

**Visiting Homemaker Service
Morning & Afternoon Adventures
School Programs
Parent & Student/Employee Handbook
Policies and Procedures
2026 – 2027**

Mission Statement and Yearly Programming of the After School Program

Established in 1962, the mission of Visiting Homemaker Service, 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 homes as long as possible instead of a nursing home placement. VHS also started a before and after school program in 1988. This is a service that is provided on site at four public elementary schools in Monongalia County. The four schools are Brookhaven Elementary School, North Elementary School, Mountainview Elementary School, and Cheat Lake Elementary School. Each school offers Morning and Afternoon care. The goal of this school is to provide a fun enriching environment for children ages 5-12 while their parents are working. The program's primary goal is to enhance growth and development through social, recreational, educational, economic, and health programming to children in Monongalia County Schools.

Benefits of choosing The Morning and Afternoon Adventures Program

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

Description of Services:

- Provides a structured, supervised play that helps to grow children who are ages 5-12 that are on different developmental levels.
- Places an emphasis on the development needs of each individual child.
- Explores and expands the social, physical, emotional, and academic growth of each individual child.
- 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 are 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 for his or her 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 judgement 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 Program is an extension of Visiting Homemaker Service, Inc. The VHS Board of Directors has the ultimate responsibility for establishing the program’s vision, mission, programmatic direction, and for adopting all 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 with School Personnel and Administration.

Site Supervisors will report directly to the Director, staff will report to the site supervisor whom they are assigned by the Director. Site Supervisors 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 able to be resolved, the site supervisor must report to the Director of the agency so the issue or concern can be resolved in a timely manner.

Admission Policy

Visiting Homemaker Service, Inc. runs the Morning and Afternoon Adventures Program on a non-discriminatory basis, and the practice of this policy is demonstrated through equal treatment without regards to race, color, creed, religion, sex, sexual orientation, natural origin, disability, age, and marital status.

Dates and Hours of Operation

Morning and Afternoon Adventures operates every day when school is in session, including planned early dismissals. Morning and Afternoon Adventures follows the Monongalia County School calendar; you can find the Monongalia County School Calendar on the Monongalia County Board of Education Website.

****If school is operating on a 2-hour delay or if school is closed due to inclement weather, there is NO Morning or Afternoon Adventures.**

Care continues throughout the school year except for weekends, national holidays, and school holidays.

Morning Adventures hours: 6:30-8:30 am, there is to be NO drop off before 6:30am.

Afternoon Adventures hours: School dismissal to 6:00pm.

There is **NO** Morning or Afternoon Adventures on:

September 7th

October 12th

November 3rd

November 11th

November 23rd – November 27th

December 21st – January 4th

January 18th

February 15th

March 26th – Apr 2nd

May 7th

There is Afternoon Adventures on **PLANNED** Early Dismissal Days:

September 25th
October 9th
November 20th
December 18th
January 15th
February 12th
February 26th
March 12th
April 16th
April 30th

Transportation

Parents/Guardians are responsible for dropping off and picking up their child(ren) at the schools. VHS Staff and Volunteers are prohibited from transporting any students in their personal vehicle at all times.

Registration, Payment Procedure, and Payment Schedule

At the time that you enroll your child(ren), the parents/guardian must complete the VHS's Morning and Afternoon Adventures registration form. All important information must be filled out completely. This includes an emergency information form as well as recent physical and shot records. Along with the registration form, there is a one-time registration fee that is due at the time of enrollment.

Registration fee is based on whether you are doing Morning only, Afternoon only, or Morning and Afternoon. The registration fee includes the snack fee. Services are billed every month and are due each month by the 15th! **If payment is not received by the 15th of the month, your child(ren) enrollment will be placed on hold until full payment has been received.**

Invoice Schedule:

- August Invoice: Due on September 15th
- September Invoice: Due on October 15th
- October Invoice: Due on November 15th
- November Invoice: Due on December 15th
- December Invoice: Due on January 15th
- January Invoice: Due on February 15th
- February Invoice: Due on March 15th
- March Invoice: Due on April 15th
- April Invoice: Due on May 15th
- May Invoice: Due on June 15th

Visiting Homemaker Service, Inc. does work with CCRC, if any family needs help or qualifies for CCRC, you are required to provide VHS with the Child Care Certificate that CCRC provides to you. If you do not provide VHS with that Child Care Certificate, we are required to report it to CCRC. If you are a CCRC parent, you are **required** to sign your full name when signing your child(ren) in and out of the program. We are not able to accept initials.

Child Attendance and Tracking System

Site Supervisors are required to take attendance daily. This is done by clocking in the children when they arrive from school. In the morning, attendance is done by the parents clocking in their child(ren) at drop off. Parents are responsible for signing their children in at Morning Adventures and signing them out at Afternoon Adventures. If a child(ren) is not signed out, parents will be charged as if the child(ren) was there. If you know for a fact that your child(ren) were signed in by mistake, please message us through the Procure app, email us at afternoonadventures18@gmail.com, or call the office at 304-599-7743 and we will be happy to fix it.

Right to Refuse Attendance

VHS maintains the right to refuse admission to any child(ren) or send a child(ren) home on any given day when the attendance of the child(ren) in the program is putting the child(ren) and staff at risk, either health or safety.

Termination of Attendance

VHS reserves the right to terminate attendance of a child(ren) for any of the following reasons:

- Behavior of a child indicates that he/she is not ready to be in a group setting
- Behavior of a child is endangering the physical or emotional well-being of other children in the program on a consistent basis.
- Physical and/or verbal abuse of staff or children by either a parent/guardian or child(ren).
- Failure by the parent/guardian or child(ren) to follow the Policies and Procedures of VHS Morning and Afternoon Adventures Program.
- The failure of the parent/guardian to return the required documents, including physical form, immunization records, and signature page of the handbook.
- The failure of the 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 Morning and Afternoon Adventures, the child's parents/guardians, or the Morning and Afternoon Adventures staff.

Refusal to Enroll

VHS reserves the right to deny services to any family previously enrolled at Morning and Afternoon Adventures for the following reasons:

- An outstanding balance from the previous school year
- A child has a documented history of challenging or dangerous behaviors
- A previous enrollment was terminated for any of these reasons
- The parents/guardian's failure to adhere to the Morning and Afternoon Adventures' staff recommendations for improving behavior

Withdrawing from the Morning and Afternoon Adventures Program

Parents/guardians that choose to withdraw their child(ren) from the program, must check that their account is paid in full.

Morning Adventures Arrival Time

Morning Adventures is open Monday-Friday at 6:30am. **ALL CHILDREN MUST BE ESCORTED IN AND SIGNED IN BY A PARENT/GUARDIAN AT THE TIME OF ARRIVAL.** Parents will escort their child(ren) to the

door and sign them in. A staff member will be waiting at the door to greet the child(ren) and parent/guardian.

*****No drop off BEFORE 6:30am!**

Afternoon Adventures Arrival and Departure Time

Children will be greeted by a staff member upon dismissal from school. Upon arrival, staff members will sign children in and have them wash their hands and will provide them with a snack. Children **MUST** be picked up no later than 6:00pm. All children will be signed out from Afternoon Adventures by a parent/guardian who is on the pickup list. **We are unable to release children to a person who is not on the pickup list!** Anyone who is on the pickup list should be prepared to present a picture ID to the site supervisor the first time they pick up. The site supervisor and site aides have the right to ask for ID any time they feel like they have not seen the person before.

****IMPORTANT**** If parents/guardians are unable to arrive by 6:00pm, they are required to call the VHS office at (304)599-7743 prior to 4pm. Abuse of this policy may result in a \$5 fee per minute after 6:00pm that a parent is late. Program staff will remain at the facility with the child(ren) for 30 minutes after closing time. During this time, staff will attempt to call the parents/guardians and all emergency contacts that are listed. If no one can be reached or if the site staff are not contacted by the parent/guardian or authorized pick up, staff are required to contact Child Protective Services and proceed with the 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 deemed disruptive to the program routines and activities will not be tolerated.

The following behaviors will be **PROHIBITED** at Morning and Afternoon Adventures and may result in immediate suspension of no less than three days and/or permanent expulsion and a required meeting with the parents and the director before remission is allowed:

- **Assault:** Intentionally inflicting mental and physical harm upon another.
- **Battery:** Intentional physical contact of an insulting, provoking, offensive, or harmful nature.
- **Dangerous Weapons:** Any instrument that is designed to be used to produce serious bodily injury or death

****FIREARMS/WEAPONS ARE STRICTLY PROHIBITED FROM MORNING AND AFTERNOON ADVENTURES PROGRAM (This includes any gun play).**

Custodial Care

When it comes to custody and divorce parents, each parent is required to fill out an enrollment form and pay the enrollment fee. If the child(ren) are dropped off in the morning by one parent and the other parent picks up from Afternoon Adventures, each parent will be charged their daily fee. Parents are required to notify the Director of the Agency of any custodial custody changes.

Restraining Orders

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

Child Abuse and Neglect, Mandatory Reporting Procedure and Sexual Harassment

All employees and volunteers of VHS are required by WV state law to always report all suspected child abuse and neglect to the proper authorities. This is required to happen within 24 hours of first

suspecting child abuse or neglect. Once a report with CPS is made, the staff members will then notify the Director.

Sexual Harassment:

Visiting Homemaker Service, Inc. is committed to providing a safe environment for all its employees and families free from discrimination on any grounds and from harassment, this includes sexual harassment. Visiting Homemaker Service, Inc. operates on a zero-tolerance policy for any form of sexual harassment in the workplace, treats all incidents seriously and will promptly investigate all allegations of sexual harassment. Any person that has been found to be sexually harassing another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making a complaint.

Sexual Harassment is defined as any unwelcomed conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual Harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal.

Examples of conduct or behavior that can constitute sexual harassment include, but are not limited to:

Physical Conduct:

- Unwelcome physical contact including hugging, kissing, patting, or inappropriate touching
- Physical Contact (ex. Sexual assault)

Verbal Conduct:

- Any comments on a co-worker's appearance, age, etc.
- Sexual comments, stories or jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (ex. Text message)

Non-Verbal Conduct

- Leering
- Sexually suggestive gestures
- Display of sexually explicit or suggestive material.

Bullying Policy

Visiting Homemaker Service, inc. is committed to providing a safe environment for all children within the Morning and Afternoon Adventures program that is free from bullying on any grounds. Therefore, any bullying behavior is **strictly prohibited**. Visiting Homemaker Service, inc. operates on a 3-strike policy for bullying. Meaning that after your 3rd strike, if your child(ren) continue to bully, they will be expelled from the program.

Bullying is defined as any repeated offensive, abusive, intimidating, malicious, or insulting behavior which:

1. Makes the recipient feel upset, threatened, humiliated, or vulnerable or undermines their self-confidence or causes them to suffer stress or feel upset.
2. Any behavior that an observer would identify as amounting to bullying behavior.

Bullying can happen in any form from physical to sexual to cyberbully. Examples of bullying include, but is not limited to:

Physical:

- Pushing, kicking, hitting, pinching, or any use of violence

Emotional:

- Tormenting, threatening behavior

Verbal:

- Name calling, spreading rumors, teasing, use of derogatory language

Cyberbullying:

- Using technology or electronic communication to bully a child online

Racist:

- Racial taunts, gestures

Sexual:

- Sexually abusive comments

Because bullying is strictly prohibited, VHS follows a 3-strike rule.

The 3-strike rule is as follows:

- Strike 1: Immediate write up
- Strike 2: 1 day suspension
- Strike 3: 3-Day suspension
- After strike 3, the next bullying behavior is an immediate expulsion from the program.

Liability Insurance Coverage

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

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 that will be caring for the child. VHS will obtain written consent of a child's parent/guardian before disclosing information about the child including photographs, audio, video recordings, or verbal statements about the child except when disclosing information to the Secretary of the Department of Health and Human Services, Child Protective Services, or his or her legal designee. All information pertaining to a child within VHS's Morning and Afternoon Adventures program is handled on a need-to-know basis.

Staffing and Supervision

VHS will provide adequate staff to meet the needs of each individual site depending on the number of children enrolled. VHS is required to have a staff to child ratio of 1:16 during hours of operation. All children participating in the program will always be supervised 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 sites 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 is not responsible for any personal items that children bring from home. Children are NOT permitted to bring these items to the program. If items are brought, they will be confiscated and kept in the Morning/Afternoon Adventures Closet until parents 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 seek 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 to the satisfaction of the parent, 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 make a decision on the matter after an appropriate investigation. The Director has fifteen (15) days to render a decision.

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

Communication between Parents, Staff, and Administration Office

Parents can discuss any before school concerns with the Morning Adventure Staff. After school Adventures parents can discuss concerns with the Site Supervisor (or another staff member) during evening pick-up. Concerns can also be directed to staff by phone (304-599-7743, ask for Judy) or Visiting Homemaker Service, Inc. office visit at 382 Broadway Ave., Morgantown, WV 26505. The office is open Monday through Friday 9am to 4pm. 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 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 parents/guardians. 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 notices will be distributed to parents during sign in/sign out, through Procure Messaging, or an email.

Medical File

Each child will have a medical file established which will be kept separate and confidential from their Morning and Afternoon Adventures 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 completed and 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.

Medication Administration

Morning and Afternoon Adventures program will have a qualified staff member that can administer **EMERGENCY** medications. Any medication that is not related to a food or insect allergy, asthma, or another other medication condition that is considered an **EMERGENCY** medication, must be given either at home before Morning Adventure, during school hours, or after Afternoon Adventures. Therefore, it is the parent/guardian's responsibility to communicate with the school nurse to have any prescribed medications given before Morning and Afternoon Adventures.

Non-Medical Emergencies

A non-medical emergency may include an outside environment 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 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 Morning Adventures program arrive, notice will be sent to the local radio station.

****VHS Morning and Afternoon Adventures follows ALL emergency plans and procedures of the Monongalia County Board of Education.**

Curriculum and Instructional Materials

There is a balance between child and staff-initiated activities, free play, individual and group activities, quiet and active experiences. Familiar routines, staff to children ratio of 1:16 and small group exercises ensure smooth transition 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.

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 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 art 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 ring 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 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 art and craft 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 parents/guardians will be notified and permission will be obtained for the children to participate.

Health and Nutrition

The VHS Afternoon Adventures Program participates in the WV Department of Education Child and Adult Care Food Program (CACFP). Upon arrival all children will be 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 parents/guardians. 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 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 Ave, 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 user). USDA is an equal opportunity provider and employer.

Behavior Guidelines

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

Staff shall:

- Teach by example
- Recognized 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 next activity.

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

- Not following directions
- Talking back to others
- Arguing with other children
- Inappropriate language/swearing
- Name calling/Teasing
- Temper Tantrums
- Not following routines/schedules

Minor Behavior Problems are addressed using a time out system where the child will sit for a total of minutes that equals how old they are. If a child is 10 years old, they will sit for 10 minutes etc.

Moderate Behavior Problems will be recorded on an Incident Report Form. Parents will need to sign the form for the child's file and a copy will be given to the parent. Examples are:

- Hitting, pushing, kicking without injury occurring
- Spitting on another child or teacher

- Actions or language that is sexual in nature that is beyond the scope of natural curiosity
- Climbing on or jumping off furniture
- Running out of the school or away from supervision of the VHS Staff
- Destruction of school property at the program site.

Moderate Behavior Problems are addressed with a time out and a write up. After 2 write ups, a child is then suspended for 1-3 days depending on the behavior. After 2 suspensions, the child could be expelled from the program.

Severe Behavior Problems will result in immediate suspension of not less than three (3) days. The child may not return until a parent/guardian speaks to the Site Supervisor and the 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 another child or staff that results in injury (bleeding, bruising, and cutting)
- Chocking another child
- Intentional aggression towards any children or staff members
- Sexual language or actions that are overly aggressive in nature and puts children at risk for exposure to inappropriate actions
- Any action deemed to be molestation of another child or staff member
- Physical and/or emotional abuse of staff or children

****The Program Direct 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 staff members. The parent may be asked to take the child home immediately.**

****Corporal Punishment is strictly prohibited at Morning and Afternoon Adventures.**