

**Visiting Homemaker Service
Morning & Afternoon Adventures
School Programs
Parent & Student/Employee Handbook
Policies and Procedures
2023 – 2024**

Mission Statement and Yearly Programming of After School Program

Established in 1962, the mission of Visiting Homemakers Services, Inc. is to provide reliable in home care to people of all ages in Monongalia County. The primary goal is to keep individuals in their home as long as possible instead of nursing home placement. VHS also implemented a before and after school program in 1988. It is a service provided on site at four public elementary schools in Monongalia County including Brookhaven Elementary (Morning and Afternoon), North Elementary (Morning and Afternoon), Mountainview Elementary (Morning and Afternoon), Cheat Lake Elementary (Morning and Afternoon). The goal of this program is to provide fun and enriching activities for children ages 5-12. The program will enhance growth and development through social, recreational, educational, economic, and health programming to people in Monongalia County. The program provides a safe place for children to go before and after school when parents are unavailable.

Benefits to choosing The Morning/Afternoon Adventures Program

- Reliability—Children will be located in one location throughout their school day. Parents do not have to worry about transporting their children to and from a day care before their work day is over
- Cost—affordable care that is based on the parent's income
- Social Interaction—Children can socialize with their peers they are already familiar with during school hours
- Physical Activity—Children will be engaged in wellness and physical activities daily
- Nutrition—Children will be offered a nutritional snack after school
- Educational Activities—Tutoring and homework help is offered to enhance the children's school functioning

Description of Services

- Provides a structured, supervised play to deal with the different developmental levels of children who are ages 5-12.
- Places emphasis on the developmental needs of the child.
- Explores and expands social, physical, emotional and academic growth.
- Offers a balance between enrichment classes and child initiated activities
- Recognizes the uniqueness and individuality of each child.
- Offers a safe, caring and healthy environment for children in a familiar setting
- Simplifies the day for children and parents.

Philosophy

We believe that children learn best when they're allowed to explore in a well equipped, nurturing environment that is stimulating, safe, and consistent. VHS strives to enhance each child's natural curiosity and love of learning by providing opportunities for each child to master tasks that are appropriate to his or her individual level of development.

Professional Standards

Our Program upholds a professional, respectful work environment. Employees are expected to:

- Exhibit and practice courtesy, respect, positive customer service and professional judgment in dealing with all stakeholders (children, families, supervisors, colleagues, school administration and staff, community members, etc.)
- Maintain confidential information about children, families or staff and not discuss personal information about families or staff in front of others.

- Problem solve with families involving the Director if necessary—to ensure a child’s wellbeing and/or address families concerns.

School Governance

Morning and Afternoon Adventures Programs is an extension of Visiting Homemakers Service, Inc. The VHS Board of Directors has the ultimate responsibility for establishing the program’s vision, mission, programmatic direction, and for adopting all the policies and practices necessary for the overall operation and administration.

The Director, who reports directly to the VHS Board of Directors, is responsible for implementing the policies, programs, and decisions of the Committee; managing the day-to day operations and program staff; ensuring compliance with School Administration policies and procedures and communicating with families, as well as the School personnel and Administration.

Site Directors will report directly to the Director, staff will report to the site director whom they are assigned by the Director. Site Directors work directly with the school administrators at their site to address any issues or concerns of the program or with the children. If any issues are not resolved, the site director will report to the Director of the agency to be resolved.

Admission policy

VHS is operated on a non-discriminatory basis, and the practice of this policy is demonstrated through equal treatment without regard to race, color, creed, religion, sex, sexual orientation, natural origin, disability, age, and marital status.

Dates and Hours of Operation

Before and after school programs operate every day school is in session, including early dismissal. VHS follows the Monongalia County School calendar; it can be accessed on the Monongalia County Board of Education website. **If school is operating on a 2 hr hour delay or if school is cancelled due to inclement weather, there will be NO Morning and Afternoon Adventures Program.** Care continues throughout the school year except for weekends and national holidays. The programs will operate from 6:30am until the morning bell time (Morning Adventures) and the afternoon program bell time until 6:00pm (Afternoon Adventures).

Transportation

Parents/guardians are responsible for delivering and picking up their child(ren) from the sites at the school. VHS staff and volunteers are prohibited to transport any students in their personal vehicles at any time.

Registration and Payment Procedure

At the time of enrollment, the parent or guardian must complete VHS’s Afternoon Adventure

registration form. Additionally, an emergency information form (VHS), recent physical, and shot record are required. There is a registration fee due before enrollment. Fee for services is billed monthly on the 10th of the following month. Fees are based on family income. There is no snack fee for the month (Due upon registration).

Child Attendance and Tracking System

Site Directors are required to take attendance daily. Consecutive Absences, without notification by families, should be brought to the attention of the Director.

The Site Directors track all students attendance via the "Sign in/out" forms. Parents are responsible to sign their children in and out of the program daily.

Site Directors will meet with the parents on the first day of attendance to discuss their child's progress in school, homework, and tutoring needs. Children's progress in the program and in the school will be monitored through report cards and monthly meetings with parents.

Right to Refuse Attendance

VHS retains the right to refuse admission of any child or send a child home on any given day when the attendance of the child at the school site puts the child and staff at risk for health or safety.

Termination of Attendance

VHS reserves the right to terminate attendance for the following reasons:

- Behavior of a child indicates he/she is not ready for a group experience.
- Behavior of a child endangers the physical or emotional well-being of other children in the program on a chronic basis.
- Physical and/or verbal abuse of staff or children by a parent or guardian or child.
- The failure to follow VHS Afternoon Adventures policies and procedures.
- The failure of the parent/guardian to return the required documents, including physical forms and immunization records.
- The failure of a parent/guardian to meet their financial obligation to VHS.
- Three incidents of severe inappropriate or aggressive behavior.
- Any other reason that Administration deems that a continuation in the program is not in the best interest of the child, other children at Afternoon Adventures, the child's parents/guardians, or Afternoon Adventures staff.

Refusal to Enroll

VHS reserves the right to deny services to families previously enrolled at VHS for the following reasons:

- A child has a documented history of challenging or dangerous behaviors.
- A previous enrollment was terminated for any of the aforementioned reasons.

- The parent's failure to adhere to VHS's staff recommendations for improving behavior.
- A previous outstanding financial obligation.

Withdrawing a child from the program

If parents/guardians choose to withdraw their child from the program, they will have to complete a withdrawal form and return it to the office as soon as possible.

Before School Arrival Time

The before school program opens each weekday at 6:30am. **ALL CHILDREN MUST BE ESCORTED INSIDE AND SIGNED IN BY A PARENT OR GUARDIAN AT THE TIME OF ARRIVAL.**

After School Arrival and Departure Time

Children will be greeted by a staff person upon release from school and escorted inside. Children will be signed in by VHS Afternoon Adventure Staff. Children must be picked up from the program by 6:00pm. All children must be signed out and escorted from the program by the parent/guardian. The staff will only release children to the people designated by you on the child's enrollment form. If someone other than those previously designated on the form is to pick up a child, a written and signed note should be given to the staff at the child's arrival. Anyone who may pick up your child should be prepared to present a picture ID to the site supervisor if they have not previously visited before.

****IMPORTANT**** If parents are unable to arrive by 6:00pm they will be required to call the VHS office (304) 599-7743. Abuse of this policy may result in a \$5 fee per minute after 6:00pm. Program staff will remain at the facility with the child(ren) for 30 min after closing time. The staff will attempt to call the parents or guardians and all other emergency contacts listed on your child's enrollment form. If no one can be reached or if the program site supervisor is not contacted by a parent/guardian or authorized representative from the enrollment form, staff will contact Child Protective Services and proceed with recommendations from them at that time.

Safety Policy and Procedure

Acts of violence, aggressive behavior and other acts that are harmful to other children and staff and are disruptive to the program routines and activities will not be tolerated.

The following behaviors will be prohibited at Afternoon Adventures and may result in immediate permanent expulsion or suspension of no less than three days and a required parental conference before readmission is allowed:

- **Assault:** Intentionally inflicting mental harm upon another
- **Battery:** Intentional physical contact of an insulting, provoking, offensive or harmful nature.

- **Dangerous Weapons:** An instrument that is designed to be used to produce serious bodily injury or death

****FIREARMS/WEAPONS ARE STRICTLY PROHIBITED FROM THE VHS MORNING AND AFTERNOON ADVENTURES PROGRAM.**

Custodial Care

Each parent MUST complete an EMERGENCY INFORMATION/PERMISSION form listing pick-up information for each child. In parental joint custody situations, each parent MUST fill out an Emergency Information/Permission form for each child. Parents are required to notify the Site Supervisor and/or the VHS Director of the Agency if custodial custody changes.

Restraining Orders

If families have restraining orders in place, VHS must have the original certified copy on file. An original certified copy must be filed with the police department of jurisdiction.

Child Abuse and Neglect/Mandatory Reporting Procedure

All employees and volunteers of VHS are required by WV state law to report suspected child abuse neglect to the proper authorities at all times.

Liability Insurance Coverage

VHS is covered through the Board of Risk Management. Any damages done to any of the site facilities by students or staff during Morning and Afternoon Adventures will be reimbursed to the MCS.

Records and Information Disclosure

VHS will maintain the confidentiality of all child records and keep all information about the child confidential and shall only disclose it to staff members caring for the child. VHS will obtain written consent of a child's parent/guardian before disclosing information about a child including photographs, audio or video recordings or verbal statements about the child except when disclosing information to the Secretary of the Department of Health and Human Services or his or her legal designee.

Staffing and Supervision

VHS will provide adequate staff to meet the needs of each individual site pending on the number of children enrolled. VHS is required to have a staff to child ration of 1:16 during hours of operation. All children participating in the program will be supervised at all times by the VHS staff and volunteers. If there is not enough staff at the time the program begins, the site supervisor or staff person will be required to call the office and an administrative personnel will

go to the site to help with supervision.

****ALL sites will have a Site Supervisor that will act as a liaison between the school official and parents and staff at the site.**

Storage of Personal Items

VHS will not be responsible for Ipods, CD players, hand held video games, cell phones, basketballs, etc. Children are NOT permitted to bring these items to the program. If items are brought, they may be confiscated and kept in the office for parental pick-up. Parents are encouraged to not permit their children to bring these items to the program.

Complaint policy and procedure for parents

Within one (1) day of infraction, families are encouraged to first see the assistance from the Site Supervisor who shall attempt to resolve the problem. The site Supervisor has ten (10) days to resolve the problem or provide a solution.

If the family's complaint is not settled satisfactorily with the Site Supervisor, families may present the dispute (within one (1) day) to the Director of Visiting Homemaker Service, Inc. The family is encouraged to advise the Site Supervisor of their intention to present the complaint to the Director. The Site Supervisor will support the process to help rectify any remaining dissatisfaction. The Director will render a decision on the matter after appropriate investigations. The Director has (15) days to render a decision.

Families have the right to report complaints to the Secretary of the Department of Health and Human Resources at any time.

Communication between parents, staff, and administration office

Parents can discuss any before school concerns with morning staff. Afterschool parents can discuss any concerns with the Site Supervisor (or another staff person) during evening pick-up. Concerns can also be directed to staff by phone (304-599-7743) or Visiting Homemaker Service, Inc. office visit (382 Broadway Ave., Morgantown, WV 26505) Monday through Friday 9am-5pm. Direct Communication can take place either in person, through a phone call or by one of the following forms:

- **Incident Report:** These are completed when a child displays an inappropriate behavior as defined under the behavior guidance section of this handbook. A copy is given to the parents and one goes in the child's file.
- **Accident Report:** If warranted accident reports will be filled out by staff and given to the parent/guardian. If not warranted first aid will be applied on site and a designated staff person will let the parent know upon pick-up/arrival.
- **Notices:** From time to time will be distributed to parents during sign in/out.

Medical File

Each child will have a medical file established which will be kept separate and confidential from their Afternoon Adventure file. In the medical file we will keep your child's health insurance information, emergency medical forms, and allergy information.

Medical and Emergency Information

The Emergency Information Permission Form must be returned to VHS prior to the child's attendance in the program. All immunizations must be current (less than a year old). Immunization records will be kept for a child from year to year. Physicals need to be within 90 days of enrollment.

Child Illness

If a child is becoming ill, or is ill, the parent/guardian needs to make arrangements to have him/her cared for at home, both for their welfare and welfare of the other children and staff. The child should remain home until well enough to take part in all of the regular daily activities. Contagious diseases must be reported to VHS by the parent/guardian as soon as the illness has been diagnosed, so that other parents can be notified of the exposure. Your child should remain home for the required quarantine period. If your child becomes ill at the program parents will be contacted by VHS staff at home or work to arrange an alternative childcare situation.

Medication administration

The VHS Morning and Afternoon Adventures program do not have qualified staff to administer medications. Therefore it is the parent/guardians responsibility to communicate with the school nurse at the program site to have any prescribed medications given to the child when school begins (after the Morning program) and when school ends (before the afternoon program).

Non-Medical Emergencies

A non-medical emergency may include an outside environmental or human threat. At times these emergencies may be severe enough to force Afternoon Adventures to be evacuated and/or closed. Parents will be notified ahead of time if possible of the closing. If the emergency occurs once the children have arrived, parents will be notified to make arrangements to get their child(ren) from the program. If Afternoon Adventures closes before the children in the Before School and After School arrive, notice will be sent to the local radio station.

**VHS Morning and Afternoon Programs will follow ALL emergency plans of the school site that is stated in the Monongalia County Board of Education Policy and procedures.

Curriculum and Instructional materials

There is a balance between child and staff initiated activities, free play and organized events, individual and group activities, and quiet and active experiences. Familiar routines, staff to child ratios of 1:16 and small group exercises ensure smooth transmissions from one activity to another. In all activities, students are encouraged to experiment, create and explore. Developmentally appropriate materials will be provided in sufficient quantity to implement the program successfully. The materials are designed to promote social development, intellectual ability, language development and communication, self-help skills, sensory stimulation, large and small muscle development and creative expression.

Homework (examples)

- We provide the time, the place, and the assistance to ensure the children complete their homework completely and correctly.
- Specially designed homework logs and forms help to track children's homework progress

Life Skills (examples)

- Anti-bullying
- Too Good For Drugs
- Too good For Violence

SPARK Recreation and Nutritional Programs (examples)

- National research-based inclusive fitness program
- Proven to help fight and reduce childhood obesity
- Makes exercise fun

Cultural and Special Events (examples)

- Musicians, Magicians and More
- Special Talents Program
- Guest presenters

Community Service Projects (examples)

- Toys for Tots
- Food Drives
- Letters to Troops
- Disaster

Schedule of activities

The Morning Adventures program schedule will allow time to finish homework that was not completed the night before, tutoring if needed for the students to prepare for the day, and light warm up wellness exercises to get the children motivated for the school day. If time permits the children may engage in an arts and crafts activity to stimulate their sensory and motor skills. The Afternoon Adventures Program schedule and Curriculum consists of a light nutritious snack after the bell rings and then 30-40 minutes of homework time for students to complete their homework with the help of VHS staff before going home for the day and while it remains fresh in their memories. The last hour is dedicated to a wellness activity and/or an educational activity that interests the students at each individual site.

On any given occasion the children will participate in alternative enrichment activities such as specialized arts and crafts projects, organized recreation, and community service projects. Guest speakers are often organized and welcomed to the program to discuss various social and community topics (i.e. wellness, nutrition, police and fire safety, etc.) at which time the parent/guardian will be notified and permission obtained for the child to participate.

Health and nutrition

The VHS After School Program participates in the WV Department of Education Child and Adult Care Food Program (CACFP). Upon arrival all children are given a snack which meets the CACFP guidelines. VHS follows all regulations of the School lunch program.

ALL dietary restrictions of children MUST be reported during registration by the parent/guardian. If the restriction is a medical reason, the child's Doctor will complete a form provided by VHS listing the restrictions and appropriate substitutes. This is required by the CACFP

In Accordance with federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, natural origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, and office of Civil Rights, 1400 Independence Avenue, S.W. Washington, DC 20250-9410, or call toll free (866) 632-9992 (voice). TDD users can contact the USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or 866-377-8642 (relay voice users) USDA is an equal opportunity provider and employer.

Behavior Guidelines

The following guidelines must be adhered to at all times. Staff is responsible for providing guidance that is appropriate to each child's age, understanding, and circumstances.

Staff shall:

- Teach by example
- Recognize and encourage acceptable behavior
- Help a child develop self control to assume responsibility for his or her own actions
- Prepare a child for his or her next activity a few minutes ahead of time, and allow the child a brief transition time before beginning the new activity

Minor behavior problems will be addressed with appropriate time out and redirection towards positive behavior. Examples are:

- Not following direction
- Talking back to others
- Arguing with other children
- Inappropriate language/swearing
- Name calling/teasing
- Temper tantrums
- Not following routines/schedules

Moderate behavior problems will be recorded on an Incident report form. Parents will need to sign the form for the child's file and copy will be given to the parent. Examples are:

- Hitting, pushing, kicking, choking a child with no injury occurring
- Spitting on child or teacher
- Actions or language that is sexual in nature that is beyond the scope of natural curiosity
- Minor assaults on teachers *unintentional or light enough not to cause injury
- Climbing on an jumping off furniture
- Running out of the facility or away from supervision of the VHS staff
- Destruction of school property at the program site

Severe behavior problems will result in an immediate suspension of not less than three (3) days. The child may not return until a parent/guardian speaks to the Site Director and VHS Director. We will make every effort to work with the child and parents. If severe behavior continues after the child's return the child's attendance may be terminated. Examples are:

- Pushing, shoving, kicking, hitting, or biting a child or staff that results in injury (bleeding, bruising, and cutting)
- Intentional aggression toward any child or staff member
- Sexual language or actions that are overtly aggressive in nature and puts the children at risk for exposure to inappropriate actions
- Any action deemed to be molestation of another child or teacher
- Physical and/or emotional abuse of staff or children

****The Program Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work anytime the child exhibits uncontrollable behavior that cannot be modified by the staff. The parent may be asked to take the child home immediately.**

****Corporal punishment is strictly prohibited at VHS Morning and Afternoon Adventures Program**

Hiring Requirements of VHS staff

All After School Teachers are required to complete/present the following paperwork to their commencement of employment:

- Resume
- Transcripts and/or proof of High School Degree (and BA or MA if applicable)

- Fingerprinting (appointment and/or final screening)
- State Screening for Child Abuse
- I-9 form and related verification documentation
- W4 State and Federal Tax Forms
- Personal data sheet (including contact and emergency contact information)
- VHS parent/employee policy and procedure handbook verification form

ALL employees are required to authorize the School to conduct a limited background check for the purpose of verifying employment history and determining any prior criminal and/or child abuse related convictions. Although a prior non-child abuse related criminal conviction will not, by itself, constitute an event that would prelude employment, it is necessary for the Director and the Committee to be aware of such a history. The results of any background check shall be kept confidential.

UPON Employment all employees are required to complete the following trainings

- CPR/First Aid
- OSHA
- CPI

Drugs and Alcohol

All use or possession of any illegal substance on School Property or in any venue of the After School Program or reporting to work while under the influence of intoxicants or drugs is prohibited and will not be tolerated. The use, dealing, or possession of any illegal substance would constitute grounds for immediate dismissal. Any observed use or possession is to be reported directly and immediately to the Director. The failure to report such activity may also be cause for immediate dismissal.

Orientation

New staff will attend an initial orientation with the Director to review Personnel Policies and Practices and general information about the program. All staff will receive the "Parent/Employee Handbook" and must return copy of signed acknowledgment page that will be kept in his/her file. Program staff is required to attend 2 Saturday trainings throughout the school year that will be scheduled and completed at the VHS office. (These trainings will cover topics such as diversity, dealing with difficult behaviors, social skills, etc.) ALL staff is required to observe the dress code and the Board of Education polices at ALL times

Employment Classifications

Employees of the Morning and Afternoon Adventures Program are per-diem employees who are paid for the hours they work at a rate agreed to at the time of hire. Absences, including planned absences, sick days, school holidays/vacations, etc., are not paid.

Pay Period/Pay Process

Pay periods are semi-monthly. Employees are required to submit time sheets to the site director and/or the Director at the end of each pay period. Paychecks can be picked up at the VHS Administration office