



Ross Community Center After School Program

Policies and Procedures

2023

Last revised July 5, 2023

We reserve the right to update this manual at any time with proper notice.

Table of Contents

Topic	Page #
Purpose and Overview	3
Program Schedule	5
Behavior Policy	6
Accidents and Emergencies	9
Health Policies	10

Purpose and Overview

Purpose: The purpose of the Ross Community Center After School Program is to provide specific subject tutoring, homework help, project based learning and learning through play. During each day, children will fill their afternoon with art, STEAM, outdoor play, snacks, reading, and small group activities.

Ages: The ages of the children are 5 years to 12 years. Subsequently, our program focuses on grades Kindergarten through fifth grade.

Hours: The After School Program follows the Muncie Community Schools (MCS) school calendar and cancellations. If MCS is not in session, the after school program will not be available. The hours of operation are 2:45 PM - 5:30 PM Monday through Thursday on days that the MCS school cooperation is in session.

Acceptance in program: We ask that all our participants are registered before participating in our programming. Please fill out a registration form on the Ross Community Center website or in person at our location 1110 W 10th St Muncie, IN 47302.

Fees: Fees are \$10.00 per semester for each child. Scholarships are available for families of three or more participants.

Weather: Should we encounter severe weather we will remain inside. We will bring children off the playground immediately should the weather include threatening storms.

Supervision: We are always with the children. We do a count of children at the beginning of the afternoon and match it to the number of children signed in. We do a count any time we move locations. When outside a child must ask permission to use the restroom and a staff person will walk the child to the restroom and back to the group safely.

Complaints and concerns: Should you have a complaint against our center, please talk to the Executive Director Jacqueline Hanoman. We always want to know if a parent is dissatisfied so we can remedy the situation for you.

Visitors: Visitors are to sign in at the front desk and notify a staff person that you are there.

Program Schedule

Monday: Students arrive between 2:45pm-3:30pm. At 3:30pm, a well-balanced snack is served to all students. Once the snack is finished and cleaned up, students with homework begin working on homework. Remaining students participate in an activity led by one of the program coordinators. Around 4:45pm, students have free time until parent pick-up.

Tuesday: Students arrive between 2:45pm-3:30pm. At 3:30pm, a well-balanced snack is served to all students. Once the snack is finished and cleaned up, students with homework begin working on homework. Remaining students participate in Futsal led by BSU soccer players or optional activities in the classroom. Around 5 pm, students have free time until parent pick-up.

Wednesday: Students arrive between 2:45pm-3:30pm. At 3:30pm, a well-balanced snack is served to all students. Once the snack is finished and cleaned up, students with homework begin working on homework. On Wednesdays, YSO instructors come and lead registered students in viola or cello. The first group of students begin their lessons at 4pm. The second group of students begin at 4:45pm. Remaining students work on activities led by a program coordinator.

Thursday: Students arrive between 2:45pm-3:30pm. At 3:30pm, a well-balanced snack is served to all students. Once the snack is finished and cleaned up, students with homework begin working on homework. Remaining students participate in an activity led by one of the program coordinators. Around 4:45pm, students have free time until parent pick-up.

Friday: Only YSO students come on Fridays due to our community market. Students arrive between 2:45pm-3:30pm. At 3:30pm, a well-balanced snack is served to all students. The first group of students begin their lessons at 4pm. The second group of students begin at 4:45pm. Remaining students work on activities led by a program coordinator.

Every Third Monday students have the option to participate in Growing Minds – The Ross Community Center’s STEM Club. Participating sStudents will dive into hands-on learning projects revolving around science, technology, engineering and mathematics.

Behavior Policy

Ross Community Center After School is committed to creating a successful environment for your children. Our procedures focus on positive instruction and supporting positive behaviors. The Ross Community Center believes in respect for each other, property and environment. We will only ever speak to your student with respect. Should there be a problem with behavior, your student will be given two verbal warnings to correct or change the behavior. There will also be a quiet time of reflection to review the incident. We will work hard with you and your student to ensure their success, but respect and kindness is imperative. Should we be experiencing any significant behavior problems we will work with you to build a behavior plan of success for the student.

The Ross Center After School Program rules are as follows:

1. No Threatening language (including guns, bombs and death).
2. No physically hurting others via hitting, kicking and punching.
3. Alternatively, students are instructed to always keep their hands to themselves (no picking each other up, giving piggy back rides, etc.).
4. Students are to remain seated while eating/drinking at any time.
5. Students must always be in the presence of a program coordinator or program volunteer; or ask before getting a drink or going to the bathroom so we are always aware of where a student is while they are in our care.
6. While outside:
 - a. Rocks and other landscaping materials must remain on the ground in Rose Park at all times (no throwing, kicking, or burying friends in the rocks around play equipment).
 - b. Stay off of the fence surrounding Rose Park.
 - c. Do not play in the sand in the walking paths.
 - d. Use playground equipment appropriately (go down slides, do not climb on the outside of the equipment, etc.)
 - e. Picnic tables under pavilion are for seating only - do not climb or jump on tables.

- f. Stay out of flower beds, do not pick any flowers or produce without asking permission first.
 - g. Students must be in Rose Park or under the pavilion with a program coordinator or volunteer when outside.
 - h. Students must ask to go inside for any reason and must be accompanied by an adult.
7. Refusal to meet daily set and communicated participation expectations will result in the following consequences:
- a. After verbal warnings and subsequent consequences have been issued and the student is still struggling with behaviors, the student may be sent home early for the remainder of the day and asked to try again the next day.
 - b. If specific behaviors continue, we will ask to sit down with you to discuss and implement a behavior plan of success for the student.
 - c. If at any time, a student is putting the safety of themselves or others at risk, we will contact you and discuss the possibility of a short-term suspension while we discuss alternative methods of moving forward.
 - d. If the problem continues to be ongoing, we will discuss the possibility of your student being withdrawn from the program through the end of the semester.

***In the event that an escalated child makes the unsafe decision to elope from the Ross Center property of their own will, we reserve the right to call the emergency non-dispatch number for the child and staff's safety. – This is a last resort scenario we have never had to implement.

To work together to prevent suspension from our programming we have implemented the following:

- ★ Your Ross Community Center Education and Horticulture Coordinator will engage family support and open communication with family throughout to ensure children are being guided in a positive direction.
- ★ Ross Community Center Education and Horticulture Coordinator and instructors are instructed to teach proper friendship building, team building and being kind to each other. Each instructor respects your child and will always demonstrate how to treat children and each other.
- ★ The Ross Community Center After School Staff will work as a team with you to develop a behavior plan for your child if they are struggling. Should the need

Last revised July 5, 2023

We reserve the right to update this manual at any time with proper notice.

ever arise, that your family needs more support for your child, through our continuous training, we can offer family mental health contacts for you, to support your child in all environments.

Accidents and Emergencies

Accidents/Illness/Emergency: When a child becomes ill or is injured during the after school program, the parent/guardian will be contacted immediately. If the parent/guardian cannot be reached our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. Should we not be able to reach anyone, we will call 911 for transport to needed medical facilities if necessary.

Lost Children: Should a student be missing after school and/or doesn't arrive at our facility as planned, the following protocol will be followed: Our staff will first patrol the building and grounds thoroughly. Secondly, we will contact the parent to see if the child was picked up without signing out or will call the school to find out if the student got on the bus/was picked up from school. Lastly, if we are unable to contact a parent, teacher, or school bus driver and still have not located the student, we will call 911. We also take every precaution in educating our children to not leave our program without permission. We take no field trips. The children will not be transported away from the center by our staff unless given written permission from a parent/guardian.

Releasing a child: When a child is released, the authorized person must sign the child out on our sign out sheet. No student will ever be released to anyone that is not on the registration form unless you notify us to do so. If you want your child to sign themselves out for any reason, you must indicate so on the registration form, stating they are permitted to leave of their own accord. Children may sign themselves out with parent permission on file.

Late pick-up: Our after school Program, Explore! closes at 5:30PM. If you will be later than 5:30PM, please call us and notify staff. We will wait with your child until you arrive. Should there be an emergency and we do not hear from you for 30 minutes past our closing time, we will contact others on your emergency call list to come and retrieve your child.

Health Policies

Medications: We administer life sustaining medications only. It is recommended that children needing medication should receive it from the school nurse prior to the end of the school day or from their parents after pick up. If your child has a life sustaining medication (ex. Epi-Pen, Seizure medicines etc.) we must have them stored for the school year with our program. The physician's prescription must also be on file with instructions to administer, signed by the parent or legal guardian. We have paperwork available at the program center, or we can email documents for you to sign.

Personal belongings: All children's belongings will be placed on the hanging rack in the main hall.

Snacks: We distribute snacks one time daily. We distribute snacks at the beginning of each afternoon at 3:30PM. Snacks are served in the classroom. We serve meals provided by Blood and Fire ministries. If your child has a food allergy or follows a specific diet (i.e. vegetarian) please disclose this information on their registration form in the space provided. We do not allow outside snacks.

Illnesses: If your student is not well enough to go to school, please do not send them to the Explore! after school program. Alternatively, if your student arrives at the center and has a fever or is not feeling well, we will contact you immediately for pick-up.

***Child Abuse:** To report child abuse Call the Indiana Child Abuse and Neglect Hot-line at 1-800-800-5556. **Questions:** Any or all questions may be directed to Rachel Foster at education@rosscentermuncie.org.

***Special Needs:** The services for special needs children are in compliance with the American Disabilities Act. We reserve the right to deny services based on the inability of Ross Community Center After School Program Explore! to ensure safety and good health due to a child's special physical, mental, behavioral, or emotional conditions and the limited resources available within our program.