



Mini-Cassia Community Children's Center
720 J. Street
Heyburn ID, 83336

Phone: 208.677.4320

Fax 208.677.4320



Program Policies and Procedures

Absence

If your child will not be attending the Mini Cassia Community Children's Center program as scheduled, it is essential that the program be notified by telephone, 208.677.4320.

Behavior Management Policy

Our policy is to encourage positive behavior through careful adult supervision. The program will provide expanded opportunities to develop the whole child, academically, emotionally, behaviorally in a safe, secure environment. The program rules are explained and the students are expected to adhere to them. It is important to provide positive feedback for situations in which inappropriate behavior occurs. Should a child need discipline, the child is given time to regroup. Once a child has regrouped he/she will be allowed to re-enter the normal activities in a graceful manner. We include positive responses for appropriate behavior and provide an opportunity for the child to verbalize their feelings.

At NO time is any child subject to cruel, severe or unusual punishment, neglect or abusive treatment, physical hitting of any manner, verbal abuse, ridicule, humiliation or denial of food, rest or bathroom facilities. A child shall not be punished for soiling or wetting themselves or for not using the bathroom facilities. Nor shall a child be punished for eating or not eating their food.

A behavior problem such as fighting, intimidation or foul language will result in an immediate one day in facility suspension from all activities. Should the behavior persist, the child's parent/guardian will be notified and asked to work with the staff to resolve the problem and discuss the options listed below. Documentation must be present for the following to take place.

1. Limited Suspension
2. Suspension
3. Dismissal

Students shall show respect for the health and safety of others and themselves. The children must abide by the rules, including but not limited to the following:

- No intimidation of any child; abusive or foul language will not be tolerated.
- No fighting, pushing, tripping.
- Potentially dangerous objects of any kind are not permitted
- Respect public property, private property and the facility.
- No stealing
- Respect the authority of employees and volunteers who are responsible for enforcing the rules and regulations.

Children with Special Needs

Reasonable accommodations will be made.

Clothing

All M4C children are included in direct supervision when playing outdoors. Please assist us by having your child wear or bring clothes that are appropriate for outdoors and for play. Any soiled clothing will be sealed in a plastic bag. If your child has a bathroom accident and cannot clean themselves, you will be called. The M4C staff does NOT touch the children.

Emergency Procedures

In case of an accident, the following will occur depending upon the severity of the injury. If the injury is minor, simple first aid will be applied on the spot and you will be notified when you pick up your child. If the injury is more severe, you will be notified immediately. If you cannot be reached right away, your emergency contact will be called and asked to arrange for the child to be taken to the doctor it that seems advisable. If the accident is very serious 911 will be called and Mini Cassia Community Children's Center staff will call you to arrange for your child to be met at the hospital.

The parent/guardian's signature, on the registration form, gives permission for the child to be treated if the parent/guardian, or other person named cannot be reached, or if it is necessary for the child to be given immediate medical care before the parent arrives. Be sure to notify all emergency people named of their responsibilities. It is very important to notify the program if there are any changes in the emergency contacts.

In all cases of an accident, an accident report will be completed and a copy will be given to you. Copies of the accident report will also be kept on file with Mini Cassia Community Children's Center.

Allergies

Parents/guardians are asked to list their child's allergies. The Mini Cassia Community Children's Center director will maintain a list of all the allergies and reactions of individual children. He/she will keep the staff informed. The M4C staff treats all food allergies with extreme seriousness. Please list any and all allergies your child may have on the registration form. If you discover that your child has a new allergy, please inform the M4C director.

Illness

Illness in children is a very difficult area to manage in a program such as Mini Cassia Community Children's Center. If a child is not well, please do not have him/her attend the program. It is important to realize that in a group situation such as Mini Cassia Community Children's Center illness can spread rapidly to the other children in spite of everyone's best efforts. The parent/guardian will be notified when contagious diseases have appeared among the children who attend the program.

Should a child become ill while attending Mini Cassia Community Children's Center he/she will be isolated as much as possible from the group. The parent/guardian will be called and asked to take the child home. Conditions that necessitate picking up the child are:

- Vomiting
- Diarrhea
- Temperature
- Contagious disease

Please arrive promptly as this is in the best interest of the child and the program. If you are unavailable, the emergency contact will be call to pick up the child.

Hours of Operation

The Mini Cassia Community Children's Center Afterschool program (Grades K-6) is held from the hours of 3:00 PM to 6:00 PM.

The M4C Kids Afterschool program for Grades K through 6 is located in the Mini Cassia Community Christian Church, 720 J Street (across the street from Heyburn Elementary School.)

The program is closed whenever there is no school in Minidoka County. If school is dismissed earlier than normal there is no afterschool program.

Late Fee for Late Pick Up

Mini Cassia Community Children's Center closes at 6:00 PM. Parents/Guardians are to pick up their children no later than 6:00 PM. It is upsetting for a child to be waiting for his/her parent/guardian when all the other students have been picked up. Also, our tuition schedule covers staff until 6:00 PM. Please note, we have a very stiff late fee policy.

This late fee MUST be paid in CASH when picking up the child.

Fee for Late Pick-Up

6:00 PM– 6:05 PM	\$1 for each minute
After 6:05 PM	\$2 for each additional minute

The M4C staff would rather have you pick up your child at 6:00 PM than take your money. One violation of lateness will be excused. For any subsequent late days, the parent/guardian will be required to pay a late fee. After 2 late days the program's services will be terminated. Any child still in the program's care and after 6:15 PM, and unsuccessful attempts to contact the parent/guardian, the Heyburn Police Department will be contacted for further assistance in finding the child's parent/guardian.

Picking Up Children

Mini Cassia Community Children's Center closes at 6:00 PM. A student must be picked up by parent/guardian or person(s) indicated on registration form.

If there is an emergency situation which prevents the parent/guardian from picking up the child on time, the parent/guardian is to notify the program staff as soon as possible at 208.677.4320.

If there is an emergency situation that requires the child to be picked up before the close of the program, the parent/guardian must notify the program staff as soon as possible and come into the building to sign the student out.

If a student is to be picked up earlier than usual, the program staff should be notified in advance whenever possible in order to make arrangements for the student to be ready.

A student who walks or rides a bicycle to Mini Cassia Community Children's Center must have a release form on file stating what time they have permission to leave the program.

Please note any changes in person(s) responsible for picking up the student must be indicated in writing.

Snack

The Mini Cassia Community Children's Center will provide one nutritious snack serving per child. If your child needs multiple snacks, please feel free to pack an extra snack for their enjoyment. (no snacks that require refrigeration) Please let the Mini Cassia Community Children's Center director know that this will occur.

Medication

Mini Cassia Community Children's Center staff will not administer medication. Self-administered medications must have written instructions from the physician and written parental consent.

- Bronchial inhalers for asthma
- Insulin for diabetes
- Epinephrine pens for allergies

Nondiscrimination Policy

Mini Cassia Community Children's Center, a program for children in Kindergarten through Sixth grade, does not discriminate in the provision of services to children and their families on the basis of race, sex, religion, national origin, or disability.

Reporting of Child Abuse/Neglect

Mini Cassia Community Children's Center will protect children in its care from abuse and/or neglect. As required by law all M4C Kids staff will file any mandated reports concerning any child abuse or neglect discovery.

Staff Issues

We encourage all parents/guardians to address a staff member directly if there is an area of concern. If concerns are not satisfactorily handled regarding M4C staff, please address them in writing to the M4C Kids Director.

Suspension and Termination Policy

A child may be suspended from the program, by the Mini Cassia Community Children's Center director in accordance to the Behavior Contract signed by the parents and child. This suspension is for that day or if the parent cannot come within the hour the child will be suspended the following day. When the child returns, the Mini Cassia Community Children's Center director will implement a behavior plan. The child is given the opportunity to change their behavior during this time. If no incidents occur during

the probation period the child's record is cleaned. If the same behavior or a more disruptive behavior occurs during the probation period the child will be suspended for two days. After a two day suspension and if the behavioral problem continues the program services will be terminated. The reasons for suspension and the suspension period will be documented and filed as part of the child's Mini Cassia Community Children's Center record.

Tuition will NOT be refunded for this period of absence.

Other Reasons For Termination From The Program

- Failure to make payment will result in a termination of services. All bills MUST be paid on time, as this is a fee based program.
- Chronically late in picking up a child and no attempt to correct the problem.
- Abusive language and/or actions from parent/guardian will not be permitted in the Mini Cassia Community Children's Center.
 - This shall include emotional, verbal or non-verbal abuse used to belittle or embarrass another person and include, but not be limited to:
 - Shouting, threatening, harassing, swearing, constant teasing or obscene gesturing.
 - Any instance of an actual or perceived unsafe, threatening or dangerous person or situation will be considered a major violation of these rules. The program will terminate services.

Telephone Contact Information

Any questions or issues may be directed to Mini Cassia Community Children's Center staff at 208.677.4320. When the office is closed, the voice mail system will pick up. Should you reach the voice mail system, please leave the following information:

- Your name
- Your child's name
- Telephone number
- Brief message

Toys, Etc.

Toys should NOT be brought from home. Parents and children should understand that these items, including any kind of currency, can be lost or broken or that other children may wish to play with the item. Therefore, please do NOT send anything that is precious and/or important to your child. The Mini Cassia Community Children's Center is not responsible for stolen, lost or broken items.