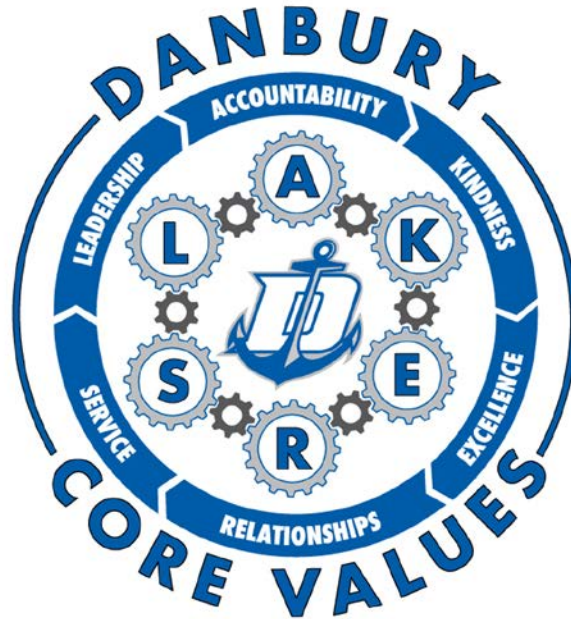


**Danbury Local Schools  
After School Latch Key Program  
Parent/Student Handbook  
2020-2021**



**Mr. Daniel E. Humphrey, Jr.  
Principal**

**Mrs. Cindy Plottner  
Coordinator**

***Updated May 8, 2020***

**Danbury Local Schools  
9451 E. Harbor Rd.  
Marblehead, OH 43440  
Phone: (419) 798-4081  
Fax: (419) 798-2261  
[www.danburyschools.org](http://www.danburyschools.org)**

## **WELCOME TO DANBURY'S AFTER SCHOOL LATCH KEY PROGRAM**

We are so happy you have chosen Danbury After School Program as your child's care provider. We will do everything in our power to live up to the trust you have placed in us. Please never hesitate to contact us for any reason to help us provide your child with a positive experience.

Please take a moment to become familiar with this handbook. We realize certain aspects sound very technical to comply with state standards and requirements, but you will find important information for the year to run smoothly for all involved.

We are looking forward to a great year!

### **FAST FACTS:**

\*Hours are 3:30-6:00 P.M. each day school is in session. An extra charge will be incurred if the child is not picked up by 6:00 P.M.

\*Cost is \$8 per day, per child.

\*Please send a daily snack for your children. No snack can be shared with other students. Water will be provided.

\*If your child is signed up to attend specific days, please send a note or call if he/she will not be coming. If your child will be coming "as needed", just send a note or call so we know to expect him or her.

\*Please remember to update your registration form as needed through the year. **YOUR CHILD WILL NOT BE RELEASED TO ANYONE NOT LISTED!**

\*During school hours we can be reached by calling the elementary school office at (419) 798-4081. Between 3:30-6:00 P.M. you can call us on your After School cell phone at (419) 341-5726.

## **State License**

Danbury Local Schools After School Latch Key Program is licensed by the Ohio Department of Education to provide care for no more than 32 students per session. The license is posted in the classroom in accordance with Ohio Revised Code. The law and rules are available for review upon request.

The Danbury Local Schools would like to take this opportunity to welcome each and every one of you to our school. We hope that you and your child will have a very enjoyable, rewarding, and productive year. If any problems, questions, or concerns arise during the course of the year do not hesitate to call the school principal Dan Humphrey at 419-798-4081 so the matter may be quickly resolved.

The school's licensing record, including compliance report forms and evaluation forms for the health, building, and fire departments is available upon request.

Any complaints and reports concerning the operation of programs regulated by ODE under Administrative Code 3301.52 and 3301.59 of the Revised Code may be reported to the department ombudsman or the office of early childhood education at 1-614-466-0224 or 1-877-644-6338. These numbers are also posted on or near the program license.

## **Basic Operation**

### **Hours**

Danbury After School Program is Monday through Friday 3:30-6:00 P.M. and corresponds with Danbury Local Schools calendar.

### **Contacting the Program**

The phone number at Danbury Local Schools is 419-798-4081. **Any changes to your child's schedule that day must be done by 1:00 P.M. to ensure communication and safety.** You may reach the program coordinator from 3:30-6:00 by dialing (419) 341-5726

### **Attendance Communication**

If you have declared on the registration form specific days your child will attend weekly, please send a note if they will not be attending that day. If you will be using this service "as needed", please send a note to let us know to expect them.

### **Eligibility**

All Danbury students' ages **Kindergarten through 6<sup>th</sup> grade** are eligible. Students must attend school that day to be eligible for the After School Program.

The after school program is based on a first come first serve basis until all licensed spaces are filled. All fees and necessary paperwork must be completed for eligibility. Guardians may use this service, if space is available, as frequently or infrequently as needed. There is no attendance commitment. On the information form please designate who has permission to pick up your child. **YOUR CHILD WILL NOT BE**

**RELEASED TO ANYONE NOT LISTED.** Please contact the school if any changes occur.

### **Registration**

Registration for the program is available in the office.

### **Pick up/drop off procedures**

Danbury Schools does not provide transportation for After School students. Students will stay after school and must be picked up by a responsible, authorized adult by 6:00 P.M. Any pick-ups after 6:00 P.M. will result in extra fees taken from the parent/child's account.

### **Fees**

The fee for Danbury After School is **\$8 per day** and must be paid promptly. Payment may be sent in an envelope with your child or to the elementary office. Checks must be made out to Danbury Local Schools. We do not accept credit card payments. Your child will bring home with an invoice for services. Non-payment will result in a termination of service. Please retain the receipt you are given at the time of payment as proof for your taxes, we will not be sending any type of summaries.

Parents are required to pick up their child(ren) no later than 6:00 P.M. The following late fees will apply:

\$1 for each minute after 6:00 P.M.

\$2 per minute after 6:15 P.M.

After 6:15 P.M. the staff will be instructed to contact emergency contacts from the list provided on the medical forms. If one cannot be reached after 6:15 P.M., a call may be placed with children services or the local authorities.

### **Pictures**

From time to time, pictures will be taken of the children and put into the local newspaper. If you wish for your child's picture not to be taken, please provide the school with this request in writing.

### **Inclement Weather**

From time to time we have some dangerous weather related road conditions. When this happens, Danbury Schools will delay school or possibly cancel for the day. If the superintendent decides to cancel school, the Danbury After School Program will not be in operation. If the weather poses a possible threat to student safety at any time during the day, the superintendent may decide at his/her discretion to cancel the program for that day/evening.

### **Inclement Weather Announcement Procedures**

In the event that school must be closed or delayed for inclement weather or other emergencies, prior to the opening of school in the morning, announcements will be made on **Danbury's website, Facebook and Twitter page, and One Call Now Phone Service.**

The following radio and television stations may also carry information: WMTX (107.7 FM); WSPD (1300 AM); WLEC (1450 AM); WCPZ (102.7 FM); KISS (92.5 FM); WTOD (1560 AM); WTOL (TV 11); WNWO (TV 24); WTVG (TV 13).

In addition to the use of traditional media outlets, Danbury Local Schools utilize the one-call now system. In the event of inclement weather, our automated system will call the phone number(s) you provide with the necessary information regarding any changes to the school day.

### **Custody**

Any custodial parent or guardian of a child enrolled in the program shall be permitted unlimited access to the center during the hours of operation for the purposes of contacting their child(ren), or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent.

### **Child Abuse and Neglect**

State law requires that all suspected cases of child abuse must be reported to the appropriate agency. The teacher, principal, counselor, social worker, school psychologist, and health room aide work together to assist the student and family.

### **School Goals/Philosophy**

The goal and purpose of After School is to provide a safe, enriching environment in which each child will feel wanted and valued.

Our program provides opportunities for the physical, emotional, intellectual, and social growth of each child. We maintain a flexible and loving environment. Our goal is to be a supplement and complement to the experience a child has with his/her family. Research has proven that young children learn by doing and Danbury After School program will emphasize the importance of an active learning environment.

Parents are invited to confer with the teacher or building principal. It is best to call and set a time so the teacher/principal will be able to give their undivided attention to you and the situation.

Our curriculum includes, but not limited to arts and crafts (of the children's own inspiration and staff/volunteer led) snack time, homework study time, guest speakers from the community, and free choice activities both indoor and outside.

### **Dress Code**

Dress and grooming are rightfully the responsibility of the individual student and his/her parents. To be proper for school, dress should be clean, neat and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational

process.

1. Interpretation and enforcement is at the discretion of the principal. Teachers will send potential violators to the office.
2. Lettered or pictured clothing may not express profanity, vulgarity, obscenity, weapons, or relate to the promotion of alcohol, drug, or tobacco use.
3. Proper footwear must be worn. Shoes with toe or heel plates, and rollersneakers are not allowed. Please no flip flops. Sandals or Crocs with back are acceptable.
4. Halter and tube tops are not permitted.
5. Bare midriffs are prohibited. Tank tops and mesh tops are not allowed without proper undergarments.
6. Dangling earrings are not considered safe for elementary students at school.
7. Shorts are allowed with the following guidelines. Shorts must have a finished hemmed bottom. Spandex shorts and running shorts are not allowed. All inseams must be a minimum of five inches and the fingertip standard will apply.
8. Hats are not permitted.
9. Link chains are not permitted.

### **Evacuation Plan**

Depending on the time of day and seriousness of the situation, there may be times we may want to evacuate our students to alternative sites. Parents should assume that education would continue for the After School Program unless otherwise announced.

**After School Program will be evacuated to Lakeside's Wesley Lodge/South Auditorium. PLEASE DO NOT CALL THE SCHOOL IF AN EVACUATION OCCURS. THE ONE-CALL NOW SYSTEM WILL BE ACTIVATED AND YOU WILL BE CONTACTED WITH INFORMATION AND INSTRUCTIONS.**

### **After School Programs/Activities**

During the course of the school year, plans will be underway for several exciting activities, guest speakers, and programs. You will be notified of such events.

### **Personal Property**

Children should wear comfortable clothing that allows them to run, paint, and play. Soft-soled shoes are to be worn every day.

Personal electronic devices are not allowed at After School. Staff cannot monitor the use or safety of these items and we rather children spend their time here playing actively and using their creativity.

Students are discouraged from bringing personal items that may become lost or stolen. Program coordinators are not responsible for any personal item.

### **Snack Information**

Each child's parent is responsible for supplying their own snack if desired. It is a school board policy that no student is allowed to share snacks or purchase food for the entire class due to allergies. Therefore, we ask that you supply your own child's snack each day.

Nutritious snack recommendations are:

1. Fresh vegetables plain or with a low fat dip or yogurt.
2. Fruit snacks or roll ups
3. Fresh fruit (avoid grapes and oranges).
4. Yogurt, applesauce, jell, or pudding cups.
5. Pretzels and cheese snacks.
6. Granola bars
7. Fruit bars or fruit muffins.
8. Mixed dried cereal served in cups or baggies.
9. Assorted crackers with cheese chunks or spread able cheese.

**Please avoid peanut butter. Too many children have a food allergy to this particular product.**

### **Attendance and Illness**

If your child shows symptoms of illness, please keep him/her at home as they will not be able to participate in After School if they are ill or running a fever. This is at the discretion of the school nurse and After School Program staff. If your child has a contagious disease such as measles, mumps, etc., please contact the school nurse AT ONCE so that other parents may be informed and we can take precautionary measures to prevent the spread of disease.

### **Management of Communicable Diseases Policy**

A person trained in the recognition of communicable disease will provide a brief health check prior to the child's joining with a group of children. The communicable disease chart is posted for your review in the classroom. We recognize communicable disease symptoms as:

1. A fever of or over 100 degrees, taken by auxiliary method.
2. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
3. Diarrhea and/or vomiting two or more times in the same day.
4. Evidence of lice infestation, scabies, or other parasitic infestation.
5. Severe coughing, including a whooping sound
6. Difficult or rapid breathing.
7. Yellowish skin or eyes.
8. Redness of eyes, obvious discharge, matted eyelashes, burning, itching
9. Unusual spots or rashes

10. Unusually dark urine and/or gray or white stool.
11. Stiff neck with an elevated temperature
12. A sore throat or difficulty swallowing

A child identified to have a symptom of communicable disease treated by the nurse will be isolated from the other children in the nurse's station. A teacher, teacher's aide or other staff member will remain with the child while the parent/guardian or parent designee is contacted to pick up the child as soon as possible or within a 30 minute time period.

### **Immunization/Physicals**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is means of combating the spread of disease, the Board of Education requires all students to be immunized against polio myelitis, diphtheria, pertussis, and tetanus –DPT; and rubeola (measles), mumps, and rubella (German measles) – MMR in accordance with the state statutes. Enforcement of this policy shall be the administrative responsibility of the building principals.

In accordance with the state statutes students shall not be permitted to attend school beyond fourteen days from the first day of school or the day they enter, if they are not in full compliance with the requirement. The Ohio Department of Education requires that all Preschool students must have a physical and immunization records on file within 30 days of starting school. Once the 30 days have expired and the school does not have these records your child will be removed until all records are up to date.

R.C. 3313.65, 3313.671, AND 3323.05 A.C. 3301-02-02 (P) (4), 3301-07-01 (W)

### **Medication**

The procedures are as follows, from Board Policy.

#### Prescription Drugs:

1. A form must be signed by both the physician and the parent.
2. The medication must be sent in the container received from the doctor or pharmacist.
3. The school must be sent a note from the doctor if there is any change in procedure.
4. Medication sent to school is limited to a one month supply. Unused and unclaimed drugs will be destroyed after the last day of the school year.

#### Non Prescription Drugs:

1. All of the procedures for prescription drugs will be followed except that the permission and directions for administering the medication will be filled out by the parent.
2. No medication can be given without the signed permission form which must be sent to the principal.

Both drug forms are available at the school.



Medications shall not be sent to school with the child on the bus.

### **Safety Policy**

1. No children shall be left unsupervised.
2. The teachers must have access to a telephone.
3. Posted plans for fire and weather alerts are located in each classroom.
4. A signed permission slip is needed for each field trip. Adequate chaperones will accompany the classes at all times.
5. A first aid box and a teacher trained in first aid will be available on all field trips and at all times.
6. Each child will wear an ID tag on all field trips with their name and school information.
7. Fire and tornado drills will be held monthly.
8. Spray aerosols shall not be used at any time when the children are present at the school.

If any child has an accident while at school, the parent will be called at once. If emergency treatment is needed, the teacher will do what is necessary such as call the EMS if needed. Someone will stay with the child until a parent/guardian arrives, even if transported by EMS. An accident report will be completed when an accident or injury occurs that requires first aid, a bump or blow to the head, emergency transportation, or any unusual or unexpected event that jeopardizes children or staff.

The Administrator, teacher, teacher's aide or any other staff member are required to immediately notify the local public children services agency if they suspect that a child has been abused or neglected.

### **Safety Drills**

#### **Fire Drills**

When the fire bell sounds it is very important for students to become silent and listen for directions. We will leave the building rapidly. Students are asked to remain silent until they are back in After School.

#### **Safety Drills**

Safety drills may be conducted periodically to insure the safety of the students and staff.

#### **Tornado Drills**

During a tornado drill students, upon directions from their teacher, go to their assigned areas and assume the tornado drill position.

### **DISCIPLINE POLICY (Rule 5101:2-12-22)**

If there is a discipline, behavioral, or emotional problem with a child, the first step is a positive approach. We tell the child what to do instead of what not to do. This redirects

bad behavior by giving him/her something positive to focus on. When a child is out of control, they will sit in a chair until they are ready to join the group again. The child will decide when he/she is ready. The child and teacher will talk about what is wrong. If there are any problems or concerns that are not resolved in a reasonable amount of time, a parent/teacher meeting will be arranged. The teacher is responsible for keeping order and general discipline in the classroom.

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation and praising the child for appropriate behavior.

Physical punishment and verbal abuse will not be used. As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE after care Licensing Rules and DLSD policies, staff follow these discipline guidelines:

- After care staff member(s) in charge of child(ren) are responsible for discipline. Policies are in affect for all staff in all after care areas, including playground, field trips, or other school-sponsored activities.
- All after care staff members shall be informed of and receive a copy of DLSD's discipline policies upon employment and annually in the handbook.
- The aftercare staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  1. There shall be no cruel, corporal punishment or any unusual punishments or any punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  2. No discipline shall be delegated to any other child.

3. No physical restraints shall be used to confine a child by any means other than holding for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a small cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
10. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. An entire group of children shall not be punished due to the unacceptable behavior of one or a few.
12. Children shall not be isolated and restricted from all activities for an extended period of time.

DLSD after care staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

Our latch key after school care program is a privilege, not a right. Due to discipline issues a student's enrollment may be removed for a day, two days, a week, or for the entire school year. Consultation with the building principal would occur for a long term removal.

### **Movement through the Hallways**

During times in which the offices and hallways are heavily populated by school personal, your child (depending on age/ability) may be permitted to walk to the restroom, or other destination by themselves. At other times he/she will be accompanied by a staff member, middle or high school volunteer, or older responsible student.