

WYOMING BEFORE & AFTER SCHOOL CARE

Wyoming Before & After School Care
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PARENT

HANDBOOK

Revised 2024-25 School Year

LOCATIONS AND CONTACT INFORMATION:

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VERMONT BEFORE AND AFTER SCHOOL CARE

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MRS. NATALIE RUDOLPH, DIRECTOR OFFICE

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WYOMING BASC BOARD OF TRUSTEES

WYOMINGBASCBOARD@GMAIL.COM

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PHILOSOPHY AND GOALS

Wyoming Before and After School Care (WBASC) is the result of an effort by members of the Wyoming community to offer an alternative for childcare after school hours.

WBASC, established in 1985, was organized as a nonprofit corporation as of 2013. The program is self-supporting and located in Wyoming City Schools' three Elementary buildings as well as the Middle School building. Our purpose is to provide a safe, enjoyable, and affordable out-of-school experience for children enrolled in the Wyoming City School district.

Our Goals are:

- To provide a flexible, developmentally appropriate play and success-oriented curriculum which compliments the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring, and professional staff who understand and meet the needs of the children in group childcare.
- To provide frequent and open communication with parents to provide support and encourage involvement.

WBASC maintains a working relationship with the Wyoming City Schools but is not sponsored or supported by the Wyoming City School district.

LICENSE TO OPERATE

WBASC is licensed by the Ohio Department of Job & Family Services (ODJFS) as a school age childcare center. Please see page 16 for parent center information provided and required by ODJFS.

BOARD OF TRUSTEES

WBASC is governed by a Board of Trustees composed of professionals from the community and parents of enrolled children. Meetings are held monthly.

You are always welcome to speak with a board member regarding any suggestions or concerns after communicating with both the site administrator and director.

2023-24 BOARD MEMBERS

Erin Warman (President), Chrissy Wainscott (Secretary), Amy Higgins, Kevin Dreyer, Clay Griffith, Mike Grote, Dan Hargraves, and James Zoller

WYOMINGBASCBOARD@GMAIL.COM

Additional members are always welcome.

DAYS AND HOURS OF OPERATION

The WBASC Administrative Office hours follow the Wyoming City Schools Calendar, August 1 through June 30.

***The WBASC Administrative Office is closed the month of July.**

The Before School Program is held at Hilltop and Vermont sites in the cafeteria from 6:30 AM until the start of the school day 8:25 AM. Elm and Middle School students attend the Before School Program at Hilltop School and are bussed to their respective schools. Elm students must arrive before 7:40 AM (7:45 AM bus arrives) and Middle School students must arrive before 7:09 AM (7:15 AM bus arrives). A confirmation of bus times will be sent each year.

The After School Program is held in the cafeteria of the participating sites from the end of the school day until 6:00 PM.

The WBASC program follows the Wyoming City Schools' calendar and operates on the days when school is in session. The program begins on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates.

Scheduled Early Release: WBASC will be in session for all scheduled early release days.

Emergency Delays, Dismissals and Closings:

Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc. In these situations:

- **If Wyoming City Schools are closed for the day, WBASC is closed.**
- **If the start of school is delayed, the WBASC before school program is closed.**
- **If the elementary schools are dismissed early for an emergency, WBASC is closed.**

Parents must make alternate arrangements for days when WBASC is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellation, delay and early dismissal information. A message concerning school closings will be placed on the district's website and on local TV and radio announcements.

ATTENDANCE/SIGN IN/SIGN OUT

Wyoming Before and After School Care utilizes **ipads** equipped with attendance tracking software to track student attendance. Parents, guardians and other authorized pick-up persons are required to use the Procure Application when dropping off at the Before School Program and picking up at the After School Program. Check In is completed via Procure App.

Arrival Procedure: *Before School*, children must be accompanied into the building and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Children who do not arrive at the Before School Program on their scheduled days will not be traced.

After School, children are to immediately report to the cafeteria or other designated area to check in with staff. Children are greeted by staff and attendance is taken upon arrival. WBASC cannot assume responsibility for a child until he or she has checked in.

Trace Procedure: If your child will be absent on an afternoon he/she is scheduled to attend, you must inform WBASC by notifying a staff member prior to the absence. Either a voice mail or email must be delivered to the site before 2:00 PM (see cover page for site contact information). Failure to notify the WBASC staff of an absence may result in a **\$10 trace fee for the first offense and escalate an additional \$10 each occurrence thereafter.**

If a child is absent on an afternoon he/she is scheduled to attend, and WBASC is not notified, the WBASC trace procedure will be implemented as soon as the site administrator determines compliance with state ratio is met,

ensuring the safety of all children in attendance. Staff will first check the school office, followed by placing a call to the parent to determine the child's whereabouts.

Once parents are contacted, they become responsible for locating the child. If attempts to contact the parents are unsuccessful, messages will be left and the emergency contacts will be called. If no contact can be made, the police may be called to report the missing child. WBASC reserves the right to terminate enrollment for recurrent or unnecessary traces.

Departure Procedure: Written permission is necessary for a child to leave the WBASC program to attend other activities in the building. Forms are available on-site.

At the end of the day, parents are encouraged to help the child transition from ASC to home by joining in the conclusion of an activity and/or helping with cleanup of the child's interest area. The person who picks up the child must inform a staff member that they are leaving and sign out at the parent table. WBASC is not responsible for children once they have been signed out of the program.

Release At Pick-Up: Children will be released only to those persons specified on the registration forms. At least one emergency contact must be listed on the Child Enrollment and Health Information form for emergency pick-up situations. If a person not listed on the registration form must pick up the child in an emergency, parents are to call the ASC site and leave a voice message with information regarding who is picking the child up. Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they are aware, we must see a photo ID before releasing the child. Your child's safety is our priority! You may also email each site.

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary.

Children in grades 5-8 are permitted to walk home with written permission on file from the parent.

Due to the importance of greeting children and hearing about their day, parents are not permitted to use cell phones at WBASC. Please finish your conversation before entering the building. Parents are asked to pick up their child(ren) in person at least once a week and are responsible for obtaining information from the parent table.

Custody Issues: All parents/guardians listed on the Child Enrollment and Health Information form shall be authorized to pick up his/her child on any day that WBASC is in session and will be permitted to designate others to pick up his/her child on any day that WBASC is in session—unless WBASC is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Director is apprised of the court order or decree.

For parents with joint or shared custody, either parent will be permitted to pick up the child on any day WBASC is in session and to designate others to pick up the child on any day WBASC is in session.

If one parent is legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided at WBASC supports such a determination.

DOOR SECURITY

The safety of your child is always our top priority at Wyoming Before and After School Care. **To establish a more secure environment a keypad entry system limits entry to parents and authorized pick-up persons only.** The Building Access PIN will allow access to your child's specific school during program hours of operation for the sole purpose of dropping off and picking up your child. A Building Access PIN will be provided weekly through the Procure app message tab. Please do not share this pin with your children or any other unauthorized visitors. ***WBASC reserves the right to discontinue sharing the access code with parents who share the code with their child(ren) or unauthorized visitors.**

STAFFING AND SUPERVISION

WBASC staff are well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child's self-image. All staff members have a genuine interest in working with children and complete a minimum of six clock hours of professional development training each fiscal year on topics such as child development, health and safety, guidance and discipline, developmentally appropriate activities, etc. Site Administrators have at least two years of college training and or experience working in a licensed childcare center and a minimum of four courses in child development or early childhood education from an accredited college or university. A major responsibility of staff is to provide for the health and safety of each child. Staff persons are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures.

Wyoming Before and After School Care will not exceed the staff to child ratio of 1:18 and maximum group size of 36 for school-age children required by the state. Maximum group size is defined by the number of children in one group that may be cared for at any time, excluding snack time, outdoor play or special activities. Because we desire to provide a higher level of quality care, we strive to provide continuity of care and to maintain a staff ratio of 1:18. We intend that no child will be left alone or unsupervised with the following exceptions:

- Running errands inside the building
- Using the restroom
- Helping a teacher (with permission)

A group of no more than six children in Grades 4-6, may be without a staff member inside the building if the children are engaged in activities that pose no physical risk to their safety. A staff member must be able to always see or hear the children and must check on them periodically.

CURRICULUM

The WBASC curriculum is designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and games, music, dramatic play, building and transportation, cooking, science and discovery, math and literature, fitness and wellness activities, special interest areas and special events. Activities are planned to meet the needs and interests of the children. A calendar of events is available each week.

DAILY SAMPLE SCHEDULE

The Before School Program is held at Hilltop and Vermont sites in the cafeteria from 6:30 AM until the start of the school day. Elm and Middle School students attend the Before School Program at Hilltop School and are bussed to their respective schools at Elm (7:45 AM) and Middle (7:15 AM). Elm students must arrive by 7:40 AM and Middle School students must arrive before 7:09 AM to catch the bus. The children's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times may vary at each site, but a typical schedule is:

Before School Schedule

- 6:30 – 7:45 Breakfast space is available, milk and juice provided
- 7:00 – 8:15 Choice of special interest activities
- 7:15 Middle School students depart for bus (at Hilltop location only)
- 7:45 – 8:15 Gym floor activities, crafts, & play
- 8:25 Primary students depart for class

After School Schedule

- Dismissal – 3:45 Arrival of students: attendance, wash up, snack
- 3:45 – 4:15 Homework time for those interested
- 3:45 – 5:15 Activity time, choice of scheduled small group activities
- 4:00 – 5:30 Free play, including outdoor play weather permitting
- 5:30 – 5:45 Group cleanup
- 5:45 – 6:00 Card games/quiet activities
- 6:00 Staff departs

OUTDOOR PLAY

WBASC will provide outdoor play periods for the children each day as weather permits. In inclement weather, indoor large muscle activities will be provided in the gym. The outdoor play period may be canceled, or the length of time adjusted for extreme temperatures or threatening weather. Children will stay indoors if the temperature or the wind chill factor are 15 degrees or below. Outdoor play will not be provided when there are non-weather-related safety issues outside. When an air quality alert is issued, children will not remain outdoors for extended periods and strenuous outdoor activity will be avoided. Please see that children are dressed appropriately for active play for both indoors and outdoors. This includes hats, gloves, and boots for winter snow play.

SNACK & MOVIES

A snack which provides nutritional value in addition to calories and contains at least one food from each of the basic food groups will be available each afternoon. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more food, please feel free to send a healthy snack with your child. Please note this snack will need to comply with the Food Allergen Snack list followed by the Wyoming School District. A weekly snack menu will be posted and available at the parent table. In the morning, milk, juice, and water will be provided. Bowls, napkins, and utensils are also provided in the morning.

Only G and PG rated movies that have been released for purchase or rental and are from a legally obtained source will be shown to the children. Parents must specify on the application form which movie ratings their child has permission to see. WBASC is licensed for the public performance of copyrighted motion pictures. It is our desire to limit the number of movies shown at WBASC, as we feel it is best for children to remain active and engaged. However, inclement weather allows movies to be a welcome change.

HOMWORK POLICY

WBASC is not an academic extension of the school day, but we appreciate all the demands on school age children and their families and have a commitment to their academic learning. Although WBASC cannot provide individual tutoring for children, 30 minutes of quiet homework time is available Monday through Thursday. During this time, children may choose to do homework. Parents are requested to clarify expectations on homework with their children. The WBASC staff will be happy to encourage children to participate in the homework time at the parent's request.

CHILD GUIDANCE AND MANAGEMENT POLICY

The WBASC Child Guidance and Management Policy and Rule 5101:2-12-22 of the Ohio Administrative Code apply to all staff, parents, and children while they are at the program. The goal at WBASC is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be always in effect:

- Show respect for people and property
- Follow good safety practices
- Follow directions the first time they are given

In addition, each site may have specific rules which will be posted and discussed with the children. School rules will also be in effect to provide consistency for the children throughout their day.

The environment of the program will be structured to help children remember limits. Children will be treated with respect so they may in turn learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the WBASC group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period to regain control.

Parents will be informed of their child's behavior at WBASC, and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special management plan, which meets the requirements of Rule 5101:2-12-22 OAC.

Behavioral Incident Report: In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, name calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior cause damage to any WBASC owned or leased property,

WBASC reserves the right to assess the parent or legal guardian for all amounts necessary to repair or replace the damaged items or property.

A behavioral incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents/legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the behavioral incident report will be given to the parent/legal guardian and a copy will be sent to the WBASC office.

Please remember that it is not acceptable for a parent or legal guardian to engage in an argument with or threaten WBASC staff and/or children.

Examples of such behavior include, but are not limited to loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in being removed from the program and the police may be called.

Suspension: In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his/her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. Payment will be due for the time a child is suspended (not to exceed five school days). After the suspension, if the child's behavior continues to be inappropriate, the child may be dismissed from the program.

Expulsion: If, at any time, WBASC determines that a child is unable to benefit from the program, unable to abide by the WBASC rules, or the child's behavior is unsafe or unmanageable, he/she may be removed from the program. In such cases, WBASC would communicate with the parent/legal guardian prior to being removed. A child who has been removed involuntarily from the program, for any reason, may not seek entrance in future years. (See Termination of Enrollment for additional ground for removal.)

ACCIDENTS, EMERGENCIES AND SAFETY OF CHILDREN

The safety of the children is of greatest concern at WBASC. The following guidelines help to provide safety:

- A telephone is available at each site for emergencies. Phone numbers provided on the cover page.
- A staff member trained in First Aid/CPR, Communicable Disease, Child Abuse and Neglect is always present at each site.
- In the case of a minor illness/accident/injury, WBASC staff will administer basic first aid. For a more serious illness/injury including bump or blow to the head, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the emergency squad will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of application.
- A written incident/injury report will be completed and given to the person picking up the child whenever a child has an accident, illness or injury which requires first aid, a bump or blow to the head, or an event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within 24 hours. Reports for serious incidents injuries will be sent to ODJFS as required by state licensing regulations.
- **Monthly fire drills and quarterly tornado drills** will be conducted for all children and staff. A plan is posted in each area used by WBASC explaining the action to be taken in case of fires, severe weather alerts or general emergencies. This plan also includes a diagram of evacuation routes.
- **Disaster Plans** are available and implemented at all Wyoming schools. **Disaster Plans** are updated and reviewed with staff annually before the start of the new school year.

In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, including loss of heat power or water, etc., the children may walk or be transported by school bus to a designated emergency destination (evacuation locations listed below).

A sign will be posted at the WBASC site indicating the location where you may pick up your child. Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration forms will be called.

Elm After School Care Corner of Clark Avenue and Elm Avenue

Hilltop After School Care Top of Oliver Road and Oliver Court

Vermont After School Care Wyoming High School

Middle School After School Care Wyoming Public Library

MANAGEMENT OF COMMUNICABLE DISEASE

A staff member who has completed a six-hour training course on the prevention, recognition and management of communicable disease will be always on-site. Staff receive training in handwashing and disinfection procedures prior to working with children.

A Communicable Disease Chart, which will be followed for appropriate management of suspected illnesses, is posted at the program. Parents will be notified of exposure to a communicable disease by a sign at the parent table. Staff members who have a communicable disease or are unable to perform their duties due to illness will be released, and a substitute staff member will replace them.

Any child of staff member exhibiting any of the following symptoms will be carrying a communicable disease and should not attend WBASC:

- **Temperature of 100 degrees in combination with any other sign or symptom of illness**
- **Diarrhea (three or more abnormally loose stools within 24 hours period)**
- **Severe coughing causing the child to become red or blue in the face or whooping sound**
- **Difficult or rapid breathing**
- **Yellowish skin or eyes**
- **Redness of the eye or eyelid, thick and purulent discharge, matted eyelids, or eye pain**
- **Untreated, infected skin patches, unusual spots, or rashes**
- **Unusually dark urine and/or gray or white stool**
- **Stiff neck with an elevated temperature**
- **Evidence of lice, scabies, or other parasitic infestation**
- **Sore throat or difficulty in swallowing**
- **Vomiting more than one time or when accompanied by any other sign or symptom of illness**

If a child becomes ill with any of the above symptoms while at WBASC, the parent or guardian will be contacted. The child must be picked up beginning one hour after the time a parent is contacted. The child will be separated from the group and made as comfortable as possible until the parent arrives. A child who is isolated due to illness will be supervised within sight and hearing of an adult.

Children who are not feeling well, but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities of the program the parent will be called to pick up the child.

The child will not be readmitted to the program until he/she is symptom-free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious. A child who is absent from school for illness will not be permitted to attend WBASC that day. No credit or refunds will be given for days missed due to illness.

Immunizations: Parents are advised to communicate with WBASC if their child is not immunized. In the event an outbreak occurs children without immunizations will be excluded from the WBASC program.

MEDICATION POLICY

All required medications and the ODJFS required paperwork to administer medication must be complete and on site prior to the child's first day of attendance.

****Enrollment: Medication** must be received by August 5, 2024. This allows WBASC to make sure all medications and paperwork are in order before the start of school. If not received by August 5, 2024 the child(ren) will not be able to attend at the start of school. If the deadline is not met, WBASC will determine the start date of the child once all medication and paperwork are in order. Typically, there is a one week delay. We strongly encourage parents to comply with deadlines so there is no interruption of care.

Due to storage and safety concerns at WBASC, it is strongly recommended that all medications be administered at home or at school. If this is not possible, WBASC will administer medication, medical foods, or modified diets only with the completion of a Request for Administration of Medication Form and Child Care Medical/Physical Care Plan. Medication forms are available on-site and must be updated each school year. Medications must be given directly to the Site Director and will be stored in a designated area inaccessible to the children.

If your child always carries an inhaler with them, we must have a Request for Administration of Medication Form on file and the child's backpack will be kept in a secured area. Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at WBASC with the appropriate forms on file. The parent must sign a Request for Administration of Medication form and provide verification that the child has permission to carry the inhaler during the school day. The child must always keep the inhaler on his/her person while at WBASC, and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a WBASC staff member. If an inhaler is carried in a backpack, it must be handed over to the staff for storage out of the reach of children. It is recommended that the parent provide a second inhaler as a backup for emergencies.

ADA Policy

WBASC ensures compliance with the American Disabilities Act of 1990.

SPECIAL NEEDS POLICY

It is the intent of WBASC to provide group childcare services to children without regard to disability. Enrollment of children with disabilities will be made if the child is determined to be a qualified child with a disability. Factors include that the child will not:

- Constitute a direct threat to the health or safety of him/herself or others in a group childcare setting
- Require supervision, educational services, and/or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities, or
- Require specialized equipment not present in or available to the program

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents will need to provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Site Director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group childcare setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the coordinator at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

PARENT PARTICIPATION/PROBLEM RESOLUTION

Parents are **encouraged** to participate whenever possible in activities at WBASC. You are welcome to visit and observe the program at any time, to share a special interest with the children, or to help with various projects. When visiting, please notify the Site Administrator of your presence. Staff is available to discuss a child's needs and parents are encouraged to share any thoughts and information about their child at any time.

Due to staff responsibilities and schedules, parents are asked to make an appointment for a conference with staff when it is necessary to engage in an extended conversation. The hours the site administrator is available for conferences is posted on the parent board.

To keep parents advised about WBASC, information will be shared through informal discussions, conferences, emails, newsletters, and via the parent table. Upon request a parent roster is available. Only those families who indicate they wish to have their contact information will be included in the list.

Serious questions or concerns should first be addressed on-site with the Site Administrator. Every effort will be made to resolve the situation at this point. If a solution cannot be found, the WBASC Director should be contacted and, if necessary, a conference will be arranged. If a solution is not found, the parent should address their concern by emailing the WBASC Board of Trustees at wyoingbasboard@gmail.com. The board will conduct a review of the situation and determine a resolution.

ENROLLMENT POLICIES AND PROCEDURES

To participate in the WBASC program, children must be toilet-trained and registered in one of the Wyoming City School District's participating elementary or middle schools in Grades K-8. Children participate in the program at their school of attendance. ***Half Day Kindergarten:** Child(ren) enrolled in morning half day kindergarten may only attend Wyoming **Before** School Care. Child(ren) enrolled in afternoon half day kindergarten may only attend Wyoming **After** School Care. The child must be received by Wyoming Before School Care for before care resulting in WBSC releasing the child(ren) to Wyoming City Schools and or the child must be released by Wyoming City Schools to WASC resulting in release to the parent or an approved pick up in the afternoons.

A child is considered enrolled at WBASC only after the non-refundable processing fee of **\$40** per family has been received, the availability of space has been confirmed, and all required records are received. *Child Medical/Physical Care Plan* and *Request for Administration of Medication* forms are required for children with health conditions in addition to the *Application and Child Enrollment and Health Information* forms. WBASC also requires that parents execute the release of liability and hold harmless agreement, included in the application form as a prerequisite to enrollment.

Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate removal from the program. Any changes in enrollment information must be communicated to WBASC office immediately so that current information is always on file.

Priority Lottery Enrollment: Priority lottery registration for the following school year is given to those families currently enrolled in the WBASC program whose fees are paid in full, and children of parents serving on the WBASC Board of Trustees. Currently, enrolled families will be notified of enrollment opportunities. Siblings of currently enrolled children are given priority over a new family; however, enrollment is limited at each site and sibling enrollment is not guaranteed.

Families who have been on the current year's waiting list since February 1, 2024 but have not been accommodated also have an opportunity for priority lottery registration. Families who do not respond during the priority lottery enrollment period will need to apply through open lottery enrollment.

New Family Enrollment: Families new to the program have an opportunity to register each Spring during the lottery open enrollment period. If more new family applications are received than spaces available, families will be placed on a wait list.

Waiting Lists: Enrollment at each site is limited. Only enrolled children will be placed on the waiting list. To be clear, all enrollment forms must be completed and the \$40 processing fee paid before a child can be considered enrolled. The length of the waiting list and its movement varies from site-to-site as well as year-to-year. Openings are offered as space becomes available throughout the year. WBASC cannot guarantee or predict when space will become available. If you are on a waiting list and are offered service, you may either accept the service or you will be moved to the bottom of the current waiting list to further deliberate, one time only. If there is no waiting list, you will be asked to simply call back when service is needed.

LOTTERY ENROLLMENT PROCESS:

*** The program will continue to use the lottery registration process for the 2024-25 school year. The application of order received will no longer determine placement order. The lottery allows for placement order should enrollment need to be limited or reduced due to staff shortage or crisis.**

BRIEF DESCRIPTION: Applicants numbers will be drawn randomly from a bingo spinner and assigned based in order drawn. Please be aware the lottery is by family not by child. Families should not expect 36 spots equal 36 families. It is **not** a 1 to 1 ratio. Some families will take one slot and some families may take three slots depending on their needs. We will process applications in order of the lottery. After we fill the 36 spots per site, the additional applicants' names will be placed on the priority registration waiting list. This list will also be based on the original lottery. Each site will have a lottery for the 36 spots as well as the waiting list spots. Open enrollment will follow the same process.

****EACH YEAR IS A NEW LOTTERY AND LOTTERY POSITIONS FROM PRIOR YEARS WILL NOT CARRY OVER.**

TERMINATION OF ENROLLMENT

A child's enrollment may be terminated, or enrollment may be denied by WBASC for any of the following reasons:

- Tuition or other fees are more than fifteen days past due.
- Recurrent late pick-up, unnecessary traces, or late payments.
- Falsifying information on registration forms or required paperwork.
- WBASC determines the child is unable to benefit from the program, unable to abide by the WBASC rules, or the child's behavior is unsafe or unmanageable.
- WBASC determines that the behavior of the parent is inappropriate or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem.
- WBASC determines that a parent is unwilling to accept the resolution of the staff or the Board of Trustees as to any matter.
- WBASC determines that the program is unable to meet the needs of the child.

WITHDRAWING/CHANGING DAYS OF ATTENDANCE

Prior to the start of a new school year, if you find that you no longer need the services of Wyoming Before & After School Care, the WBASC Administrative Office must be notified in writing by July 14th in order to avoid being billed for the first month's tuition. No refunds will be made for withdrawal from the program after July 14.

Beginning in August, the WBASC Administrative Office must be notified in writing by the 14th of the month to withdraw or make schedule changes for the following month. We encourage notification as soon as possible to avoid billing issues. Email wyoingbasc@wyomingcityschools.org to request withdrawal or scheduling changes. Part-time participants (including 4 day full time participants) may change to full-time only if an opening is available on the desired day. Please make your request as soon as possible.

Last minute change of days are strongly discouraged. However, we recognize emergencies happen. Please make your request as soon as possible. Please email the WBASC Director, wyoingbasc@wyoingcityschools.org. The Director will determine if the change of schedule can be accommodated and the appropriate fee will be applied.

TUITION/PAYMENT INFORMATION

A non-refundable processing fee of \$40 per family is due at the time of application. All students enrolled in the before and after school program, including students on the waiting list must have provided the program with a completed registration package and the \$40 processing fee.

Before School: The \$7 per use fee for Primary School Students and \$3.50 per use fee for Middle School Students are charged on a monthly basis and payment is due on the monthly tuition due dates. The Before School Program can be used on an as needed basis.

After School: Tuition is an annual rate divided into nine monthly installments. The amount of the payment due each month is the same, regardless of the number of days of school or attendance, except for August and May, which are half of the standard monthly payment. Holidays and other scheduled school days off are not included in the calculation of the annual rate. There will be no credits or refunds for calamity days or absences. A space will be reserved every day of the week for full-time participants. For part-time participants, only those two or three days of the week specified at the time of application will be reserved.

- Monthly full-time 4-5 days \$250 *(August and May \$125) September through April \$250
- 3 days \$200 monthly *(August and May \$100)
- 2 days \$160 monthly *(August and May \$80)
- Before Care Primary \$7.00 per use and Middle Before Care \$3.50 per use

Tuition payments may be made electronically via the Procure App. Tuition may also be made by check or money order, made payable to Wyoming Before and After School Care. Please write your child's name in the memo portion of your check. Cash is discouraged. You may mail or drop off your payment at the WBASC office located at 420 Springfield Pike, Suite C, Wyoming OH. No payments will be accepted at the site.

ADDITIONAL CHARGES

Late Payment Fee: Tuition payments are due the first of each month August through May. A late fee of \$25 will be assessed for any payment that is not received by 6 PM on the 8th of the month. If payment is not received by 6 PM on the 15th of the month the child(ren) will not be provided care and will be moved to the last placement of the waiting list. Reinstatement is available only if space is available in the program, the account is paid in full. Also, excessive late payments may result in discontinued enrollment.

Late Pick-Up Fee: The WBASC program ends at 6:00 PM. If a child is not picked up by 6:00, then a late fine of \$5 plus a \$1 per minute charge will be assessed. The check-in station will record the time of pickup and the account will be billed the late pickup charges using the check-in station time. If a child has not been picked up by 6:30 and attempts to contact the parents and emergency contacts have been unsuccessful, the Police and/or Hamilton County Children's Services may be called. Recurrent late pickups may result in termination of enrollment. When a parent is contacted to pick-up a child (e.g. due to illness) the late fee will be assessed beginning one hour after the time of notification.

Non Sufficient Funds Fee: A fee of \$30 will be assessed for each non-sufficient funds notification (ACH and or Credit Card). Multiple non-sufficient funds occurrences may result in withdrawal from the program. The non-sufficient funds fee will also be assessed if your account number changes and you have not updated information. Families are responsible to maintain current account information.

Trace Fee: If your child will be absent on a day he/she is scheduled to attend, you must inform WBASC by notifying a staff member prior to the absence or by calling and leaving a message on your site's voice mail prior to 2:00 pm. Site phone numbers are listed on the cover page. No calls, may result in a \$10 trace fee.

Billing Schedule for 2024-25 School year

July

7/10/24 parent email showing 2024-25 billing schedule

7/15/24 August billing goes out

August

8/1/2024 Tuition Express is run

8/8/2024 If no payment is received the child is moved to waitlist and no care is provided.

8/15/2024 September billing goes out

September

9/1/2024 Tuition Express is run

9/8/2024 \$25 Late payment fee is applied

9/15/2024 If no payment is received the child is moved to waitlist and no care is provided.

9/15/2024 October billing goes out

October

10/1/2024 Tuition Express is run

10/8/2024 \$25 Late payment fee is applied

10/15/2024 If no payment is received the child is moved to waitlist and no care is provided.

10/15/2024 November billing goes out

November

11/1/2024 Tuition Express is run

11/8/2024 \$25 Late payment fee is applied

11/15/2024 If no payment is received the child is moved to waitlist and no care is provided.

11/15/2024 December billing goes out

December

12/1/2024 Tuition Express is run

12/8/2024 \$25 Late payment fee is applied

12/15/2024 If no payment is received the child is moved to waitlist and no care is provided.

12/15/2024 January billing goes out

January

1/1/2025 Tuition Express is run

1/8/2025 \$25 Late payment fee is applied.

1/15/2025 If no payment is received the child is moved to waitlist and no care is provided.

1/15/2025 February billing goes out

February

2/1/2025 Tuition Express is run

2/8/2025 \$25 Late payment fee is applied

2/15/2025 If no payment is received the child is moved to waitlist and no care is provided.

2/15/2025 March billing goes out

March

3/1/2025 Tuition Express is run

3/8/2025 \$25 Late payment fee is applied

3/15/2025 If no payment is received the child is moved to waitlist and no care is provided.

3/15/2025 April billing goes out

April

4/1/2025 Tuition Express is run

4/8/2025 \$25 Late payment fee is applied

4/15/2025 If no payment is received the child is moved to waitlist and no care is provided.

4/15/2025 May billing goes out

May

5/1/2025 Tuition Express is run

5/8/2025 Late payment fee is applied

5/8/2025 If no payment is received the child is moved to waitlist and no care is provided.

5/29/2025 All am charges are applied and payment is due 5/30/2024

5/30/2025 A zero balance is required for confirmation of 2025-26 child care.

*August and May payment must be received by the 8th. If no payment is received the child is moved to the waitlist and no care is provided

FINANCIAL ASSISTANCE

Families who need financial assistance are required to apply for Hamilton County childcare vouchers. The Wyoming Before and After School Program offers a scholarship program for families who have been denied child care assistance through Hamilton County. Completion of the WBASC Scholarship application along with the notification from Hamilton County will be reviewed by the Board of Trustees Committee. Following this review a determination will be made concerning the amount of aid that the family will receive. Please contact the WBASC office at (513)206-7010 for additional information and applications. *The above scholarship steps must be completed annually for consideration for each school year.

RECEIPTS/FEDERAL IDENTIFICATION NUMBER

Receipts are also available from the WBASC Office upon request. An annual statement of tuition paid, although not required by law, will be distributed as a courtesy to currently enrolled families for tax purposes in late January. Former participants may request a tax receipt by calling the WBASC office. Our **Federal Tax ID Number is 45-4299468**. Families choosing to use Tuition Express will be able to access their Tuition Express payment history by logging on to www.tuitionexpress.com.

ADDITIONAL INFORMATION

Unless the parent/legal guardian informs WBASC, in writing, to the contrary, the parent/legal guardian gives WBASC permission to use and/or publish your child's photograph and/or likeness, your child's name, and/or your child's work (including but not limited to are work, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.

The WBASC telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the WBASC staff, and parents are requested to call their children only when absolutely necessary. Children are not permitted to use personal cell phones at WBASC.

Due to the importance of greeting children and hearing about their day, parents are not permitted to use their cell phones at WBASC. Please finish your conversations before entering the building.

Although staff will make every effort to help children keep track of their personal belongings the final

responsibility rests with the child. Appropriate items may be brought to the program, but if they are lost, stolen, or broken, WBASC cannot be held responsible for replacement or repair.

WBASC reserves the right to search the child's belongings if the need arises.

To provide consistency for the children, the WBASC staff will have on-going communication with the school staff. By enrolling your child at WBASC, you consent to this communication.

Employment of WBASC staff members by parents for personal childcare services is at the parent's own discretion. Parents have the sole responsibility to determine whether a person has the skills and attributes to properly attend to their children and may in no way rely upon WBASC to make that determination. WBASC is not responsible in any way for the actions of employees beyond WBASC program hours or off WBASC premises.

THANK YOU

Thank you for choosing Wyoming Before and After School Care as your childcare provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; we will make every effort to see that your family enjoys a positive experience with WBASC.

ENACTED APPENDIX

5101:2-12-07

CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers

Write or Call: Write or Call:

HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights

233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 30 E. Broad St., 37th Floor Columbus, OH 43215-3414

(312) 886-2359 (voice) 614-644-2703 (voice)

(312) 353-5693 (TDD) 1-866-277-6353 (toll free)

(312) 886-1807 (fax) 614-752-6381 (fax)

1-866-221-6700 (TTY) or 614-995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.