

SCHOOL AGE CHILD CARE HANDBOOK 2016-17



Park Hill School District

Building Successful Futures • Each Student • Every Day

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School Age Child Care Adventure Club and Prime Time Programs

Park Hill Education Center/District Office

7703 NW Barry Road
Kansas City, MO 64153
(816) 359-4000
Fax: 816-359-4059
www.parkhill.k12.mo.us

District Office Hours

8 a.m. – 5 p.m. Monday through Friday, except for school holidays.
The District Office is open during the summer months.

School Age Child Care Business Office

Office Hours:

Monday - Friday
6:30 a.m. - 5:00 p.m.

Phone: (816) 359-4064

The Business Office is located in the lower level of the Park Hill Education Center. For all business related to School Age Child Care, please enter the Education Center building on the lower south side.

SCHOOL AGE PROGRAM AND SUPPORT STAFF

COORDINATOR FOR COMMUNITY SERVICES

359-6381

Lisa McLaughlin

ADMINISTRATIVE ASSISTANTS

359-4064

Leslie Tudorowski

Sherry Minter

FAX Number

359-4068



CHANNELS OF COMMUNICATION

1. Site Managers at your school
2. Coordinator for Community Services: Lisa McLaughlin
3. Assistant Superintendent of Business Services: Dr. Paul Kelly

STAFF EXPECTATIONS

Hours of Employment

Teachers will be advised of their usual work schedule at the beginning of employment. Temporary and permanent schedule changes may be necessary to effectively utilize staff. All teachers are required to work on Non-School Days and Inclement Weather Days. An alternate work schedule may be developed for inclement weather days and non-school days to account for fluctuations in student attendance.

Recording Time Worked

Employees are required to time in and out each day using time clocks located in each school. No written times will be accepted.

Health and Safety

Employees are required to be CPR and First Aid certified within the first 90 days of employment. Current certification must be maintained throughout employment.

GENERAL RESPONSIBILITIES

Student Supervision

It is important for students to be properly supervised at all times. As a general rule, do not leave students unattended. Students should be within sight and sound at all times. Classes/groups must maintain district designated ratios.

Hall and Restroom Supervision

Hall Behavior

Each teacher has the responsibility to help maintain good hall behavior. Students should, to the extent practical, be under adult supervision in all areas of the building.

Restroom Behavior

As a general rule, students should be escorted to the restroom and supervised by the teacher.

Playground Supervision

Playground supervision requires active participation. Teachers should monitor designated areas. At no time should students be left unsupervised on the playground. There should be at least two staff members on the playground at all times. Students should observe boundaries and at no time be playing where they cannot be seen.

Telephone Calls

Program phones are business lines. Teachers are prohibited from personal telephone calls during student supervision time unless authorized to do so by their supervisor. Teachers are discouraged from receiving personal telephone calls during work hours except in the case of emergency. Cell phones are **not** to be used during scheduled work time.

Teacher Discussions/Student Information

Discussions about students and students' families must be handled professionally. Student records and other material which contains information directly relating to a student are confidential. Please consult the program coordinator prior to having conversations which affect student privacy.

Professional Appearance

Professional dress and appearance is expected of Park Hill employees while at work. Employees should be clean and well groomed. Two program shirts will be provided at the time of hire. Employees are required to wear a program shirt on a daily basis along with jeans, slacks, skirt, or shorts that are not stained, frayed, or torn. Hats, visors, bandanas, other head gear, and flip flop sandals are not considered professional dress and will not be permitted.

Identification Badges

Employees, substitute teachers, guests, and all other individuals who are not enrolled students, shall wear personal identification badges while in school district facilities. Employees of the Park Hill School District shall be provided individual picture identification badges. The badges shall be "clip on", magnetic or lanyard and worn at the waist level or above in an unobstructed view. Report any adult or visitor not wearing an I.D. badge to the office or building security. An employee who needs a temporary badge for the day may secure one from an Administrative Assistant. In the event that the I.D. badge is lost or stolen, employees are expected to immediately report the incident to the Data Center at 359-5000 so that appropriate security measures can be taken. Employees will be required to pay a nominal replacement fee for lost or stolen I.D. badges. ID badge must be returned at the end of employment.

PERFORMANCE EVALUATION

The purpose of a performance evaluation is to assure a continued high level of performance. The evaluation process will provide an effective means of communication between the employee and his/her evaluator.

General Performance Areas

- Safety – ability to take every possible action to maintain the safety and security of the district.
- Adherence to Policy and Organizational Support – following procedures, protocols and guidelines.
- Communication Skills – effectively conveying information in a clear, professional, and courteous manner.
- Teamwork/Interpersonal Skills/Cooperation – ability to work cooperatively with others
- Attendance and Punctuality – attends work on a regular and punctual basis.
- Quality and Quantity of Work – Thoroughness, accuracy and completeness exhibited in routine assignments and special projects within assigned time.
- Dependability and Reliability – Assumes responsibilities and ensures tasks are completed without sacrificing accuracy or quality.
- Decision Making/Judgment/Problem Solving – identifying problems and drawing appropriate conclusions, communicating issues in an appropriate and timely manner.
- Job Knowledge –Depth of understanding of the content and procedures of the job.

Supervisory Skills

- Leadership and Organization - Ability to convey instructions and organize tasks or people to carry them out.
- Development of Others – effectively coaching and motivating others.
- Resource Management – managing all assets effectively and efficiently.

Evaluation Types

Formative evaluations will take place throughout the year. Summative evaluations will consist of the Classified Performance Evaluation from a compilation of data from formative evaluations.

Probationary Employees:

Two Classified Performance Evaluations will be completed by supervisor (one at or before 90 days of employment).

Non-probationary employees:

A Classified Performance Evaluation will be completed by the supervisor annually.

INCLEMENT WEATHER GUIDELINES

Several factors need to be considered when making weather-related decisions about outdoor time. These factors may include: ice on the playground, lack of snow removal, temperature, wind chill, heat index, or air quality. In general, if the wind chill is below 20 degrees or the temperature is above 95 degrees, Lisa McLaughlin should be contacted prior to taking students outside.

PHYSICAL MANAGEMENT OF SPACE

Cleanliness

Cleanliness of the area is a shared responsibility. The custodian will clean your area at night; however, routine cleanliness during the day should be maintained by having students pick up trash from floor and under tables. Chairs should be placed atop tables at the end of each day to facilitate cleaning. An orderly and attractive environment will help students develop good organization skills and enhance their sense of pride.

*Custodians should be called for cleaning of any bodily fluids or other contaminants.

Bulletin Boards

Keep all display areas and bulletin boards attractive and up-to-date. Plan calendar dates and select display themes in conjunction with units of study as well as seasons, current events, and educational opportunities. The appearance and arrangement of the room communicates a powerful message to students and visitors.

Food/Drinks

Consumption of food/beverages should be limited to regularly schedule times of the day (snack/lunch). At **no** time should food/beverages be taken into the school gymnasiums.

STUDENT AND FAMILY RELATIONS

Communication Logs

Staff must keep a contact log on every student. All communication (written or verbal) with parents and/or students should be documented. District expectations call for frequent and varied contacts between parents and teachers. All forms and methods of communication, mail, telephone calls and school visitations by parents should be utilized.

Parent Conferences/Communication

During parent conferences and telephone calls, listen patiently to the question or complaints; explain what has occurred and why you took the actions described. Parent telephone calls must be returned and should be returned the same day. Please remember it is extremely important to document all parent contacts. Please refer further questions to Lisa McLaughlin.

Please have notes approved by the Program Coordinator prior to sending them home. If a problem arises, please keep the program coordinator advised of all situations. Keep a copy of all notes sent as well as documentation of your phone calls.

Public Relations and Information Services

Every employee is a public relations representative of the program. This should guide conduct both in the workplace and in the community at large.

Releasing Students from Adventure Club/Prime Time

Students will be released only to a parent/guardian or someone authorized by the parent/guardian. A parent/guardian **MUST** sign the child out and present I.D. if you don't know the adult. Prior to releasing a student to a non-parent/guardian, the enrollment form must be checked to confirm the individual is authorized to pick up the child. In no case should a child be released to an individual who is not on the pre-approved list or communication log for that day. The communication log must be completed by parents/guardians under the supervision of the site manager.

Field Trips

Field trips are to be taken in accordance with Board of Education Policy IICA. The supervision of students will be the responsibility of staff member(s) sponsoring the activity. No student will be denied the privilege of participating due to financial circumstances. Consideration regarding participation will be given to students with disabilities consistent with state and federal law. If there is a student in your classroom who requires a wheelchair accessible bus, a bus must be provided. The cost of the lift bus must be considered as part of the cost of the field trip. Field trips are for students, staff and designated chaperones only.

Approval requests for field trips will be submitted to the coordinator for Adventure/Prime Time at least two weeks in advance of the trip.

Student Medication

All medicine must be checked in with the site manager pursuant to policy JHCD and regulation JHCD-R. Students are not to keep any kind of medicine in their possession, except asthma inhalers, if the following guidelines are met: Asthma inhalers or Epipens may be carried by students if proper forms have been completed and requirements therein met by parent/guardian and submitted to the health room).

All prescription medication must have the container label attached by the pharmacist/physician. All non-prescription (over-the-counter) medication must be sent in the original container with a written request from a parent or the student's physician. The student's name should be on the medication container. A Medication Authorization Form must be completed and signed by the parent/guardian for all medications given at school. These are available from the health room aide. On occasion, teachers or other staff may dispense medication to a student. Guidance and training will be provided through the health room. The school does not provide any medication for students, including aspirin, acetaminophen, cough drops or throat lozenges.

Food service provides snacks. In the event that students are in attendance for non-school days, parents provide lunch. Information on students with food allergies will be made available to staff. If a student suffers from a food allergy, associate teachers and site managers must work to assure all foods in the classroom are safe. Site managers are responsible for properly notifying substitutes about food allergies.

STUDENT DISCIPLINE

Each summer, the Park Hill Board of Education reviews Policy JG, relating to student discipline. It is important that each teacher review Policy JG at the beginning of the school year, as the policy may have changed since the previous year. Policy JG, and all Board policies and regulations, are located on the District's website.

The goal of discipline is to bring about changes in individual conduct to provide all students the opportunity to learn. For the disciplinary form to be effective in bringing about these changes, it must be filled out accurately and completely to reflect the specific behavior being addressed and to provide a solution to the problem. The form also becomes the documentation necessary for the associate, student, parent, and administrator to communicate about the problem and work together to change the behavior.

The ultimate goal of classroom discipline is to develop student self-discipline. Associates are encouraged to actively implement Behavior Intervention Support Team, BIST, strategies in order to balance grace with accountability. However, at times a student's behavior is so persistent or extreme that other disciplinary action becomes necessary. When this occurs, these steps should be followed.

Completion of discipline notice forms is to occur as follows:

- The top area of the form provides filing information and should include the student's name, grade, incident date, class hour, and referring employee's name.
- Action to be taken by employee prior to referral—list interventions used, other than office referrals, to address past misbehavior. Mark all that apply. Note that more serious disciplinary action will not likely be merited for an on-going pattern of misbehavior unless a parent contact has been made.

Use of Restraint

Restraint is the act of controlling the action of the pupil(s) when such action may inflict harm to others or him/herself. Restraint should only be used as a last resort and only to the extent necessary to prevent harm to the student or others.

Upon use of physical restraint or force with a child, a written, signed report describing the incident must be submitted to the principal or designee. The written, signed report should be submitted before leaving the building on the day of the incident

Corporal Punishment

Corporal punishment is not to be used as a means of disciplining students. This includes the use of physical exercise as a form of punishment (i.e. requiring a student to run laps for inappropriate behavior).