



CONNECT

ACADEMY FOR CHILDREN

“Welcome”

We are thrilled to welcome you and your children to CONNECT Academy for Children. Our programs invite children to learn in a fun, structured, and challenging atmosphere. Through hands-on guided discovery, we plan to provide opportunities for mental, physical, and emotional growth.

CONNECT AFC teachers and staff will provide a safe learning environment with daily activities that are exciting and engaging to promote the desire to attend, the ability to learn, and the opportunity for personal and social growth. Children will be grouped by age and maturity level where activities can be designed with each child’s potential in mind. CONNECT AFC’s curriculum will incorporate the energy of the students and the current educational frameworks to direct each child in a positive manner of learning and discovery.

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“Enrollment Policy”

Enrollment is open to any child, provided the center can meet the needs of that child, and the child meets the age limits of the requested program and availability of positions at the center. Enrollment shall be granted to CONNECT AFC without discrimination as set forth in the Non-Discrimination Policy.

After School Program ages: completed kindergarten through fifth grade

After School Program acceptance will be determined on a first-come, first-Serve basis. Every participant must have a completed enrollment package submitted, the program supply fee paid, and the first week’s tuition paid before CONNECT AFC staff can secure/reserve a classroom designation.

Enrollment Package includes:

1. Child Data Sheet
2. Medical Information Sheet
3. Shot Record
4. Developmental Need Sheet
5. Photo Release Form
6. Commitment Form
7. Payment Information Form
8. Field Trip/Transportation Form

Enrollment forms must be updated as necessary regarding all information contained on the forms. Any changes in address, emergency information, work, telephone number, etc are the responsibility of the parent to notify the office.

Classroom ages will be divided by physical and mental developmental stages and may fluctuate as children improve in their physical and mental maturity.

In the event the program reaches capacity, prospective applicants will be placed on a waiting list.

“Basic Operating Policies”

1. CONNECT AFC classes shall be created by age upon the start of the program and will allow for transfer to another group based on individual needs and development. Each class will have a qualified teacher over the age of 18 to provide a consistent age and developmentally appropriate curriculum to promote physical, social, and emotional improvement in each child.

2. All children will be allowed at least one hour of outdoor activity time per day in suitable weather.

3. All program schedules will be constructed in a manner that limits children to no more than 25% of their total weekly activities be spent engaging or using electronic media for recreational purposes.

All television programming, videos, DVDs, and/or computer programs utilized by CONNECT AFC programs shall be age-appropriate, non-violent, and will have educational value.

4. Field trips shall be utilized only with written permission from parents/guardians of children and shall incorporate some form of educational value. Transportation used for all field trips shall be kept in proper operating condition at all times. Safety risks, field trip rules, and behavior expectations shall be discussed with children and parents attending the field trip prior to departure.

5. Children will be adequately supervised at all times. Though participants are generally required to be within the sight or hearing of staff, CONNECT AFC participants, second grade and above, may be provided opportunities to take part in short-term activities not within the sight and hearing of CONNECT AFC staff. Such short-term activities include but are not limited to going to the restroom, transitioning to other activities, returning to a classroom within a building, etc.

“Hours of Operation”

CONNECT AFC’s After School Program will begin each afternoon, Monday – Friday (excluding day that Bryant school district is closed) beginning at 3:00 pm and will close promptly at 6:00 pm.

1. Notify the Director of CONNECT AFC if you will be utilizing after school pick-up program.

2. Notify the Director of CONNECT AFC if you will be late picking up your child. There is a \$1.00 per minute late pick up fee.

“Attendance Policy”

The parent or guardian must identify the days their child will attend the CONNECT AFC programs. This important information assists the CONNECT AFC staff to ensure the safety of all students. During the calendar school year, the CONNECT AFC staff and School Administration will work together to create a safe transition from school to the CONNECT AFC After School Program and, therefore, attendance by students and communication with parents is very important. CONNECT AFC and the School district cannot be held responsible for students and families who neglect to follow the attendance procedures in place.

As a result of our need to ensure the safety of students, the following policies must be followed:

1. Students enrolled in CONNECT AFC’s Summer and After School Program are expected to attend on all days identified by the parent/guardian during the initial enrollment process. Changes to that schedule must be submitted to CONNECT AFC one week prior to going into effect, so that the proper staff can be notified in a timely manner.
2. If your child is not going to be attending the After School Program on a regularly scheduled day, we asked that CONNECT AFC be notified by 1:00 pm that day or in writing, prior to the absence, so the proper information can be provided to the group teachers and to the pick-up staff, if transportation is not needed.
3. Failure to attend three regularly scheduled days without notification to CONNECT AFC staff will result in your child being placed on suspension from the CONNECT AFC programs, until the issue of non-attendance is addressed by CONNECT AFC Director and the parent/guardian. Notification of suspension will be conducted by phone and written correspondence. During the suspension period, your child will not be picked up from school by the CONNECT AFC After School Program staff or be allowed to be checked in to the Summer Program.
4. Inconsistent or lack of attendance at the CONNECT AFC After School Program will result in the student’s name being removed from the attendance roster. Notification for attendance roster removal will occur by written correspondence.

“Financial Policies”

1. All after school Program students will be required to pay a supply fee of \$50.00.
2. Tuition Rates: \$15 per day or \$65 per week
3. Tuition for Day Students must be paid by 9am Monday morning of the week they will be attending.
4. Tuition for Weekly Students must be paid by 6pm Friday evening for the following week. No student will be allowed to be dropped off on Monday morning if tuition has not been paid unless the parent brings cash with the child.
5. Tuition is to be paid to “CONNECT AFC”. If paying with a check or with cash, enclose payment in an envelope and write the child’s name on the outside of all payments.
6. There will be a \$35.00 fee for any checks that are returned insufficient.

7. A late pick up fee will be assessed if the child is picked up after 6:00 pm. There will be a charge of \$1.00 per minute. If this is a habitual problem, your child will be dis-enrolled from CONNECT AFC. We honor the time indicated by the facility clock due to the many variations of each individual person's clock/watch who attend the facility.

8. CONNECT AFC's after school Program tuition will change to day rate fees on short weeks due to holidays.

“Withdrawal from Program Procedures”

If you find it necessary to withdraw your child from CONNECT AFC, a two weeks notice must be given. Your account should be current and paid in full at the time of withdrawal. The Commitment Form included in the enrollment packet is a sign contract and is legally binding.

“Child Pickup Procedures”

1. All parents shall pick up their child from the Summer and After School Programs in the front entrance of the school. Parents are reminded to drive slowly in the parking lot. Please turn off your car's ignition and take your keys in with you. Siblings of CONNECT AFC Summer and After School children should never be left unattended in the car.

2. All parents or designated adult Pickup Person must enter the school lobby to pick up their child. All children must be signed out of the CONNECT AFC by an approved adult before leaving the property.

3. For the safety of your children, he/she will only be released to the parents or designated pick up person. Should another adult be picking up your child, please send written notification and be advised that they may be asked for photo identification. Once a child is release to his/her parent or designated pickup person, the child's care and safety are the Responsibility of the parent or designated adult.

4. In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child by 6:00 pm.

5. If there are special court orders regarding parental custody – please provide documentation.

“Rules for Children”

1. Always follow directions (posted and given verbally)
2. Use appropriate voice levels for the space and activity involved in
3. Be respectful to adults and other classmates
4. Clean up after yourself
5. Keep hands, feet, and other objects to yourself
6. Follow all playground rules

7. Wash hands before entering class space in the morning
8. Wear shoes that are secure to your feet (can wear sandals with straps around ankle)
9. Eat the food that is provided for you only
10. Share all equipment and supplies with your fellow classmates
11. Run only in areas reserved for full body activities, during times indicated
12. Be responsible for all items you brought with you into the facility
13. Treat all others the way you would want to be treated at all times

“Responsibilities of Parents”

1. To pay all fees on the appropriate schedule
2. To notify the site if anyone other than the parent/or authorized person(s) on application will pick up the child.
3. To update child’s records if any changes occur.
4. Keep shot record on file current.
5. To sign your child in and out daily.
6. To pick your child up before 6 pm daily. (call if you will be late)
7. To notify Director of any special needs your child may have.
8. To notify Director in the event of any concern or problem at CONNECT AFC – issues with child, policies, staff, facilities, etc.
9. To be aware of all field trips and holiday closings by checking CONNECT AFC bulletin board in the lobby when checking your child in and out daily.
10. To provide a snack that meets State Guidelines if your student will not eat items provided by CONNECT AFC.
11. To instruct child to follow all rules and instructions written and given verbally by CONNECT AFC teachers and staff.

“Medical Procedure Policy”

1. A Medical Information Sheet and a current shot record must be provided for every child as part of the enrollment process. CONNECT AFC Staff can only administer medications following the completion of proper documents by the legal parent or guardian of a student. Proper documentation would include, but not be limited to, a signed and dated letter from the physician and parent/guardian stating the need of the medication, proper dosage, time of dosage and any reactions that must be monitored. All medications must be provided in the original prescription packaging with a child resistant cap that shows child’s name and dosage instructions. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted in writing on the Medical Information Sheet. These medications

shall be in the original containers and must be dispensed in the dosages listed on the packaging.)

2. A child will be removed from the classroom environment and closely monitored if they are running a fever or showing any symptoms of a contagious or infectious disease. CONNECT AFC Staff will notify a parent/guardian or approved adult as soon as possible so the child can be picked up. Arkansas licensing states the child must be “FEVER FREE” without the use of any medication for 24 hours before they can return to the program. A fever is a temperature of 101 or higher.

3. Participants with special health care needs (ex. Asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergency need basis (ex. Benadryl, EpiPen, rescue asthma medications, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed with no more than 6 months between updates.

4. CONNECT AFC staff shall document each time they administer any medication to a child by initialing the permission slip and recording the date, time, and dosage that was administered. This information should then be provided to the parent/guardian at the end of the day.

5. Universal precautions shall be used by all CONNECT AFC staff and volunteers when handling items contaminated by blood. This means all items shall be disposed of separately and by using rubber gloves that shall be properly disposed of after each use. (Note: hands must be washed even after gloves are used.) Universal precautions are for the protection of the children and for the staff.

6. Every child will be given a well check by his/her teacher at the time of drop off each day in compliance with licensing regulations. A child should be free of fever, rash, vomiting, diarrhea, etc... for at least 24 hours and able to participate in all activities, including outdoor play before brought to CONNECT AFC. If you child is sent home with any of these symptoms, they will not be readmitted until said symptoms are gone. General Health requirements set by the State in the DHS handbook that all licensed facilities must follow:

- a) Fever: temperature of 101 or higher
- b) Diarrhea: more than 2 watery stools within a 24 hour period
- c) Vomiting: vomit more than 2times in a 24 hour period
- d) Multiple sores in the mouth
- e) Rash: a doctor’s note must be present to guarantee not contagious
- f) Sever coughing that causes a child to gag or vomit or have difficulty breathing
- g) Contagious diseases that accompany fever or show symptoms are to include: pink eye, ring worm, and impetigo
- h) Scabies or head lice (can return after first treatment)
- i) Strep Throat (can return after 24 hours of antibiotic treatment)

j) Chicken Pox (can return after all lesions have crusted)

k) Whooping Cough (can return after 5 days of antibiotic)

7. Parents shall complete a Health Care Plan and will provide documentation from a physician stating the type of impairment and treatment instructions before any treatment plan can be implemented by the CONNECT AFC Staff. All Health Care Plans will be posted in a confidential manner on the bulletin board inside the lobby office and all staff (including any substitute teacher or aide) that works with the child shall be trained on the proper procedures for treating the impairment and emergency care, if applicable.

“Injury Documentation Procedures”

If a child is injured while in the care of CONNECT AFC, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact the parent and/or guardian as well as the doctor listed on the Medical Information Sheet completed at the time of enrollment. In the event of an emergency, we will make sure the child receives the necessary emergency treatment until the parent or guardian is reached. The authorization for emergency treatment must be signed before your child can be admitted to the program. Parents are responsible for any expenses incurred due to an injury sustained while participating in the CONNECT AFC Program. If your child sees a doctor regarding an injury sustained while participating in the CONNECT AFC Program, documentation from the medical institution and/or physician must be given to the Director of CONNECT AFC for our files.

“Nutrition Guidelines”

CONNECT AFC will provide each child with an afternoon snack. All snacks will meet state nutritional guidelines. If your child has a special condition concerning his/her diet, please notify the Director at the time of registration. Parents are allowed to send a snack with their child if the child prefers to not eat the snacks provided.

“Summer and After School Discipline Policy”

It is the philosophy of CONNECT AFC to provide positive discipline to all children. These are the suggestions to be used by the staff:

1. Redirection: suggest appropriate behavior
2. A quiet, private talk: Showing respect for the child’s feeling with a direct and brief discussion
3. Direct & Indirect praise: Praise the child that is behaving appropriately – Consciously look for times to comment on behavior improvements – Verbally acknowledge appropriate behavior for the entire group – Verbally reward teamwork
4. Logical consequences: Recognize that the outcome of behavior is often the natural consequence
5. Role Model: Staff should always be the example of expected behavior. This includes, but is not limited to: voice level, attitude, following rules, treating all others with respect, etc

The CONNECT AFC Summer and After School Programs are a means of providing additional educational support and opportunities to students in Saline County. We have a zero-tolerance policy for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the CONNECT AFC Summer and After School Programs.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
3. A student's persistent refusal to follow the instructions of program staff, program administrators, or any school employee. This shall also include a student's refusal or failure to properly identify oneself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or 'look a like' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.
9. Possession and/or use of any type of weapon or "look a like" items – this may include guns, swords, knives, pepper spray, or any item suspected of being brought to be used as a "weapon".
10. Use of offensive language or the harassment of any staff member by a parent.

Disciplinary Action for zero-tolerance infractions will follow these steps

1. Verbal reprimand
2. Special assignments or removal from classroom
3. Program staff/student behavioral contract
4. Parent Contact
5. Suspension from Program:
 - a. First Offense – 1 day suspension
 - b. Second Offense – 3 days suspension
 - c. Third Offense – Parent/Staff conference to determine enrollment in the program

6. Permanent withdrawal of CONNECT AFC program privileges – includes non-academic activities taking place during and beyond the normal After School hours (i.e. games, gym activities, computer lab, field trips, etc.)

7. Immediate notification of authorities if appropriate

“Bullying Policy”

Respect for the dignity of others is a fundamental value of CONNECT AFC and its staff. Bullying robs a person of their dignity and creates an atmosphere of fear and intimidation which inhibits the positive environment that fuels education growth. Therefore, bullying will not be tolerated in any form.

Bullying is defined as any pattern of behavior by an individual student or by a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual act of, physical harm. Bullying can be verbal abuse.

Examples of “bullying” may include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Sarcastic “compliments” about another student’s personal appearance
2. Pointed questions intended to embarrass or humiliate
3. Mocking, taunting, or belittling
4. Non-verbal threats and /or intimidation such as “fronting” or “chesting” a person
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics
6. Deliberate physical contact or injury to person or property
7. Stealing or hiding personal belongings of another child
8. Threats of harm to student(s), possessions, or others Students found to be in violation of this policy shall be subject to disciplinary action up to and including disenrollment from all CONNECT AFC Programs.

“Visitation Policy”

The CONNECT AFC Summer and After School Programs maintain an “open door” visitation policy. Parents, teachers, family members, and guests are encouraged to visit the program, anytime, during the hours of operation. Visitors are free to sit in on any classroom and view the academic progress and growth being developed. Whenever possible, visitors are also encouraged to participate in the learning activities of the classroom. Please feel free to speak with any CONNECT AFC Staff member about your child’s progress or any concerns that you may have about the program. NOTE: all visitors must bring photo ID and check in at the front door.

“Bringing Items from Home Policy”

CONNECT AFC discourages children from bringing items from home. Any item, including but not limited to: toys, electronic devices, additional clothing, glasses, etc, that is brought into the facility is the direct responsibility of the child. CONNECT AFC will not be responsible for any item that is lost, stolen, broken, or damaged in any form. CONNECT AFC will not pay for or reimburse the cost for any item brought in by children under any circumstance.

“Inclement Weather Policy”

1. In the event of inclement weather, the CONNECT AFC Summer and After School Programs will follow your school district’s lead for school delays and cancellations. If your school is delayed, CONNECT AFC’s After School Program will be in session. If your school is cancelled, CONNECT

AFC will be cancelled.

2. In the event the Summer or After School Program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program.

3. No staff member or child will be put in a dangerous position in order to allow a parent to pick a child up during an emergency situation.

“Non-Discrimination Policy”

In accordance with Federal Law, this institution is prohibited from discriminating on the basis of race, religion, national origin, sex, age, disability, sexual preference or other similar characteristics and circumstances.

CONNECT AFC will obey all Non-Discriminatory Rules in, but not limited to: employment opportunities, student enrollment, activities, field trips, etc.

“Smoke Free/Drug Free Policy”

CONNECT Academy for Children has a ZERO TOLERANCE plan for the use of drugs and smoking. CONNECT AFC is dedicated to providing a healthy, comfortable and productive learning environment for all employees, students and visitors. Therefore, smoking the use of all tobacco products are prohibited on the campus and company vehicles. This policy applies to all faculty, staff, students, and visitors. Any violation of this policy may result in disciplinary action.

In accordance with the Federal Drug Free Workplace Act and the Federal Drug Free Schools and Communities Act, the following employee policy on drugs and alcohol has been established; an employee of CONNECT AFC shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on CONNECT AFC property or in conjunction with any CONNECT AFC activity, whether work related or non-work related. Alcohol may not be served at any CONNECT AFC sponsored employee activity without the approval of the director and the owner.

The following sanctions apply to all employees (including student employees and volunteers):

- An employee who violates the policy will be subject to disciplinary action.

- Disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program as a condition of continuing employment, or termination of employment.

“Confidentiality Policy”

1. All information (written and verbal) shall be kept confidential by all staff of CONNECT AFC. This includes, but is not limited to: all CONNECT AFC records containing family information, all personal contact information for staff and/or participants, any personal information regarding family environments (ex. divorce filings, parental rights disputes, arrests, serious illness within a family, financial status/issues, etc.), or any stories told by children while in attendance regarding any information about their families.
2. Photos or video recordings shall be made of any participant without prior written permission from the parent or guardian. Approved photos or video recordings shall not be placed on social media or other websites without prior written permission from the parent or guardian.
3. All parents are hereby notified that CONNECT AFC has no control of photos or videos taken by students and/or parents who attend events such as, but not limited to: field trips, field activities, swim outings, etc.

“Emergency Procedures”

CONNECT AFC staff will run Emergency Drills once each week. These drills will prepare for on-site and off-site evacuations in order to educate all participants in proper procedures in case of fire, natural disasters, or emergency situations including, but not limited to: tornado, flooding, terrorist threat, fire, power outages, etc.

Emergency Plan will include 3 options: shelter inside, evacuate outside the building, or facility lock-down. CONNECT AFC will retain a detailed list of students during all drills containing complete information on each student, including but not limited to: name, emergency contact information, and medical need information.

“Reporting Child Abuse Procedure”

CONNECT AFC is required by law to report any incidents of suspected child abuse or neglect. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators and law enforcement officials to determine licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

“Lost and Found Policy”

If your child is missing articles of clothing or personal property, please inquire at the front desk as soon as possible. Remember to label everything in order to assist the CONNECT AFC staff in getting the items back to the rightful owner. Unlabeled and unclaimed items will be put in the Director’s office and be donated to a local charity after a length of time. CONNECT AFC is not responsible for lost items.

I have read and reviewed the contents of the CONNECT AFC's Summer and After School Parent's Manual, and I agree to accurately carryout the policies and procedures of the CONNECT AFC's Summer and After School Programs.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____