

# **Missouri Valley Extended Care**

## **2019-2020 School Year Parent Handbook**

109 E Michigan Street Missouri Valley, IA 51555

**MVEC Coordinator:** (712) 642-2706

Melissa Neil, MVEC Coordinator

[mneil@movalleycsd.org](mailto:mneil@movalleycsd.org)

Lisa Pitt, Assistant Coordinator

[lpitt@movalleycsd.org](mailto:lpitt@movalleycsd.org)

# Missouri Valley Extended Care Programs

The Missouri Valley Extended Care Programs (MVEC) are committed to serving families in our community by providing wrap-around and summer programs available for children who are enrolled in preschool through 5th grade. Our doors will open at 6:45 a.m. and will close at 5:30 p.m. The MVEC does not discriminate in our admission based on race, sex, religion, color, sexual orientation, place of national origin, marital status or ability.

The MVEC staff will provide a safe, nurturing, and structured environment that will ensure quality care for your child. Our activities will promote the development of positive life skills in the areas of academics and socialization as well as enhancing their emotional and physical well-being.

Through the combined efforts and support of the families, staff, and community, the MVEC will continue to be an excellent resource for all involved. Thank you for entrusting your child in our care.

## **Mission Statement**

*To enhance child and family well-being*

## **Missouri Valley Extended Care Vision**

“Through innovation, collaboration, and cooperation, we will promote services that provide the tools needed to enhance family well-being and community partnerships.”

## **Goals**

- To provide a safe, nurturing, stimulating, and structured environment for children grades preschool through 5<sup>th</sup> grade.
- To provide programming that meets the scheduling needs of parents/guardians.
- To provide quality staff who have a vested interest in the healthy development of children.
- To promote the development of social skills through positive interactions with peers and staff.
- To be committed to our community and its families.
- To provide opportunities deemed essential in producing successful adults, and laying the foundation for a safer, healthier future for our youth.

**\*\*The MVEC follows all school district policies\*\***

## Licensing

The MVEC is licensed by the Iowa Department of Human Services (DHS). A copy of the licensing rules and regulations is available in the office as well as at <http://www.dhs.state.ia.us>.

The MVEC has routine visits to insure we comply with all requirements of the State of Iowa.

Kathy DeGeorge-Evans, DHS Child Care Consultant 712-328-4877  
[kdegeor@dhs.state.ia.us](mailto:kdegeor@dhs.state.ia.us)

## Registration

To register for extended care services (Wrap-Around or Little Reds Room), you may contact Melissa Neil or Lisa Pitt at (712) 642-2706 or email Melissa at [mneil@movalleycsd.org](mailto:mneil@movalleycsd.org) or Lisa at [lpitt@movalleycsd.org](mailto:lpitt@movalleycsd.org). You will be required to fill out the forms listed below before your child will officially be enrolled.

### **Required Forms for Registration:**

- School Year Contract
- Emergency Consent
- MVEC Consent
- Assessment & Health Form – PreK and up (updated yearly)
- Physical Exam & Immunization Certificate – Preschool
- Medication Permission Form (if necessary)

## Required Commitment

Similar to a daycare, (if stated) each enrollment requires a quarterly commitment for each day school is in session. Parents will be charged tuition for each day the service is offered during that quarter, regardless of attendance. This enables us to staff our programs according to the state-required ratios. Parents will not be charged for days that the service is not offered or class is not in session. *Example 1: AM Wrap-Around is offered M-F (5 days) and the student only attends MWF (3 days). We still staff for 5 days so the bill will still be for 5 days. Example 2: A student is sick on Monday. The parent will still be charged for that day.*

## **Weekly Rates and Fees – 2018-2019 School Year**

<b>Before School (AM) Wrap-Around Rates</b>		
6:45am – 7:45am Drop-Off		
Elementary School		
Preschool – 5 <sup>th</sup> Grade		
<b>Full-Time (5 Days/Week) (Quarterly Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
First Child	\$3.00	\$15.00
Additional Child(ren)	\$2.00	\$10.00
<b>Drop-In (When Available)</b>		
First Child	\$5.00	
Additional Child(ren)	\$4.00	

If there are late starts due to inclement weather, the AM Wrap-Around Session will open at 8:45am.

<b>After School (PM) Wrap-Around Rates</b>		
3:30 - 5:30pm Pick-Up Elementary School Preschool – 5 <sup>th</sup> Grade		
<b>Full-Time (5 Days/Week) (Quarterly Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
First Child	\$5.00	\$25.00
Additional Child(ren)	\$4.00	\$20.00
<b>Drop-In (When Available)</b>		
First Child	\$7.00	
Additional Child(ren)	\$6.00	

If there is an early dismissal due to inclement weather, the PM Wrap-Around Session will be cancelled.

<b>Combined AM and PM Wrap-Around Rates</b>		
6:45 – 7:45am Drop-Off AND 3:30 - 5:30pm Pick-Up Elementary School Preschool-5 <sup>th</sup> Grade		
<b>Full-Time (4 Days/Week) (Quarterly Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
First Child	\$8.00	\$40.00
Additional Child(ren)	\$6.00	\$30.00
<b>Drop-In (When Available)</b>		
First Child	\$12.00	
Additional Child(ren)	\$10.00	

<b>Non-School Day Camp Rates</b>	
Full Days 6:45am – 5:30pm Early Dismissal 12:55 – 5:30pm Elementary School & Little Reds Room Preschool – 5 <sup>th</sup> Grade	
<b>Full-Day (Advanced Commitment Date)</b>	<b>Daily</b>
Each Child	\$20.00
<b>Half-Day (12:55 Early Dismissal) (Quarterly Commitment)</b>	
First Child	\$10.00
Each Additional Child(ren)	\$8.00
<b>Drop-In (When Available) (Advanced Commitment Date Required)</b>	
Half-Day	\$15.00

The Day Camp Wrap-Around rates include care, field trips, and transportation to and from activities and between buildings between the hours of 6:45a.m. and 5:30p.m. on full-days, and between 12:55p.m. and 5:30p.m. on early dismissal days. Students may be dropped off at the Elementary School as early as 6:45am. Students will need to be picked up at the Elementary School by 5:30pm. **AM and/or PM wrap-around care is included in the full-day price only on NON-School Day Camps.**

<b>Little Reds Room (Preschool Wrap-Around)</b> <b>Alternate Preschool Class</b> <b>½ Day (M,T,TH,F)</b> 8:00am – 3:30pm Little Reds Room (District Office)		
<b>Full-Time (4 Days/Week) (Quarterly Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
Each Child	\$10.00	\$40.00
<b>Drop-In (When Available)</b>		
Each Child	\$15.00	

<b>Little Reds Room (Preschool Wrap-Around)</b> <b>Wednesday (No Preschool Class)</b> 8:00am – 3:30pm – Full Day 8:00am – 12:55pm – Early Dismissal ½ Day Little Reds Room (District Office) Preschool		
<b>Full-Time (1 Day/Week) (Quarterly Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
Each Child – Full Day	\$20.00	\$20.00
Each Child – ½ Day (Early Dismissal)	\$10.00	\$10.00
<b>Drop-In (When Available)</b>		
Each Child – Full Day	\$25.00	
Each Child – ½ Day (Early Dismissal)	\$15.00	

The Preschool Wrap Around rates include care and transportation to and from the Elementary School between the hours of 8:00a.m. and 3:30p.m. on regular school days, and between the hours of 8:00am and 12:55pm on early dismissal days. Students may be dropped off at the Elementary School between 7:45am and 8:00am, or at the District Office on 1<sup>st</sup> Street after 8:00am. Students will need to be picked up at the Elementary School on regular school days after 3:00pm or at the District Office prior to 3:00pm, unless other arrangements have been made. On early dismissal days, students will need to be picked up at the Elementary School on regular school days after 12:55pm or at the District Office prior to 12:55pm, unless other arrangements have been made. Students will need to be enrolled in the AM or PM Wrap-Around Care programs if care is needed outside of these times. An additional fee is charged for the AM and PM services.

The following are **scheduled no school days of which the MVEC will be offering day camps** from 6:45am to 5:30pm:

September 30, November 1, November 27, December 26-27  
January 2-3, January 20, February 21, February 24, March 20  
April 10, April 13, and May 22. Summer of 2019 starts on May 28.

<b>Summer Wrap-Around Rates</b> 6:45am – 5:30pm Elementary School Preschool – 5 <sup>th</sup> Grade		
<b>Full-Time (5 Days/Week) (Summer Commitment)</b>	<b>Daily</b>	<b>Weekly</b>
Each Child	\$20.00	\$100.00
<b>Drop-In (When Available)</b>		
Each Child	\$25.00	

**Please see the Summer Handbook for additional information.**

### **Billing**

Billing occurs weekly. Bills will go out on Monday for the prior week. Payments are due by the end of each week. A late fee of \$5.00 will be charged if you have not made prior arrangements with the Coordinator. If tuition bills are not paid, your child will be removed from the program.

Bills may be paid using the billing software, through Infinite Campus, or by visiting a school building.

**Note:** You will **NOT** be credited for sick or vacation days. You will **NOT** be charged for the days that the MVEC is closed (as listed below) and you will be credited for snow days.

### **Days MVEC is CLOSED:**

- September 2 (holiday)
- November 28-29 (holiday)
- December 23-25 (holiday)
- December 30-Jan. 1 (holiday)
- May 25-27 (holiday and summer preparations)
- July 3 (holiday)

### **Contact Information**

#### **Missouri Valley Extended Care Programs (2 Locations)**

Missouri Valley Elementary School (AM/PM Wrap-Around, Day Camps, Summer)  
 602 N 9<sup>th</sup> ST, Missouri Valley, IA 51555  
 (712) 642-2279

Little Reds Room (District Office) (Preschool Wrap-Around)  
 109 E Michigan ST, Missouri Valley, Iowa 51555  
 (712) 642-2706

**MVEC Coordinator Phone:** (712) 642-2706

**Melissa' Email:** [mneil@movalleycsd.org](mailto:mneil@movalleycsd.org)

**Lisa's Email:** [lpitt@movalleycsd.org](mailto:lpitt@movalleycsd.org)

## Daily Schedule

To ensure a structured environment, the staff and children will separate into groups to incorporate the activity centers, outside play, snack time, homework help, and reading time into our schedule. However, there will be times when staff will need to be flexible in activities and improvise when necessary due to inclement weather or any other unforeseen circumstances. If your child is involved in an activity not provided by the MVEC that needs accommodating within the MVEC schedule, please contact the MVEC Coordinator to determine the feasibility of necessary arrangements. Parents will be required to provide a detailed note with signature consenting to these arrangements if agreed upon by MVEC staff.

### Before School (AM) Wrap-Around

If your child is enrolled in the Before School (AM) Wrap-Around program, they can enter the building after 6:45 a.m. where they are to report to the main activity room. **Please accompany your child into the building as it is required that you sign them in.** The children will be encouraged to play at the offered activity centers. At 7:45am breakfast will be served to any children eating breakfast at the school. At 7:45am students will have the opportunity to join their peers on the playground before school. Preschoolers are walked at 8:10am to their classroom or bus to be transported to the Little Reds Room.

### Wrap Around Care (Little Reds Room / Day Camp)

If your child is enrolled in the Preschool Wrap-Around Program, opposite of their scheduled Preschool class time, they will be transported back and forth between the Little Reds Room and the Elementary School on the school bus. All students will report to the Elementary School for breakfast and will be transported to the Little Reds Room in the school bus. All students will eat together at the Elementary School before heading to the Little Reds Room or their Preschool classroom for the afternoon. Each child has the option to bring a sack lunch (that does not need to be heated or refrigerated) from home or purchase a lunch provided by the Elementary School kitchen. The lunch menu can be found on the school's website ([www.movalleyschools.org](http://www.movalleyschools.org)). After lunch programming includes: story time, rest time (MVED provides mats), free play at the offered activity centers, field trips, snack, and structured crafts and activities (snack included). Students will then be transported back to school for dismissal or PM Wrap-Around care. **All children not enrolled in the After School (PM) Wrap-Around will need to be picked up by 3:30pm.**

### After School (PM) Wrap-Around

If your child is enrolled in the After School (PM) Wrap-Around Program, they will meet the MVEC staff in the Multi-Purpose Room to be sure all the children are accounted for. Students will then be assigned activities or work-space for homework help or completion until they are picked up. Parents will need to pick up students from the front office and sign-out students when they leave.

### **Snack Time**

An approved, peanut & tree nut free snack will be provided for all students in the PM Wrap-Around program and for students in the Little Reds Room. **Please keep the staff aware of any food allergies your child has or special diet preferences.** The MVEC does not threaten to or withhold food or beverages as a punishment.

If you would like to provide a snack for a special occasion it must be store bought and peanut & tree nut free. Please notify the MVEC Coordinator if you plan to bring a special snack. If the provided snack does not meet CACFP guidelines, an additional snack will be supplemented.

## **Outside Play**

Weather permitting (see weather policy in program manual), outside activities and recess will take place as frequently as possible. This will encourage gross motor play, exercise and socialization skills while promoting their growth and development. Attendance is taken once again before leaving the playground as well as when everyone returns to the MVEC building from the playground. If we are unable to play outside due to weather we find suitable inside activities.

## **Homework Help**

If children have homework, they can choose to go to the designated homework area. Staff members will be available to assist the children with their studies. Chromebooks and iPads (provided by the school) will only be allowed for homework or educational use. If these privileges are abused, the Chromebooks will be put away.

## **Quiet Reading/Story Time**

If children do not have homework, they will go to the reading areas. In keeping with the school's request of having your child read at least 20 minutes every evening, the MVEC offers this time after school. All children who are able to read will go to the main room with books from home, school or the MVEC. Children who are not yet able to read on their own will go to the reading room where a staff member or older child will read stories to them.

After reading time, children will be separated according to their age where they can play at the offered activity centers. At 5:15pm all children will go to the main activity room (Multipurpose Room). **Please remember to pick your child up no later than 6:30p.m.**

## **Field Trips**

The MVEC will occasionally take field trips on scheduled no school days by district bus. Parent/guardian consent is obtained through the information provided on the MVEC consent form turned in at the time of registration. You will be informed ahead of time when and where the children will be going. Every child in attendance that day will attend the field trip as we need all staff on the trip for optimum supervision. Each staff member will be assigned a specific group of children to better supervise with a ratio of 1:10 or less. A first aid kit, emergency contact information and emergency consent forms for the children will be taken on all trips.

## **Transportation**

The Little Reds Room children are bused between the Elementary School and the Little Reds Room (District Office) each day. MVEC staff will accompany the children on a provided district bus to transport the children safely. A district bus will also be used for field trips throughout the school year if not within walking distance. Children must follow basic rules of conduct while on the bus: fighting, swearing, or abusive behavior is prohibited; children must remain seated at all times and keep all body parts inside the vehicle; eating or drinking is prohibited as well as throwing objects out the window. Staff will be monitoring behavior and enforcing rules.

## **MVEC Conduct Policy**

It is our intent that each child enjoys his/her experience at MVEC. To make this possible, we have implemented basic rules of conduct to ensure the safety of all participants. At any given time, if your child is acting inappropriately, you could be called and asked to come and get your child. We must allow every child to have a positive experience at the MVEC. Please review the MVEC expectations with your child.

Just as in school, your child is responsible for his/her actions. Because we are here to help your child succeed, we will provide all the basic information about rules of safety and good conduct expectations. Positive guidance techniques will be used to reinforce this policy (see program manual for details).

The following conduct policies apply directly to each child and will be used in determining eligibility to continue as a participant in the program. Age and stage of development will be taken into consideration when determining consequences. In accordance with the severity of the behavior, your child may either: lose a privilege during a specific activity, be suspended from the program, or be terminated from the program all together.

### **Rules & Expectations**

The MVEC's 3 main rules are: Be Safe, Be Kind, Be Respectful. The following expectations fall under these rules:

- Children must stay with assigned group within authorized areas of the facility and playground
- Children must use appropriate language while also being kind and respectful to staff and peers
- The MVEC does not tolerate the defacing or stealing of property
- Children are not allowed to engage in fighting or demonstrate aggressive behavior
- The MVEC, like the school, is substance free which includes, but is not limited to, cigarettes, chewing tobacco, alcohol or non-prescribed drugs
- Children must follow all basic rules of safety in all MVEC settings

If a child does not follow these policies, every effort will be made to contact the parent and meet in conference. Depending on the severity and location of the infraction, the parent will possibly be expected to:

- Pick up the child immediately from the MVEC or field trip site
- Meet with the Coordinator and Assistant Coordinator for a conference concerning the infraction, during which time suspension or termination from the program may be a consideration

### **Tobacco/Nicotine-Free Environment (District Code #1006.2)**

Missouri Valley Community School District facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored events, wherever held, and non-school sponsored events on District facilities and grounds. Visitors failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product or leave the District premises immediately. Students or employees failing to abide by this policy are subject to additional sanctions. It is the responsibility of the administration to enforce this policy.

## Positive Behavior System

The MVEC has a positive behavior management system for the children. As stated in our conduct policy, we want your child to enjoy the activities and opportunities offered through MVEC. Just as in school, he/she is responsible for his/her actions. Because we are here to help your child succeed the following system is in place. Positive behavior will receive privileges or rewards such as, but not limited to, small prizes, words of praise, positive notes home. If a negative behavior occurs, after an initial warning and redirection, children will receive a time away/break from friends (offered a quiet activity to complete alone), loss of privilege or other consequences based on the behavior. The child will then spend time with a staff member to discuss how the situation could have had a more positive outcome by following the MVEC rules. If you have any questions regarding the behavior management system, please talk with one of the MVEC staff.

### **According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]**

- Corporal punishment including spanking, shaking, and slapping will not be used.
- Punishment which is humiliating or frightening or which causes pain or discomfort to the child will not be used.
- Punishment or threat of punishment will not be administered because of a child's illness or lack of progress in toilet training, or in connection with food or rest.
- The MVEC will have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well-defined limits. The written policy can be found in all MVEC handbooks.

### **Weapons**

Per Missouri Valley Community School District #502.8, participants in the MVEC program shall not possess weapons of any kind, including gun look-alikes, while under the supervision of MVEC staff. **If a child is found with a weapon, parents will be notified immediately as well as law enforcement and school officials as necessary.**

### **Biting Policy**

In cases where a mark is left on another child as a result of biting, the staff will notify both parents. The staff will complete an incident report listing the details of the incident for the children involved. At pick up time, the parents of the children involved will be asked to sign a copy of the incident report that will be placed in the child's file for documentation. In situations where biting occurs, the following first aid procedure will be followed:

- For a surface bite, ice will be applied to reduce any swelling or bruising
- For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

## **Parent Responsibilities**

### **Absences**

If you know your child is going to be absent from our program, please contact us as soon as possible. You can email Melissa at [mneil@movalleycsd.org](mailto:mneil@movalleycsd.org), Lisa at [lpitt@movalleycsd.org](mailto:lpitt@movalleycsd.org), or call us at (712) 642-2706.

### **Arrivals and Pick Ups**

Your child may enter the MVEC building for the Before School (AM) Wrap-Around Program anywhere between 6:45-7:45am **It is very important to keep our records accurate, so please sign your child in.**

You may pick up your child from the After School Program any time after 3:30pm and **no later** than 5:30pm. If you pick up your child after 5:30pm you may be charged a late fee of \$10.00 for every 15-minute increment. Children not attending the PM Wrap-Around need to be picked up by 3:30p.m.

If a parent/guardian is intoxicated or substance-impaired, the MVEC staff will contact the other parent/guardian or emergency contact to provide transportation for the child.

For safety purposes, it is under the staff's discretion to ask for that person's identification before we let them take the child. If they refuse to show identification, staff will keep the child and contact a parent/guardian. There may be extenuating circumstances when another person, not on your list, needs to pick up your child. You must call the MVEC Coordinator with this information.

### **Being Prepared**

Children should come to MVEC appropriately dressed for outdoor activities. This includes:

- Hats, mittens, coat, snow pants and boots in the winter. We are unable to keep individual children inside when the group is going out to play. Therefore, it is crucial to send appropriate outdoor clothing.
- Tennis shoes are preferred, but our goal is to avoid flip-flops and heels.
- Jackets and/or sweatshirts are important to have in the spring and summer. While it may be quite warm during the school day, it can be chilly by the time we go out for recess.
- To minimize any mix-up or lost clothing, label all of your child's clothes, boots, coats, hats, sweaters, gloves, etc.
- It is a good idea to send an extra set of clothing in your child's backpack. There are several ways in which your child can become wet or messy enough to need a change of clothes.

### **Belongings**

Children will put their belongings in their assigned locker or cubby at the MVEC. The MVEC will not be responsible for lost or stolen items so please have your child keep their valuable items at home. It is also helpful to have your child's name on their belongings.

**We do not allow gum, candy, toys, electronic devices, or sports equipment from home.**

Cell Phone / Tablet Policy: MVEC children are discouraged from bringing cell phones or tablets to the MVEC. Telephones are available and staff will assist in making all necessary calls. The MVEC is not responsible for lost, damaged, or stolen cell phones or other electronic devices. Cell phone or tablet use during MVEC may result in confiscation of the electronic device, which will be returned to the child when the parent picks them up.

## **Parent Disclosure**

In the best interest of your child, please inform the staff of any special needs or limitations. We want to provide each child with the best possible care and need to know if your child requires medications (Medication Permission Form required) or other special considerations. Such situations must be discussed with the MVEC Coordinator or Assistant Coordinator who may also consult with school staff. The American's with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program. Please be aware that there are limitations of the MVEC accommodations, we may not be able to care for all needs as we cannot provide one-on-one care.

## **Parent/Guardian Involvement**

We believe in a strong partnership between parents and staff. The MVEC recognizes that each family system is different and we strive to work with each family on a continual basis. The MVEC has the following avenues of parental/guardian involvement to encourage input in decision making, planning and to facilitate communication among parents and staff.

- Parents may request a conference with the Coordinator or Assistant Coordinator at any time to discuss their own child or the program in general. You may set up an appointment if necessary.
- We always like to know what you think. If you have a question, concern or suggestion, please email, talk to the staff or call the MVEC Coordinator at any time.
- We send out evaluations annually to get feedback on how we're doing.
- Information regarding upcoming MVEC events will be distributed as necessary. Parents will be granted unlimited access to their children during MVEC hours, unless parental contact is prohibited by court order. If parent contact is prohibited by court order, the parent must provide a copy of the applicable portions of the court order. That copy will be placed in the child's file.

## **Staff Qualifications**

### **Mandatory Reporting**

By law, the State of Iowa and the Department of Human Services require we inform you: We are required to report any suspicion of child abuse or neglect. It is not our job to determine the validity of such suspicion, but simply to report it.

### **Hiring Procedure**

MVEC has policies set in place that defines the roles and responsibilities, qualifications and special training needed to be employed by the center. Hiring procedure include completion of the following checks:

- Criminal record check
- Free from history of substantiated child abuse or neglect check
- Education credentials
- Verification of age
- Completion of high school or GED
- Personal references
- Current health assessment

## Orientation

Employees must know their roles and duties while working with the children at the MVEC. After meeting with the MVEC Coordinator and Assistant Coordinator upon hiring regarding expectations documented in the MVEC Program Manual they will receive on-the-job training. The training of new employees is monitored by the MVEC staff.

## Staff Development

MVEC Staff are required to take classes/training throughout the course of the year. The resources currently used by the MVEC staff include Child Care Resources & Referral, Greenhills AEA, and Iowa Child Care Training Registry. Staff are expected to complete all trainings which are focused on topics relevant to the MVEC programming.

## Staff Evaluations

The MVEC Coordinator completes formal staff evaluations annually. If there is a concern with an employee's performance the Coordinator will address this as necessary.

## Health and Safety Policies

### General Health and Safety Guidelines

- All staff must be alerted to the health of each child, known allergies or special medical conditions.
- When a child is under the supervision of MVEC, all staff must be alerted to the whereabouts of all the children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are familiar with evacuation routes and procedures.
- All staff are to follow proper procedure for hand washing, using disinfectant and follow universal precautions to prevent infections.
- All MVEC staff completes "Bloodborne Pathogens" annually.
- All MVEC staff will complete CPR & First Aid training, including managing blocked airway and providing rescue breathing for infants and children, if they are not already certified
- All MVEC staff will complete Medical Administration and EPI Pen certification, allowing them to distribute medication with permission from parents/guardians.

### Emergency Medical Consent Forms

Your complete school registration forms should have your home, work and cell contacts, as well as at least two emergency contacts. This is the information we will use when we need to reach you, including in the case of illness or a medical emergency. You will also be required to list your child's doctor, dentist and hospital preference. **If any of this information changes, please inform the MVEC Coordinator immediately.**

### Illness Policy

Upon arriving at MVEC, each child is observed by staff for signs of illness or injury that could affect the child's ability to participate comfortably in daily activities. If a child requires more care than the staff is able to provide, the parent will be contacted. If your child becomes ill during the day, you will be notified and your child will need to be picked up immediately. If you are unable to be reached, an emergency contact person will be notified. Until the child is picked up the MVEC will provide a quiet area for the ill or injured child to rest.

**Children must be free of fever, and other illness symptoms like vomiting and diarrhea, for 24 hours before returning to MVEC. If you feel your child is too sick to participate in outside play or other**

**planned activities, your child should be staying home. The MVEC does not have enough staff to provide supervision to one child who needs to stay inside.**

## **Communicable Disease**

Parents need to notify MVEC staff of any communicable diseases. When a communicable disease has been reported, all parents will be notified by email, and a notice will be posted on site. This notice will include details of symptoms, mode of transmission, period of communicability and the control measures MVEC takes when this event occurs.

## **Medical Emergencies**

In the event of a medical emergency or accident, MVEC staff will administer first aid. If it is determined that medical help is advised, every attempt will be made to contact the parent/guardian. If this is not possible, we will contact the emergency contact persons listed on your registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will call 911. **Under no circumstances will staff transport children themselves to receive medical treatment.**

## **Medication Administration**

All medication to be administered during MVEC hours will be kept and administered by MVEC staff certified in medication administration. No medication will be administered without specific guidelines and directions from the parent/guardian. All medication to be administered at MVEC must be accompanied with a medication permission form, giving specific directions, along with the signature of the parent/guardian. Medication will not be given without a completed form. All "over the counter" medications require a completed form. Prescription medication administered at MVEC needs to be in the original prescription container labeled with: name of the child, name of the medication, directions, physician's name and date of prescription.

For the safety of all children in the program, medications will be stored in a locked, secure place. Any unused medication or empty containers will be returned to the parent/guardian for proper disposal.

After giving medication, staff will observe the child to make sure there are no adverse reactions. In case of a possible reaction to any medication the parents/guardians and prescribing or local physician will be contacted immediately.

## **Hand-washing**

The MVEC will ensure that staff assist children in personal hygiene sufficient to prevent or minimize the transmission of illness or disease. Hand-washing procedures are posted at all sinks. Children's hands shall be washed at the following times:

- Immediately before eating or participating in any food service activity
- After using the restroom
- After handling animals

## **Child Injury/Incident Reports**

If a child is hurt, an accident/incident report will be filled out. The parent/guardian will be asked to read and sign the report. A copy of this report will be given to you (if requested) as well as placed in your child's file. If your child is involved in a behavior-related incident, the same report procedure will be followed.

## **Lice**

If not monitored closely, head lice can be a problem. To keep this situation under control the staff will do periodic head checks. If it is discovered that a child has nits or lice, the child will be sent home to be treated. **Children may not return to the program until they are nit and lice free.**

## **Toilet Training**

All children in the MVEC programs are required to be toilet trained. If a child has an accident, staff will clean the child and put on extra clothes. **It is important that the children have an extra set of clothing from home.**

If a child has frequent accidents, the Coordinator will contact the parent to discuss the situation.

## **Emergency Procedures**

### **General Procedures**

Next to all phones in the MVEC facility is a listing of the facility's exact location including address and directions to assist emergency personnel in finding our location as to assure the staff's ability to properly guide the authorities to our facility.

It is the responsibility of the MVEC Coordinator to keep all staff members informed of their individual duties and responsibilities in the event of an emergency. Staff will be provided with:

- An emergency evacuation diagram
- A complete detailed procedure, in writing, outlining staff responsibilities in the event of an emergency
- A synopsis of the written procedures, including the exact directions to the center, posted near the telephone

### **Fire Emergency**

- Fire drills will be held monthly. All fire drills will be documented in the fire drill log, which will be kept available at the center.
- Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded, which will contact local authorities and emergency personnel.
  - Upon hearing the fire alarm, staff members will immediately react as follows:
- MVEC staff will instruct the children to line up at the closest/safest door in a single file line.
- An MVEC staff member will immediately take the children along with the attendance sheet out through the closest/safest exit door.
- Once in the designated meeting place (on the Parking Lot or Across the Street), the MVEC staff will take attendance using the daily attendance sheet.
- If any child is unaccounted for, the fire department will be advised immediately.
- The staff will not leave the children for any reason, re-entering a burning building must be the responsibility of the emergency personnel. The MVEC staff will assure the children and make every effort to maintain good composure at all times. Children will be released to their parent/guardians or persons on the emergency contact form. If extreme weather conditions permit immediate shelter (i.e. rain, extreme cold or heat, etc) the MVEC children will be transported to another school building.

## **Tornado Emergency**

Tornado drills are held monthly. These drills will be documented on the tornado drill log and kept available at the center.

Tornado Watch: Upon learning of a tornado watch in the area, MVEC will immediately and continuously monitor the weather until such time as the facility is closed and all children have left with their parent/guardians or the weather watch is cancelled.

Tornado Warning: Should weather conditions deteriorate and a tornado warning is issued, the MVEC will initiate the following tornado procedures:

- The MVEC staff will instruct all children to keep quiet and form a single file line at the door.
- The MVEC staff will take all of the children and the attendance sheet to a predetermined location (MVEC kitchen) and close all doors. The children will sit quietly while attendance is taken. If necessary, staff will instruct the children to sit in the turtle position (cover head with hands).
- The children will remain in the predetermined safe location (Restrooms) until the tornado warning has been cancelled.

## **Blizzard/Severe Winter Weather**

Please tune into local news stations to be sure you have accurate information as to delays or closings as you will not be notified by the MVEC on these days.

- **If school is cancelled**, the MVEC is closed.
- **If there is a late start due to weather** the AM Wrap-Around Program will open at 8:45am and the MVEC will open at 10:00am for our all-day programming (Camp or Little Reds Room).
- **If there is an early out due to weather**, there will not be an After School Program and parents of the Wrap Around children will be notified as to the time they will need to pick their children up.

For consistency purposes, the MVEC follows the school schedule for all delays, early outs and closings due to weather. During these closings the MVEC does not have access to lunch or staff to provide a last minute camp day.

It is at the discretion of the MVEC to cancel camp days due to inclement weather for the safety of both children and staff. Parents will be contacted in the event of a camp day cancellation.

## **Intruder within the MVEC**

In the event of an intruder that poses a threat, the MVEC staff and children will follow ALICE (Alert, Lockdown, Inform, Counter, Evacuate) and I Love You Guys training procedures.

## **Utility Failure**

Staff members and children will remain in the main activity room if at all possible, proceed with activities as usual or may go outside to the playground until utilities are restored.

If utilities cannot be restored within a reasonable amount of time, the center will relocate to the Elementary school, if space is available. Otherwise, the center will close and the parents will be contacted. MVEC staff will begin calling parents for immediate pickup.

## Missing or Abducted Child

In the event that a child is missing or abducted, the following procedure will be carried out:

- The MVEC staff will search the premises for the child.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the MVEC Coordinator will be notified that the child is missing.
- The staff will also confirm that the child was not picked up by a parent.

If the child has not been found, a lockdown begins. During a lock down, the procedures are:

- All exits are monitored by staff letting no one in or out of the facility
- 911 will be called by a staff member who has the best knowledge of what the child is wearing along with distinctive features

The following information will be written down and given to the police:

- child's name, age, height, weight, date of birth, and hair color
- child's clothing worn that day, identifying features
- time at which child was noticed missing
- if a child abduction is suspected, were there suspicious vehicles or persons located around the MVEC building (if so, descriptions written down as well)

While the police are in route, the MVEC will continue to look for the child. Once the police arrive at the MVEC building all information will be given to them to help in locating the child. The police will be asked to activate an Amber Alert by the MVEC Coordinator.

Note to After School parents: If we do not get written or verbal communication of alternative child care plans, expect a phone call from the MVEC Coordinator to verify the whereabouts of your child. If we cannot get ahold of you or your emergency contacts the police may be contacted to ensure the safety of the child. If your child will not be attending school, please give the MVEC a call or email to let us know that they will not be with us since they must be at school in order to receive child care from the MVEC.

## Bomb Threats

As soon as a bomb threat is reported, the MVEC building (school year) or Elementary School (summer) will be cleared and law enforcement will be notified immediately. The appropriate District or law enforcement officials will make a thorough search of the building. MVEC staff and children will remain away from the building until it is determined that danger no longer exists.

## Chemical Spills

In the event of an external chemical spill, the MVEC is prepared to shelter in place and keep children and staff inside the building.

- The MVEC staff will move the children away from immediate vicinity of danger and stay at this location until directed otherwise. Attendance will be taken to be sure all children are safe.
- All windows and doors will be sealed and the heating and/or air conditioning system will be turned off
- Local law enforcement will be notified of our intent to shelter in place
- The MVEC Coordinator will determine whether the center will be closed or remain open. Parents/guardians will be notified by phone if the MVEC is closing.
- An "all clear" will be given once the threat has passed and it is safe to leave the building

In the event of an internal chemical spill (i.e. natural gas leak, etc.), the MVEC will evacuate the building.

- MVEC staff will instruct the children to line up at the door in a single file line.
- An MVEC staff member will immediately take the children along with the attendance sheet out through the closest exit door.
- Once in the designated meeting place (outside), the MVEC staff will have the children sit down quietly and take roll using the daily attendance sheet.
- All windows and doors will be sealed and the heating and/or air conditioning system will be turned off
- Local law enforcement will be notified of intent to evacuate the building
- The MVEC Coordinator will determine whether the center will be closed or remain open. Parents/guardians will be notified by phone if the MVEC is closing.
- An “all clear” will be given once the threat has passed and it is safe to re-enter the building

**\*\*For more detailed information regarding our programs please see the MVEC Program Manual**