

# Merrick Before/After School Program Inc.

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## **Parent Handbook – Program Health Policy**

### Introduction

Welcome to the Merrick Before/AfterSchool Program (B/ASP)

The purpose of our school-age child care program is to plan, develop, establish, operate and maintain a Before and AfterSchool Child Care Program for school-aged children residing within the Merrick U.F.S.D.; to provide Before and AfterSchool child care services and to assist in the maintenance, support, sheltering and care of dependent children before and after school hours when the parents or guardians of those children are at work.

The Merrick Before/AfterSchool Program provides supervision by teachers and assistant teachers for children in kindergarten through sixth grade. The program is licensed by the New York State Office of Children & Family Services, and is a member of the Child Care Council of Nassau County. We are a not-for-profit corporation administered by a parent board and an experienced school-age child care director.

The Program is financially self-supporting and designed to provide affordable, high quality child care to meet the needs of working parents in the Merrick community.

This Parent Handbook, which also contains our children's Health Care Policy, is a vital part of the enrollment agreement between the B/ASP and the parents/guardians of children who are enrolled in the program.

You are welcome to visit your child at the Before or AfterSchool Program at any time. No appointment is required. You are also welcome to call or visit with the Program Director at your convenience. We encourage continuous communication between you and our staff.

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## **Goals/Mission**

The Program will provide quality school-age child care which parents can rely upon throughout the school calendar year, as defined by the Merrick U.F.S.D. school calendar. Our dedicated staff is committed to providing a safe, well-supervised, enriching educational experience for our children in a comfortable school environment.

The program will offer a variety of age-appropriate activities which includes computers, supervised homework time, arts and crafts, recreation and games, outdoor play (weather permitting), organized gym activities, reading, and “free time” for the children to pursue their own interests, in a safe, supervised, friendly school environment.

AfterSchool Program snacks are provided for all students soon after arrival to the AfterSchool Program.

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## **Policies and Procedures**

Enrollment in the Merrick Before & AfterSchool Program constitutes an understanding that you will abide by the policies listed as follows:

### **Section 1: PARENT'S EXPECTATIONS OF THE PROGRAM**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. Their children will be supervised by competent certified teachers and teacher assistants at all times.
3. They may visit or call the Director at any time about concerns related to their child or the Merrick Before/AfterSchool Program. (379-4245)
4. They will be told about any untoward behavior on the part of their child and may be required to speak to the Director in order to bring about an improvement in their child's behavior.
5. Parents may visit the Merrick Before/AfterSchool Program at any time and do not need an appointment to observe their children in program activities.
6. They will be notified in the event their child is sick and/or needs emergency medical attention.

### **Section 11. MERRICK BEFORE/AFTERSCHOOL PROGRAM'S EXPECTATIONS OF THE PARENTS**

The Program expects that parents will:

1. Pay fees on time as explained in Section V. Fees and Payment Policy. The Merrick Before/AfterSchool Program is a financially self-supporting program and is able to sustain itself through the collection of parent fees.
2. Keep your child's records up to date and follow health policy as explained in Section XI. Health and Safety.
3. Escort your child into the Before School Program classroom each morning and sign in your child on the morning attendance sheet.
4. Pick up children on time from the AfterSchool Program.

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5. Contact the Director/Program Office if your child will not attend the Before or AfterSchool Program on a scheduled day.
6. Contact our Program Office if someone other than a listed parent or relative is scheduled to pick up your child(ren). The Merrick Before/AfterSchool Program fax/telephone number is 379-4245.

### Section III. CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

1. To have a safe, supportive and consistent school environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment from all staff members.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.
6. To have fun and to spend their mornings and afternoons in a relaxed comfortable, non-stressful school environment.
7. To have the opportunity to study without interruption or interference from the play of other children if they request it.

### Section IV. WHAT WILL THE MERRICK BEFORE/AFTER SCHOOL PROGRAM EXPECT OF THE CHILDREN IN THE BEFORE/AFTERSCHOOL PROGRAM?

The Program expects that children will:

1. Be responsible for their actions and respect the rights of others.
2. Respect the school rules that guide them during the school day and while in our school –age child care program.
3. Remain with their group and child care staff (teachers, assist. teacher) at all times. Students may not leave a classroom or playground area without the permission of their teacher and must have proper escort to bathrooms or other program rooms.

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Section V. FEES AND PAYMENT POLICY

The Merrick Before/AfterSchool Program salaries, administrative expenses, insurance, supplies and materials, and all other program costs are supported entirely by the collection of tuition fees. The Program is financially self-supporting and is able to sustain itself through the collection of parent fees. The Merrick Union Free School District provides our program with free building space and bus transportation of students from Birch and Chatterton to Levy-Lakeside each afternoon.

1. Registration/insurance surcharge fees are non-refundable and are due when you submit your child's application.
2. There is a \$10.00 registration fee per child enrolled in the Before School Program and in the AfterSchool Program.
3. There is a \$30.00 per family insurance surcharge due with your child's application. Maximum out-of-pocket expense for insurance will be \$30.00 per family even though you may have more than 1 child enrolled in the program.
4. For your convenience, your monthly tuition bill is computed so that it is the same amount each month regardless of the number of school holidays that occur that month.
5. Bills are mailed out at the beginning of each month and tuition payments are due no later than the 15<sup>th</sup> day of the same month.
6. Payments received after the 15<sup>th</sup> each month are subject to a \$5.00 late fee. Returned checks will also be subject to a \$15.00 fee, payable to the Merrick Before/AfterSchool Program.
7. If your child is absent from a regularly scheduled morning or afternoon session, you will still be billed for that missed session. There are no "make-up days."

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**Tuition Fees: Before School Program**

2 mornings per week.....	\$ 52.50 per month
3 mornings per week.....	\$ 78.75 per month
4 mornings per week.....	\$ 102.90 per month
5 mornings per week.....	\$115.50 per month

**Tuition Fees: AfterSchool Program**

2 afternoons per week.....	\$ 88.20 per month
3 afternoons per week.....	\$132.30 per month
4 afternoons per week.....	\$170.88 per month
5 afternoons per week.....	\$198.45 per month

There is a 25% discount for each additional child in the same family who attends the Before/AfterSchool Program. Child must attend a minimum of 2 mornings and/or 2 afternoons per week.

**Section VI REGISTRATION AND ENROLLMENT**

THE PROGRAM ENCOURAGES CHILDREN OF ALL BACKGROUNDS TO ATTEND. THE PROGRAM DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, CREED, NATIONAL ORIGIN OR ETHNIC BACKGROUND.

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**REGISTRATION:** The parent must complete a Before/AfterSchool Application form and submit it with a \$10.00 non-refundable registration fee for each child enrolled in the Before and/or After School Program.

Due to the increased cost of Program insurance, a \$30.00 per family insurance surcharge has been added to help defray the cost of program insurance. Maximum out-of-pocket expense for insurance will be \$30.00 per family.

The registration fee and the insurance surcharge are due with your child's application.

Children may be registered for enrollment in the program at any time. Children must be in grades K – 6 to be eligible for enrollment.

Enrollment: Parents of children enrolled in the Merrick U.F.S.D. will be contacted regarding enrollment in the Merrick Before/AfterSchool Program. Parents may also call the Program Office for enrollment applications. All registration forms, along with the insurance surcharge, must be submitted prior to the first day of attendance.

It is the parent's responsibility to inform the Director of any new information with regard to your child's health status. Parents may remove their child from the program at any time without penalty. Tuition will be pro-rated through the last day your child attended the program. An additional \$ 10.00 registration fee will be charged if the child is subsequently re-enrolled in the program.

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Section VII HOURS OF OPERATION

MORNING PROGRAM / BEFORE SCHOOL PROGRAM:

7:00 A.M to 8:45 A.M. or START OF SCHOOL DAY.

There is a Before School Program at each of the three (3) Elementary Schools in the Merrick U.F.S.D. (Birch, Chatterton, Lakeside).

You must escort your child directly to the room/area utilized in the morning by the Before School Program at your child's elementary school. You will be met by your child's Before School Program teacher and you will be required to sign the attendance sheet indicating the time/date that you have dropped off your child at our designated Before School program site. Children must not be dropped off outside the building or outside of the classroom.

AFTERSCHOOL PROGRAM:  
LAKESIDE ELEMENTARY SCHOOL

THE AFTERSCHOOL PROGRAM IS OPEN from 3:00 P.M. to 6:00 P.M.

The AfterSchool Program is open from 3:00 p.m. to 6:00 p.m. on all full school days, in accordance with the official M.U.F.S.D. school calendar. Therefore children should be picked up on later that 6:00 p.m.

We recognize, however, that there will be times when you will be detained due to inclement weather, heavy traffic and transportation delays, unexpected emergencies etc. Please rest assured that your child will be properly supervised at our after School site until you (or someone designated by you in case of an emergency) arrive to pick up your child.

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In order to remunerate staff who remain beyond their normal working hours to supervise children who will be picked up late, a late fee of \$5.00 will be charged for each 15 minutes/or part thereof that you are delayed beyond the 6:00 p.m. closing time. The late pick-up fee(s) will be added to your next month's tuition bill and will be due along with your regular tuition payment.

#### Section VIII STUDENT ABSENCES

***IF YOUR CHILD WILL NOT BE ATTENDING THE AFTER SCHOOL PROGRAM FOR ANY REASON ON A SCHEDULED DAY, PLEASE NOTIFY THE PROGRAM OFFICE AS SOON AS POSSIBLE ON/BEFORE THE ABSENCE DATE. IF NO ONE IS IN THE OFFICE WHEN YOU CALL, YOU MAY LEAVE A MESSAGE ON OUR 24 HOUR ANSWERING MACHINE (Fax/Tele # 516 379-4245).***

Absentees without prior notification could be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the AfterSchool Program on a scheduled afternoon, the Program office will contact the parents or persons named on the child's emergency contact card.

#### Section 1X. RELEASE OF CHILDREN

***CHILDREN WILL ONLY BE RELEASED TO A PARENT OR TO THE AUTHORIZED PERSON(S) NAMED ON THE ENROLLMENT APPLICATION. IF THERE IS A LAST MINUTE EMERGENCY CHANGE IN THE PERSON(S) WHO WILL PICK UP YOUR CHILD, PLEASE TELEPHONE THE PROGRAM OFFICE IN ADVANCE AND TELL US THE NAME OF THE PERSON PICKING UP YOUR CHILD. VALID IDENTIFICATION WILL BE REQUIRED (DRIVER'S LICENSE/PJOTO I.D.).***

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Section X      Distribution of Medication

**The Merrick Before/AfterSchool Program is NOT authorized by law to administer medication to your child.**

Section XI.    HEALTH AND SAFETY

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder etc.) please make certain that the Program Director is aware of the problem and that the Director/staff know what to do if a problem should occur during Program hours.

If a child has one of the following conditions, the parent will be notified to pick up the child immediately: Contagious Disease, Fever over 100F, vomiting or Diarrhea, Accident requiring medical attention.

Please read our Program's Health Care Policy which is an integral part of our Parent Handbook.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be notified immediately.

Outdoor play will not be allowed when the temperature/weather conditions preclude this activity.

The Merrick Before/AfterSchool Program will make every effort to keep a child from getting into a car with a parent who appears to be under the influence of drugs or alcohol. Caregivers should not give transportation to a parent who appears to be impaired by drugs or alcohol because the Program insurance does not cover transportation related to the Program.

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The Merrick Before/AfterSchool Program license requires the Program Director to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Section XII. STUDENT INSURANCE

The Program carries liability insurance, however, most families are covered by either private medical coverage or a parent's insurance policy at work.

Section XIII. STUDENT BEHAVIOR/DISCIPLINE

Children are entitled to a pleasant and harmonious environment in the Before/AfterSchool Program. The Before/AfterSchool Program cannot serve children who display chronically disruptive behavior.

Discipline provides an opportunity to enable a child to develop self-control. The Program has established discipline guidelines and takes this opportunity to inform all parent of children enrolled in the program of the content of these guidelines.

The guidelines are designed and administered in such a way as to help the child develop self-control and assume responsibility for his/her actions through clear and consistent rules and limits appropriate to the age and development of children in the program.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:

Requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and Program time. If a child cannot adjust to the Program setting and behave appropriately, then the child may be subject to suspension and discharge.

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Reasonable efforts will be made to assist children to adjust to the Before/After School Program setting. Program staff will use acceptable techniques and approaches to help children solve problems. These techniques include redirecting a child to an alternate activity, rewarding acceptable activity, encouraging children to speak about their feelings, and providing an example for children by speaking and interacting with children in a positive manner.

**Disruptive behavior will be dealt with in the following manner:**

1. The misbehaving child will be given an appropriate time-out (10-15 minutes) in order to cool off and think about his/her actions.
2. If a second, longer time-out is required for the child who is misbehaving, the student may be required to spend that time out in the Program office.
3. Every effort will be made to discover the reasons for a child's misbehavior. Anecdotal records will be made by appropriate staff of child's untoward behavior and corrective action taken by staff. Parents will be notified and apprised of a student's behavior problems. A conference will be held with the parent at our program office if a child's untoward behavior persists.
4. If the severity of a problem endangers the safety of the child or children in the Program, suspension will be effective immediately.
5. Corporal Punishment is strictly prohibited

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## PART 2

### HEALTH CARE PLAN/POLICY

1. General Goals/Desired Outcomes – The Merrick Before/After School Program has developed this Health care Plan/Policy in order to assure THE PARENTS OF CHILDREN REGISTERED IN OUR PROGRAM THAT THEIR CHILDREN’S HEALTH, SAFETY AND WELL-BEING ARE OF PARAMOUNT IMPORTANCE TO OUR STAFF. Our Health Care Plan/Policy will address children’s illness, accidental injury and emergency conditions. Our School-Age Child Care program’s goal is:
  - a. prevent the spread of disease
  - b. support behaviors that maintain existing personal health and hygiene
  - c. intervene when conditions threaten illness and injury.

The Merrick Before/After School Program will accommodate Well Children and will also describe measures taken for children who become mildly ill while attending the program.

We will NOT administer medications to students.

When parents enroll their child in the Merrick Before/After School Program they will be given a copy of our Health Care Plan/Policy. Parents will be made aware of symptoms and/or the illness that will make their child too sick to attend our school-age child care program.

2. Child Health Policies - (exclusion criteria) – Immunization policy and procedures for children who become ill while in care:

Prior to formal admission to the Merrick Before/After School Program, parents will be required to provide proof of their children’s immunizations, medical and/or dental forms.

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New York State law stipulates that each child entering kindergarten must be given a physical examination. Examinations are also required in grades 1 and 3. All children entering school must be immunized against polio, measles, rubella (German measles), diphtheria, tetanus, mumps, and hepatitis B, and varicella. A signed statement by a physician is required as proof. A medical record for each child registered in our Before/AfterSchool Program is on file in the school nurse's office and available for inspection.

A child will be excluded from the B/ASP if he/she has not received the required immunizations. However, parents will be notified via telephone and/or mail when immunizations are missing. They will be given the opportunity to complete the required immunizations.

Method of informing a parent of the level of illness or injury for which care will be provided:

For children who become ill or injured while at the Before/After School Program, parents will be contacted at work by phone and they will be required to either pick up their child or make arrangements to have their child picked up. The first telephone call will be made to the child's parents; the second call in the event parents can not be reached will be made to "emergency numbers."

EVERY EFFORT IS MADE TO INFORM THE PARENTS OF ACTION TO BE TAKEN WHEN A CHILD IS SERIOUSLY ILL OR INJURED.

When a Child is too ill to remain in School-Age Child Care parents will be called immediately.

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Children will be sent home for the following reasons:

1. Oral temperature of 101 degrees or higher
2. Vomiting once
3. Liquid stools/diarrhea
4. Uncontrollable and persistent cough, strep throat
5. Appearance of acute illness or complaint of severe pain
6. Infectious conjunctivitis (pink eye)
7. Head lice

Procedures for caring for a child who develops symptoms of illness while in care:

In the event a child exhibits any of these symptoms, then a child's parent will be phoned immediately. When the Director deems the child too ill to remain in the program, parents have the responsibility and will be expected to pick up their child as soon as possible.

Until the parent arrives, the child will be excluded from activities with other children. The child will rest in the Director's Office under staff supervision, or in a quiet area of the lunchroom or classroom and will be supervised by a staff member.

Parents of children in the program will be personally notified by letter about outbreaks of (1) impetigo, (2) measles, mumps, chicken pox, rubella (3) pinworms, (4) lice.

Before allowing a child back to the program, our program will require an "all-clear" note from the child's doctor.

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Parents may not bring a child back to the program if the child has:

1. A strep throat or impetigo that has not been treated with antibiotics for at least 24 hours.
2. Any rash of acute onset associated with fever or symptoms of illness
3. An oral temperature of 100 degrees or greater
4. Persistent vomiting and/or diarrhea in the previous 12 hours.

If a child has been diagnosed with any of these symptoms, we must receive a signed doctor's note indicating that this child may safely return to the Before/AfterSchool Program.

If a child's absence lasts five (5) or more consecutive days due to a contagious disease, common cold excluded, parents must bring in a doctor's signed statement indicating that the child and any enrolled siblings have passed the communicable stage.

Definition of Child Abuse/Neglect

A child is considered to be abused or neglected under New York State Law if the child is under 18 and a parent or other person legally responsible for the child's care, harms the child; creates substantial risk of harm; or fails to exercise a minimum degree of care to protect the child.

Abuse Fractures, burns, bruises, unexplained suspicious injuries, sexual assault, incest, and placing a child in danger of serious injury.

Neglect Inadequate supply of food, clothing, shelter and medical care although financially able; periods of no supervision; lack of emotional care; excessive corporal punishment; and abandonment.

Child Maltreatment Child maltreatment crosses all ethnic, social and economic lines. Those responsible may be a parent, guardian, relative or friend. Anyone has the capacity to strike out in anger, pain or frustration, or to mistreat a child due to Stress, depression or lack of support.

3. Staff Health Policies

1. Each staff member and volunteer will submit a statement from a health care provider prior to beginning employment in our School-Age Child Care program, and every 2 years thereafter. This statement must give satisfactory evidence that the employee is physically fit to provide school-age child care, has no diagnosed psychiatric or emotional disorder which would preclude the individual from providing school-age child care, and is free from communicable disease.
2. The medical statement also must include the results of a Mantoux tuberculin test which has been performed within 12 months preceding the date of the statement.
3. Consumption of, or being under the influence of, alcohol or Controlled substances by staff is strictly prohibited. Smoking in outdoor areas or in any school building is prohibited.
4. Staff must thoroughly wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, before and after food handling or eating, after contact with any bodily secretion or fluid and after coming in from outdoors.
5. Disposable gloves must be worn whenever staff is setting up, preparing and distributing snack to children in the After School Program.

4. Staff Training

The Program Director will ensure that workshops/staff development are conducted by the Red Cross that will provide First Aid Training and CPR training to staff. The goal will be to have at least 12 members of the staff certified in basic First Aid and CPR.

We will schedule at least 1 workshop per year to be given by a registered nurse or health care professional that will teach our staff how to recognize the signs and symptoms of children who are mildly ill. The criteria for exclusion described in this health care plan will be reviewed for staff.

5. Infection Control Procedure

- a. Staff must wash their hands thoroughly at the beginning of the morning program and/or afternoon program, when their hands are dirty, after toileting, before and after food handling or eating, after contact with any bodily secretion or fluid, and after coming in from outdoors
- b. Staff must assist children in keeping clean and comfortable and in learning appropriate personal hygiene practices. Staff must ensure that children thoroughly wash their hands and assist children wash their hands when children's hands are dirty, after toileting, before and after food handling or eating, after contact with any bodily secretion or fluid or after coming in from outdoors.
- c. Safety precautions relating to blood must be observed by all staff coming into contact with blood. Disposable gloves will be immediately available and worn whenever there is a possibility for contact with blood, but not limited to:
  1. touching blood or blood contaminated fluids
  2. treating cuts and bleed
  3. wiping surfaces stained with blood

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- d. Equipment that is frequently used or touched by children on a daily basis must be cleaned and disinfected when soiled and at least once weekly.
- e. Staff will wear disposable gloves when they are serving food or snack to children.
- f. In an emergency, a child's well-being must take priority. A bleeding child must not be denied care because gloves are not available.

6A. Daily Health Check

- 1. When children arrive daily at the Before or AfterSchool classroom, the child's teacher/assistant teacher evaluates each child for any indication of illness, injury, child sexual abuse or maltreatment. When a health care check is conducted everyday, staff will learn what is normal for each child, and staff will also learn when something is different about the child. When staff performs the health check, the staff member should be at the child's level. Staff member will look at each child and see how the child acts and looks.
  - 1a. The Program Director will provide the entire staff with a training session to be given by the school nurse at Levy-Lakeside elementary school or other qualified Health Care Professional. The purpose of this training session will be to assist staff to identify what to look for in a child when the daily health check is conducted (e.g. symptoms of illness, communicable disease, and child abuse/maltreatment.)
  - 1b. At the time of a child's registration in the Before/After School Program, parents are instructed to provide us with medical information about their child.

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We request information re: medications the child is taking, allergies, chronic or recurrent illness/disorders, medications the child takes prior to dismissal to the After School Program and other information about the child's health that will be helpful to our staff in understanding and caring for their child.

Additionally, we have the opportunity to speak to parents daily when they pick up their child at the conclusion of the After School Program. Parents will have the opportunity at this time to discuss with staff and/or the Director, medications and/or treatments that their child is receiving at home.

2. An anecdotal record will be maintained in the teacher/assistant teacher's classroom for each child in that teacher's group. Whenever a child in the group is ill or complains that he/she does not feel well, this information will be noted on the child's anecdotal record and the Program Director will be notified. A parent will be notified if the illness/sickness requires parent notification.

### Daily Evaluation

1. Is the child's behavior normal for this time of day or is there some difference?
2. Does the child look pale or flushed?
3. Is there a rash visible?
4. Are there dark circles under the child's eyes?
5. Is the child's nose running?
6. Is the child coughing or having any difficulty breathing?
7. Listen to the child's voice. Is the child hoarse?
8. Does the child often bear bruises, welts or burns?
9. Does the child complain of beatings frequently?
10. Is the child usually unclean or is his/her clothing constantly torn and unwashed?
11. Is the child often dressed inadequately for the weather?
12. Is the child underfed? Does the child complain of hunger, going to bed hungry or missing meals because of punishment?
13. Does the child linger at neighbor's homes at meal-time?

Physical Indicators of Child Sexual Abuse

1. Hematomas
2. Lacerations
3. Irritation, pain or injury to the genital area
4. Vaginal or penile discharge
5. Difficulty with urination
6. Pregnancy
7. VD in a child under 13
8. Nightmares.

Behavioral Indicators of Child Sexual Abuse

1. Overly compliant behavior
2. Acting out, aggressive behavior
3. Pseudo/mature behavior
4. Hints about sexual activity
5. Persistent and inappropriate sexual play with peers or toys or with themselves, or sexually aggressive behavior with others.
6. Detailed or age inappropriate understanding of sexual behavior
7. Poor peer relationships or inability to make friends
8. Lack of trust, particularly with significant others
9. Non-participation in school and social events
10. Inability to concentrate in school
11. Sudden drop in school performance
12. Extraordinary fears of males ( in case of male perpetrator and female victim)
13. Running away from home
14. Sleep disturbances
15. Regressive behavior
16. Withdrawal
17. Clinical depression
18. Suicidal feelings
19. Use of alcohol and drugs.

7. Emergency Procedures

IN CASES OF SERIOUS EMERGENCY, OR IF PARENTAL ARRANGEMENTS ARE NOT OPERABLE, THE BEFORE/ AFTERSCHOOL PROGRAM IS PREPARED TO ASSUME RESPONSIBILITY FOR TRANSPORTATION TO A HOSPITAL IN THE EVENT OF AN EMERGENCY.

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In the event of an emergency when a child must be transported by ambulance to a local hospital, there will be adequate supervision of children who remain at the program and in accordance with the prescribed student: teacher ratios described in the School-Age Child Care Regulations.

When parents register their children for the Before/AfterSchool Program they are advised that our program will obtain emergency health care when required and that the Program will arrange for transportation by ambulance to a local hospital. Parents are required to sign a statement agreeing to this policy upon registering their child in the program.

#### 8. First Aid Kit

The Before School Program (3 sites) and the After School Program will each have a First Aid kit. The First Aid Kit will be stocked with the following items and will be restocked as the contents of each kit is depleted:

2x2 gauze dressing pads (6), Alcohol cleansing pads (10), Antiseptic cleansing wipes, Triangular sling/bandages, Vinyl gloves, gauze roll bandages, 3x3 gauze dressing pads, 4x5 instant cold compress, AMA First Aid Guide, 4x6 reusable hot/cold compress, Nexcare  $\frac{3}{4}$  x3 sheer bandages, 1" x 3" sheer bandages, Nexcare comfort bandages, knee and elbow, Nexcare assorted bandages, Nexcare waterproof bandages, 5x9" trauma pad, scissors, First Aid tape roll.

#### For programs serving mildly ill children:

Children who become mildly ill in the Before/AfterSchool Program will be integrated into the regular program or classroom and a parent will be notified by telephone to pick up the child as soon as possible. Children will be supervised at all times. Often children desire to call a parent to complain that "he/she does not feel well" and they are always allowed to do so.

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Our program will NOT be administering medication to children, however, children who require medication during the school day will be administered that medication by the school nurse at the child's day school.

Staff will maintain anecdotal records for children who become mildly ill during the course of the Before and/or AfterSchool Program.

The guidelines described in this health policy are designed to protect the health of your child as well as to prevent the spread of disease.