

# **Wickham Elementary Before & After School Program**



## **Parent Manual 2019 - 2020**

**Coralville Parks & Recreation Department**



## ***I. Administration***

### **A. Location, Purpose and Philosophy**

The Wickham Before & After School Program will provide before and after school care for students in Kindergarten – 6<sup>th</sup> grade and will utilize the gymnasium, multi-purpose room/cafeteria, and the outdoor play areas at Kate Wickham Elementary School.

Coralville Parks & Recreation Before & After School programs are an opportunity for children to participate in recreational and social activities in a safe and supervised environment. Youth are encouraged to participate in activities that teach lifelong leisure skills and help each child to feel confident in his/her out of school time choices. Children will have the opportunity to try many recreation activities as well as help in the planning of the activities they and their peers will participate in. The programs also work with the local schools to reinforce concepts of the student's academic day in the learning of activities of daily living. Through this process, children will build self-esteem and life planning skills, which will benefit their growth.

### **B. Organization and Governing Body**

#### Before & After School Program Chain

Parents and Children  
Youth Counselors  
Site Managers  
Recreation Program Supervisor – Travis Mai  
Recreation Superintendent – Scott Prochaska  
Director of Parks and Recreation – Sherri Proud

The Recreation Program Supervisor will be in charge of the program and will employ two Site Managers and 10 – 12 youth counselors to help facilitate the activities and supervise the children. State law requires a staff ratio of 1:15, but our goal is to maintain a ratio of at least 1:10.

At times, volunteer help may be used from North Central Jr. High, Northwest Jr. High, West High or university classes. Interviews will be conducted with volunteers before they will be allowed to participate. For adults wishing to volunteer, we will follow the volunteer procedures established by ICCSD and noted on the Iowa City Community Schools website. At no time is a volunteer allowed to interact with children without direct supervision from a staff member.

The Before & After School Program will receive guidance from the Coralville Parks and Recreation Commission, a volunteer board of citizens. The Commission reviews and recommends to the Coralville City Council policies, rules and budgets relating to the parks, playgrounds, and recreation programs of the department. They meet on the third Monday of each month.

Occasionally a BASP Parent Committee is formed to address special projects or to give the program feedback. Meetings are by open invitation and will meet during the school year. Meeting notices and agendas will be posted at the Sign In/ Sign Out cart and placed in newsletters and/or e-mails to the BASP families.

**C. Enrollment and Re-Enrollment**

Program re-registration will take place in January for the following school year. Current participants will have a 30 day designated period to re-register for the program, as well as register any incoming siblings.

Wickham BASP will begin taking waiting list applications on the Kindergarten Registration date for ICCSD for the subsequent school year. (2/27/20) Wickham BASP will accept applications from new families interested in a position at program for 30 days. A lottery list will be generated from the pool of applicants on (3/30/20). Positions available at the program will be offered to the family based on the lottery draw order.

Once the program is full, a waiting list will be started. Families may be added to the waiting list on a first come, first serve basis following the initial lottery draw. The waiting list will be wiped clean at the end of February of each school year. Families interested in the program may resubmit an application for the following school year.

If a family declines a position when offered, the family will be removed from the waiting list.

For a detailed timeline of the ICCSD-BASP Waiting List Policy, go to [www.iowacityschools.org](http://www.iowacityschools.org), under the “Programs” tab you will find Before & After School Program information.

**D. Funding, Fees, and Tax I.D.**

A \$30 non-refundable enrollment fee will be collected for each child at the time of registration to reserve a position. This fee will not be applicable towards tuition and is used each year to purchase new games and equipment.

**2019 – 2020 Fees Per Month (September – May):**

Before School Program	\$ 125
After School Program	\$ 210
Before & After School Program	\$ 245

Tuition may be paid each month at the Coralville Recreation Center (cash, check or money order) or by check to the Recreation Program Supervisor or Site Manager at program. Families may also pay tuition by ACH (auto-withdrawal from bank account). Checks are to be made out to the **City of Coralville**. Receipts will be e-mailed to you from our registration system, if payment is made by cash, check or money order. If your family pays tuition using ACH, a receipt will be emailed. We reserve the right to alter the terms of this agreement as needed. We will give able notice when making changes whenever possible.

Fees will be pro-rated for June and August only, regardless of the number of days the program is held or the number of times your child attends in a month.

Fees are due on the first of the month. If tuition is not paid by the 7<sup>th</sup> of the month, a late fee of \$10 per child will be charged. If tuition is not paid by the 15<sup>th</sup> of the month, your child(ren) will be suspended from the program until fees are paid in full. Your child's position could be forfeited to another interested participant. If a child withdraws or is discharged from the program, fees are due for the remainder of that month. See section II-F for more information on withdrawing from BASP.

#### ActiveNet/ Monthly Tuition Receipt's

If you choose to pay your tuition monthly by check (not automatic Bank withdrawal- ACH), you can access your yearly receipt all together by these steps.

- Go to our online site by using this website address: <https://apm.activecommunities.com/coralvillerecreation>
- Once there, click log in and enter your username and password. If you do not know your username and password you will need to call the Coralville Recreation Center at 319-248-1750 to get help accessing this information.
- Once you log in, go to prior transactions and you will be able to print all of your receipts from there.

**Wickham BASP, SPARK Day Camp & Trail Trekkers do not provide end-of year totals for tax purposes. Please keep your receipts for tax purposes.**

#### Federal Tax I.D.

The Federal Tax I.D. number for the City of Coralville is **#42-600-4814**. This number can be used to claim childcare costs on income taxes.

#### Early/Late Fees

An early fee of \$1 per every 1 minute early will be assessed before 7:00 a.m. A late fee of \$1 per every 1 minute late will be assessed after 5:45 p.m. Early and late fees are due within one week of the late pick-up or early drop-off.

Please call if you know you are going to be late. A child who is left at the After School Program past 6:15 p.m. will be considered an abandoned child and the staff reserves the right to call the police department. At the discretion of the Recreation Program Supervisor, childcare services may be withdrawn if more than 3 overtime charges occur in less than a three month period.

If your child is enrolled in only the after school program, you may bring your child once a month to the before school program for a fee of \$5 per child. Arrangements must be made with the Recreation Program Supervisor prior to the day of drop off.

### Financial Assistance

If you are eligible for the school district's Free or Reduced Lunch Program, the before and after school programs of the Coralville Parks & Recreation offer a reduced cost to attend BASP at the following locations: Kate Wickham BASP, Norman Borlaug BASP, James Van Allen BASP, and Camp Coralville North & South BASP's.

### Scholarship Program/ Tuition Assistance

The scholarship program will be administered with the following structure:

- Proof of eligibility for scholarship must be provided by the parent in the form of notification from the school district on official district letterhead that the child is eligible for free or reduced lunch. Proof will be submitted at time of registration and again in October of each year. This information will be held confidential.
- A student eligible for free lunch will pay 25% of the monthly tuition fee.
- A student eligible for reduced lunch will pay 50% of the monthly tuition fee.
- Scholarship recipient numbers will comprise no more than 10% of a Wickham BASP determined maximum enrollment numbers.
- The yearly application fee will be waived for a BASP scholarship student.

### **2019 - 2020 Tuition**

Service Type	Full Tuition	50% (Reduced Lunch)	25% (Free Lunch)
Both Before & After	\$245	\$122.50	\$61.25
After Only	\$210	\$105	\$52.50
Before Only	\$125	\$62.50	\$31.25

### Child Care Assistance Equivalent Option

If a family is also eligible for Child Care Assistance (CCA) through the Department of Human Services (DHS), the Scholarship Assistance Program will honor the equivalent of the assistance granted by DHS.

To apply for this CCA equivalent funding, families must provide to Coralville Parks and Recreation proof of eligibility in the form of a Notice of Decision letter for Child Care Assistance from the Department of Human Services.

To complete the application, the parent or guardian will need to:

Go to the DHS Child Care Assistance website at <http://dhs.iowa.gov/childcare>. On the right side of the webpage, click on "How to Apply".

Under "Assistance Programs", click on the DHS Financial Support Application link. Print and complete the application and return it to Johnson County DHS Office, 855 S. Dubuque Street, Iowa City, 52240. The application is available in both English and Spanish. Applicants may also complete the application online at [www.oasis.iowa.gov](http://www.oasis.iowa.gov).

The applicant will receive a Notice of Decision letter from the Department of Human Services stating the child or children eligible for assistance, dates of

eligibility, how many units per day (units are in 5 hour increments) the child(ren) who is eligible for, and the co-pay amount, if a co-pay is required.

Either before the application is made or while waiting for the Notice of Decision, the parent or guardian must contact the program supervisor for the Parks & Recreation program desired. A waiting list may exist for the program. Families may add to the waiting list before applying to DHS CCA. A spot must be open for the child in the program before being accepted into the program regardless of eligibility for assistance.

When the Notice of Decision letter is received, the parent or guardian will provide a copy to the supervisor of the Coralville Parks & Recreation program along with the completing appropriate paperwork required by the program for entry. Eligibility for free or reduced tuition will be in effect as long as a current Notice of Decision letter is on file with Coralville Parks and Recreation. It is the responsibility of the family to keep the Notice of Decision letter renewed following the appropriate steps with the Department of Human Services. Should the Notice of Decision be revoked, the family will be responsible for any tuition payments for participation that are no longer being covered.

**E. Program Hours**

The BASP hours of operation will be:

Before School Program: Monday - Friday	7:00-7:50 a.m.
After School Program: Mon/Tue/Wed/Fri	2:55-5:45 p.m.
After School Program: Thursday	1:55-5:45 p.m.

The program will be held each day the Iowa City Community School District holds school.

To reach the program during Before and & School Program hours, please call **319-430-5554**.

**E. Inclement Weather**

**In the event of school cancellation for inclement weather or other reasons, program will not be held.**

If school should start late for previous stated reasons, Before School Program will not be held. If school should dismiss early for these reasons, After School Program will not be held. It is difficult to staff the program on last minute notice for hours they were not scheduled for. Wickham BASP also respects the same reasons that the ICCSD felt it was not safe to have children in school.

If program is already in progress and inclement weather or other conditions arise, the Recreation Supervisor will consult with the Recreation Superintendent. After a review of the local weather forecasts and advisories, and it is felt that program should be closed, parents will be contacted to pick up their child(ren). The staff shall remain on site until all children are picked up. Staff will not transport children.

**G. Withdraw from Program**

Withdrawal from the program requires a written statement 30 days in advance of the last day. Tuition is due for the remainder of the month if withdrawal notice is given on days 1 - 15 of the month and is due for half of the next month if withdrawal notice is given on days 16 - end of current month. **Withdrawal from the program is not allowed after February 15 of the current school year. If you should withdraw after February 15 BASP tuition is due for the remainder of the school year.**

No School Days

For scheduled No-School-Days, participants of Wickham BASP will have the opportunity to sign up for an all day program. The No School Day program may be held at other Coralville Parks and Recreation facilities. Registration forms will be available in early September for the October – January dates and mid-January for the February – March dates.

Fees for No School Days:

No School Day Fee \$35\*  
*\*If registered at least one week in advance of the no school date.*

No School Day Fee \$45\*\*  
*\*\*If registered less than one week prior to the No School Day.*

**\*\*\*Out of town field trip cost on no school days may be subject to different fees than the normal no school day fees.**

The days we will have all day program for the **2019 - 2020** school year are:

Friday, October 4	No School Day
Monday, October 7	No School Day
Tuesday, November 19	Conference Day
Friday, January 3	Winter Break Camp
Monday, March 2	Conference Day
(Mon – Thurs) March 16-19	Spring Break Camp
Friday, April 17	No School Day

No School Day fees must be paid at the time of Registration. **Cancellations made less than 7 days in advance will not receive a full refund due to advanced planning required for these dates.**

**H. Insurance**

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these tasks. The City of Coralville does not provide medical insurance to participants. ICCSD students may sign up for

accident insurance in the fall of each year. Families who wish to enroll should contact their school office.

**I. Visitors and Access**

Parents/guardians are welcome to observe the Before & After School Program. Parents/guardians shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation unless parental contact is prohibited by court order. A copy of this court order needs to be provided to the program and all staff will be informed of the court order. The police will be called if a parent comes to program who is ordered to stay away from a child.

For liability, supervision, and other reasons, it is not possible for children who are not enrolled in the program to visit or take part in the program activities.

**J. Photo/Video Release**

Participants in programs of the Coralville Parks and Recreation Department permit the taking of photos and videotapes of themselves and their children during City sponsored activities for publication and use as the Department deems necessary.

**K. Summer Program**

The participants of Wickham BASP have the opportunity to enroll in SPARK (Summer Park And Rec Kids) Summer Day Camp, a recreational day camp held for 9-10 weeks. Wickham BASP participants will receive priority enrollment in advance of the general public. Information will be distributed in early March.

**II. Forms/Medication/Procedures**

**A. Records and Forms**

The following forms must be completed and placed on file with the program before attending. These forms must be completed yearly.

1. Enrollment Agreement
2. Participant Information Packet, including health statement
3. ACH form (preferred option)

These forms must be turned in and on file at the school office:

Immunization records\*  
Health Card or Physical examination, signed by the physician

*\*If a child's religious affiliation is contrary to medical treatment or immunization requirements, a notarized statement of exemption must be kept in the child's file at the program.*

**B. Health and Medication**

When children enter the program, staff will have direct contact with each child upon arrival to insure the child's health and safety are adequate. Staff members will express any concerns of a particular child's health status with Recreation Program Supervisor or Site Manager.

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- contagious disease or illness
- fever of 100 degrees or more
- vomiting or diarrhea
- accident requiring medical attention

In case of a medical or dental emergency, accident, or illness, parent(s) of the child will be called immediately. In a serious case, the child will be taken to the hospital indicated on the Emergency Consent Form by ambulance with parents being notified as quickly as possible.

If a child requires medication during Before & After School Program hours, only a 30 day supply will be kept on hand. A medication release form must also be on file. Forms are available at program.

Medication must be in its original bottle or a duplicate bottle with name of prescription, child's name, dosage instructions, and physician's name. All medication should be in doses or child should be able to pour/administer dose.

Staff are not allowed to give dosage, i.e. pour medication into a spoon.

**Any medication administered during the program requires a parent's permission on file, including over the counter medications.**

**C. Pick up/Drop off**

Persons picking up your child from Wickham BASP must be listed on the authorization form. The sign in/out form must be completed by the person dropping off or picking up the child. Parents/ Guardians and authorized people to pick up a child, must come into the school and sign out the child from program (i.e. a parent cannot honk and wave from his/her car).

If a temporary change in pick up is made, a written note should be given to the Recreation Program Supervisor or Site Manager.

**D. Absences**

**Please call 319-430-5554 by 1:30 p.m. (12:30 p.m. on Thursday) if your child is absent from school and/or will not be attending the After School Program.**

This will enable our staff to know who to expect at program each day. Please make every effort to contact the program to notify us of an absence. This allows the program staff to give their full attention to the children in attendance, rather than looking for a child who didn't report due to uninformed absences.

**L. Toys and Games**

Thursday will be the designated day of the week that a child can bring a toy from home and play with at BASP. (See monthly calendars for additional dates.) Toys

from home may include electronic hand-held games, i-pads, board games, stuffed animals action figures, etc... Please be sure that your child's toys are clearly marked with his/her name and consider sending only one toy at a time. Wickham B.A.S.P. and the Coralville Parks and Recreation Department are not responsible for lost or stolen items.

*\*If your child's electronic device has Wi-Fi capability, please discuss with your child expectations for use of the device. All electronics that can be connected to Wi-Fi and all games brought to program need to be rated E for everyone and appropriate for program. If the staff determines that a child is playing an inappropriate game or watching something that is not deemed appropriate for program, the electronic will be taken away and returned to the child's parents at pick up at the end of the day. Free Play Day is a privilege, Wickham BASP reserves the right to restrict the privilege if deemed necessary.*

**F. Cell Phones**

Children will only be able to use their cell phones at the discretion of the Recreation Program Supervisor or Site Manager. They will need to remain in bags and out of sight while at program.

**G. Sunscreen**

Sunscreen should be provided by the parent and staff will assist children to apply at the after school program. (Parents should inform the Program Supervisor or Site Manager if sunscreen needs to be applied at BASP.)

### ***III. Staffing and Activities***

**A. Staff Members**

Staff members must be high school graduates or equivalent and it is preferred that they have 2 years experience in childcare, elementary education, or other related areas. They are required to maintain certification in First Aid and CPR, Child Abuse Mandatory Reporting, and attend other department trainings as required.

Prior to hiring a new staff member, the Program Supervisor will complete a check on all potential employees through the Iowa Criminal Courts & Iowa Registered Sex Offender lists, as well as complete a background check with the Iowa Department of Criminal Investigation.

Upon hire, a staff member will receive an orientation prior to starting work. Check off sheets will be completed for the appropriate area, verifying that he/she has received training on the various equipment and/or chemicals that he/she may have to use, mandatory reporting requirements, emergency procedures, discipline policy, and other policies governing the programs. He/she will also be "buddied" up with a youth counselor or site manager for a training period to be determined by the supervisor. During this time he/she will also receive an orientation for Blood Borne Pathogens and Exposure Control equipment and schedule Universal Precautions training with the Recreation Program Supervisor.

Counselors will also attain 6 hours of professional growth training each year in the

areas of Child Development, Guidance & Discipline, and many others.

Staff members for the Before & After School Program will wear a staff shirt with the Coralville logo, on all days but Fridays and will wear a nametag on their shirt or jacket every day. If a substitute counselor is present, children should look for these signs of identification.

Staff are **not** allowed to transport children in their personal vehicles for emergencies or otherwise during work hours. If a staff member will be providing private childcare for a family and will be transporting children, a permission note must be placed on file.

#### **B. Extracurricular Activities**

For activities such as soccer, music lessons, Girl Scouts, etc. a written schedule of the activities, times, supervising adult and phone number, and method of transportation must be given to the Recreation Program Supervisor or Site Manager by the parent. Written permission must also be provided if a child is leaving the Before & After School Program for outings, birthday parties, etc with someone other than a person on the pick up list.

#### **C. Field Trips**

Field trips may be taken periodically. Parents will be notified in writing at least one week prior to the trip. Field trip transportation may be by foot, by department van, Coralville Transit, or motor coach/school bus.

In the department van, no child under 12 years of age will be allowed to ride in the front seat of the van. Children in Kindergarten and 1<sup>st</sup> grade will ride in a booster seat unless the child weighs over 80 lbs or is taller than 4' 7". All persons driving a department vehicle carrying children will have on file a valid Class D Chauffeur's License or a CDL to drive a bus.

Emergency medical consent forms are carried on all field trips and an extra staff member(s) will assist us on trips.

If a parent chooses not to have his/her child participate in a field trip, he/she will be responsible for making alternate child care arrangements.

#### **D. General Activity Schedule**

The program will utilize the multi-purpose room, gymnasium, and playgrounds at Wickham Elementary School. Kids will have the choice of participating in the activity choices of the day or an area will be designated to draw, color, read, and/or do homework. A monthly activity schedule will be posted at the program and will be available to pick up, as well as sent by e-mail.

##### General Schedule

2:55 – 3:00	Arrival of children/ Check In
3:00 – 3:15	Announcements & Free Time
3:15 – 4:00	Snack/Indoor or Outdoor Free Time
4:00 – 5:00	*Activity Choices: Craft, Recreational Game or Quiet Activity

*"Mind Time" will be implemented two times per week for the purpose of completing homework, reading, or additional practice in math, writing, or other academic areas.*

5:00 – 5:45 Free Time

Movies which are rated G or PG are occasionally shown at program as an activity option. Movies will be provided as an activity two to three times per month.

Before school program activities will consist of quiet activities & board games. *There will be no gym time available in the morning program.*

## **E. Snacks**

Wickham Before & After School Program follows the Smart Snacks in Schools standard published by USDA and required during the school day. The standard was set to instill healthy habits in children. The standard requires that food served must be "whole grain-rich", a fruit, vegetable, dairy product or protein rich food. The foods served must also be low in calories, sodium, fat, and sugar. After school program snack must have two food groups represented and breakfast snack must have three food groups represented. We serve snack 30 minutes after the end of the school day, therefore special exceptions to the menu and celebrations are permitted occasionally after school.

### **After School Program Snack Menu Example:**

Monday	PM	Wholegrain Goldfish crackers, fruit juice
Tuesday	PM	Fresh fruit & yogurt parfait w/ granola, fruit juice
Wednesday	PM	Cereal bar, apple, flavored water
Thursday	PM	Mini Muffins, milk
Friday	PM	Trail Mix, (cereal, pretzels, animal crackers, raisins) fruit juice

Alternate served daily: whole-wheat crackers, string cheese, juice or milk

### **Breakfast Snack will offer three food groups:**

1. One of the following:
  - Whole-grain cereal
  - Whole-grain waffle
  - Whole-grain pancakes
  - Whole-wheat bagel
2. Low-fat Milk or non-fat yogurt
3. Fruit or Fruit Juice

Breakfast will be served from **7:00 – 7:40 a.m.** daily.

***Please provide a note to the Recreation Program Supervisor or Site Manager if your child cannot eat or drink certain foods, and also indicate the allergy in the participant information packet.***

Parents may provide additional items for snack for their child/ren, if necessary. These snacks must be eaten during the designated snack time and in the designated snack area.

For no school days, children must provide their own nutritious sack lunch.

## ***IV. Positive Guidance and Discipline***

### **A. Positive Guidance**

Program staff will encourage youth to interact positively with peers and make good choices while at program. Staff Members will teach and model expectations for behavior. Whenever possible, staff will assist children in working out their differences to determine both a cause and solution to conflict. Staff will remind children of the following steps when dealing with conflict:

1. **Ask the person to stop.**
2. **Ignore the person.**
3. **Walk Away.**
4. **Tell an Adult.**

Wickham BASP will follow the PBIS format, Positive Behavior Intervention System, as utilized by Kate Wickham Elementary School teachers and staff. We will also encourage and remind children **of the PBIS motto:** - Be respectful, be responsible, it's the Wickham way.

### **B. Discipline and Discharge**

The following system will be used for disciplining a child.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of him/her. *If a behavior is deemed serious enough, it can warrant a Behavior Report or Discipline Report without warning.*
2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about his/her actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10 - 20 minutes (depending on the age of the child). The child will not be allowed to return to a particular activity for the remainder of program time, such as a gym game. Parents will be informed of the behavior upon pickup and a Behavior Report will be completed by the staff.
4. A Discipline Report will be completed whenever a child becomes physical with another child or staff member, destruction of property occurs, constant one-on-one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operations of the program by: requiring one-on-one attention,*

*inflicting physical or emotional harm on other children or abusing staff, or destroying equipment or facilities.*

5. If 2 Discipline Reports are completed during a school year, a meeting will be scheduled with the Recreation Program Supervisor, Site Manager, parents, and child to discuss the behavior and strategies to assist in alleviating the behavior. A behavior contract may be written at this time.
6. If the child receives a 3<sup>rd</sup> Discipline Report, he/she will be suspended from the program for a 3 program day period (a.m. and p.m.) During this time, the parent, child, Recreation Program Supervisor and Site Manager, will meet and discuss the parameters for returning to the program.
7. If a 4<sup>th</sup> offense occurs after this meeting, the result will be dismissal from the program.
8. Discipline reports will accrue for one school year.

Wickham BASP can terminate your child from program at any time if the Recreation Program Supervisor, Recreation Superintendent, and/or Director of Parks and Recreation believe it is in the best interest of the program.

#### Runaway Child

If a child tries to run away from program, the child will be followed at a distance by a counselor. He/She will try to get the child to stop and coax him or her back to the program. The staff member following the child should always keep the child in sight but only restrain if absolutely necessary. If the child leaves school property without permission, the police department will be notified if deemed necessary for the safety of the child.

## ***V. Emergency Procedures***

### **M. Universal Precautions**

All staff members receive training in universal precautions and are required to treat all blood, vomit, feces, as infectious. Staff will wear gloves while providing first aid and during clean up. Waste products considered infectious will be disposed of in compliance with our Blood Borne Pathogens plan.

### **C. Biting Procedure**

When children bite, or are bitten, at program, their parents are informed privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an incident form which is completed and signed by the staff and parent of the child involved. If you want more information on our biting policy,

have questions or concerns, please contact the Recreation Program Supervisor.

**D. Emergency Procedures** have been established for Wickham Before & After School Program and are readily available in the event of the following emergencies:

- **Fire**
- **Tornado/ Severe Weather/ Lightning**
- **Intoxicated Parent/ Guardian**
- **Power Failure**
- **Toxic or Hazardous Materials**
- **Earth Quake/ Structural Damage**
- **Missing Child**
- **Dangerous Adult**
- **Bomb Threat**

1. These procedures are reviewed and updated annually by the Recreation Program Supervisor and Recreation Superintendent.
2. Wickham BASP participants and staff will practice and record fire and severe weather drills on a monthly basis. The procedures and drills determine specific routes and gathering places in the event of a real emergency.
3. Staff will review emergency policies upon hire and a minimum of two times per year thereafter.
4. Parents/ Guardians may review procedures at the Program Site upon request.