

Beyond School Adventures Handbook

Mission Statement

Beyond School Adventures will provide Vermillion K-5th grade students quality childcare offering a variety of fun, creative & age appropriate educational experiences delivered by a trained staff.

Program Director

Laura Dimock • 624-4087 • 677-8398

Activity Partners

Vermillion School District, Vermillion Parks & Recreation, Clay County Park Board, Clay County Child Protection Team, Clay County Ambulance, Shrine to Music Museum, HyVee, Coyote Movie Theater & Hollywood Video, Prairie Lanes Bowling, SDPB, Dakota Dome, Vermillion Public Library, Retired Teachers, Second Harvest Food Bank, SESDAC, Vermillion Civic Council, United Way and the SD Arts Council

History

Beyond School Adventures was developed through an Out of School-Time Program grant provided by the State of SD. BSA is a nonprofit organization. Fees generated are structured to meet operating expenses and are not profit producing.

Facilities

Beyond School Adventures will be hold activities at

- Austin Elementary • 300 High St • 677-7010 • 202-0320 (BSA cell)
- Jolley Elementary • 224 S University • 677-7015 • 202-0300 (BSA cell)
- Vermillion Middle • 422 Princeton • 677-7025
- Vermillion High School • 1001 E. Main • 677-7035

In addition, children may participate in activities at the City National Guard Armory, Barstow Park, the Shrine to Music Museum, Dome Pool, library, theater, bowling alley, and other field trip locations.

Staff

The Beyond School Adventure staff will receive additional training each year. The program director will work to coordinate student requested activities. Various volunteers and paid consultants will also be utilized in the program

Admissions

The following items must be completed and signed by parent/guardian for each child attending BSA: Enrollment Information & Agreement form (2 sided), Medical release, Pool release, contact card

Hours

M-F 3:00-5:30 p.m. during the school year & 7:30-5:30 in the summer

- The program will be closed during holidays, early-out and on inclement-weather days.
- Children will only be allowed to leave with persons listed on the enrollment information form.
- Children must arrive promptly especially on travel dates. We will not wait for your child's arrival if a special travel activity is planned. Watch your schedule.
- Law enforcement will be contacted if parents or emergency contacts can not be reached by 6 p.m.

Fees

- \$5.50 per regular school day, \$30 per early- out school day BSA might schedule.
- \$25 supply fee per semester and summer.
- \$25 all day per summer (\$13 per summer session: 7:30-12:30 or 12:30-5:30)
- Payments must be made in advance.
- Mail payments to BSA at the 17 Prospect St. Vermillion, SD 57069 or drop off at child's school.
- Payments are due by the 5th of the month unless otherwise noted on the bill.
- \$5 late fees will be assessed.
- A statement indicating the total costs for the next month's services will be placed in each families' BSA folders.
- Any credits or unpaid charges will be indicated on the statement.
- Credits for inclement weather days will be applied to the next month's billing cycle.
- Students picked up after 5:30 may be assessed a \$5 late fee per incident during the next billing cycle.
- Failure to attend will not be credited.
- If staff is forced to search for your child, a \$5 finder's fee may be assessed per incident during the next billing cycle.
- Failure to pay your bill can result in dismissal from the program.

Child Care Assistance

Childcare assistance is available through the state of SD. Beyond School Adventures encourages parents to apply. Applications can be obtained by contacting the BSA director at 677-7025, the Dept of Social Services or by contacting: ChildCare Services • 700 Governors Drive • Pierre, SD 57501 1-800-227-3020 or 605-945-5016 or by fax 605-773-7297

Anticipated Activities

Piano lessons, Computer Lab time, Cooking Club, Swimming, Reading Program, Indoor/outdoor games, Fitness, Roller skating, Arts & Crafts, Nature Walks, Sports, Museum tours, Language Clubs, Music, Field Trips, Special theme days.

Schedule

- Students will meet daily in the gym
- Students will be engaged in a variety of enriching activities designed to help children develop physically, academically and emotionally.
- Students may be traveling to different activity partner locations.
- Students will meet back at the school for end of day clean-up, social time etc and parent pick-up at 5:30 p.m. unless noted on the calendar.
- A monthly schedule will be available.

Parent Communication

In order to maintain open and clear communication with parents, Beyond School Adventures will send out letters to parents and post notifications frequently. Parents are welcome to visit with staff when matters of concern arise. Parents are to contact Beyond School Adventures about daily absences, changes or special instructions that need to be noticed by staff. The BSA website address is <http://la030.k12.sd.us/>

Parent Back-up

All Parents should insure that they have an alternative caregiver for their child on days when he/she is ill or the program is closed(emergency closure, holidays, etc.) or if BSA determines they are unable to meet the needs of the child.

Travel

- Parents will be notified via monthly schedule of planned travel.
- Permission to travel located in the registration form must be on file for child to participate.
- Children must abide by the laws of SD. All vehicles used will comply with SD State laws.

Personal Property

Beyond School Adventures is a recreational program and children should dress appropriately for indoor and outdoor play. BSA will not be responsible for the loss of, or damage to, toys or personal item brought from home.

Arrival and Departure

Parents or guardians must authorize in writing anyone picking up their child(ren). Your child(ren) must arrive at BSA in a timely fashion and checked in/out by an authorized person. Attendance and sign out sheets are required for the safety of the child(ren) and for program records. BSA is not responsible for children allowed by parents to leave the program alone.

Visitors

Parents and community members who make arrangements with the BSA director are welcome to observe the program. For liability and supervision reasons, it is not possible for visiting children to take part in activities.

Medications

All medicine administered by staff must have a signed medication policy filled out by the parent or guardian of the child(ren). All prescribed medications must be in the original container, labeled with the child's doctor's name, and instructions. All medication will be stored in a secure place inaccessible to children.

Medical Emergencies

In the case of a medical emergency, the staff will take the steps necessary to assure the safety and secure the medical care of the child. The staff may follow, but are not limited to, these procedures:

1. Administer First Aid or CPR
2. Call 911 for medical assistance.
3. Attempt to call the parent/guardian
4. Attempt to contact the emergency contacts.
5. Call the child's physician
6. Regarding other emergencies such as fire, tornado, etc... all staff will be trained in appropriate escape routes.

Insurance

The program carries minimal liability insurance, but has no financial resources of its own. Families should provide their own insurance coverage.

Health Policy

- For the protection of all children, keep your child at home when they are ill (i.e. temperature over 99 degrees Fahrenheit, vomiting or diarrhea, undiagnosed rash etc). If your child should come down with any of these symptoms during program hours, a parent/guardian or listed emergency persons will be contacted and be required to find the appropriate care within one hour of notification. All infectious diseases must be reported to the State Health Dept. If your child contracts any such disease, please inform the BSA director.

Child Abuse & Neglect

- The Beyond School Adventures program is required by law to report any witnessed or suspected child abuse or neglect to the Dept of Social Services or Law Enforcement.
- If an incident should involve a staff member, the director will take the necessary steps to assure that the suspected incident should not happen again. A possibility of suspension may occur pending the outcome of an investigation. An evaluation of the employees continued employability will be conducted after such investigation.

Expectations

- Parents can expect that their child(ren) will be cared for in an activity-driven environment.
- Children can expect to receive respectful treatment, fair discipline, and a schedule of fun activities.
- BSA expects fees to be paid on time, records to be updated, non-attendance to be communicated, children to be respectful and children to be picked up on time.

Discipline

- A child's self-concept will be a prime consideration and a child will be left with a feeling of some control.
- An equal balance of consequences and empathy will replace punishment. Accountability will be emphasized.
- Staff will be trained to enforce limits, offer choices when possible and deal with consequences with empathy.
- If at any time, BSA determines they are not staffed to handle a child's particular needs, BSA reserves the right to discontinue services.
- If dangerous or disruptive behavior occurs, BSA reserves the right to discontinue services.

Dismissal

- The program reserves the right to dismiss any child if the Beyond School Adventures staff and/or director determines that the program cannot meet the needs of the child.
- With respect to discipline issues, the staff will follow a step by step discipline system that is positively reinforced. An incident report will be filed after the child has had a "break" twice for the same behavior. If the staff feels a child's behavior warrants parental contact, a meeting will be arranged to discuss the problem and solutions. The director reserves the right to discontinue services at any time with or without a meeting.
- BSA is a pre-pay program. If bills are not paid by the due date, the director reserves the right to discontinue services.
- The director reserves the right to discontinue service for financial or other reasons and to determine if a child's needs can be met by BSA.

Withdrawal

- 2 week notification is required to withdraw from the Beyond School Adventures. Exceptions can be discussed with the director.