

Winner's Club OST Handbook

Winner School District 59-2



Warrior Pride!

VISION STATEMENT

“To provide a structured, safe and supervised place for children in our community so that they may learn, have fun, explore other cultures, and develop friendships with adults and peers. This will involve a partnership among school, families, local governments, law enforcement, youth and community-based organizations, social and health services, and businesses.”

DAYS AND HOURS

This program is available to students in BG-5th grade at the elementary school, Monday – Thursday, 3:20-5:30, as long as there is school in session on that day. **There will be no Winner’s Club on days that school is cancelled or let out early for weather or other problems.** If the Winner’s Club is closed for any other reason, such as workshop, conferences, school function, etc, you will be notified in advance. We always try to provide several reminders to parents via note, text, or face to face communication. **Please note that there will be NO OST on Fridays, even if we have school on that day.**

FEES/PAYMENT SCHEDULE

Fees will be determined by the number of days your child (ren) spends at the Winner’s Club. The rate is \$4.00/day/child or \$8.00/day/family (three or more children). **The drop-in rate is 5.00/day.** This is defined as any child attending 2 days or less per week or anyone who attends but is not scheduled to be present that day. You will receive a bill by the first Monday of the month for the previous month’s fee. **If your bill is not paid by the due date each month, your child (ren) will not be able to attend the Winner’s Club OST Program and an additional \$5.00 per week will be added until your bill is paid in full. THIS WILL BE ENFORED!** Payments will be paid to the staff working that day or dropped off at the elementary office. Please make checks out to Winner’s Club Program or OST.

STATE ASSISTANCE

The State offers assistance with daily fee payments if you qualify. You must fill out the proper forms, which are available at the Department of Social Services, to find out if you qualify for this assistance. OST will then receive reimbursement from the state for the fees that are covered by the assistance program. *Please note, you are responsible for any remaining fees not covered by assistance.

CALENDARS

You will be responsible for completing the student sign-up calendar provided by the date shown. If your child (ren) is not scheduled on a certain day and you need to have them enrolled, you must **notify the Elementary Office by 1:00 p.m.** that day to get them enrolled. Mrs. Sund is teaching during the day and is not always able to check her phone regularly, which is why you must call the office to be assured your child is added by the daily deadline. This is essential to assure your child will receive a snack, as count is taken and turned in by 1:00.

NO SHOWS

If your child (ren) is scheduled to participate in the Winner's Club OST Program, but does not attend that day, and there is no phone call from the parents **by 1:00 to the Elementary School Office, you will be charged for the day. THIS WILL ALSO BE ENFORCED!** This is a courtesy to us and prevents us from calling the parents searching for a missing child who has, in fact, made other arrangements for that day. We truly appreciate a quick phone call to let us know the day(s) that your child (ren) will not be attending the Winner's Club.

If your child is scheduled to attend the program, but does not check in, we will first check with the office/child's teacher to see if the child went home sick, etc. If we cannot determine the reason your child is not present, we will call you. This is a safety issue!

DROP IN RATE

A drop in will be defined as anyone not returning the student sign-up calendar to staff by the designated date printed on the calendar, or anyone who doesn't not attend OST at least two days a week. The drop-in rate is 5.00 per day. You will also be charged a drop-in rate if your child is not signed up for that day and you do not call in until after 1:00 to add your child for that day.

ATTENDANCE

Students will be checked in and checked out using a standard attendance form. Students who are at OST past 5:30 will be assessed a late fee of \$5.00 for every 15 minutes, which

will be added to that week's bill. The school's clock will serve as the official time. We realize that emergencies do arise; we ask that you please contact the Winner's Club OST Director as soon as possible to make other arrangements. The third time your child is not picked up by 5:45, your child may be suspended for a period of time.

ENROLLMENT INFORMATION

Enrollment forms must be completed and returned before your child (ren) can attend the Winner's Club OST program. **It is the responsibility of the parent to contact the Director if, for any reason, the information on the enrollment form changes. IT IS VERY IMPORTANT TO KEEP INFORMATION UPDATED!** All records and information relating to your child and your family will be held in confidentiality. If your child has food allergies, please refer to allergy information below.

IMMUNIZATION POLICY

The OST program requires your child to have up to date immunization records in accordance with school policy. The OST staff will have access to your child's immunization files, which are kept in the elementary school office.

ALLERGY INFORMATION

If your child has food allergies or reactions, please fill out the allergies and special instruction forms. You must inform the OST director/staff of any allergies and request the form. It will be kept on file.

SIGN OUT PROCEDURES

Parents or authorized persons must sign your child (ren) out of the program each day on the attendance sheet. Children **will not** be released to persons not listed on the enrollment form without **prior authorization by the parent.** Don't be offended if we call for verification; we are concerned for your child's well-being. **Children will only be allowed to walk home with written permission at the time the parent designates on the release form, or if the parent notifies of a day the child will be walking if it has not been designated on the release form.** The Winner's Club OST Program will not be responsible for children after they leave the program.

SNACKS

A snack will be provided at the program, at no extra charge. The National School Lunch Program now offers reimbursement to help schools serve snacks to children in after school care programs. **Students may not bring personal, individual snacks unless it is for special dietary needs. Written, signed parent documentation is required for any special dietary needs.**

EMERGENCY EVACUATION PLANS

The Winner's Club OST Program will use the same procedures practiced by the school for emergency tornado, fire, lock down, and evacuation plans.

DISCIPLINE POLICY

Realizing that all children require discipline at one time or another, we feel that consistent, pre-taught discipline and consequences are very important. At no time will your child be subjected to physical discipline. Examples of these are listed below:

- 1) Corporal punishment will never be used at Winner's Club OST
- 2) Verbal abuse, threats or remarks about self or family.
- 3) Restriction of movement (binding or enclosing in a confined space)
- 4) Withholding or forcing of snacks
- 5) Use of substances (soap, pepper, hot pepper) for punishment of undesirable behaviors.

Staff will use positive guidance, redirection, and limit- setting practices. Brief separation from the group or removal from an activity will normally be used to discourage unacceptable behavior. If unacceptable behavior becomes chronic or extreme, you will be contacted immediately.

TERMINATION

A child who is a serious threat to him/herself, other children, or adults at the Winner's Club OST Program will be removed from the program and you will be notified. In the event that other disciplinary problems (misconduct, destruction of property, etc.) arise, we will follow the disciplinary procedure as follow: 1st offense- call the parent, 2nd offense- one week suspension from the Winner's Club Program, 3rd offense- termination of child from the Winner's Club Program for the rest of the year.

CHILD ABUSE

The Winner's Club staff/volunteers are **required by law** to report any suspected cases of child abuse or neglect. A report will be made to the Child Protection Office of The Department of Social Services of South Dakota. If any staff/volunteer is suspected of abuse, they will be removed from the program while the incident is under investigation. The Director and the Winner's Club OST Board will evaluate the continued employability of any staff/volunteer who is suspected of abuse.

ILLNESS AND EMERGENCIES

Children who are sick or have a fever should not attend the Winner's Club. Children who do not feel well will be isolated from the rest of the children, and a parent/guardian will be notified. Arrangements must be made to pick up the child immediately. In case of an emergency, as determined by staff/volunteers, medical staff will be notified first, and then the parents will be notified. **Parents will be responsible for all costs incurred in an emergency.** In case of emergency, when a parent cannot be reached, the emergency contact person and/or doctor indicated on the enrollment form will be contacted. Winner's Club OST will not dispense any daily medication; the only exception will be the use of an emergency EpiPen. The OST staff will receive training on how to use an EpiPen if a child should have a serious reaction to food or medicine, or other material. The EpiPen will be kept in the Elementary School Office.

Food and Allergic Reaction Policy

The Winner's Club OST program requires staff to be trained in the area of food and allergic reactions. All parents are required to complete an enrollment application, and if there are any allergies, there is a specific place to list them on the enrollment form. Whenever an allergy is listed, parents also need to supply documentation containing the following information for each allergy listed:

- *List the type of allergy
- *What the allergy is related to (food, pets, environmental factors....)
- *The signs and symptoms of distress should the child have an allergic reaction
- *The process for assisting the child should they be in distress due to a reaction.

Each staff person will be provided an overview of each child's situation, the allergy document, the instructions for prevention a reaction, as well as instructions for handling a reaction. Training specifically related to allergies is provided through the program's orientation training.

Parent Communication

Parents will be notified when there is a significant change in center services or policies. Important notes will be available and sitting near the sign out sheet. You may also receive texts to notify you of changes. Any changes to policies will be sent home in a note for you to view and will be added to the current handbook.

Opportunities for Parental Involvement

Periodically, we may send home notes with items we need for various upcoming projects, or possibly seeking volunteers to share a hobby with the kids. Please contact us if you would like to volunteer to demonstrate a hobby or teach an activity! We would greatly appreciate donations, or the sharing of your time and talent 😊

Disposal of Bio-contaminants

The Winner's Club OST program requires all staff to be trained in the area of Universal/Standard Precautions. These precautions are guidelines issued to prevent disease transmission for people in all walks of life, including childcare providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. The Winner's Club OST Program requires all staff members who provide care and supervision to children to follow the Universal/Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other bodily fluids. These precautions require treating all blood and fluids, that may contain blood or blood products as potentially infectious. To meet this requirement, training on this topic is provided through the program's orientation training.

MISCELLANEOUS

The Winner's Club OST Program will provide plenty of equipment and we cannot be responsible for a child's personal items if they are broken, lost and/or stolen. Please do not allow your child

to bring toys to OST. If a child is witnessed purposely destroying property of the Winner's Club, or the school, the parents will be responsible for repair or replacement of property.

Please sign and return this paper after reviewing the handbook with your child. This needs to be returned within a week of receiving the handbook.

Parents will be notified when there is a significant change in center services or policies. Important notes will be available and sitting near the sign out sheet. You may also receive texts to notify you of changes. Any changes to policies will be sent home in a note for you to view and will be added to the current handbook.

Please remember to call the ELEMENTARY OFFICE to add your child to or remove your child from the OST count for the day! Mrs. Sund and Mrs. Mead both have class during the day and are not always able to check their cell phones for messages. This is the best way to be sure the OST count will be accurate for the day, we will not be short a snack for a child, and families will not be charged if their child is not attending that day.

Parents will be notified of any concerns to their child's health (injury or illness) by phone. Parents will receive a phone call for any serious behavior issues. Minor issues will be communicated to parents when they pick up their child from the OST program.

If you have any questions or concerns, please ask!

Child's name: _____

I have read the Winner's Club OST handbook and reviewed it with my child.

Date _____

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