

Wilmot School After-School Program Policies

1. Services Provided – We will provide an after school program for Wilmot School students pre-school to 6th grade from 3:20 to 6:00 pm on all school days where school is dismissed at the normal time.
2. Fees Charges – Students will be charged \$6.25 per day. Any pick up after 6 pm will be charged \$1 per minute.
3. Payment Policies – Payment period will be every 2 weeks ending on a Friday. Bills will be handed out the next Monday and be due by the next Friday. \$2 per day will be charged as late fee. ***Reminders are a courtesy not a requirement of the WASP.*** Repeated failure to pay on time could lead to child's dismissal for the program.
4. Billing Procedures – Guardians are required to give an email address and all bills will be sent via email. (Approved 7-17)
5. Discipline used for children in care including the requirements of 67:42:14:16
 - Use of positive guidance, redirection and offer clear cut limits.
 - Prohibit peers from administering discipline.
 - Prevent a child from being placed in an environment that would be harmful or dangerous to the child's physical or emotional health; and
 - Prohibit use of such humiliating and frightening punishment as:
 - Withholding or forcing snacks or meals;
 - Use of substance such as soap, pepper, or hot pepper for punishment;
 - Hitting, pinching, shaking, spanking, or inflicting corporal punishment;
 - Restricting of movement by binding or enclosing in a confined space; and
 - Verbal abuse, threats, or derogatory remarks about child or family.
6. Requirements for Enrollment – Student at Wilmot School kindergarten to 6th grade. All appropriate forms need to be filed with program.

7. Termination of Services – Failure to pay, repeated late pay, any violation of program’s rules.
8. Handling and Documenting injuries and illness
 - a. Illness – Parents will be notified.
 - i. Any student with fever will be reported to parents and isolated. Parents will be asked to pick up child.
 - ii. Any student with contagious illness will not be allowed to attend until illness has run its course or a student has been given medical clearance.
 - iii. Any injury first aid will be provided and the parent will be called. 911 will then be called if necessary.
9. Dispensing Medication – *All dispensing medications will be handled by staff.*
10. Nutritional guidelines and requirements for snack and meals – At this time we are not going to provide snacks or meals.
11. Reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse. Staff who have suspicion of the abuse shall report it to local law enforcement or Child Protective Services, and the director of the after school program.
12. Notification of a parent when a significant change happens with center services or policies. All significant changes to the Wilmot School Afterschool Program will be posted near the school entrance by the superintendent’s office.
13. Sharing information with parents concerning their child’s health, development, behavior. All concerns staff have about a child’s health, development, and/or behavior will be shared with the parent or guardian.
14. Steps that will be followed if a child fails to arrive at the center. If a child scheduled to be at the after school program does not arrive parents will be

called. If unable to reach the parent the emergency contact will be called. If unable to reach either, law enforcement may be notified.

15. Opportunities for parental involvement in program development and center operation. Parental involvement will be encouraged in the development and operation of the after school program but final decisions will be made by the director and the Wilmot School Board.

16. Confidentiality of records & information relating to children in care of their families. Information about a particular child's care will only be shared with parents and/or guardians.

17. A cutoff time of 2 pm is set for registering students for the day. This is needed for staffing purposes. If a student does not attend who was registered to attend for the day those parents will be charged the daily rate for that day. If a parent attempts to sign a student up after 2 pm they run the risk that the student will not be able to use the WASP program that day.
(Approved 7-17)