not contained in an adhesive strip, broken or dislodged teeth, an impaled object, and any injury requiring professional attention. All accidents/incidents shall be written up on an

accident report to be given to the parent at the end of the day.

To maintain a healthy environment, we will accept only well children. We are depending on you to help us maintain this policy. A child with a fever of 101° axillary (under arm) or higher within the previous 24-hour period must be kept home. If your child becomes ill must pick your child up as soon as possible. A child may return when in good health.

Parents must inform the Lead After School Provider immediately after a contagious illness or disease is detected. This will enable the After School Care staff to determine if the illness or disease has been contracted by any other children and may help in preventing the illness or disease from spreading to other children.

MEDICATION POLICY AND PROCEDURE

Medication will not be dispensed during the After School Care Program.

TRANSPORTATION/OFF-SITE ACTIVITIES POLICY

The After School Care Program will not provide any field trips for the students.

WATER ACTIVITIES POLICY

The After School Care Program may allow for recreational swimming under the supervision of a certified lifeguard.

SANITATION AND ILLNESS PREVENTION

1. Staff and children shall wash their hands at the following times: Upon entering the facility, before preparing food and beverage items, after utilizing the restroom, before and after snacks, after caring for a child with symptoms of a communicable disease, and anytime the hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge).
2. Noses shall be blown or wiped with disposable, one use tissues that are discarded in a plastic lined and covered garbage container.

3. Draining or oozing cuts or sores shall be covered at all times to protect from infection.
4. Staff shall notify the Lead After School Care Provider if any child exhibits the following illnesses or symptoms. Exclusion time periods may be extended beyond the guidelines, depending upon individual conditions.

ILLNESS GUIDELINES

Illness/Infection Symptom	Should child stay home?	When can child/staff come back?
Cold	NO (without fever) YES (with fever)	Refer to Fever
Diarrhea (two or more loose stools, or over and above what is normal for child)	YES	Diarrhea is resolved
Fever of unknown origin 101° axillary	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours, or on prescribed medication for 24 hours
Impetigo	YES	When treatment has begun
Lice	YES	After 1 treatment has been given and cleared by physician
Pink Eye	YES	24 hours after treatment has begun
Strep Throat	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm	NO (keep area covered)	
Any child with the sudden onset of vomiting, irritability, or excessive sleepiness	YES	Well and/or cleared by child's physician

IMMUNIZATION RECORD

Since students from the Chitimacha Tribal School will be the only students allowed to attend the After School Care Program, immunization records will be waived.

ABUSE AND/OR NEGLECT

As mandated reporters, the Principal, Lead After School Care Provider and After School Care Assistants are required legally and ethically to report child abuse in accordance with the Chitimacha Comprehensive Codes of Justice, Title V and in accordance with LA R.S. 14:403. The Principal, Lead After School Care Provider, After School Care Assistants, or support staff will not delay reporting suspected abuse and/or neglect to the Chitimacha Human Services Department and/or the St. Mary Parish Office of Community Services. Staffs, including substitutes, are not required to report the suspected abuse/neglect to the director and/or administrators prior to reporting to the Chitimacha Human Services and/or St. Mary Parish Office of Community Services.

The staff will report any suspected abuse and/or neglect of a tribal child living on the reservation to the Chitimacha Human Services Department.
The staff will report any suspected abuse and/or neglect of a non-tribal child, or a tribal child living off the reservation to the St. Mary Parish Office of Community Services.

The telephone numbers for the agencies are as follows:

Chitimacha Human Services	St. Mary Parish Office of Community Services
(337) 923-7000	(337) 828-5278

The Chitimacha Comprehensive Codes of Justice legally defines the abused and neglected child as follows:

- **Abused Child** – A child who has suffered or is likely in the immediate future to suffer serious physical or emotional harm as a result of a parent or guardian inflicting or failing to make reasonable efforts to prevent the

infliction of physical or mental injury upon the child, including excessive corporal punishment or an act of sexual abuse or molestation.

- **Neglected Child** – A child:
  - whose parent or guardian fails to provide the minimal care which a reasonably prudent parent would provide in the circumstances for the subsistence, education and welfare of the child; or
  - who has special physical or mental conditions for which the child's parent or custodian neglects or refuses to provide a reasonable level of special care; or
  - whose parent or guardian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity.

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WATER ACTIVITIES POLICY

The After School Care Program may allow for recreational swimming under the supervision of a certified lifeguard.

PHOTOGRAPHING CHILDREN POLICY

During the course of the After School Care Program workers will be taking digital images, photographs, videotapes, and/or audiotapes of the children for educational, memorabilia, and some decoration purposes. The family will be asked to sign a blanket permission slip during the enrollment process to take digital images photographs, videotapes, and or audiotapes of their child.

No child will be observed, videotaped, recorded, or photographed without the supervision of the Lead After School Care Provider and the authorization of the Principal.

SURVEILLANCE POLICY

The Chitimacha Tribal School has video cameras and video equipment that records the daily activities throughout the facility. These video recordings are conducted for the protection of the children and staff. If an incident occurs at the facility and the parent/guardian wishes to view the surveillance recording of the incident, the parent/guardian shall complete a ***Request to View Recorded Surveillance Form*** to schedule a date and time for viewing. Once the request is received, the Deputy Administrator and the Principal shall first view the surveillance recording to determine if the incident occurred within range of the cameras and can be viewed. They will also make certain the footage does not compromise the privacy of another child. Since there is no audio recording, the Deputy Administrator and the Director will meet with the staff on duty at the time of the incident to explain what occurred and answer questions about the incident. The Principal will then contact the parent/guardian and set up a meeting to discuss the surveillance recording and, if appropriate, allow the parent/guardian to view the footage. If the parent/guardian has questions the Deputy Administrator and the Principal are unable to answer, a second meeting shall be set up with the Deputy Administrator, the Principal, the parent/guardian and staff on duty at the time of the incident.

THIRD PARTY RELEASE PROCEDURE

The child can only be released to designated adults on the child's Release Form. If an adult other than individuals on the list comes to pick up a child, please contact the Lead After School Provider. Parents can add persons to the Release Form through written permission. Any additions made to the Release Form shall be signed and dated by the parent. In case of an emergency, individuals listed on the Emergency Medical Care Form can pick up a child if the parent/guardian cannot be reached. In a non-emergency situation, persons on the Emergency Medical Care Form cannot pick up a child unless they are also listed on the Release Form.

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Every child enrolled in the After School Care Program must have an Emergency Medical Care Form and a Release Form on file. It is the responsibility of the family to inform the center of any changes on these forms.
The After School Care Program will not release a child at any time to a parent or designated individual who is obviously impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated adult is impaired, the Lead After School Provider will telephone individuals from the Release Form to arrange for an alternative adult to pick up the child. If a parent or designated adult is impaired and insists that the child be released in his or her custody, the Lead After School Provider will immediately notify the Chitimacha Police.

NUTRITION AND FOOD GUIDELINES

The After School Care Program will provide a snack in the afternoon.

OPEN DOOR POLICY

Families are appreciated and have an open invitation to visit the After School Care anytime during regular hours of operation.

Keeping an open line of communication between the After School Care staff and families insures that the best interests of the children are served. All parents are encouraged to visit, telephone, and send notes whenever they deem necessary.

If a parent needs to discuss a problem or needs to have a more detailed conversation with the After School Lead Provider, we ask that a conference time be set up to provide time for privacy in the said matter.

COMPLAINT PROCEDURE

We will do our best to please our families, however if a family should have any concerns regarding the way their child is being cared for, a problem with a staff member or substitute, or questions regarding the operations, please follow these suggestions:

1. Discuss the concern with the Lead Teacher. If the Lead Teacher is unable to help the family, then he/she will know who can help.
2. If a family still has concerns, time should be set aside to discuss the concern with the Principal regarding After School Care.
3. Unresolved concerns or issues can be addressed to the Deputy Administrator.