

THE  
WESTFIELD  
SCHOOL

After School Program  
*2022-2023*





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Dear Lower School Parents,

The Westfield School is pleased to offer the After School Program for students in Pre-Kindergarten - Grade 5.

Should after-care be needed, even on one unexpected occasion, we must have the proper, current paper work completed and on file in order to accept your child into the ASP program.

All Pre-K through 5<sup>th</sup> grade parents need to complete and submit the [online registration form](#) by Friday, July 29, 2023. The Registration Agreement and Policies and Procedures are included in this information. By submitting the online registration form, you indicate that you have read and understand the Registration Agreement and the Policies and Procedures. Submitting the online registration form will not obligate you to these services in any way; rather it provides you the option of using after care should you need to do so.

To be eligible to use ASP during the month of August beginning Wednesday, August 10th, the online registration form must be submitted by July 29th.

Instructions for completing forms:

- Every line on every form must be completed or marked N/A. Blank lines are interpreted as incomplete forms
- Every address line must be completed with street name and house number. (Post office boxes or name of workplace such as “WRAFB” is not acceptable.) Please double check workplace addresses and addresses for designated pick-up people.

Please read the guidelines carefully and then file them for future reference. You might note the requirements for the following:

- Releasing children at pick-up time
- Administering medications

We look forward to working with you and your child this school year.

Sincerely,

Anne Moore  
Lower School Director  
amoore@westfieldschool.org

Susan Isner  
After School Coordinator  
sisner@westfieldschool.org

# The Westfield School After School Program

## POLICIES/PROCEDURES HANDBOOK

**The Westfield School After School Program is not licensed by Bright from the Start: GA Department of Early Care and Learning and is not required to be licensed.**

1. Provides After School Care for Westfield Pre-Kindergarten through Grade 5 students only.
2. Days of Operation – School Days only (Refer to Westfield School Student Handbook/Calendar)
3. Hours of Operation - 2:50 PM – 6:00 PM - School Days Only (Refer to Westfield School Student Handbook/School Calendar)
4. Westfield After School Program accepts only those students enrolled in the school's regular Pre-Kindergarten through Grade 5 school program. **After School Program students must be completely toilet trained.**
5. After School Program fees for 2021-2022 are as follows: \$12 per day; \$60.00 per week

After School Program charges will appear on your monthly statement.

Drop-ins are required to give a 24-hour notice to make sure ASP has space available. When reservations are made for your child/children, payment is due for the time reserved.

6. The Westfield School does not accept liability for personal injury. After School Program will not accept responsibility for personal items lost, stolen, or traded.
7. Release of a child will be made only to the parent who enrolls the child or to an authorized person. The site coordinator must be notified in writing of any change in routine procedure. Children are to be signed out daily. The site coordinator reserves the right to ask for identification or relevant documentation if the coordinator believes a child's welfare may be endangered. If there is an unusual restriction as to a parent's not being allowed to visit or pick up a child, the guardian must note this information on the registration form or direct the site coordinator in writing as circumstances change.
8. Parents must complete an application form to use the After School Program daily or on a drop-in basis.
9. ASP is not a police unit to be in the middle of custody situations. Information on the non-custodial parent is required, i.e., name, address, phone number or a copy of the court order to be attached with the registration form. If the situation arises where someone that is not authorized takes a child, the following steps will be taken: Call police; call the custodial parent; inform Mr. William Carroll, Head of School.
10. Organization and Structure is the key to good discipline. Students are given instructions on the day-to-day routines of the After School Program and are expected to follow them. All adult supervisors have equal authority and responsibility in maintaining order and structure in all situations. If discipline is a problem, parents will be called. If discipline does not improve, the school reserves the right to refuse a spot in After School Program to a child.

11. In case of any medical emergency, After School Program will use the emergency room of the Perry Hospital, a part of Houston Healthcare, for medical care. The Perry Hospital is approximately five miles from The Westfield School. The director will call 911 to notify the local EMT's to transport the child to the emergency room. The director will also be responsible for notification of parents.
12. Medicine Use Form is to be completed by parents before medicine is given; all pertinent information is to be recorded on this form and the form will be kept in an observable location in the After School Program area. No medications will be administered in ASP, even Tylenol, without a date specific form.
13. In case of sickness or accident, parents will be notified as soon as possible by phone by the After School Program workers. In case of known communicable disease among students, all parents will be notified as soon as possible by phone or hand delivered note. All parents are reminded that it is their responsibility to notify the school and After School Program personnel if their child has, or is suspected of having any communicable disease or serious illness. Children with obvious signs of illness or disease, such as high fever, diarrhea, sores, etc. may not be left in After School Program. If a child becomes sick during After School Program hours, parents will be notified, and the child must be picked up as soon as possible. The sick child will be isolated from the other children and supervised by After School Program personnel until parents arrive.
14. Communicable Disease Chart is posted in the After School Program area; it explains the exclusion and readmission of children with a communicable disease.
15. Reporting Communicable Diseases- It is the responsibility of the Westfield After School Program staff to report to the local health department any suspected cases of communicable diseases. The After School Program Director is responsible for making such a report.
16. Fire/Emergency Escape Routes - This diagram is posted at all doors used by After School Program, students participate in mock escape drills. Children also practice where they are to locate in case of severe storms, tornadoes, etc. This procedure is posted so that the location of the students will be known at all times.
17. Special Needs - If a child has a special need, the parents are responsible for conferring with the After School Program personnel before the child is enrolled. The director will have final word on acceptance of a child that requires special needs/services.
18. Food Services – Afternoon snacks are served to After School Program students.
19. Immunization Records - It is the responsibility of the parent to provide the school with all immunization records as requested. These must be on file within 30 days after school care begins. A signed affidavit stating the reason one cannot obtain the required shots, medication, etc. must be on file in case of an exception.
20. Suspected Neglect or Abuse - It is the responsibility of the After School Program staff to report to the appropriate authorities any suspected cases of child neglect or suspected child abuse.
21. Attendance Report is to be kept daily; sign out sheet is located on the bookshelf in the After School Program activity area.
22. End of Day Routine - No child will ever be left alone while in After School Program. If a child has not been picked up at appointed time, a worker will remain with him until the parent arrives. If you are late picking up your child, a late fee may be assessed to your account. All doors are to be secured as soon as the last child leaves; lights, heat turned off or turned down as the case may be; restroom facilities are to be checked for needed flushing, etc.

23. Notice to Parents as to Posted Information: Parents are to be aware of the posted information found on the bulletin boards in the After School Program hall area. All pertinent information concerning rules, requirements, menus, etc. are posted for parent review. Parents are encouraged to read these and to ask any question concerning the information.
24. Stranger on Premises - Unauthorized individuals are not allowed on school (center) grounds. Persons without proper permission to be on said grounds are to be reported to the director who will in turn communicate with the person(s) as to their business and decide whether they can remain or not.
25. Staff Cleanliness - It is very important that all staff members wash their hands after any activity that causes them to dirty their hands, especially in bathroom situations and tending sick children. This is absolutely necessary before handling snack foods and drinks.
26. Conferences with After School Program personnel concerning program matters are to be scheduled through the school's office. After School Program concerns are to be communicated through the site coordinator.
27. Controlled Substances Policy - The Westfield Schools will not knowingly employ anyone who uses, sells, or has any dealings with a controlled substance. Anyone found to be using or found to be in possession of any illegal drugs or alcohol will be terminated immediately.
28. Health - Good physical and emotional health is a condition of employment. When it is the opinion of the head of school that the interest of education at Westfield would best be served if the employees' physical or emotional fitness is determined; the employee will be asked to have a physical examination.
29. Use of Tobacco Products – The Westfield School is a tobacco free campus.
30. Since children readily contract diseases from those around them, health of staff members is a significant issue. No staff or anyone supervised by the staff having symptoms of fever or diarrhea is allowed in the After School Program center.
31. Work Schedules - Staff shall not regularly be scheduled to perform childcare duties for more than twelve (12) hours within any twenty-four (24) hour period.
32. Any staff member who needs to be absent must contact the After School Program director so that the director can plan for an appropriate substitute. The center shall provide for substitute staff when regular staff workers are absent from work. It will be the duty of the director to inform substitute staff of rules and regulations of the center and to supervise closely the performance of substitutes.
33. In hiring practices, preference will be given to those with first aid and CPR training. At least 50% of employees must have this training, and those hired without this certification will be expected to become certified at the earliest possible time. There will always be someone trained at the center.
34. All staff members must make themselves available for orientation to be conducted by the director of the center. Orientation is to be conducted for staff prior to assignment to children or task. This training shall include but not be limited to the policies and procedures of the center; emergency weather and fire evacuation plans; procedure for reporting suspected cases of abuse or neglect; policy for dealing with medical emergencies; and such training in child care as shall be deemed necessary.

REGISTRATION AGREEMENT with THE WESTFIELD SCHOOL  
After School Program (ASP)  
2022-2023

1. The Westfield School agrees to provide after school care for \_\_\_\_\_ on \_\_\_\_\_  
name child is called  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
days of week                      month                      month

REGULAR (attends most/all school days) \_\_\_\_\_ DROP-IN \_\_\_\_\_ (only attends as needed)

2. Before any medication is dispensed to my child, I will provide a written authorization, which includes date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.
4. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records, etc.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
6. The Westfield School agrees to obtain written authorization from me before my child participates in routine transportation, field trips, and special activities away from the facility.
7. I have read, understand, and agree to abide by the policies and procedures for The Westfield School.