



## **Harvest Afterschool Policies & Procedures**

### **Mission Statement**

It is our belief and approach, to all ministries, that the Bible and Christian values are the foundation for happy and fulfilled people and families. That is certainly true when it comes to children as well. Our afterschool program is designed to offer a safe, Christian environment where Biblical Values can be taught and modeled. We believe that such an approach, especially when lived at home, creates a positive and empowered heart in the life of a child. These moldable years are critical in a young child's life, and we are here to come along side you, and assist you in your goals to have children who will reach God's fullest potential in their lives. This is our goal; healthy, strong, and dynamic kids who have an understanding of the Bible and a love for God and family!

### **Purpose**

The purpose of this document is to provide essential information to parents of the children who attend the Harvest Afterschool. We hope that this will provide valuable information about our program and how to make your child's experience the most enjoyable.

### **Program Goals**

- To offer a program that meets the emotional, physical, intellectual, social, and spiritual needs of both the individual and the group.
- To interact with children and encourage their involvement in activities.
- To maintain a warm, safe environment that is orderly, clean, and appealing.
- To use Christ-like love to promote responsibility, respect, and encourage cooperation in children.
- To establish and maintain good communication with parents daily.

### **Hiring Procedures**

All Harvest Afterschool employees are required to complete a nationwide background screening and drug screening before they can work with our children. In addition, we strive to hire employees who have a love for children and for God. The majority of our staff is comprised of individuals who have prior experience in education or who are pursuing careers in that field.

### **Admission/Nondiscriminatory Policy**

Harvest Afterschool serves the needs of children who are registered in kindergarten to 12 years old. We accept children without regard to race, color, sex, national origin, or religious beliefs. No child will be denied access to activities, materials, or equipment on basis of sex, race, national origin, culture, or family structure.

### **Enrollment Process/Agreement**

Harvest Afterschool accepts children who are registered in kindergarten to 12 years old. After touring our facilities and if you are interested in being added to our waitlist and enrolling, the following information needs to be completed:

1. Complete the registration form.
2. Review and sign Afterschool Policies documents.
3. Sign up on mybrightwheel.com (Used for checking in/out and communication)

Harvest Afterschool Registration form must be updated and signed each year by the start of the new school year. Parents should keep Harvest Afterschool office informed of any telephone number, address, and/or job change (this is to include keeping Brightwheel up to date as well).

### **Hours of Operation**

Harvest Afterschool hours of operation are 2:30pm-6:00pm during the school year and 6:30am-6:00pm during full day holidays (winter break, spring break, summer break and any additional school holidays/closures). Parents are expected to pick their children up no later than 6PM. If a late pick-up is unavoidable, the parent should call OR text 803.479.2394 to notify the afterschool staff of the late pick-up. In the event of local extenuating circumstances (i.e. traffic due to an auto accident or construction, family emergency), late fees may be waived by the director. There will be no fee assessed for the first two late pick-ups.

### **Late Fee**

- Pick-up after 6pm - \$15 late fee + \$1 per each minute after 6pm

### **Tuition**

Tuition is billed during the school year regardless of attendance. Harvest Afterschool factors in several weather days into tuition so there are no credits issued for weather closings except in the case of the closing being several days. Any payment errors should be brought to the attention of the accounting department. You can reach them by emailing [accounting@the-harvest.org](mailto:accounting@the-harvest.org).

### **Payment/Fees**

We only accept ACH draft for tuition payments and annual fees.

- ACH weekly draft will be drafted every Monday
- ACH monthly draft will be drafted the 1<sup>st</sup> Monday of every month
- ACH monthly payment of tuition includes a \$25 discount per family
- A \$75 registration fee is charged for each school year and summer camp.
- A \$30 fee will be charged to your account for returned payments.

### **Holiday Closings**

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Two days for Christmas
- Two days for staff development

If an observed holiday falls on a Saturday or Sunday, the holiday will be observed either the preceding Friday or the following Monday. Harvest Afterschool factors in several weather days into tuition so there are no credits issued for weather closings except in the case of the closing being several days.

### **Termination of Services**

Parents must notify the center in writing at least two weeks in advance of withdrawing from the program. Service may be terminated when at the director's sole judgement or if any of the following becomes excessive:

- Failure to pay tuition in a timely manner
- Failure to comply with program policies and refusal to sign updated policies
- Habitual late pick-ups
- Requests for special accommodations that staff cannot meet
- Being unreachable and out of touch by phone
- Failure to provide documentation and enrollment papers yearly requested by staff
- If a child's behavior or parents' behavior in the program threatens the physical or mental health of other children or of the staff

### **Dress Code**

The dress code for the school year is consistent with and mirrors the school district policies. The summer camp dress code will be determined prior to the start of each year's summer program and communicated with families who will be participating. For the children's safety, the preferred footwear for children is athletic shoes, but all shoes need to have a strap around the heel.

### **Program Rules**

There are three simple rules for everyone to have a great time at Harvest Afterschool:

1. Listen to and follow instructions
2. Keep your hands and feet to yourself
3. Have fun!

### **Discipline**

Harvest Afterschool is a non-corporal punishment facility. Our counselors and staff are expected to approach discipline in a positive manner. Counselors will give positive guidance and redirection to encourage positive behavior. Aggressive physical behavior toward staff or children is unacceptable. Counselors will intervene immediately when a child becomes physically aggressive to protect all children and encourage more acceptable behavior. Our staff does their best to create a fun, exciting environment. Sometimes children have behaviors that do not fit within our rules above. Our procedures for children who repeatedly do not follow the rules are as follows:

- 1<sup>st</sup> offense—warning, verbal correction and redirection
- 2<sup>nd</sup> offense—removal from area/activity for a time out
- 3<sup>rd</sup> offense—redirection activity

### **Suspension and Expulsion**

Harvest Afterschool staff is diligent in creating a fun, safe, Christian environment for children. At times, there are behaviors that call for additional steps to keep the environment consistent. Some behaviors that call for suspension and/or expulsion are as follows:

- Physically aggressive behavior, to include but not limited to hitting, biting, or other actions that cause someone physical harm
- Inappropriate language or topics of discussion
- Being overtly disrespectful to a teacher

- Refusing to follow staff directions that cause a disruption in daily operations

Children who exhibit the behaviors above will be given the following steps:

1<sup>st</sup> offense—warning and/or 1-day suspension

2<sup>nd</sup> offense—3-day suspension

3<sup>rd</sup> offense—expulsion

Depending on the details of the incident, the director may decide to skip consequences and go immediately to extra days of suspension or immediate expulsion.

### **Parking**

Parent parking is located beside the gym. Parents should not park in front of the building in the yellow curb zone. It is important for the safety of the children and parents entering and exiting the building to leave that area clear.

### **Check-in & Out**

Parents are required to accompany their child(ren) into the building at arrival and at pick-up times. Brightwheel is used for checking in/out. All parents/guardians who are dropping children off or picking them up are required to use the Brightwheel system. Children may not be dropped off at the door to enter without a parent/guardian. The names of all authorized adults to pick up each child must be on file with the program. If someone other than the parent/guardian will be picking up your child, please notify the afterschool office preferably in writing and make sure they can present an ID when picking up your child. An adult or someone with a valid driver's license must be the one picking up a child. Please do not send (young) siblings in to pick up your child. If there is a court order prohibiting any individual from having access to a child, we must have a copy of the documentation ordering such prohibition.

Teachers will check students in on Brightwheel once they arrive at Harvest Afterschool from school. Teachers also use a manual check-in sheet to monitor the arrival and departure of students. It is important for the safety of your child that you are acknowledged by one of the Harvest Afterschool counselors when you enter the gym so they can mark your child present on the day's roll sheet.

### **Illness Policy**

To reduce the spread of illness, if you have any doubt that your child is not feeling well, please keep your child home. Any child who has a temperature of 100.4 or higher, vomiting, or 3 or more diarrheas while attending our program, a parent will be called, and the child must be picked up immediately and cannot return to afterschool for 24 hours unless a doctor's excuse is made available. Harvest Afterschool follows the DHEC childcare exclusion list. A medical exclusion form for each illness that requires a parent to pick up a child early must be signed at the time of pick up. The medical exclusion will be with the form from DHEC about contagious illness. Children that are sent home must remain out of childcare for 24 hours from the last symptoms unless the medical exclusion form has been signed by a physician. For a full list of medical exclusions please go to [www.scdhec.gov](http://www.scdhec.gov). If your child is diagnosed with any communicable disease, please contact the director so they may inform the other children in your child's group. Any child with contagious diseases such as TB, scarlet fever, chicken pox, measles, AIDS, infectious hepatitis, etc. cannot be admitted to the program and will be excluded until medical clarification of complete cure is provided by child's physician.

**24 HOUR RULE:** Children must be symptom free for 24 hours. This 24 hours is NOT from the time the child was picked up from the center, but 24 hours after the child last had the following symptoms:

- Temperature of 100.4 or higher
- Vomiting
- Diarrhea

### **Medication/Emergency Medical Plan**

Any child on medication must bring medicine properly labeled and with his or her name. Parents must fill out a permission for medication form as well. Please leave medicine at the afterschool office to be placed in the lock box. Medicine may NOT remain in book bags, or cubbies which include any ointments, etc. Over the counter medicines will only be given with doctor permission. (i.e., shots, ear infection, allergies, etc.) Only management team members are to distribute medication and will do so according to the program medication administration schedule. Please talk to the director for specific details on the Medication Administration Policy.

Parents are responsible for notifying the program immediately if there are any changes in who is to be notified in case of emergency or if home/work phone numbers change. If you are going to be at a different phone number during the day from the one you listed with the school, you must notify the program.

In the case of a medical emergency in which emergency medical care and treatment is needed the following steps will be followed:

- Call 911 and the parent/guardian will immediately be called after that.
- If the parents cannot be reached, we will attempt to reach emergency contacts and the physician listed on file.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- First Responders will assess and determine whether the child needs to be taken to the nearest hospital (Lexington Medical Center) or parents preferred hospital by ambulance.
- A staff member of Harvest Afterschool will accompany the child to the hospital and remain until a parent or guardian arrives.
- Emergency information for the child will be taken with the child to the hospital or emergency room.

### **Tracking**

Children will be supervised at all times while at the center. No child of any age may be left, even momentarily out of a parents' or staff members' sight. Children must be monitored at all times and tracked to ensure proper supervision and safety. In addition to sign-in procedures and attendance, children are also accounted for by using the tracking sheets as children transition through the center. These transition sheets account for the arrival time of the children as well as the child's whereabouts through the day until departure for home. Students will be tracked as they enter and exit the bus for field trips and regular afterschool bus routes.

### **Food Service**

Harvest Afterschool provides an afternoon snack during normal school year days. On early dismissal days, Harvest Afterschool provides heavier snacks as lunch is served at school. For Thanksgiving break, winter break, spring break, summer camp and other full day holidays, we will offer a morning and afternoon snack, but lunches will need to be brought from home. If your child has any food allergies, be sure that you list those allergies on the enrollment form in the appropriate area and give verbal notice to the staff. We are unable to store lunch boxes in the kitchen refrigerator, so please make sure there is an ice pack placed in the lunchbox. We will not use microwaves to heat any of the children's food due to creating potential hot spots in the food and causing injury to the child. Birthday celebrations are welcomed, and parents are encouraged to make this day special by providing a "birthday celebration" for your child and his/her friends. All birthday celebration treats that are brought for classes must be store bought and labeled as nut free. Harvest Afterschool will remain a nut free facility.

### **Outdoor Policy/Inclement Weather**

In the event that the weather prevents outside play, the children will have indoor play during the allotted times. We will not go outside in the rain, thunder, lightning, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollutions, extreme cold or heat that may cause health problems.

Our outdoor policy is as follows:

Summer – Temperature including heat index

- Below 90 degrees outside for our allotted amount of time

- 90-96 degrees we limit our outside time to no more than 15 minutes
- Over 96 degrees we will not take children outside (*Cold water is provided during this time*)

Winter – Temperature including wind chill factor/feel like temperature

- Above 40 degrees outside for our allotted amount of time
- 32-40 degrees we limit our outside time to no more than 15 minutes
- Under 32 degrees we will not take the children outside

Please be sure to dress your child according to the weather to ensure they can participate in all outside activities.

In the event of inclement weather, we will follow the Lexington One School District delays, earlier closures, and closings.

Please watch WISTV for updates and check Brightwheel for all updated information regarding inclement weather.

### **Accidents/Incidents**

In the event of a minor accident at the center, first aid measures will be taken, and an accident report form will be completed. The accident report will be placed on file at the center once it has been signed by the teacher, parent, and director. A parent may request a copy. Minor scrapes and bruises are treated with tender loving care. The center does not call parents for every minor injury. Parents will be called in case of accidents that may need a doctor's attention or if there is any type of injury to the head. Incident reporting will be used to communicate with parents about any behaviors we may be tracking. Staff will engage in ongoing verbal communication with families as part of this process.

### **Confidentiality**

Parents and families of Harvest Afterschool have the right to expect that all information about their family will be kept confidential. When discussing a child's behavior and development it should only be discussed with the child's teachers, director, and parents. A parent does NOT have the right to know who injured their child (hitting, biting, etc.), however they do have a right to know the circumstances of how both children were cared for or disciplined. Children's records are stored in a locked filing cabinet and computer files at the center only. Only authorized personnel – the child's teacher, the director, the assistant director, authorized office personnel, or the child's parent or legal guardian will be given access to the child's personal information.

### **Access to Child**

Parents have free and full access to his or her child without prior notice **unless there is a court order limiting parental access**. Your free access must not disrupt instructional activities or routines. We must think of all the children and repetitive disruptions will require us to impose limitations on access on a case-by-case basis.

### **Custody Quarrels**

In the event of custody claims between parents, the parent who has custody must provide the school with a copy of the custody papers and is the only parent who may remove the child from the center without written instruction stating otherwise. If papers are not yet drawn up, we cannot be responsible or take sides in the dispute. We will make an honest effort within reason to accommodate the situation and notify both parents if there is a conflict. However, Harvest Afterschool is no place to settle angry disputes, and for the sake of the children, your own and those of others, we will not tolerate violence and intimidation. Anyone violating the decorum of the program will be asked to leave and will be subject to arrest if he or she does not do so.

### **Reporting Child Abuse and Neglect**

Harvest Afterschool staff, and care givers are required by law to report child abuse and neglect. Please be aware that staff only need to suspect abuse or neglect to make a report. Child Protective Services is responsible for determining if the abuse report is unfounded or indicated. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Therefore, they are immune to legal liability because of a report. It is Harvest Afterschool's policy to inform parents after we have made a report unless we feel the child may be in danger.

### **Intoxicated/Impaired Parent/Authorized Person**

Harvest Afterschool believes that any person under the influence of alcohol or other mind-altering substances presents a substantial risk of injury/harm to a child. If a person picking up a child from the afterschool appears, to a reasonable person, to be intoxicated or under the influence of a mind-altering substance or a person at Harvest Afterschool believes there to be a risk to that child if released to a person, we will take the following steps to ensure the child's safety:

1. We shall not permit that person entrance into the building to ensure safety of all the children, parents, and staff.
2. We shall call the other parent or other alternative persons listed on the child's enrollment form to request permission or arrange other means of pick-up.
3. We shall call the Lexington County Sheriff's Department to assess the situation.

Harvest Afterschool shall not be responsible for any child or actions of another which impact a child once a parent or other person checks a child out from the center. Harvest Afterschool will use the following definitions and guidelines, as set out by the statutes and laws of South Carolina, which denotes when a child is subject to abuse and/or neglect:

*Child abuse or neglect occurs when the parent, guardian, or other person responsible for the child's welfare: Inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which present a substantial risk of physical or mental injury to the child.*

### **Special Needs**

Harvest Afterschool embraces diversity of all kinds and supports the inclusion of children with special needs. However, we do not have special needs specialists. Enrollment of children with special needs will be contingent on our ability to provide the best care for all children, or upon the presence of an outside specialist or therapist that makes appropriate care for the whole class possible. We will do our best to accommodate outside specialists or therapists who provide developmental support to children if parents want to have specialist visit during the center hours. We will work together with specialists to arrange a schedule that works well. It is the parent's responsibility to communicate with their specialists regarding attendance or other considerations.

### **Policy Changes**

We reserve the right to make changes whenever necessary. We are unable to predict or list in this handbook every contingency that may occur; however, we will inform you of any changes that are necessitated before implementation or as soon thereafter as possible. You will be notified no less than thirty days in advance of any tuition or fee changes.

I have read and agree to the information stated in the Harvest Afterschool Policies and Procedures Handbook.

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Child's DOB)

\_\_\_\_\_  
(Parent Name Printed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

### **Harvest Afterschool Info**

Afterschool: 803-479-2394

**Karen Adkins**  
*Afterschool Director*  
[Karen.Adkins@the-harvest.org](mailto:Karen.Adkins@the-harvest.org)

**Billing Department**  
[Accounting@the-harvest.org](mailto:Accounting@the-harvest.org)

Please remember to advise us of any changes in your address, phone number, and/or emergency contact information throughout the year if necessary. It is important that we maintain the most up-to-date information in the event of an emergency.