

Children and Youth Services Afterschool Parent Handbook 2022-2023



Children & Youth Services Division
PO Box 220, Decatur, GA 30031
Registration Desk: 231 Sycamore Street, Decatur GA 30030
(404) 378-1082
www.decaturga.com/cys

Dear Parents and Guardians,

Thank you for registering your child and supporting our afterschool programs. This year marks our 38th year in providing quality out-of-school time programs for the families in Decatur. We are striving to offer the best programs possible and want to welcome you and your children to the afterschool program this school year.

We, at Children and Youth Services, operate in partnership with the school district and collaborate regarding plans for operation of our afterschool programs.

Our first priority is safety – both for our participants and our employees. As we continue to navigate operating with different strains of the COVID virus we have detailed plans for meeting guidelines issued by the CDC, and the federal and state governments for operating our afterschool programs. Our program model includes precautions related to group size, social distancing, and wearing face masks as necessary.

As we all have experienced these past two years, plans change. We are resolved to be flexible and continue to offer our programs in the safest way possible. Don't hesitate to check in with us if you have questions and we will make sure to be open about what is transpiring in order to keep you informed. I encourage you to frequently visit our webpage and follow our social media for up-to-date and accurate information.

Thank you for your continued support and positivity as we strive to do what is best for all of our participants and employees.

In service,

Nancy

Nancy Brune
Assistant Director

OUR MISSION

We provide quality out-of-school time programming that empowers children to become responsible, healthy, engaged members of their community.

OUR OUTCOMES

The philosophy of our program is to provide participants with a safe, enriching, and fun place to spend their out-of-school hours. Program activities are specifically selected in order to lead participants from our short-term to long-term outcomes and thus to accomplishing our mission.

We hope to accomplish outcomes in the following areas:

Cultural Competence – awareness of differences and showing respect for those differences, respecting yourself and others, positive attitudes about culture

Healthy Lifestyles – 60 minutes or more of movement through active play, choosing healthy foods, strategies to self-soothe and calm down

Leadership – listening, collaboration, taking on responsible roles and following through, having a voice and sharing it with others

Social and Emotional Responsibility - being collaborative, learning conflict resolution skills, understanding how to make and keep friends

OUR RACIAL EQUITY STAND

The City of Decatur is an organization that embraces diversity, equity and inclusion with clear intentional actions in order to dismantle systemic racism and bias. We commit to proactively listen, learn and act to promote equitable outcomes and to cultivate a culture where everyone feels valued and welcomed. We accept this responsibility and pledge to hold ourselves accountable for our actions.

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SUPERVISION

CYS Director: Claire Miller
Assistant Director: Nancy Brune
Program Supervisor: Animal Crackers – Rashad Crowell
Program Supervisor: Whiz Kids – Dajānē Martin
Administrative Assistant: Lillie Johnson

Animal Crackers Site Directors

Clairemont – Jazmine Milton-Dates
Glennwood – Rashawn Jackson
Oakhurst – Jamera Jones
Westchester – O’Cephus Starks
Winnona Park – Mekala Williams

Whiz Kids Site Directors

F.Ave – Stephen Chapital
Talley Street – Kiara Weems

Afterschool Counselors: Our program operates with a 12:1 child to staff ratio. Afterschool Counselors are hired based on the number of children enrolled at each program site. Counselors are provided ongoing professional development opportunities to promote their knowledge of the afterschool field. All staff members complete an intensive training covering topics such as: behavior management, how to work with different age groups, specific activity training, prevention of child abuse, first aid/CPR, supervision and much more.

Counselors’ names and photos are posted on the site bulletin board. Please get to know our staff as they want to get to know you!

Commitment to Quality in Our Industry - Accredited Programs:

<u>Animal Crackers</u>	<u>Date of accreditation</u>
Clairemont	2018
Glennwood	2019
Oakhurst	2018
Westchester	2019
Winnona Park	2019
<u>Whiz Kids</u>	
Fifth Avenue	2019
Talley Street	Pending 2023

COMMENTS or CONCERNS?

Contact Information

If you need to get in touch with our staff or your child, please call the Administrative Offices at 404-378-1082.

Please talk to the staff person most closely involved first

1. Please talk to the counselor to get details.
2. Talk to Site Director
3. Contact Program Supervisor

ENROLLMENT

It is the policy of Decatur Children and Youth Services to enroll children without bias toward sex, religion, race or physical disability. Every reasonable effort is made to accommodate the special needs of children. Our program provides supervisory care and not medical or nursing care. Should your child require special care, please contact us to arrange a consultation between the parents, teacher and/or the school social worker.

Part-Time Enrollment: CYS accepts children on a part-time basis 1 to 4 days per week. Days of attendance will remain the same throughout the session. Part-Time enrollment is subject to availability and must be requested in writing from CYS. Changes to part-time registration should be requested in writing to CYS by the 15th of the month prior to the start of the session in which the changes will go into effect. Changes to part-time registration made for a current session will cost \$25 per child. Families should be aware that while reducing days is easy, adding them back is dependent upon space.

Registration: Families must enroll children into the program by:

1. completing registration forms and
2. paying the fees due before children can participate. Minors cannot enroll or participate in the program without consent from a parent or legal guardian.

Pre-Registration: Families with at least one child enrolled in the current school year through Session 6 with fees paid in full by January 15 are eligible for the Pre-Registration process. During the three week Pre-Registration period which begins in January, enrolled families are invited to complete registration forms for the upcoming school year to indicate their interest in remaining in the city’s programs in the fall. A detailed instruction letter will go out via email to each eligible household in January.

Every child in the eligible household who will be in K-5th grade in the new school year may be pre-registered through this process. Although there is no guarantee of re-enrollment, Children and Youth Services makes every effort to enroll every eligible child for the next school year. Families are notified by the end of February as to their enrollment status for the new school year.

Lottery Registration: Lottery registration is open to families whose children are not enrolled in Animal Crackers or Whiz Kids as of January of the current school year. Detailed lottery information is available in downloadable format on the city website at www.decaturga.com/cys.

Lottery enrollment is available online from 10:00 am the day after Presidents Day in February through the second to last Friday in April. Children who will be in K-5th grades in the fall may be registered for the Afterschool lottery spin. On the last Friday in April, we will activate the lottery spin to place registrants in the available afterschool spots for all Animal Crackers and Whiz Kids programs.

Fees will be applied to each family's account where children are placed in afterschool programs via the lottery spin (\$35 per child). Those who are not placed in the program will be placed on the waitlist for the program in order of lottery number. Lottery registration can be confirmed by logging into CommunityPass, selecting My Account from the menu and then reviewing the activities by each family member's name. Families will be contacted to confirm enrollment no later than the second week in May.

Open Registration: Open Registration begins after the lottery process is complete in early May and remains open throughout the school year. When programs are full, parents may place children on the waiting list for the program.

Waiting Lists: In the event that a site fills prior to your registration, you may place your child on the waiting list. You will be contacted if a spot becomes available.

PAYMENT

Due Dates: Fees are due on the 15th of every month, except December, in advance of the session start date. Session fees will be applied to each household on the first of each month in which fees are due.

We will send reminders regarding payment due dates via email using the address you provided as your contact email on your CommunityPass family account. Emails and calls will be generated for our entire contact list and will continue to the designated number and email address until you ask us to remove you from our contact list or give us updated contact information. For updates or removal please call our office at 404-378-1082.

On-line Payments: Payments can be made via our online registration system, which can be accessed from the City website. CommunityPass requires payment in full.



Visit

<https://register.communitypass.net/cityofdecatour>. You will need your username and password to access the website. CommunityPass will accept Visa or MasterCard.

Forgot Your Password? You can request it on the CommunityPass login screen or call CYS.

Phone Payment: Fees may be paid by phone using Visa or MasterCard at 404-378-1082 (CYS Office) or 404-377-0494 (Active Living Front Desk).

Mail checks to: Decatur Active Living, PO Box 220, Decatur, GA 30031.

Hand Delivered: Payments may be hand delivered to the Decatur Recreation Center.

8am - 8pm Mon - Thur;

8am - 6pm Friday and 9am - 4pm Saturday

Financial Assistance: Limited financial assistance is available for City of Decatur families demonstrating a need. You will need to complete the online application and provide proof of both residency and income. Applications are reviewed and awards are determined once all required documentation is received.

Non-Payment of Fees: Our office will communicate with you via email if afterschool fees have not been paid by the start of a new session. You will be notified that your child is no longer eligible to attend the program and will be withdrawn from the program. That space will be made available to another family. The only exception is in the case of special arrangements made with the CYS Director.

Note: Late fees are to be paid before the session is ended. Failure to make payment or repeated tardiness will result in child's removal from the activity and ineligibility for other City programs.

Note: Our staff members are not permitted to accept program payments on site.

Refunds

Afterschool:

- Refund request is made prior to the start of the new session.
- Refund is made in writing and will apply from the next program date following the refund request.
- Any refund requests prior to the fee due date for a session will be made in full.

Written refund requests made after the relevant session due date will be charged a \$25 late change fee and will be pro-rated for session days elapsed. Refunds are not available for subsidized fee rates after the start of an afterschool session.

All Day Camp: Camp fees are not refundable and non-transferable within two weeks (13 days or less) of the start of camp.

A refund, is available if:

- Cancellation in writing is received 14 days prior to the session start date.
- The camper is physically unable to attend camp due to illness or injury. A physician's statement is required before a refund can be granted.
- Weather Related Closing: In the event All Day Camp is cancelled prior to opening for the day a full refund will be provided. If the program is closed after the start of the program, no refunds will be provided.

Withdrawals

If you choose to withdraw from the program during the school year, please email your request to us.

Withdrawal notification should be received on or before the date session payments are due (the 15th of the month, prior to the start of the new session). Otherwise, you will still be considered to be enrolled in the next session and will be held responsible for payment for the upcoming session. You will remain responsible for any outstanding fees. Fees are non-transferable.

Cancellation Policy

Afterschool: In the event the program is not able to operate, due to weather, facility issues, or any unforeseen occurrence more than 5 consecutive days you will be issued a partial refund for the days missed.

If the program is not able to operate and therefore cancelled for an extended period of time, you will be refunded for all of the affected dates. Families will be notified in writing.

All Day Camp: If a session is cancelled by CYS then all fees are refundable. If minimum enrollment is not met for any camp session at least 10 days in advance, CYS will cancel and notify families of the change.

Although CYS prefers not to cancel scheduled all day camp sessions, cancellation may be necessary in the event of staffing, facility, enrollment or other issues.

Tax Information

The City of Decatur tax ID number is **58-6000560**. At tax time, you can generate your own Childcare Statement through CommunityPass.

Login to CommunityPass at <https://register.communitypass.net/cityofdecatur>. Select the My Account tab, choose View/Pay Balances and select the season, then choose view a seasonal statement.

Termination Policy

Children and Youth Services reserves the right to terminate your child's afterschool or all day camp enrollment with or without refund if the staff deems it in the best interest of the safety of the child, other children, parents or staff. If a child's enrollment termination is deemed necessary by CYS staff, parents will be informed of reason for termination of services.

PROGRAMS, HOURS and PICK UP INFORMATION

Afterschool: Afterschool operates in sync with the City Schools of Decatur schedule and provides afterschool care from the end of each school day until 6:15 pm, Monday through Friday. Please make a note on your calendar regarding school holidays. Afterschool will not operate on school makeup days.

Hours of Operation

Animal Crackers	2:50pm – 6:15pm
Whiz Kids	2:15pm – 6:15pm

All Day Camp is a theme-based daily program designed to allow children to have a safe, fun place to engage in recreational activities under the guidance of our afterschool staff. All Day Camps are provided on teacher workdays and school breaks as listed on the attached fee schedule. Camp runs 7:30am – 6:00pm and is located at the Cochran Building at Legacy Park, 500 S Columbia Drive. Everyone must bring their own lunch. Snack is provided.

Registration: All Day Camps require separate registration and an additional fee. You must pre-register to attend. No registrations will be taken on the day of camp. Children must be at least 5 years old and attending Kindergarten through 5th grade at the time of the program. There will be no age or grade level exceptions. Activities are designed with curriculum and programming for campers of a certain age/grade level.

Absences and Schedule Changes

If you know in advance that your child will be absent or his/her schedule will change, we ask that you notify the Site Director the day prior or send a note. If your child's schedule changes without notice, please contact the Children and Youth Services office at (404) 378-1082 and leave a message for your site staff.



NOTE: Please do not call the school office to leave messages. The afterschool program is not operated by your child's school but by City of Decatur Children and Youth Services Division.

Check In – Check Out

Check in: We require that all children be checked in directly with a staff member through our digital attendance

program each day upon arrival. Children are dismissed from their classrooms directly to afterschool and walk to the program space under school supervision.

Check out: All individuals picking up children must physically enter the building to sign children out. We cannot send a child out to your car or send your child to meet you at the door.

To ensure your child's safety, we require written notification including the name of the authorized party as well as the dates/times of authorization if anyone other than the persons listed on child's pick-up list. All persons (including parents) must present a valid picture I.D. to staff at pick up. Authorized adults may be added in your CommunityPass account. Upload a photo to maximize ease of checkout.

Siblings 13 years of age and older can check out a younger child if parent has notified the site in writing and included a photo of the older sibling to prove identification.

You may add additional people you give permission pick up by logging into your CommunityPass account, giving written information to your Site Director in person, or by sending email permission to cys@decaturga.com.

Note: Appropriate legal paperwork is required to be on file with CYS when a custodial parent requests us not to release the child to the other parent or guardian.

Parent Tardiness: The program ends at 6:15 pm. It is the parent or guardian's responsibility to ensure that children are picked up by that time. Repeatedly being late to pick up children may result in expulsion from the program.

Emergency Contact: At 6:15 pm we will call the people designated as emergency and alternate pick-up names in order to secure a ride for your child. If no one can be reached, the child will be transported to the Decatur Recreation.

Late Fees: Parents will be assessed a late fee of \$10.00 every 10 minutes beginning at 6:16 p.m. 6:16-6:26 = \$10.00, etc. The CommunityPass software will automatically record the time of pick up and late fees will be assessed by our administrative office. The late fee will be added to your account balance. All late fees must be paid online or at Decatur Recreation Center. Late fees cannot be collected on site



Children at Risk: Parents or other adults who arrive to pick up a child in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding

the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent or legal guardian
- Call another person on the child's emergency contact list
- Call a ride share
- Call a nearby neighbor or friend

If a reasonable conclusion cannot be reached, the parent will be advised that either DFCS or the City of Decatur Police will be called.

Extracurricular Activities: If your child will leave our program for another after-school activity, i.e. scouts, soccer, any school sponsored afterschool activity, etc. we must have written notification of these plans including the name of the person who will pick your child up. Children will be expected to sign in to afterschool and then sign out to attend activities outside our program including meeting with a teacher afterschool.

If your child is scheduled for activities, both in and out of school, please put this schedule in writing for the afterschool staff. This will allow the program staff to know what days and times to expect your child. If your child is to return to the afterschool program following an outside activity, please let the Site Director know what time to expect the child's return. Our staff will contact parents concerning any child not accounted for at the scheduled time.

Early Release Days: The school system has scheduled four early release days during the year. Your child is automatically enrolled to be released into the afterschool program immediately following dismissal if those days are your normally scheduled day to attend the program. An additional \$20 fee will be added to FT participant accounts. PT participants will be charged either \$10 or \$20 depending on enrollment day(s). Participants not scheduled to attend on Th/F cannot enroll in early release.

Holidays: On City of Decatur holidays we will not offer programs for children and youth as the CYS Division will be closed.

Special Events: Occasionally your afterschool site will offer a special event. Children that are enrolled part-time are welcome to attend the event with parent supervision (we cannot add that day for your child, but welcome you and your child together). Your site director will inform you of the special event days that are open for attendance.

Un-Scheduled Site Closure: If the buildings need to be cleared for any reason during program hours we will notify parents by calling the number provided on the registration forms and/or emailing pick-up instructions.

Walkers: Children ages 8 and younger cannot walk home unaccompanied. Children 9 and over can walk home with written permission from parents stating the days the child should walk home and the time of dismissal. Children will

be dismissed from the program 30 minutes before dark or at 6:15 pm (whichever comes first).

Weather: In the event of extreme weather the program will adhere to the decision of the City Schools of Decatur regarding operation. The decision will be announced on local radio and TV stations, the school system hotline, and school system and city websites. When schools are closed, afterschool will not be in operation.

TRANSPORTATION

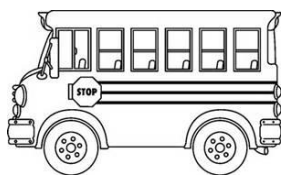
After Hours/Emergency Transportation: A City van will be used in the event of an emergency or to transport children still at their afterschool sites after 6:30 pm. A \$25.00 transportation fee will apply for after-hours transportation.

Booster Seats: Booster seats in combination with shoulder strap belts are used for all five to eight year olds per state law when travelling by City van.

School buses will be used in the event of any planned field trip outing involving a large number of participants. CSD is responsible for all children riding on the bus. For shorter or small group trips, children will be transported via City van with an approved driver.

Bus/Van Riders Code of Conduct. Parents please review this with your child.

- Attendance will be taken while boarding and at destination.
- Remain seated throughout the trip.
- Leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your back pack and belongings on your lap or put them under the seat.
- Always keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Do not talk loudly or yell. Be courteous at all times.
- Never stick hands, arms, head or feet out of the window.
- Do not open windows without the driver's permission.
- Do not throw anything within the vehicle or out of a window.
- Do not touch the emergency door or exit controls or any of the safety equipment without the driver's permission.



- Do not discard garbage in the vehicle.
- Do not eat or drink in the vehicle, with the exception that students may drink water from plastic water bottles.

PARENT INVOLVEMENT

Communication: We encourage parents to communicate daily with staff members at the site. We believe this builds a positive relationship that greatly benefits your child. In addition to this personal communication, parents can expect to receive periodic Facebook updates and announcements, and direct email from the program. Please check the bulletin board at the site for postings, snack menus, lesson plans and other pertinent information.

Concerns: If you have an individual concern, please discuss this with your Site Director. If you feel you need further assistance in resolving any concerns after working with your Site Director, please contact the Program Supervisor at 404-378-1082.

Evaluations: In addition to visiting, we welcome parent feedback on program procedures and encourage you to provide your input. We have worked with an evaluator to create a targeted evaluation system that relies heavily on your participation at the end of the school year. Your participation in this written evaluation process helps us make changes to ensure we are providing the highest quality program for your child/ren.

Orientation: An orientation meeting is held at the beginning of the school year to orient new parents, introduce full-time staff and to answer questions. Once enrolled, parents are provided a Parent Handbook at orientation or may be located online. The purpose of this packet is to familiarize both the child and the parents with the program policies and procedures.

As new families enter the program throughout the school year the Site Director will facilitate introductions of the program staff and to the program's policies and procedures. Our bulletin board on site provides ongoing information to keep families informed about a variety of relevant topics, including staff names.

Special Events: We hold Family Nights and Parent Enrichment Events throughout the school year. These may be during the afternoon hours or during the evening. These events give the parents a chance to get to know their site staff and see and experience the variety of activities your children are engaging in during our program. Families are encouraged to participate in these events.

Visitation: We welcome parent visitation to outdoor

events and activities during the program. If you wish to visit please check in with the Site Director upon arrival. There will be opportunities for parents to be involved in a variety of roles including helping with special events, sharing skills, etc. If you are interested in participating, please make your Site Director aware.

HEALTH & WELLNESS PROCEDURES

Parent Questions and Comments

If you have any special concerns or health needs regarding your child, please discuss these with the site director so that we may be best prepared to fully serve your child. We cannot adequately support your child's safety during afterschool/all day camp unless you share all relevant behavioral and medical information that might affect him/her during his/her time with us. Thank you for working with us to provide the very best care for your child.

Let Us Be Your Parenting Partner

Our Child Health History including the Asthma Action Plan, Anaphylaxis Emergency Plan and Health Form contains space for personal information regarding your child. We would like to take a moment to talk with you about this important information.

Some parents hesitate to provide afterschool programs with personal information about their child's behavior or past experience. Some fear the information may be misused, while others are concerned about their child being labeled, singled out or treated differently. All parents want to see their child have a strong, fresh start, unencumbered by past problems.

As seasoned afterschool professionals, we appreciate these concerns. We also know how invaluable such information can be in assisting us help your child make as smooth and happy adjustment to our program as possible – something we know all parents want, too!

Having prior knowledge about a learning difficulty, ADHD, sensitivity to lights or sounds, medical condition or recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance – especially in the first few days of the program. This is especially true for children who have an attention problem or who are nervous about new situations. Many parents fear that an afterschool program will not accept their children if they are completely forthcoming about these situations, yet children need us to be partners with you in planning for a safe and successful experience.

Furthermore, children often use their behavior rather than their words to tell us something is bothering them. Having advance knowledge of areas that might be difficult for

your child helps us understand the message in their actions. The better we understand your child, the more we can assure you of a better afterschool experience for your child.

Our commitment is to use such information only to help your child adjust to the program environment. It will only be used at the program when necessary and then only with the greatest discretion and your prior knowledge.

Remember, when faced with challenges, we can help your child have great success if you help us. We encourage you to make us a full partner in planning for your child's afterschool needs. Please contact the Site Director before attending the program to set your child up for a successful experience.

Participant Essential Functions

In order to attend the City of Decatur afterschool and All Day Camps, children must meet the following essential functions:

- Able to move independently from place to place
- Able to effectively interact in a group based on program content
- Be able to meet personal needs (toileting, diet management, etc.)
- Capable self-manager of chronic illness
- Can communicate needs and is able to understand and follow instructions in order to comply with the site's safety expectations.

Essential Forms

Each child must have a completed afterschool information and release form and health history form on file. Children may not attend sessions if the forms are not completed. Please be sure all information is accurate and complete.

Address and Phone Numbers

Please inform CYS in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately. Also, if you are going out of town please let us know as this will allow us to quickly contact someone on your emergency pick up list.

ILLNESS AND INJURY

Chronic Illness: If a child is chronically ill, the child will be included in the program when it is feasible. CYS will work with parents and doctors to include the child in any way possible.

Communicable Diseases: Children with communicable diseases are not permitted to attend the program until the symptoms have been resolved for at least 24 hours. Examples of possible communicable disease symptoms are:

- a temperature of 100° or more,
- diarrhea
- vomiting

- copious respiratory secretions (especially yellow or green secretions)
- eye discharge
- severe coughing
- change in behavior, lethargy, inability to focus

In the event that we find your child to have any of these symptoms we will contact you to pick them up. It is imperative that we maintain a current contact list in case of emergency. Please notify us regularly of any changes in phone numbers or emergency contacts. Children with communicable diseases will be readmitted to the program according to the school's health policy. Our policy supports your child's recovery from illness by reducing his/her exposure to other children and also allowing time for him/her to rest and recover. This policy also helps to prevent illness in other children by reducing exposure risk. Our counselors support infection control policies by encouraging frequent hand washing, by cleaning shared items, and encouraging "vampire sneezing and coughing."

Accidents/Emergencies: In the event that a minor injury occurs, basic First Aid will be administered by camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded on an incident/accident report.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your instructions on both the registration and health forms. Please keep these forms updated. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for necessary treatment.

In general, in the event of a major injury or a health problem arises and professional medical care is required, the following steps will be taken:



- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- Immediate First Aid will be administered by the staff.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact arrives.
- The incident will be described in writing on the CYS incident/accident report.

The City of Decatur does not incur the cost of medical treatment or transport and it is imperative that you indicate on your child's health form what type of health insurance you carry.

Allergies: We will try our best to make reasonable accommodations for children with severe allergies to

peanut products and other allergens. If you are aware that your child is severely allergic to something, it is your responsibility to notify the Site Director in advance so we may take proper precautions.

Please complete the Allergy Action Plan form, located on our website, to indicate what steps should be taken in case of reaction.

MEDICATIONS

We will not administer prescription medication to your child except in case of a life sustaining medication such as an Epi-Pen or asthma inhalers.



Lifesaving medications will only be dispensed with written consent from the parents.

- Complete the Allergy Action Plan form
- Provide medication in the original container with the prescription label and dosage directions attached.
- Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication to the Site Director in a labeled zip lock bag. Children are not allowed to keep medications on their person, in their lunch bags or backpacks unless they have parent permission to self-carry medication. After a discussion with the Site Director, it may be determined that a child who uses an inhaler/EpiPen on an as needed basis may carry the inhaler/EpiPen in his/her backpack to all activities. The parent and Site Director will determine if the child can take on this responsibility. In this situation, we recommend a second inhaler/epi-pin remain with the Site Director if the other one is misplaced.
- All medications will be locked up or maintained by a staff member when away from the site and given to your child when needed.

ENVIRONMENTAL PROCEDURES

Air Quality: In the event of an orange or higher rating for air quality by the EPA at www.airnow.gov we will move all activities indoors.

Bug Spray: Should your child need to use bug spray while participating in the program, the following procedures will be followed in accordance with CYS policies:

- Keep the insect repellent in the original container, labeled with your child's name
- Staff will remind children to apply bug spray as needed.
- Staff will assist children 5 - 8 years old in applying bug spray at parent's request. All children that are older than 9 will be expected to apply their

own bug spray or ask a counselor for assistance in applying spray or stick.

Extreme Heat and Cold: We monitor the air temperature and both heat and cold index numbers to ensure the health and safety of our participants and staff. Activity time outside will be shortened or cancelled if the conditions are excessively hot or cold.

No Tobacco, No Vaping, No Pets, Drive Slowly

Thank you, in advance, for respecting our facilities when you visit. We ask that you leave your pets at home, do not use tobacco or vape devices while on the property.

Smoking or vaping is prohibited inside the buildings where our programs are held or outside in activity areas where our participants are located.

As you drive in and out of parking area please keep the children in mind and drive slowly.

Sunscreen: Should your child need to use sunscreen while participating in the program, the following procedures MUST be followed in accordance with CYS policies.

- Keep the sunscreen (spray or sticks) in the original container, labeled with your child's name.
- Staff will remind children to apply sunscreen at scheduled times.
- Staff will assist children 5 - 8 years old in applying sunscreen at the parent's request. All children that are older than 9 will be expected to apply their own sunscreen or ask a counselor for assistance in applying spray or stick.

Inclement Weather Procedure: In inclement weather children will participate in activities inside. During light rain showers without thunder or lightning, we will continue our normal programming.

SNACKS AND HYGIENE

Daily Snack: We provide a daily snack that meets and/or exceeds the USDA snack guidelines. The guidelines are based on an average caloric amount for the week. As such, snacks may vary in terms of nutritional and caloric value during a week and still be in compliance with USDA guidelines. Snacks include fruit juice or milk as well as a food item. Please see the bulletin board for weekly menus. City Schools of Decatur Nutrition Department plans the snack menu. Please share any feedback or concerns you have regarding snack selections with us as we work to offer quality snack offerings in partnership with the City Schools of Decatur Nutrition Department. If you have suggestions for appropriate snacks that are individually packaged, please let us know.

Hand washing: Children are directed to wash their hands prior to getting/preparing snacks and after using the restroom.

Food Projects and Parties:

Occasionally, the children prepare additional snacks as a food project. We also have monthly birthday parties and occasional seasonal celebrations. Special foods may be served at parties.



DESCRIPTION OF ACTIVITIES

Kid's Choice/Stations/Fun Centers: Each afterschool day is organized around the concept of choices. This is an opportunity for children to choose how to spend their time in the program. A variety of activities offered include homework, board games, reading, free art, outside free play, blocks and other manipulative objects, science and nature activities, food projects, nutrition activities, imaginative play, drama and quiet games. The activity choices vary during the program day.

Arts and Crafts: Children have the opportunity to be creative with the Free Art Center each day. This center provides paper, markers, crayons, scissors, glue, and a variety of other items for the children's use. Also, each week a simple arts and crafts project activity is planned. This gives the children an opportunity to explore different media.

Community Time or Group Time: Community Time is a weekly sharing time where children talk about important happenings and plans for the day. Children are encouraged to share art projects and other accomplishments. Children might also share a poem, joke or story. At this time the activities for the week are shared, new opportunities are presented, rules are reinforced and policy changes are introduced to the children.

Cooperative Play: The programming will include a variety of non-competitive and cooperative games designed for participation by all. The guiding principles of cooperative play are "play hard, play fair and play safe." The games involve working together, participation by all players, and using imagination and creativity. All children are encouraged to participate.

HOMEWORK

Animal Crackers: Homework is a scheduled activity required for all children. All children are expected to spend 20 minutes on homework at a set time at least two days per week. If a child does not have homework, we require 20 minutes of quiet reading during this time period. If completion of homework becomes an issue for your child, please talk with the Site Director to make an agreement between you, your child and the staff relating to your homework expectations for your child.

Whiz Kids: Homework is a scheduled activity required for all children. All children are expected to spend 30 minutes

on homework at a set time each day. If a child does not have homework, we require 30 minutes of quiet reading during this time period. If completion of homework becomes an issue for your child, please talk with the Site Director to make an agreement between you, your child and the Whiz Kids staff relating to your homework expectations for your child.

Afterschool staff will not mandate that children complete homework. If you wish to mandate homework time for your child, you and your child should reach an agreement on that issue. Please do not ask CYS staff to enforce completion of homework or punish for non-completion. We are happy to work with you to remind and encourage children during homework time. A verbal contract may be created between staff, child and parent upon parent request. Staff will report daily homework activities to parents upon request as well. Parents may wish to ask a child's classroom teacher to share weekly assignments with program staff for follow up.

Homework Supplies: For those children who forget their supplies, each site is provided with a homework box including a dictionary, ruler, pencil sharpener, pencils, paper, etc.



Nutrition: Nutrition activities designed to teach good eating habits and increase positive attitudes toward healthy foods are included each week.

Physical Activity: All programs offer at least 30 minutes of outside time per day. Where weather prevents outside time, active indoor activities will be substituted. This portion of the program is designed to provide children an opportunity to exercise and improve their fitness level. Fitness activities include: parachute games, kid aerobics, curricular activities from CATCH Kids Club (Coordinated Approach to Child Health) and active group games.

Sports Skills: We provide active, skill-building activities where children have the opportunity to play organized games or games of their choice and utilize playground equipment. This program is not designed to provide specialized sports or fitness programming.

SPECIAL ACTIVITIES

Field Trips: Periodically children may take a field trip for special programs or visit other sites or other special opportunities. Parents will receive advance notice of any off-site trips with beginning and estimated ending times and locations of trips. The general permission slip that is signed on the Afterschool registration form is adequate for participation unless a location requires specific permission.

Occasions: This time will be used for monthly birthday and holiday parties, speakers, films, field trips, and/or other "non-routine" events. These days will be mentioned in our monthly newsletters.

STRUCTURED PROGRAM COMPONENTS

STEAM SQUAD

Animal Crackers: Participants attend hands-on sessions with trained instructors in small groups to expand their knowledge of science, technology, engineering, arts and math and to complete group projects using a range of technology tools and software.

Whiz Kids: STEAM Squad is a program choice through our enrichment program and is offered at the discretion of the site director. Topics are planned by the Site Director and STEAM Squad coordinator based on the children's interest.



CULTURAL ENRICHMENT

Animal Crackers: Participants are offered exposure to a wide range of supplemental experiences with Artist Instructors ranging from mixed media visual arts and pottery to puppetry and improvisational theater. Sessions generally last four weeks and occur two days per week (days may vary by site and by offering). Children that attend at least 4 days per week have the opportunity to attend least one session per week when enrichment is offered. Parents will be invited to attend closing sessions where children may showcase their creativity at the end of each enrichment session.

Whiz Kids: Whiz Kids offer activities called Whiz Kids Circles. The Whiz Kids will sign up monthly. At the third week of each month the Whiz Kids will select four Whiz Kids Circles to participate in for a 4 week period.

DAILY SCHEDULES

Animal Crackers

2:50 pm	Dismissed from school to program
3:00 pm	Choice Activities: Snack, Homework, Outside Activities, Manipulatives, Board Games, Quiet Reading/Rest, Dramatic Play, Free Art, Rotating Centers
3:20 pm	Community Time
3:30 pm	Choice and Scheduled Activities Enrichment M & F STEAM Squad Tu, W, Th, (depending on program enrollment)
5:00 pm	Choice and Scheduled Activities Enrichment M & F
6:00 pm	Closing and Wrap Up – Choice Activities
6:15 pm	Program Closes – All children must be picked up. Late fees begin at 6:16 pm

Whiz Kids

2:15 pm	Dismissal
2:20 pm	Arrival to Program
2:30 pm	Snack and Group Meeting time
2:55 pm	Outdoor Play and Free Choice
3:30 pm	Homework Time
4:00 pm	Enrichment sessions
4:00 pm	Choice Activities

PARTICIPANT BEHAVIOR

Expectations of Participants

Children are entitled to a pleasant and safe environment while participating in afterschool. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone to feel that they are in a safe environment where they are valued. All children should use their number one resource when an unexpected altercation happens, that is to self-report to a counselor right away.

Please review with your child daily the types of behaviors that we expect as outlined below and discuss their importance in order for your child to have a successful time during the afterschool program.

Be Friendly: Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. Show and give respect to each other in our group. If we listen to others, they will listen to us. Use please and thank you often when working with others.

Be Inclusive: Teamwork and cooperation will be the basis for including every one. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Keep your hands and feet to yourself at all times. Keep touch positive.

Build Community: We encourage each child to make new friends, play with old friends, learn new games, try something new, build skills and just have fun. The proper use and cleanliness of the area, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support to respect the environment, put up supplies, and put trash in the trash cans and not to intentionally cause damage to property. Be responsible for your words and actions. Be responsible for personal belongings. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions so everyone can be safe and have fun.

During the first month of afterschool, all expectations and guidelines will be covered and explained by the site staff. Please review the following rules with your child:

General Rules

- Listen to the staff and follow their directions
- During afterschool time, child should remain in the group unless given permission to leave
- Children should not be alone at any time while at afterschool
- No cell phone or electronics are allowed.

- Please respect nature, do not pick leaves, grass or harm plants or animals
- Please do not throw sticks or stones
- Keep the program space clean. This includes picking up litter, no writing graffiti, and returning equipment to a counselor
- No fighting. If you have a problem, walk away from the situation and tell a counselor
- Appropriate footwear must be worn at all times
- Children should always strive to be caring, honest, respectful and responsible
- Hallways are quiet places where there is no running/eating or horse playing.

Code of Conduct

We are committed to providing a safe and welcoming environment for all of our participants, family members and guests. To ensure the safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a CYS program. This applies to staff, participants and their parents. We expect persons to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a general accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which extends to or results in the theft or destruction of property;
- Carrying or concealing weapons or devices that may be used as weapons.

Please be responsible for your own personal conduct and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

CYS Administration will investigate all reported incidents. Dismissal from a program may result from any violation of the code of conduct. No refunds will be given.

Discipline Policies

Our staff will work with children to help them resolve their own conflicts during the program. Parents will be informed of any safety related concerns, willful harm infractions or any repeated rule infraction by their child. Children with repeated disciplinary incidents relating to

safety will be suspended. Children who continue to behave in unsafe or harmful ways may be expelled.

Behavior Management Plan: If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the site director. This will enable us to work more effectively and productively with your child.

Financial Responsibility: Parents/guardians will be held financially responsible for any damage caused by the willful misconduct of their child.

Rules and Consequences: Our afterschool program is structured to provide your child a safe, supportive, and positive environment in which to learn and grow. We try to allow many avenues for creativity, freedom of choice and new experiences. The afterschool staff is trained to utilize conflict resolution and violence prevention skills to supplement what is taught during the school day while helping children to solve their own problems.

Your child's safety is our primary concern. We want children to be safe in activities and kind to others and things around our program. We want to clarify our conduct/consequences protocol with you and hope you will review it with your child. It outlines our course of action in case of problematic behavior.

Minor Infraction to Rules (Non-Safety): After minor infractions to rules an initial warning is given for inappropriate behavior and an explanation for the existence of the given rule – with an emphasis on safety – will be offered to the child. Each K-2nd site has a Peace Center that children are encouraged to use to work out their frustrations and to talk with others to resolve their conflicts. Whiz Kids programs have a quiet area. The "Time Out" system will be used, when required. If the conflict cannot be resolved or an inappropriate behavior is repeated, children will sit out for an appropriate amount of time to "regroup and rethink" (usually 3-10 minutes), then will be allowed to rejoin the group. Children will be encouraged to "work out and solve" problems as well as accept responsibility for their actions. Logical consequences will result from unacceptable behavior.

Safety Infractions: Following a safety-related rule infraction, more immediate consequences will be imposed. Staff will intervene immediately, rules are reiterated and a time out is likely to be given in order to allow a child the opportunity to calm down and reflect on the safety rules in question. Counselors will discuss the importance of the safety rule with the child, assure understanding, and allow the child to rejoin the group after an appropriate amount of time. If safety rules continue to be broken, parents will be involved as allies in reinforcing rules with children. Continued infraction of safety rules may result in suspension or expulsion.

Willful Harm Infractions: A willful harm infraction, in which one child deliberately harms or tries to harm another child, will result in immediate consequences. Depending upon the seriousness of the violation a child will be disciplined immediately and appropriately and may be suspended for one or more days. Parents may be asked to meet for a conference prior to the child's return to the Afterschool program to help ensure that the child understands the program rules as well as the consequences of non-compliance. Any incident of willful harm may result in expulsion from the program for the remainder of the afterschool year.

Reports Will Be Made to Parents in the Event of:

- Destruction of property and inappropriate use of materials
- Running away from the school or a staff member
- Being away from the group without a staff member's knowledge
- Repeated refusals to take necessary time outs
- Excessive fighting or conflicts
- Engaging in inappropriate behavior or cursing
- Disregarding program safety rules
- Repeated or significant infractions of any rule or expectation

Immediate Dismissal from Program:

- Hitting children or staff and/or physically endangering others
- Refusing to stop dangerous activities, throwing objects, using objects as weapons, etc.)
- Uncontrollable behavior
- Leaving the program without permission, or refusing to remain with the assigned group.
- Theft, defacing or destruction of property
- Possession of weapons, tobacco, alcohol or illegal drugs
- Inappropriate touching of other children/staff or sexual misconduct.

Backpacks brought into the afterschool program can be searched at the discretion of the site director.

Note: We want to keep you informed of your child's positive accomplishments as well as his/her negative behavior. We strive to be accessible to your questions and suggestions as we value your opinion. Please feel free to speak with us about your concerns or questions.

RIGHTS AND RESPONSIBILITIES OF CHILDREN, YOUTH, AND FAMILIES

Child Care Licensing Information: The City of Decatur's afterschool programs are exempt from child care licensing by the State of Georgia because we are operated by a government agency. As a result, the programs are not licensed childcare programs.

Confidentiality: Information about our participants is kept at each program site in a locked space and at the CYS Administrative offices for quick access in case of emergency.

Release of confidential information:

In the event of suspected child abuse or neglect, the City of Decatur will release confidential information regarding children and families to DCFS and/or the police department without the knowledge or consent of the family.

Written information about incidents and/or accidents involving children may be requested in writing to CYS administrators. Identifying information about children other than your own child(ren) will be redacted for privacy purposes.

NOTE: Depending on the type of information being requested to be released, you may be directed to submit an open records request through the City Managers office.

Fair and Equitable Treatment: Children, youth and families have the right to fair and equitable treatment including the right to be treated in a non-discriminatory manner; and the freedom to express and practice religious and spiritual beliefs. Children and youth have the right to receive individual attention for social, physical and emotional needs in an atmosphere which treats them with dignity, fairness and consistency.

Grievance Procedures: In the event of a problem at the program, talk with the staff person most closely involved. If a satisfactory resolution is not achieved, children, youth and families should follow the supervision hierarchy for Children and Youth Services as follows:

Counselor → Site Director → Program Supervisor → Assistant Director → Director. Children, youth and families may contact any person in this supervision chain to request assistance resolving a problem or concern.

If a resolution is not achieved through this process, children and youth and/or their families have the right to file a formal grievance in writing without fear of interference or retaliation. The Director of CYS will notify the family of resolution in writing and provide an explanation of any further appeal, rights or recourse. In a situation where the Director was involved in the decision about which the grievance is filed, the Assistant City Manager will serve as the unbiased reviewer of the situation and will notify the family of the resolution in writing, providing an explanation of any further appeal, rights, or recourse.

Parent/Family Conferences

Parents and families may request a conference at any time with CYS staff members. At times a conference may be requested by CYS to discuss problems or concerns relating to a child or youth. Parents/guardians may opt not to participate in a parent conference when called by the program; however, parents should be aware that this may result in more immediate suspension or expulsion from the program.

Responsibilities of Children:

- Abide by school and program rules and expectations
- Treat others with respect
- Communicate with program staff about personal needs and interests and ask for help when needed
- Items Not to Bring: cell phones, electronic games, weapons of any kind, money, toys or other items of value. The City of Decatur is not responsible for lost or stolen items.

Responsibilities of Parents:

- Keep the program informed about their child's medical, physical, academic or other types of needs as well as current contact information.
- Adhere to school rules and program policies whenever at the program including use of appropriate language, a civil tone of voice, and calm demeanor. Parents/guardians who do not fulfill these responsibilities should know that their child may be removed from the program based on parent misbehavior.
- Support the program in reinforcing expectations for children's behavior while in the program.
- On-time pick up of children daily
- Timely communication with program staff in the event of any issues or concerns.

Responsibilities of the Afterschool Program:

- Inform families of any research to be conducted on behalf of or during the program and obtain consent from parents/guardians and assent from children and youth regarding participation in any such research.
- Provide high quality enrichment, technology, arts and recreation activities
- Provide parents/guardians with assistance in understanding program policies, procedures and expectations
- Keep parents informed about any challenges, issues, accomplishments, concerns or other topics related to the success of each child in the afterschool environment
- Help parents feel welcome and receive any feedback with attentiveness and professionalism
- Make reasonable efforts to address the written and oral communication needs of all families served.

- Conform to the legal requirements of a mandated reporter by making confidential reports, including family information, to the Department of Family and Children Services in any event of suspected child abuse or neglect.

Volunteers: We occasionally utilize volunteers to enhance our program experience for children. Adult

volunteers are interviewed and background checked prior to interacting with children. Underage volunteers are interviewed and must have an adult sponsor with a valid purpose. All volunteers are chaperoned by a staff member during their time at the program.

We look forward to working with you and your child during afterschool this year!



ANIMAL CRACKERS & WHIZ KIDS FEE SCHEDULE

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE



SCHOOL YEAR CALENDAR 2022-2023

SESSION PAYMENTS ARE DUE ON THE 15TH OF EACH MONTH (except December). Participants will be re-enrolled on the first of the month unless family submits a written withdrawal request in advance. Each Session = 20 School Days (9 sessions x 20 school days = 180 days of school).

A \$15 LATE FEE PER CHILD WILL BE ADDED TO YOUR ACCOUNT AFTER THE 15TH OF EACH MONTH.

Payments for financial assistance are based on a sliding scale. Payments are due on the same dates.

Amount Due

Due Date	Animal Crackers	Whiz Kids	Session/All Day Camp
At Registration	\$35/\$15 FA	\$35/\$15 FA	Annual fee for t-shirt and admin costs
July 15	\$355 ¹	\$355 ¹	Session 1 (August 2–29)
August 15	\$375 ^{1 ER}	\$375 ^{1 ER}	Session 2 (August 30–October 4)
September 5	\$50 day/\$15 FA ²	\$50 day/\$15 FA ²	All Day Camps – September 20,21,22,23,24
September 15	\$355 ¹	\$355 ¹	Session 3 (October 5–November 2)
October 15	\$50 day/\$15 FA ²	\$50 day/\$15 FA ²	All Day Camp – November 1
October 15	\$355 ¹	\$355 ¹	Session 4 (November 3–December 7)
November 7	\$50 day/\$15 FA ² day	\$50 day/\$15 FA ²	All Day Camps – November 21,22
November 15	\$355 ¹	\$355 ¹	Session 5 (December 8–January 20)
December 15	\$50 day/\$15 FA ² day	\$50 day/\$15 FA ²	All Day Camp (January 3-4)
December 15	NO SESSION FEE DUE	IN DECEMBER	
January 15	\$375 ^{1 ER}	\$375 ^{1 ER}	Session 6 (January 23–February 24)
February 1	\$50 day/\$15 FA ²	\$50 day/\$15 FA ²	All Day Camps – February 13,14,15,16,17
February 15	\$355 ¹	\$355 ¹	Session 7 (February 27–March 24)
March 15	\$355 ¹	\$355 ¹	Session 8 (March 27–April 28)
March 21	\$50 day/\$15 FA ² day	\$50 day/\$15 FA ²	All Day Camps – April 3,4,5,6,7
April 15	\$355 ¹	\$355 ¹	Session 9 (May 1–26)

Non-residents \$25 additional per session, \$10 per day partial enrollment

Enrollment Fees (Resident):

Program	Full Session	Part-Time 1-day	2-day	3-day	4-day
Animal Crackers (AC)	\$355	\$80	\$160	\$240	\$320
Whiz Kids (WK)	\$355	\$80	\$160	\$240	\$320

FA Financial Assistance is based on a sliding scale for Decatur residents who demonstrate a need.

ER Early Release – sessions 2 and 6 include two early release days at an additional charge of \$20 per session.

¹ Non-resident fees = \$380/session and \$90/\$180/\$270/\$360 part-time; All Day Camps are \$60/day (K-5).

² Spaces for All Day Camp are limited and accepted on a first come basis. No new registrations accepted on the day of camp.

We will adhere to All Day Camp Registration Deadlines to determine if we have adequate enrollment to operate camp and for staffing numbers.

HOLIDAYS (No Afterschool or All Day Camp Programs)

Labor Day	September 5	Thanksgiving Holidays	November 23-25
Winter Holidays	December 21-31, Jan 1-2	Martin Luther King, Jr. Day	January 16
		Memorial Day	May 29