

Dell Rapids Haven

2016-2017



Before & After School

DELL RAPIDS COMMUNITY HAVEN

BEFORE SCHOOL, AFTER SCHOOL, AND SUMMER PROGRAMS

INTRODUCTION

Welcome to the Dell Rapids Community Haven Before School, After School, and Summer Programs! These programs are organized to provide supervision for students in kindergarten through seventh grade (ages 5-12yrs). Haven operates under the Haven Board of Advisors and the Dell Rapids Public School District with additional support provided by St. Mary's Catholic Schools and the City of Dell Rapids.

Haven offers a variety of activities for students to participate in, including Academics (Homework Help and Computers), Enrichment Activities ("Creating Character," Team Building, and Multicultural), and Recreation (Arts, Crafts, Board and Card Games, Community Service Projects, Field Trips, Gaming Stations, Indoor Games, Music, Nutrition, Outdoor Games, Special Events, Sports, and Visitors). The Before School Program is in operation each public school day starting at 6:45am; the After School Program runs until 6:00 pm; and the Summer Program operates Monday-Friday from 6:45 am-6:00 pm. The Summer Program also includes Friday Field Trips and the Summer Recreation Program.

MISSION STATEMENT

The Dell Rapids Community Haven exists because no child should have to be home alone.

VISION

It is the vision of the Dell Rapids Community Haven to be the out-of-school time care provider of choice in the Dell Rapids community, delivering high quality child care and enrichment for children while demonstrating strong leadership and fiscal accountability to its community partners, contributors, and families. Haven provides a safe, flexible, fun, creative, educational and enriching place for children, growing and changing to meet the changing needs of families calling Dell Rapids their home.

OBJECTIVES

- *To provide a safe, supervised, and positive environment for students in the Dell Rapids school district during out-of-school time hours.
- *To provide for children's basic physical needs, such as food and shelter, and their need for physical release, with involvement in supervised games.
- *To provide for children's emotional needs, by providing a safe haven during the hours they are away from their parents and outside the protective environment of the schools.
- *To provide for children's intellectual needs by providing tutor services, computer access, and a variety of stimulating cultural and recreational programs.

TUITION ASSISTANCE

*The Department of Social Services offers tuition assistance to those families who qualify. As a licensed child-care provider, Haven participants may be eligible for this program. Applications are available at Haven or by contacting Child Care Services at 1-800-227-3020. Additional information can be found on the CCS website at <http://dss.sd.gov/childcare/childcareassistance/>

*Reduced tuition rates are available for those who qualify for free or reduced lunch through the schools. In order to receive reduced fees, parent/guardian must first apply for Stare Child Care Assistance through the Dept. of Social Services, or show non-qualification, AND provide proof of free/reduced school lunch.

*Additional tuition assistance may also be available through an application process.

*Please see the Haven Program Director for detailed information.

LOCATION

The Before School program is located in the Public Elementary School Lunchroom at 309 W 15th St. The After School & Summer programs are located at River Community Church (old elementary school) at 613 State Ave. We also visit local parks, trails, and businesses for additional programming opportunities.

CONTACT US

The Dell Rapids Community Haven can be contacted by the following:

Phone Number: 366-8612

Mailing Address: Dell Rapids Community Haven, Dell Rapids Schools
1216 North Garfield Avenue, Dell Rapids, SD 57022

E-mail Address: wendy.anstine@k12.sd.us

Website: <http://haven-dellrapids.k12.sd.us>

DELL RAPIDS COMMUNITY HAVEN ENROLLMENT FORM

| CHILD'S NAME | GRADE | SCHOOL | AGE | DATE OF BIRTH | GENDER |
|--------------|-------|--------|-------|---------------|--------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Allergies and other medical conditions (i.e. asthma, epilepsy, physical limitations, etc.): _____

Additional information (special needs or instruction, fears, religious or cultural observances, etc.): _____

Parent/Guardian Name: _____ Cell Phone: _____

Date of Birth: _____ Relationship to child(ren): _____

Home Address: _____ Home Phone: _____

Place of Work and City: _____ Work Phone: _____

Work Schedule: _____ E-mail Address: _____

Parent/Guardian Name: _____ Cell Phone: _____

Date of Birth: _____ Relationship to child(ren): _____

Home Address: _____ Home Phone: _____

Place of Work and City: _____ Work Phone: _____

Work Schedule: _____ E-mail Address: _____

Please list the **name, age** and **relationship** of other members in the household (including adults and children):

EMERGENCY CONTACTS: In case of emergency or illness, parents/guardians will be contacted immediately. Please provide **2 OTHER contacts that would be available during programming hours**. These persons will also be authorized to pick up your child(ren) at any time (you do not need to list them again as Auth. Pick-up).

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Doctor's Name: _____ Phone: _____ Phone: _____

INCLEMENT WEATHER BACK-UP PLAN: In the event that you cannot make it to Haven to pick-up your child during inclement weather, please **list 2 contacts, IN DELL RAPIDS, that would be available to get your child**. We need to make sure that all children have a safe place to go when Haven programs close. These persons will also be authorized to pick up your child(ren) at any time (you do not need to list them again as Auth. Pick-up).

(Summer only participants may write N/A)

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

AUTHORIZATION OF PICK UP: Please list any additional persons authorized to pick up your child(ren). Those previously listed as “parent/guardian”, “emergency contact”, or “inclement weather back-up” do not need to be listed again.
Haven staff must be notified if someone other than the parent/guardian will be picking up your child.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PUBLICITY PERMISSION: Please check the appropriate item. _____ I DO _____ I DO NOT give permission for my child(ren) to appear in any media coverage (newspaper, television, Haven web page etc.) approved by the Dell Rapids Community Haven.

SHARING OF INFORMATION: Haven follows a strict confidentiality policy. We will not share information about your child or family with anyone but Haven staff, board members, school personnel, or other authorities as needed. All information will be kept confidential among these parties.

Please list any other information about your child(ren) that will be helpful to us:

REFERRAL SOURCE: How did you first hear about our program? _____

I/We attest that the information listed on this application is as accurate and complete as possible. If any of the information on this form should change at any time, I will notify Haven Staff immediately.

Parent/Guardian Signature: _____ Date: _____

2016-2017 HAVEN PARENT CONTRACT

Care will be provided for my child(ren), _____, as marked below

beginning _____.

BEFORE SCHOOL BEGINS AT 6:45 A.M.

Hours normally in care will be: _____ to _____ Circle days of week normally in care: M T W TH F

AFTER SCHOOL RUNS UNTIL 6:00 P.M.

Hours normally in care will be: _____ to _____ Circle days of week normally in care: M T W TH F

Circle the "normal meals to be eaten" by your child while in our care: Breakfast PM Snack AM Snack

FEES:

\$10 Registration fee per child for those enrolled AFTER AUGUST 12

Grades K-7: BEFORE OR AFTER SCHOOL: \$4.00/session

\$3.00/session for those who qualify for reduced lunch through the schools

\$2.00/session for those who qualify for free lunch through the schools

\$5.00/session for Drop-ins *Drop-ins accepted if space is available. Pre-registration and notification is required.

****ALL DRPS STUDENTS ENROLLED AFTER SCHOOL & ST MARY STUDENTS ENROLLED BEFORE SCHOOL WILL NEED TO PURCHASE AN IN-TOWN BUS PASS THROUGH THE SCHOOL. PLEASE INCLUDE A CHECK TO DRSD FOR \$80/CHILD (MAX \$200/FAMILY) WITH HAVEN REGISTRATION FORMS.**

PUBLIC NON-SCHOOL DAYS: \$21/full day or \$13/half day (6 hours or less)

\$15.00/full day or \$10/half day for those who qualify for reduced lunch through the schools

\$9.00/full day or \$6/half day for those who qualify for free lunch through the schools

\$26.00/full day or \$16/half day for Drop-ins

Breakfast and snacks will be served. **Children will need to bring a sack lunch on ice.**

HOURS OF OPERATION:

• **BEFORE SCHOOL PROGRAM:**

- Operates each day public school is in session starting at 6:45 am.
- If the Dell Rapids School District announces a "late start" on a particular day due to the weather or other emergency, the Before School Program will be CLOSED.

- Breakfast will be served through the School. Please contact the Dell Rapids ES Office to set up an account.
- **AFTER SCHOOL PROGRAM:**
 - Operates each day public school is in session until 6:00 pm.
 - The After School Program will be open on all public school scheduled early dismissal days beginning when school is dismissed until 6:00 pm. (The after school fee for early release days will be determined based on the number of hours of operation.) Haven will be closed after school on the last day of school if it falls on a Mon, Tues, Wed, or Fri to allow sufficient time to prepare for the summer program. If the last day of school falls on a Thursday, Haven will be open after school, but will be closed on the following Friday.
 - If the Dell Rapids School District announces “early dismissal” due to inclement weather, the After School Program will be CLOSED.
- Administration may close program for severe weather or other emergencies. Parents will be contacted to pick-up their child as soon as possible.
- The Haven Program will be closed on snow days.
- The Haven Program will be open on the following public non-school days from 6:45 am-6:00 pm at River Community Church (old elementary) for the 2016-17 school year: Aug 22,23; Oct 7,10; Nov 23; Dec 22,27,28, 29; Jan 3,16; Feb 17,20; Mar 10,17; Apr 17. Full day and half day rates will apply. Students will need to bring a sack lunch on ice. Haven will be closed on Sept. 5; Nov. 24,25; Dec 23,26,30; Jan 2; April 14; After School on May 23, and all major holidays.

*Please review our Fees and Payment Policies located on the back of this sheet for additional information. Detailed information on any subject can be found in our Policies & Procedures Handbook.

I understand and agree to the conditions of this contract agreement and the Fees and Payment Policies. Any changes in this agreement must be approved and agreed upon by both parties (parent/guardian and Haven staff).

Parent/Guardian Signature

Haven Staff Signature

Date

FEES, PAYMENT, AND ATTENDANCE POLICIES

- Tuition fees are assessed on a weekly basis.
- **Tuition fees are paid weekly in advance** - due on **Wednesday by 6:00 pm** of the week before.
- Payment Books will be provided with Payment Coupons for each week. Any changes to your child(ren)'s schedule needs to be included on this coupon, or regular contracted fees will be assessed. **If a coupon with the current schedule is not received, we will expect your child to attend program as specified on the initial contract received at the time of enrollment.** Be sure to turn in a schedule even if your child will be gone.
- You will be charged for days/sessions once scheduled (including drop-ins). Credit will not be given for cancellations.
- Fees not paid by the due date will incur a \$5.00 late charge.
- An additional activity charge may be added when applicable (field trips, parties, etc.).
- **Please make checks payable to the DELL RAPIDS SCHOOL DISTRICT** and indicate your child's name on the check so the correct account is credited. Payments and Payment Coupons are to be delivered directly to Haven staff or put into the locked box on the parent table.
- Credit will not be given for days/sessions missed; with the exception of program cancellation due to weather.

- Children are not allowed at Haven before program begins and must be picked up by closing time. A fee of \$1.00 per minute will be assessed for each child present beyond these times. This fee will need to be added to your next payment.
- Parents must check their child in and out of Haven daily. This is to be done by a parent/guardian or authorized person through an electronic computer system
- As soon as a child arrives at the program, they must check in with Haven staff. If a student does not arrive at program within a half hour of their normal arrival time, Haven staff will attempt to contact the parent/guardian. If we are unable to contact you, we will attempt to contact the person(s) named by you on the Enrollment Form. Staff may also contact the authorities if necessary.
- **Parents must notify Haven Staff (either with a note or by calling 366-8612) if their child(ren) will not attend program or will arrive late on a regularly scheduled day.** When staff is required to search for your child(ren), a \$3.00 Finder's Fee will be assessed. This fee will need to be added to your next payment.
- Haven will accept drop-ins if space is available. Please notify Haven staff as soon as possible to make these arrangements.
- If your child attends Haven on a non-scheduled day, you will be charged the drop-in rate of a single day unless proper notice is given.
- If you have an outstanding balance, you may be required to make payment before your child may return to Haven.
- Fees and charges may be discussed with the Program Administrator and may be waived upon considerable circumstances.
- Any additional questions related to a child's tuition should be addressed to the Program Administrator.
- If you wish to withdraw your child(ren) from Haven, a two-week written notice must be given to the Administrator. You will be required to pay your regular contracted fee for these two weeks.
- Year-end statements will be distributed to all past and present Haven participants in January of each year. If your address changes during the year, it is your responsibility to notify Haven staff.

TUITION ASSISTANCE:

- The Department of Social Services Child Care Division offers financial assistance to families who meet specified eligibility requirements. Applications are available at Haven or by contacting Child Care Services at 1-800-227-3020. Additional information can be found on the CCS website at <http://dss.sd.gov/childcare/childcareassistance/> Any additional fees (late, finder's, drop in, field trip, etc.) will be the responsibility of the parent/guardian, not the Department of Social Services Child Care Division.
- Reduced tuition rates are available for those who qualify for free or reduced lunch through the schools.
 - In order to receive reduced fees, parent/guardian must first apply for State Child Care Assistance through the Dept of Social Services, or show non-qualification, AND provide proof of free/reduced school lunch.
- Additional tuition assistance may also be available through an application process. Please see the Haven Program Director for detailed information.

DELL RAPIDS COMMUNITY HAVEN BEHAVIOR GUIDELINES

PARENTS: Please read the following guidelines with your child, sign, and return the Acknowledgment of Behavior Guidelines Form. Each child attending Haven must sign this form.

RULES:

1. RESPECT

- We will treat others with respect. No hitting, kicking, fighting, spitting, or name-calling.
- We will use appropriate language, volume of voice, and proper turn.
- We will take proper care of the equipment and buildings, as well as our own items. Haven is not responsible for lost or stolen items.
- We will stay in the designated Haven area and use designated Haven items. All other parts of the facility and other items are off limits.
- We will use designated entrances only. We will place bikes in designated bike racks.

2. WALK

- We will walk to and from program areas unless permission is given to do otherwise.

3. ASK

- We will ask staff before leaving the room or area for a drink or to use the bathroom. Only one person may be out of the room at a time.

4. PICK UP

- We will cheerfully pick up our area when done or asked by staff.

5. HAVE FUN!

- By following the rules, you ensure the safety of yourself and others.
- We want to make sure that everyone has FUN while at Haven!
- Good behavior will be rewarded with extra privileges.

DISCIPLINE:

- Discipline techniques used will offer clear-cut limits with positive guidance and direction to help your child achieve self-control and a respect for the rights of others.
- Discipline has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control.
- Children enrolled are expected to exhibit behavior that does not disrupt or interfere with activities or social interaction of other children. Parents will be notified if discipline problems occur.
- Please refer to the "Playground Safety Rules & Guidelines", "Discipline", and "Behavior Guidelines" sections of the Policies & Procedures Handbook for detailed policy information.

CONSEQUENCES:

- Parents will be notified of significant discipline problems. Infractions of the program rules or disrupting behavior may result in the parent/guardian being notified and the child sent home. If the behavior continues to be a problem, the parent/guardian will be notified of a suspension. If all consequences have been exhausted and problems still persist, the student may not be allowed to continue attending the program.

BUS RULES & EXPECTATIONS:

Please reiterate with your child(ren) that the rules & consequences of riding the “Haven Bus” are the same as riding a normal school bus. The most important rules to make sure your child(ren) know are:

1. Students must remain seated while the bus is in motion
2. Students must wait until the bus comes to a complete stop before leaving their seat
3. Students must keep arms & hands inside the bus at all times and keep hands & feet to themselves
4. There should be no shouting or profane language

Please refer to the School’s Student Handbook for specific bus regulations. Students are expected to obey the bus rules or they will lose the privilege of riding the bus for a period of time.

PLAYGROUND SAFETY RULES & GUIDELINES

- Students will walk to and from the playground.
- Students will keep their hands and feet to themselves en route to the playground.
- Students are not allowed to play in the bushes.
- Students are expected to use all playground equipment properly.
- Students will slide feet first, one person at a time. Students will not climb up the slides.
- Standing on top of playground bars, beams, or tunnels is not permitted.
- Only 1 student is to go across the glider at a time using 2 hands, feet are to remain below the waist. Students who cannot reach the glider while standing flat footed on the platform, should stay off!
- Throwing balls or playing ball tag is not permitted on or near playground equipment.
- Regular, physical education game rules will be applied to all games.
- Fighting and “play fighting” are not permitted.
- Inappropriate language including profanity, name-calling, teasing, etc. is not permitted.
- Antics that imitate self-injury, including tripping, falling, rolling, etc. are not allowed.
- If a ball goes outside of the playground area, students may go to retrieve it with staff permission if they can do so without crossing the street. Students may NOT retrieve balls that go across the street.
- Students must obtain permission from Haven Staff to leave the playground.
- Haven is not responsible for personal items that are lost, broken, or stolen from the playground.
- All serious injuries will be reported immediately by Haven staff and documented.
- Weather dependent and at the discretion of Haven staff, students will not be allowed outside without proper attire, including shoes, boots, jacket, hats, and gloves.
- Snowball throwing is not permitted.
- Sliding and tunnel building are not permitted.
- Students must stay on the playground side of snow mounds.
- Haven staff may restrict where individual students can play on the playground based upon the type of winter dress that students wear. Students must wear all weather appropriate clothes for Haven staff to give them full playground privileges, including snow pants, jackets, boots, hats, and gloves.
- Students who do not follow the rules may be sent to sit along the wall or sent inside. Playground privileges may be revoked for a period of time at staffs’ discretion

RESPONSIBILITIES:

PARENT/GUARDIAN RESPONSIBILITIES:

I will ask my child(ren) what was learned at Haven. I will monitor my child(ren)'s behavior, performance, and attendance. I will help my child(ren) celebrate achievements in learning, good behavior, and reaching goals. I will be supportive of the activities my child(ren) participate in.

STUDENT RESPONSIBILITIES:

I will treat others with kindness, courtesy, and respect. I will be a good example for others, have a good attitude and show good behavior. I will help others and ask for help when I need it. I am responsible for all of my actions.

ACKNOWLEDGMENT OF BEHAVIOR GUIDELINES FORM

My child(ren) and I have read the Behavior Guidelines. My child(ren) and I understand and have agreed to follow the guidelines while in the Haven program. My child(ren) and I understand the consequences for not following the guidelines. I understand that any student who does not comply with the Behavior Guidelines will be asked to leave. Parents will be contacted and will be responsible for making transportation arrangements for the student.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

DELL RAPIDS COMMUNITY HAVEN

WAIVER OF LIABILITY FORM

This page must be completed, signed, and returned to Haven Staff as part of the Enrollment Forms. It will be kept on file for future reference.

- **FIELD TRIPS:** Haven programming activities include field trips and enrolled children will be invited to attend. Some places we will visit will be within walking distance of the Haven site. In other instances, we will need to use a school bus or vehicle. Advance notice of field trips including dates, departure and return times, appropriate transportation, and fees will be provided. Please check the Parent Board for this information. I consent that my child(ren) has permission to attend field trips with Haven Staff and ride in a school bus or vehicle as needed. My signature will be kept on file for all Haven programming field trips. If I wish to withdraw this permission, it is my responsibility to contact the Haven Director. In most instances, ALL children attending Haven on a scheduled field trip day will be expected to participate in the outing. There WILL NOT be Haven staff available on site for those not participating in the field trip. If you do not wish for your child to attend a certain field trip, it is expected that you find alternative arrangements for care for that particular day.
- **RELEASE & WAIVER OF LIABILITY:** I am a parent or legal guardian of the child(ren) listed below and I expressly release and discharge the Dell Rapids Community Haven, the Dell Rapids School District, its officers, employees, volunteers, and members thereof, from any and all actions, causes of action, liability, claims and demands by reason of any property damage, bodily injury, personal injury, illness, disease, first aid treatment, or suffering which I, my family, or said child may hereafter sustain in any programming activities conducted by the Dell Rapids Community Haven. I further agree that if emergency medical care is deemed necessary, an officer or employee of said Dell Rapids Community Haven is authorized to act on my behalf in granting permission for said child to receive emergency medical treatment. I will also assume full responsibility for payment of and from this treatment.

Name of child(ren) enrolled in the Dell Rapids Community Haven

By signing below, I attest to all statements on this page.

Signature of Parent/Guardian Date