

"The Hawk's Nest"

Woodward-Granger CSD



2017-2018

Program Sites & Phone Numbers

Woodward-Granger Early Learning Center (PK-1)

2200 State Street

Granger, Iowa 50109

(515) 999-8058

mattbrummond@wghawks.school (Principal)

jillvermaas@wghawks.school (director)

Woodward Granger Elementary (2nd-5th)

2002 Oak Street

Granger, Iowa 50109

Phone: 999-2357

mattbrummond@wghawks.school (Principal)

jillvermaas@wghawks.school (director)

For Additional Information Please Contact:

Woodward-Granger CSD

Central Office

1904 State Street

Granger, Iowa 50109

(515) 999- 8022

bradanderson@wghawks.school (Superintendent)



Welcome to “The Hawk’s Nest!” Woodward-Granger Community School is happy and excited to offer a Before and After School Program at our Early Learning Center and Elementary School sites in Granger. Our focus is to provide a safe, healthy and worry-free environment for children who require programming beyond the school day.

Before and after school hours are a very important part of your child’s day. We want to provide an appropriate and enjoyable program that will help your child develop life skills and become lifelong learners. Our staff is dedicated to utilizing time beyond the school day to support learning.

At The Hawks Nest, your child will have the opportunity to participate in enrichment activities related to performing and visual arts, health and fitness, technology, adventure and more. Homework completion will also be encouraged and supported to ensure children are ready to return home at the end of a busy day.

We see parents as partners. Together we can guide our youth to set goals and shape their dreams!

Thank you for considering services and we look forward to serving you.

Respectfully,

Woodward-Granger CSD “Hawk’s Nest” Staff

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GENERAL PROGRAM INFORMATION

District Mission Statement:

"Woodward-Granger CSD will build futures one student at a time through a supportive culture of high expectations."

District Vision:

- Have an environment for all learners to grow through diversified learning experiences. Have a safe, positive, and nurturing learning environment that fosters pride and ownership.
- Have active communication between students, parents and staff.
- Have small class sizes, current and appropriate facilities, instructional materials, and technology.
- Provide skills and experiences to prepare students for the successful transition from student to contributing member of society.
- Have strong effective leadership in our school district through the Board of Education, administrators, staff, students, and community.
- Provide a rigorous and relevant curriculum, while maintaining high expectations.
- Each and every K-12 student will learn the Essential Concepts and Skill Sets identified in the Iowa Core Curriculum for life in the 21st Century.

Program Goals:

- Provide a safe and orderly environment for Before and After School care.
- Create a well-rounded experience for children including but not limited to:
(enrichment activities related to performing and visual arts, health and fitness, technology, adventure and more)
- Foster/Enhance family relationships for the benefit of each child
- Continue to support the academic needs of each student beyond the classroom

Enrollment Eligibility

The program is available to children PK-5 students who are enrolled in Woodward-Granger Community School. We welcome and encourage diversity in our population and programs. All families are welcome regardless of race, religion, cultural heritage, political beliefs, sexual orientation, marital status, or differing ability. Preschool (3 and 4 year old) students may attend the program before school or after school depending on which regular school day class session they are enrolled in at Woodward-Granger.

Hours/Days of Operation

Before School Program: (Monday- Friday) 6:30 AM- 7:45 AM

After School Program: (Monday, Tuesday, Thursday, Friday) 3:30 PM-6:00 PM
(Wednesday, early release days) 2:15 PM-6:00 PM

Summer Program: Monday-Friday 6:30AM-6PM

The program will operate on days that school is in session. In addition the program will be open on certain days when school is closed throughout the school year. These include a variety of school vacation days and in-service days. The program will be closed for a number of holidays throughout the school year. Holidays included are- Labor Day, Thanksgiving Day, and the following Friday, December 25; New Year's Day and Memorial Day. **Note:** Please refer to the attached calendar at the end of this document for complete hours of operation.

Schedule & Programs Offered

The daily schedule and routines will be as consistent as possible for participants with the following programming options integrated throughout the experience.

- Tutoring and supplementing instruction in basic skills, such as reading, math, and science
- Drug and violence prevention curricula and counseling
- Youth leadership and character building activities
- Volunteer and community service opportunities
- Homework assistance centers
- Courses and enrichment in arts and culture
- Computer instruction
- Language instruction, including English as a second language
- Mentoring and service-learning
- Supervised recreation and enrichment programs and events
- Physical fitness, nutrition, and obesity prevention programs and activities

Staff

All staff will be hired by the Woodward-Granger CSD and will be trained (at a minimum) in CPR/First Aid, Med. Administration and mandatory reporting. In addition, staff members will be required to pass a criminal background check and will be expected to follow the same policies as an employee working in the public school system.

All new staff will also complete a Center Orientation which includes the completion of all personnel records, an overview of all policies and procedures and any training videos pertaining to child care. New staff will complete the Iowa Better Kid Care New Staff Orientation Program distributed by Iowa State University Extension.

The following training requirements must be completed during the probationary period of three months:

1. Mandatory Child Abuse Reporter Training for the State of Iowa.
2. Universal Precautions and /or Infectious Disease Control for the State of Iowa.
3. Infant, Child and Adult First Aid.
4. Infant, Child and Adult Cardiopulmonary Resuscitation (CPR).

Within three months:

1. A minimum of ten hours of training from one or more of the following areas:

- o Child Development of Guidance and Discipline
- o Developmentally Appropriate Practices
- o Nutrition
- o Health and Safety
- o Communication Skills on Professionalism
- o Business Practices
- o Cross Cultural Competence

2. At least four of the 10 training hours must be received in a sponsored group setting.

3. The hours may be received in Department approved study.

On-Going Training

After the first three months of employment, all staff must comply with the following training requirements:

1. Maintain Mandatory Child Abuse Reporter Training for the State of Iowa.
2. Maintain Infant, Child and Adult CPR.
3. Maintain Infant, Child and Adult First Aid.
4. Maintain Universal Precautions and/or Infectious Disease Control for the State of Iowa.
5. Receive a minimum of 10 contact hours of training with at least 2 of the 6 contact hours being in a sponsored group setting off-site. After the first year, 6 hours.

Non-Discrimination Statement

Woodward-Granger does not discriminate on the basis of race, color, age, religion, gender identity, sex, marital status, disability, or status as a U.S. Veteran. We are an Equal Opportunity Provider.

GENERAL POLICIES & PROCEDURES

Advisory Board

The Before and After School program will have a seven (7) member advisory board.

This board will have the following representation:

- (2) Before and After School Employees including the Director
- (4) Parents whose children participate in the program

(1) Member of the community at large

The responsibility of the board will be to advise the director and the district on policy, procedures, fees and functionality of the program. It will not be a board that will take action but will only make recommendations to the Woodward-Granger CSD Board of Education.

Arrival Procedures

Before School- Parents are required to accompany their student inside the school building and sign their student into the program. Dropping the student off at the door is not acceptable. The program opens at 6:30 a.m., at which time students and parents are allowed inside the building.

After School- When students are released from their regular day classroom, they will be taken to the various Hawk's Nest classrooms immediately following dismissal. Once here a Hawk's Nest staff member will take a head count and sign off on those that are present while following up with calls for those that are not and have not been heard from.

The program is not responsible for a child until the child is signed in under the supervision of a Hawk's Nest staff member. This is to ensure safe arrival and departure and to meet state licensing requirements.

Attendance

The Hawk's Nest staff will take attendance at the beginning of the program. The staff is not responsible for students until they have entered the program. Failing to keep the staff informed of your student's whereabouts leads to safety concerns. Please be mindful of this and let a before and after school staff member know if your child will be participating.

Absence Reporting

If your child will not be attending on a scheduled day please contact the On-Site Supervisor or the Director of Child Care Services as well as their school teacher and building secretary. If a child does not report to the program immediately after school and if the parent has not notified the On-Site Supervisor, a staff member will check with the school office and then call the parent. If a parent or guardian is not available the emergency contact will be notified. The local police department will also be available and contacted for assistance if necessary.

E-Mail- jillvermaas@wghawks.school

- Phone- 515-999-2287

voice messaging is available 24 hours/day- please speak clearly and slowly.

Provide the following information: student's name and grade, your name and call back phone number.

Access Policy

Parents/family members are welcome and encouraged to visit The Hawk's Nest at any time unless restricted by a court order. A close family child care relationship is essential for the program to be fully responsive to the child and for the child to reap maximum benefits from the child care and educational experience. Open communication between teachers and parents is crucial to the care and education of a young child.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **"unrestricted access"** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

***"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care. *It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct **"supervision"** and **"monitoring"** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

***"Supervision"** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

***"Monitoring"** means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons

such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:

1. The precise location in the center where the sex offender may be present.

2. The reason for the sex offender's presence at the facility.

3. The duration of the sex offender's presence.

4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Authorized/Unauthorized Pickup Procedures

Children will not depart from the program with someone other than their parent or parent authorized persons without written permission from a parent or legal guardian. If the staff does not know the individual, they will be asked to show identification.

Birthdays

Birthdays can be celebrated and treats provided making sure to follow all food policy guidelines.

Biting

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it

can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Child care group situations are difficult: dealing with others constantly around, sharing attention and toys and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters, but to change the environment and help children change their behavior. Remain calm and in control of emotions when biting occurs. Do not show anger or frustration towards the child. Calmly respond to the child, letting them know that biting is not ok. The following steps should be taken:

1. Teacher will remove child from the situation and focus on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. Staff should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words if able) instead of biting. This should be done in a short simple way.

It is important to explore the reasons for biting when it occurs. Staff needs to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skill. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
 - a. Was the space too crowded?
 - b. Were there too few toys?
 - c. Was there too little to do or too much waiting?
 - d. Was he child who biting getting the attention and care he/she deserved at other times, other than when he/she was biting?
2. The teacher will change the environment, routines or activities, if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.

4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet to regulate an action plan and to measure the outcome of these changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Turn water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved in the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and 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 our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept in the office.

When biting occurs, here's what the parent can expect from us:

1. We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
2. We will provide appropriate programming for children to help prevent biting.
3. We will make current information and resources on biting available to the parent.
4. We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.

5. We will take the parent's concerns seriously and treat them with understanding and respect.
6. We will tell the parent what specific steps we are taking to address biting and explain the reasoning behind those steps.
7. We will respond to the parents questions, concerns and suggestions – even when our response to some suggestions is no.
8. If necessary, we will work to schedule conferences about biting with the parent about biting.
9. We will keep the child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

Children's Personal Property

Personal property is ultimately the responsibility of the parent/participant. We will do our best to ensure that everyone is respectful and maintains possession of individual personal property but we ask that you limit what comes from home.

Blizzard

If at all possible, W-G will issue an emergency closure before a blizzard exists; however, if the center experiences a blizzard emergency and children remain at the center because parents/guardians are unable to reach the center for pick up, staff and children will shelter-in-place until such time as parents/guardians are able to reach the center and pick up their children. If there is no heat, unneeded rooms or areas will be closed off, if possible, towels and rags stuffed under cracks in doors and windows covered. Parent/guardian notification will be made through telephone and television stations.

Bomb Threat

Other dangers or threats to the security of the children and staff of The Hawk's Nest will be handled at the Director's discretion, using closure, evacuation, or safe-shelter, depending upon the nature of the threat. Notification of W-G's response to the threat will be made through a telephone message.

Chemical Spills

If a chemical emergency threatens the air quality of The Hawk's Nest, the staff and children will shelter-in-place until the Director receives official notification that all danger has passed. The Director will follow local official's emergency action steps to ensure the safety of everyone in the building. To maintain a secure seal in the building's air supply, all doors and windows will be closed and locked, heating and air conditioning systems will be turned off and air intakes will be switched to the closed position.

Exhaust fans in kitchens, bathrooms, and other spaces will remain off, and range and dryer vents sealed using tape and plastic food wrapping, wax paper, or aluminum foil. Gaps around external windows and doors will be sealed, and drapes, curtains and shades closed for additional protection. If vapors begin to bother staff and children, wet cloths will be held over the nose and mouth. Parent/guardian notification will be made through telephone calls or local radio and television stations.

Communication Expectations

Communication is a two-way expectation. If you feeling that you are not being communicated with appropriately please contact the Hawk's Nest Director. In addition, we ask that you communicate with us regarding your child(ren) needs as well.

Custody/Visitation Agreements

Communication with the staff on custody or visitation issues is very important and therefore the safety of your child. A written copy of the custodial/visitation agreement MUST be included with your enrollment form if such an agreement affects your child's release from the program. If your custody/visitation agreement changes or problems occur with the eligibility of the person to whom the child can or cannot be released notify the Director or On-Site Supervisor. Notarized documentation or court-ordered changes should be given to one of the above within 24 hours of any legal changes. Legally the staff of the program cannot hold children from the biological or adoptive parent (s) if there is not a notarized court order specifying otherwise and on file with the program. The staff as well as the local police department will follow the court order regarding release of child.

Daily Dismissal

Daily dismissal will take on a variety of forms depending on a given situation and time. During routine school dismissals there will be staff members present to direct students to the Hawk's Nest facility. Once here, the On-Site coordinator will take attendance and conduct follow-up calls as necessary to locate students who may not be in attendance. At the end of the program hours only authorized parents/guardians may pick up and sign out a student from the facility. Any additional authorizations will require a written permission from the parent/guardian. For unfamiliar pick up guests, ID will be required prior to taking a child from the facility.

Earthquake

If W-G experiences a medical emergency, natural disaster, or other crisis situation all staff will follow the policies and procedures set forth in the handbook for the management of the emergency, disaster, or crisis. Staff will follow W-G's confidentiality

policy and all public, media, and governmental inquiries will be referred to the Director of The Hawk's Nest as well as the school principal.

Extra-Curricular Activities- An activity form must be completed by a parent if a student is attending any extracurricular activity during The Hawk's Nest hours. The activity form is available on the website or from a staff member and will require the following information:

- Student's name, school and grade
- Dates and times of activity
- Name of teacher/adult responsible for conducting activity

The form must be returned to the site leader **before** the activity begins.

Students will not be allowed to leave The Hawk's Nest during program hours alone.

Field Trips

Field trips are an educational privilege. Student conduct is expected to be exemplary while on trips. These trips are an opportunity for our district to promote the fantastic and respectful students that attend our schools. Safety and respect are essential for participation to continue. Field trips will be planned for full-day care and a school bus will be used for transportation. There may be an additional fee for field trips. If your child will not be participating in a field trip, you are responsible for making alternate child care arrangements in advance. Our staff will not be able to remain at the school during the field trip because they are needed with the group.

Fire Evacuation Procedure

The following procedures will be followed in the case of a fire (or fire drill) in the building:

Evacuate the Building • Use the nearest safe exit route. • Use single file lines. • Do not take time to get coats/items unless directed to do so. • If your student are at a special or out of the classroom, meet them outside and resume supervision.

Move Away From Building • Move away, avoiding emergency responder areas as much as possible. • Proceed to school-wide designated relocation area.

Head Count/Injury Check • Display colored card to response team member. • Response team member will communicate student/classroom/staff accountability with office. • Response team member will provide medical assistance and/or request assistance, as needed.

Wait for Direction • Direction will be given from administration, response team member, and/or emergency response personnel. Do not re-enter building until notified to do so. • Communicate any needs with a response team member.

Note If a fire is present and no alarm has sounded, call 911 immediately. If the determination is made to use an extinguisher after calling 911, remember P.A.S.S. (Pull, Aim, Squeeze, Sweep).

Building Check • Staff will check secluded areas as possible for students during exit. • Staff will assist unsupervised students outside to safety, advising a response team member.

Accountability Check • Staff members will be responsible for accountability of all staff and students within their area. • Report any missing staff, student, and/or entire classes to a response team member.

Possible Outcomes • Stay at emergency location. • Return to classroom. • Return to assigned section of the building. • Move off-site. (Refer to the Off-Site Evacuation Procedure.)

Food Services

Breakfast and afternoon snacks will be offered to students. While snacks are provided by the program, breakfast will be deducted from their regular student lunch accounts held by the school district. A monthly breakfast menu will be available online to each participant in advance. Please inform the School Nurse and the On-Site Supervisor if your child has special dietary needs or food allergies, which affects his/her breakfast or snacks. Breakfast will be served at approximately 8 a.m. with an afternoon snack served at approximately 4 p.m.

Guidance/Discipline

- The goal of discipline is to help children build their own self control.
- Any discipline technique is most successful if it is used calmly.
- Any consequence must immediately follow the child's behavior.
- Match the technique used to the child and the situation.
- Help children understand why their behavior is not acceptable, while showing them that you recognize their feelings.
- Be consistent.
- Children need to feel loved and respected.

Strategies

The teacher's relationship with the child is the most powerful tool she/he has.

Accept, control, and express feelings in direct and nonaggressive ways.

Respond to the child with open communication and listening.

Accentuate the positive.

Anticipate the problems.

Make expectations clear.

Establish consequences ahead of time and follow through.

Preventing Problems

Demonstrate coping skills, e.g. use words to express feelings, take time to cool off.

Prepare a good environment; e.g. check for potentially frustrating situations, too much noise, too many choices or too few, too much stimulation.

Schedule the class with the child's needs in mind, e.g. are children getting bored, too rushed, activity too long, transitions not working, adequate activities, too much waiting time.

Be clear about rules, e.g. consistent and fair rules and limits, rules are simple, few in number, age appropriate.

Techniques

Ignore inappropriate behavior that is not harmful.

Notice good behavior and praise it.

Help children see consequences.

Distract children from potential problems. Shift a child's attention, add a new activity.

Show positive alternatives.

Remind children of rules. Stop the action to avoid harm, then state the rule. Be direct, simple, and calm.

Help children solve problems and make choices.

Show that the discipline practices are the logical consequence to the child's actions and age appropriate.

Explain the intervention to the child, e.g. limits on activities; a child cannot play with the blocks for awhile if he/she threw the block.

Call timeout at last resort. It should last as long as the child feels he/she needs to calm down, usually a few minutes. Timeout is a learning experience; after the child has calmed down, talk together about the child's feelings. Children should not be threatened with or afraid of a timeout. It should not be humiliating. There should not be a predetermined time, chair, or place.

Reflect at the end of the day. What went right, wrong?

If More Help is Needed

Gather information regarding the child's performance in class.

Consult with colleagues; brainstorm ideas and strategies.

Contact parent regarding concerns for their ideas and strategies.

Seek parental permission to contact AEA staff, if concerns persist.

Make referral to AEA for an observation, teacher interview, and parent interview.

Meet with AEA team and parents to discuss recommendations, and a possible Intervention Plan.

Not Allowed

Corporal punishment; which includes spanking, shaking and slapping. No grabbing or shoving.

Punishment which is humiliating or frightening or which causes pain or discomfort.

Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest. For example, food or drink cannot be withheld as a punishment.

Verbal abuse, threats, or derogatory remarks about the child or family will not be used. No sarcasm can be used.

Incident/Disciplinary Reporting

Behavior reports will be filled out with required signatures of the On-Site Supervisor, the child and the parent. If a child receives multiple behavior reports that are similar in nature, then a meeting will need to be held with the Director and/or On-Site Supervisor to develop a plan for the child to be successful in the program.

Intoxicated Parent or Visitor Procedure

If an intoxicated parent attempts to pick up his/her child, staff will direct that person away from the child and take all measures to detain the parent. Another staff member will contact an emergency contact from the child's registration form and request that they pick up the child. The Hawk's Nest staff will make all effort to detain the parent until someone else arrives. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.

Intruder in the Building

An unknown person entering the center will be asked by staff to show photo identification. If the person has no connection to The Hawk's Nest, the staff shall notify the Director immediately. The Director shall determine if the person has a reason to be at the center. If there is no identified reason, the person shall be asked to leave and the police department will be notified. While the intruder is on school property, the children and staff will be required to remain in their classrooms until released by the Director.

Lost/Abducted Child

To prevent lost or missing children, staff will count children frequently while on a field trip or on the playground. A staff member will be responsible for performing a “sweep” of the area or vehicle that the children are leaving to make sure that no child is overlooked. Staff will identify and implement specific systems for speedy recovery of missing children, such as: same colored shirts, tags, etc. Staff will not make the child’s name visible to a stranger. If it is determined that a child is missing, lost, or abducted, the staff in charge of the group will notify the police or sheriff, the Director, parents/guardians, and other authorities as required by state regulation. If on a field trip, the staff will notify the facility management to assist in their search for the child.

Nutrition Policy

All meals or snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A permanent exemption of any certain food allergies or medical conditions must be accompanied by a doctor’s note. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions. Menus are posted monthly. Any student arriving after breakfast or lunch time should have already eaten.

Outdoor Play Policy

We believe that in order for children to be healthy, they need fresh air and exercise. The licensing agencies concur; and they require us to provide outdoor time for children every day, weather permitting. Parents are advised to be aware of daily weather conditions so that appropriate outdoor wear is sent to the center with the child. If your child has frequent ear infections, please be sure to send adequate covering for their ears. Children will be taken outdoors in hot and cold weather. Teachers will monitor the conditions and limit the time children are outside to assure that children are neither too hot nor too cold.

Policy for Food Brought from Home

Food may be brought from home for a child less than five years of age if the food is being supplemented to ensure CACFP nutrition guidelines. Food may also be brought from home if a child is of school age. Perishable food brought from home must be contained so as to avoid contamination. Snacks brought from home for birthdays and parties must be prepackaged.

Power Failure

In the event of a building failure (fire, flood, earthquake, or power failure) all children and staff will immediately be evacuated. Parents/guardians will be notified of the evacuation

as soon as all of the children and staff have been safely moved. This notification will be made through a telephone message or local radio and television stations. An attempt will be made to telephone all parents/guardians.

Safety Plan

All measures will be taken to ensure that all staff is well-trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically. In the event of an emergency parents will be contacted by the information provided on the child's registration form. It is the responsibility of the parents to ensure that all emergency contact information is kept up to date.

Safety plans and drills are designed in accordance with the safety precautions and crisis management planning of the Woodward-Granger CSD. These plans are not available and/or displayed to the general public but correspond with federal and local law surrounding safety in schools.

Tornado Procedure

The following procedures will be followed in the case of a tornado warning (or tornado drill):

Exit Unsafe Area • Use direct route to assigned area pre-stated or announced. • Students should not be in or across from any doorways. **Building Check** • Staff will check secluded areas for possible students. • Staff will assist unsupervised students to safety, advising a response team member. **Emergency Alarm Sounds / Announcement** **Head Count / Injury Check** • Display colored card to response team member. • Response team member will communicate student/classroom/ staff accountability with office. • Response team member will provide medical assistance and/or request assistance, as needed.

Wait for Direction • Direction will be given from administration, response team member, and/or emergency response personnel. • Communicate any needs with a response team member.

Building Check • Staff will check secluded areas for possible students. • Staff will assist unsupervised students to safety, advising a response team member.

Accountability Check • Staff members will be responsible for accountability of staff members/classrooms within their hallway/area. • Report any missing staff members and/or entire classes to a response team member.

Possible Outcomes • Stay at emergency location. • Return to classroom. • Return to assigned section of the building. • Move off-site. (Refer to the Off-Site Evacuation Procedure.)

Toys and Game Play Policy

Our center is equipped with many games, crafts and toys, so we ask that children leave all toys at home unless it is their turn for show and tell. This will ensure that items are not broken or misplaced while at school.

Transportation Policy

Transportation will be provided by bus for field trips and to transport children to and/or from school. Transportation will also be provided by bus if needed in an emergency situation or evacuation. District guidelines regarding proper school bus behavior are discussed with all participants prior to the field trip. If a child does not follow guidelines they may be denied bus privileges and the parent would then be responsible for alternative transportation arrangements.

Visiting & Volunteering

Visiting and volunteering in the before and after school program is encouraged. Please call or make arrangements with the director or a staff member prior to volunteering.

Weather Policy

School Cancellation- If school is closed because of severe weather, NO child care services will be available.

School Early Dismissal- The Hawk's Nest will provide services for scheduled early dismissal days and for two hours following an early dismissal due to weather.

School Late Start- Child care services will be delayed by the same number of hours school is delayed. For example, if school is delayed 2 hours, The Hawk's Nest will open at 8:30 a.m. and not 6:30 am.

Weather conditions can make it difficult for employees to get to school on schedule. For your child's safety, please sign your child in with an Hawk's Nest employee. Please do not drop your child off at the door because you are in a hurry.

HEALTH POLICIES

Guidelines for Food Allergies: The incidence of severe food allergies in the general population is increasing. Anaphylactic shock can be caused when an allergic person is exposed to even a small amount of allergen. Exposure can occur by swallowing, touching, or absorbing residues from other surfaces. In order to minimize the incidence of life threatening allergic reactions, the Woodward-Granger CSD will maintain a system wide emergency plan addressing life-threatening reactions (board policy ____). The school system is a food allergy aware school. Staff training related to food allergies will be provided by the school nurse. This will help maintain a safe environment for your child.

1. School staff and parents in classrooms with one or more students with life threatening allergies will be notified of the the potential allergen and will be provided with a list of allergens to avoid bringing into the classroom.
2. No Homemade treats or food items will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with in-tact ingredient labels.
Classrooms with students who have life threatening allergies may have more specific guidelines.
3. Food preparation as related to the curriculum may occur during nutrition lessons. Food and candy items may also be used as a part of a craft project.
4. Non-food manipulatives will be used whenever possible in classrooms with the storage of manipulatives never to be kept in old peanut butter jars.
5. Visiting pets are discouraged in our schools unless they are service animals or part of the approved classroom curriculum unit.
6. Whenever students travel on field trips, a clear plan to activate EMS will be in place. The School Nurse will notify all drivers of students that require an Emergency Health Plan related to a health condition.
7. Lunchroom/Snack Procedures:
 - a. all students and staff are encouraged to wash their hands with soap and water before and after eating and/or handling food.
 - b. all district lunchrooms will identify tables that are Allergy Aware giving students and/or parents the option of having his/her child eat lunch at this table.

- c. The school will also promote a “No Trading” food or “No Sharing” utensil policy.

Illnesses

Families are requested not to bring a child to school when signs of illness or infections are present. A child who is ill or has a temperature of 101 degrees or above should be kept at home. If that is the case, please call The Hawk’s Nest at 999-2357. All children shall have direct contact with a teacher upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea. If a child needs to be sent home and his/her parents are unreachable, the emergency contacts listed on the Child Information Form will be contacted. The center reserves the right to request that the child see a physician or to have a physician’s note prior to returning. Families will be informed when children have been exposed to a communicable disease. Families should immediately notify the child’s teacher if their child becomes ill with a communicable disease.

Guidelines for When a Child Can Return From an Illness: These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor’s release to return.

- Fever Must be fever free for 24 hours with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotic has started.
- Vomit- Must be vomit free for 24 hours.
- Diarrhea- Defined as an increased number of stools compared with the child’s normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If it is determined that the diarrhea is caused by medication or teething, the child will not be asked to leave the center.
- Pink Eye- 24 hours after documented treatment for conjunctivitis has begun.
- Rash- With any rash, whether or not accompanied by a fever or behavior change, the child cannot return 14 without a doctor’s note stating that the illness

is not a communicable disease. Infestations Cannot return until 48 hours after treatment has begun or at the Director's discretion.

- Infestations may be head lice, scabies, etc.
- Strep Throat Cannot return until 24 hours after documented treatment has been initiated. Any incidence of a communicable disease at the center will be posted in the entry of the building.

Accidents and Incidents

All accidents and incidents must be reported immediately to the Director. Accident(s) reports must be written, signed by an administrator, given to parents and copied for the child's file. The school copy is placed in the Director's mailbox. Parents/guardians will be contacted for any incidents involving minor injuries, minor changes in health status, or behavioral concerns on the day of the incident. To insure first aid is available for all injuries, a first aid kit will be kept in each room. First aid kits will also be taken to the playground and on each field trip. Close supervision of children is the best anecdote to accidents. We use risk management to keep the environment safe and hazard free. Safety is a joint effort of all staff and employees requiring all of us to become risk managers. If a serious accident or incident occurs, we will call 911 and the parent will be contacted immediately.

Dental Emergencies

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the extraction of loose baby teeth) the Director will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted by a member of our staff.

Hand Washing Policy

Staff must wash their hands at the following times to prevent or minimize the transmission of illness or disease: upon arrival, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid and after handling animals and cleaning cages. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease:

Immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.

Immunizations: Participants in the programs will be required to show proof of obtaining the following information prior to participation:

Iowa law requires a parent to verify proper immunization against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B and Varicella to enroll in school. At least one dose of each immunization must be given before starting school.

DTaP/Tdap (Diphtheria/Pertussis/Tetanus) – five doses with at least one dose after age four if born on or after September 15, 2003 OR four doses with at least one dose after the age of four if born after September 15, 2000

Polio Booster – four doses with at least one dose received on or after age four if born after September 15, 2003 OR three doses with one dose given on or after the age of four years if born on or before September 15, 2003

MMR (measles, mumps, rubella) – two doses of measles and rubella vaccine (MR or MMR) are required. First dose given on or after 12 months of age, second dose received no less than 28 days after the first.

Medication Administration

Staff of the Before and After School Program will only administer prescription medication that is stored in the original container that includes the child's name and the pharmacy label. The Hawk's Nest program has limited access to the nurse's office so any student in this program will need their own labeled bottle. Parents or guardians must sign and date a medication administration permission slip for all medications given to your child while they are in the program. An assigned staff member will administer the medication.

Parents must indicate a start date and end date for the medication authorization to go into effect. Over-the-counter medicine includes such items as diaper cream, cough drops, ibuprofen, etc. The medication and all paperwork should be placed in a Ziploc bag together so as not to contaminate other medications which might be stored in the medication box. A trained teacher will document the medication, the dosage and the time it was given immediately after administering on the correct form. Expired forms will be placed in the child's individual file. Unused medicines or EpiPens will be returned to the family.

Non-Smoking Policy

Woodward- Granger School buildings, grounds and vehicles are designated as no smoking areas. Smoking is prohibited. This rule is strictly enforced.

Responsibility to Protect Children/Mandatory Reporting

All employees of the Woodward-Granger Before and After School Program are mandatory reporters. Because these individuals are considered childcare providers they are obligated under state and federal laws to report any suspicion of physical, sexual or emotional abuse to the Iowa Department of Human Services.

Special Needs

Please inform the staff of your child's special needs and/or limitations. We want to provide each child with the best care possible. Please contact the Director of Child Care Services at (515- 999- 2287) to discuss any of these situations. The Americans with Disabilities Act states that we will make every reasonable accommodation necessary for your child as long as these changes do not fundamentally alter the nature of the programming.

Universal Precautions

Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy.

REGISTRATION & ENROLLMENT

Registration/Enrollment Options: Parents or Guardians will have several options when enrolling students for the Hawks Nest Before and After School program. Options are listed below:

Summer Care: (Monday-Friday, 6:30am-6pm)

Enroll for a.m. (before school services, 6:30-8 a.m. only)

Morning Session: (8:30am-12:30pm)

Afternoon Session: (11:30am-3:30pm)

Enroll for p.m. (after school services, 3:30-6 p.m. only)

Enroll for both a.m. and p.m services (both 6:30-8 and 3:30-6 p.m.)

Enroll for all 2:15 Wednesday Early Dismissal services, (2:15-6 p.m.) only

Daily Drop-In rates for a.m. and p.m. sessions/\$15 per session

Forms: Forms related to enrollment and other program requirements can be found in the appendix at the end of this document.

TUITION, FEES & WITHDRAWALS

Delinquent Accounts Accounts will be considered delinquent and a \$25.00 late tuition fee will be charged if monthly tuition and other accumulated fees are not received by the day that tuition is due. The parent is responsible for paying the tuition plus the late fee to return the account to good standing. Parents having difficulty making payments on time should contact the Director before the last day of the month to make arrangements and avoid student withdrawal from the program.

Fees

The fee schedule below is for the 2017-18 Calendar year and is subject to change with Before and After School Advisory Board Recommendation and W-G School Board approval.

Time of Day	FEE/ Per Child
A.M Only (6:30-8 a.m.)	\$200.00/month
P.M. Only (3:30-6:00 p.m.)	\$240.00/month
A.M. & P.M. (Both 6:30 a.m.-8 a.m. and 3:30-6 p.m.)	\$285.00/month
All 2:15 Early Dismissals Wednesday Only (2:15 p.m.-6 p.m.)	\$40.00/month
Full Day Drop-In Rate	\$35.00/day
A.M or P.M. Drop-In Rate Per Session	\$15.00/per a.m. or p.m. session

Late Pickup Fees

The Hawk’s Nest closes at 6:00 p.m. Children should be picked up before the program closes. Parents whose children remain past 6:00 p.m. will be charged an overtime fee of

\$15.00 for the first 10-minutes per child and thereafter \$1.00 a minute per child for every minute that goes beyond the initial 10-minutes (i.e. 6:01-6:10 p.m....\$15, 6:11 p.m....\$16.00, 6:12 p.m. ...\$17.00 etc...). The late charge will need to be paid the following scheduled day the child is to attend the program.

If parents/guardians are more than an hour late (and staff has not heard from you), and emergency contacts cannot be reached, a staff member will call the local police department for assistance. Child care may be terminated in the event of recurring or extreme lateness.

Payment Options

Tuition payments may be made directly to the building secretary at each elementary, to the Director or to the On-Site Supervisor. Payments are accepted in the form of cash, certified check, personal check or online payment through Infinite Campus. Please contact the director if there is a hardship or problem regarding payments.

Refund Policy

Refunds will be dealt with on a case by case basis by contacting the Director of Before and After School programs.

Termination Procedures

There are a variety of reasons (i.e. meeting financial obligations, failure to follow center policies, student behavior, abuse of late pickup policy, failure to complete forms or have forms provided to the center in a timely manner, physical/immunization form signed annually to show that this info. is in the school and child is in good health, etc.) that may require the termination of services. Each instance will be looked at on an individual basis and every attempt to contact/meet with the parent or guardian will be made prior to the Program Director recommending that services be terminated. At such time a decision is made parents/guardians will be notified in writing of the Director's decision to terminate services. All financial obligations prior to a formal written decision by the Director will remain the responsibility of the participant.

INDEX

CALENDARS/IMPORTANT DATES

- School Calendar
- Hawk's Nest Days of Operation/Tuition Due Date Calendar

FORMS

- Program and Fee Schedule
- Registration
- Authorized Pick Up
- Acknowledgement Information
- Medication Administration
- Emergency Information
- Alternative Activity Form

Each child will have a file with the following forms. New forms will be completed yearly and also updated as necessary.

Emergency Medical/Dental Consent Form

This form gives the center permission to call an ambulance or transport a child in case of an emergency, to contact the child's physician or dentist for consultation or to contact another physician or dentist for consultation. It includes the names of the child's physician, dentist and hospital. This form must indicate any allergies, medication, and/or other conditions pertinent to emergency care. If a physician, dentist or hospital is not listed, the center will designate a facility of their choice for the child.

PickUp Permission

This form must list anyone who has permission to pick up or visit the child at anytime, including parents and those on the emergency list. It also names anyone who is not allowed to pick up the child as well as any custody situations that the center needs to be aware of.

Child Information Form

This form contains information concerning contacts, such as phone numbers and addresses for parents/guardians as well as people who are to be utilized as alternate contacts for emergencies or illnesses when the parents/guardians are unreachable. This form also gives the center permission to photograph or videotape the child to be used in promotional or training materials.

Transportation Permission Form

This form gives the center permission to transport the child in a center owned vehicle for field trips and/or to and from school.

Sunscreen Permission Form

This form requests that each parent provide sunscreen for his/her child. It also informs the parents that sunscreen will be applied to each child whenever the center deems necessary. This form must indicate any medical conditions, allergies or concerns pertinent to the application of sunscreen.

Medical Statement for Admissions

A complete physical must be presented on or before the first day the child attends the center. A Medical Statement Update must be completed yearly for preschool age children.

Statement of Health Status

This must be completed for all school aged children attending the center. This is due on or before the first day the child attends the center and must be updated yearly.

Fee Contract

The Fee Contract is a contract which states the amount that is agreed to be paid weekly upon registering the child in the center.

Notice of Decision

A Notice of Decision is for families who are state funded. This notice must be received before the first day that the child is scheduled to start at the center.

Certificate of Immunization

The immunization record, for all children, is required on the form issued by the Iowa Department of Health and signed by a health official. A copy of the most current immunization record must be on file and must be updated each time a child receives a new vaccine. This record shall include documentation of immunization with the Hib vaccine given on or after the 15th month birthday. Children over 18 months of age

enrolled in licensed child care centers are required to have received the Varicella (chickenpox) vaccine. However, if your child has had the chickenpox disease in the past, it is not necessary to receive the vaccine. Simply have the medical professional note on the certificate of immunization that your child has had a diagnosed case of the disease.

Emergency Sheet

This sheet will be taken any time the child is out of the building and being transported to another area, e.g. field trip. It contains any information that may be needed in case of an emergency.

Woodward-Granger School and Community Numbers

Hawks Nest.....	515-999-2287
Central Administrative Office.....	515-999-8022
High School Office.....	515-438-2115
Middle School Office.....	515-438-4263
Early Learning Center.....	515-999-8058
Elementary Building.....	515-999-2357

Woodward-Granger Community Numbers

For any emergency.....	911
Iowa 2-1-1 First Call for Help.....	211
Dallas County Sheriff/Dispatch.....	515-993-4567
Polk County Sheriff/Communications.....	515-286-3333
Boone County Sheriff/Dispatch.....	515-433-0527
Granger City Hall.....	515-999-2210
Police Department.....	515-999-2775
Fire Department.....	515-999-2210
Woodward City Hall.....	515-438-2560
Police Department.....	515-438-2545
Fire Department.....	515-438-2350
Poison Control.....	800-222-1222
American Red Cross.....	515-243-7681
Crisis Intervention and Advocacy Center Dallas County.....	515-993-4095; 800-550-0004

Polk County.....515-286-3600
Boone County (Ames).....515-292-0500
Department of Human Services/Iowa.....800-362-2178
Dallas County Department of Human Services.....800-397-3232
Iowa Coalition Against Domestic Violence.....800-942-0333
Iowa Sexual Abuse Hotline.....800-284-7821
Iowa Missing Person Information Clearinghouse.....800-346-5507
National Suicide Prevention Lifeline.....800-273-8255
Youth Emergency Services and Shelter.....515-282-9377