

Muncie Public Library 21st Century Community Learning Center (MPL 21st CCLC)
Great Achievers After School Program at Muncie Public Library
Policies and Procedures
2018-2019 School Year (*Cohort 8, Year 2*)

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Welcome

On behalf of the Muncie Public Library, we would like to welcome you to the MPL 21st CCLC (Great Achievers) After School Program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a premiere after school program for children in the 1st-5th grades. The following procedures will serve as guidelines for the successful accomplishment of our goals.

Enrollment

Great Achievers is a completely free after-school program for children in grades 1-5 that attend South View Elementary. Children must be referred to our program by a teacher, principal, counselor or by another school employee.

Hours of Operation

Great Achievers operates Monday-Thursday from 2:40-5:30 PM while school is in session. Please refer to the Muncie Community Schools 2018-19 calendar to confirm days of operation.

Check In

All children will be checked in as they are dismissed from school by their classroom teacher. There will be at least one Great Achievers staff member in the office area of the school checking in students. After they are checked in, the students are to wait in the cafeteria with the other children and additional staff members until all children are accounted for. Once all children have been accounted for, we will walk as a group to the Maring-Hunt Library, which is located directly next door to South View Elementary (0.1 miles).

Bus Transportation Home

At the end of the day, children will ride the bus home (provided by Auxilio Services). *An adult must be present when the bus drops off the child or the bus driver will bring the child back to the library.* Auxilio Services reserves the right to refuse transportation to a child due to excessive misbehavior and for failure to follow bus rules. They may also refuse to transport to a child's home if a parent/guardian is not home on three separate occasions when their child is being dropped off. If a child is brought back to the library the program director will make phone calls to parents, guardians and/or emergency contacts to have someone pick up the child. If Great Achievers is unable to contact a parent, guardian, or emergency contact within 30 minutes of

being brought back to the library we reserve the right to contact the police and have them take the necessary actions for the safety of the child.

Please allow 3-5 business days after filling paperwork for children to be placed on the bus list (if applicable). Auxilio Services will call parents to confirm addresses. Transportation will have to be provided by the parent/guardian before this time.

Pick Up

Great Achievers will only release children to adults that are on the designated pick-up list. Please notify the program director if someone that is not on the list will be picking up your child or if a situation changes. We also ask that every adult authorized to pick up a child bring a picture ID. For adults unfamiliar to program staff, proper identification and verification on the pick-up list must be provided or children will *not* be released.

Attendance

Children are expected to attend Great Achievers every day we are in session. *If a child is absent after school due to a family emergency, doctor appointment, etc., please send a note with them to school or call 765-741-5152 to notify us.* If a child has 3 or more absences (without notification from a parent/guardian) Great Achievers reserves the right to terminate their position in the program.

Snacks

Snacks will be provided for students completely free of charge. If your child has allergies to specific foods we will work with you to provide what your child needs. Please list any allergies on the enrollment form.

Food Allergies, Substitutions, and Dietary Restrictions

If your child has a food allergy (*medical*) or dietary restriction (e.g. vegetarian), please indicate this on your child's enrollment paperwork. We will provide accommodations and ensure we meet USDA and CACFP guidelines. Families may provide one snack item from home to substitute for something on the program food menu.

Great Achievers Daily Schedule

2:40 School Dismissed

2:45 Indoor/outdoor recess or activity time

3:10 Restroom break and snacks

3:30 - 4:30 Homework time (children will be allowed extra time if needed)

4:30 Curriculum-based or enrichment activity

5:20 Prepare to go home

5:30 Bus/Dismissal

Inclement Weather/Crisis Policy

Great Achievers will follow the Muncie Community School District's school closing policy for inclement weather. Therefore, if MCS makes an early morning or mid-day closing, the Great Achievers After-School Program will be closed as well. If MCS deems the weather or road conditions too dangerous for after-school activities, our program will be cancelled as well. Children will be informed to use their back-up plan for going home directly after school. During any unforeseen emergencies, such as a natural disaster or similar events, Great Achievers will cease regular activities. Great Achievers will evacuate the premises and, if necessary, parents/guardians will be contacted if the children are to be released from the program early. Great Achievers will notify the proper authorities in the event of any emergency.

Recess Policy

Great Achievers will have **outdoor recess** every day, weather permitting. If temperatures fall below a wind chill of 25°F, and/or it is precipitating, we will hold recess indoors. Please send your child to school with acceptable outerwear in anticipation of outdoor recess.

Acceptable/Unacceptable Behavior

Great Achievers expects participants to respect others and their space, harmoniously participate in games, and cooperate with Muncie Public Library employees. Unacceptable behaviors include profanity, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, inappropriate or violent physical contact, or possession of a weapon. Great Achievers may report incidents of unacceptable behavior to the parents/guardians of all children involved. Great Achievers reserves the right to release a child from the program for unacceptable behavior.

Security Policy

Muncie Public Library has a security guard on staff. MPL will only hire security guards that are reserve or active-duty police officers that have the power to arrest. Muncie Public Library has surveillance cameras located throughout the library that if needed could be accessed by the building manager.

Medication/Health Policy

Medication will only be given to children with a signed parent consent form listing a date, type, name, time, and dosage. All medication must be in the original container, have a valid expiration date, and be labeled with the child's name. Staff cannot dispense medications in dosages that exceed the recommended amount stated on the medication container.

If your child has a fever, diarrhea, vomiting, or a rash while at Great Achievers, a parent or guardian will be notified in order to pick up the child to avoid spreading the disease to other children and staff.

Head Lice or Nits

In addition, if your child has **head lice or nits**, they are not allowed to come to Great Achievers. This is different than the school policy. The South View nurse will be notified, and you will be required to pick up your child.

Bed Bugs

If your child is spotted with bed bugs on their clothing or on their body, their bag and outerwear will be contained in a tied plastic bag. The parents or guardians will be notified immediately in order to avoid spreading bed bugs to other students. The program director will be in touch with families to extend resources and support.

Procedure for Injury

Great Achievers will contact parents/guardians of any child that is injured while in our care. If the injury is serious in nature we will call for an ambulance *before* calling parents/guardians in order to get them whatever medical attention is necessary. An incident form will be filled out by on-site staff.

Communicating an Emergency

In an emergency, Great Achievers will attempt to contact the participant's parents or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's application. Great Achievers will take necessary actions in the child's best interests until the parent, guardian, or emergency contact have been reached.

Abuse/Neglect

In Indiana, any person who has reason to believe that a child is a victim of child abuse or neglect has a duty to make a report to Child Protective Services or the police. We follow these guidelines because the safety of the children in our program is our top priority.

Social Media Policy

Please do not post photos of children or their confidential work to social media. Great Achievers will manage a Facebook page in order to communicate with parents and post photos. If you have photos you would like us to share, feel free to message them via Facebook.

<http://fb.me/greatachieversMPL>

Open Door Policy

We value our family partners and welcome you to come in and help your child with homework, join in on recess or an activity, or participate in family nights. Great Achievers maintains an *open door policy* in which you may volunteer at any time. A phone call before coming in to work with your child is preferable to avoid any potential scheduling conflicts.

Behavior Folders

Your child will have a new behavior sheet every calendar month. On this behavior sheet there will be important dates, program closings, and a color marking to represent your *child's behavior for the week*. The goal is for your child to move from a white belt at the beginning to the week to a *black belt* by the end of the week (perfect behavior). *Parents must check the behavior sheet and initial the box for the corresponding day each night when the child comes home from Great Achievers*. We will be checking to see if behavior sheets have been signed and follow up if there are missing signatures.

Behavior Guide:

*Every week, you will start as a white belt. White belts come to each session ready to be kind and learn! **Black belt** is the best behavior ranking you can get!*

White belt: The beginning of a seed; a white belt student is a beginner searching for knowledge.
Yellow belt: The first beams of sunlight on the seed; you are beginning to show kindness to your peers.
Orange belt: The growing power of the sun; you are showing kindness to teachers and your peers!
Green belt: A growing plant from the earth; you are keeping on top of the routine. Great job!
Blue belt: The blue sky; you have maintained good behavior and learning without needing reminders.
Red belt: Absorbing all of the elements; you are continuing to grow and have shown a new way to exhibit kindness.
Purple belt: The changing color of the sky; you are an advanced student and have been a role model for others.
Brown belt: The ripening of the seed; your actions are affecting others in a positive way!
Black belt: Darkness beyond the sun; you are helping teachers to learn new ways of kindness and achievement!

MCS 2018/19 Calendar 2018

Board Approved 2/28/17/ch

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		T-22		S-20		

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30		T-19		S-19		

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		T-18		S-18		

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
		T-17		S-17		

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		T-15		S-15	

2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		T-20		S-18		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
		T-19		S-19		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31		T-16		S-16		

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		T-21		S-21		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		T-18		S-17		

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Red-No School Yellow-Teacher Work Days (No Students)

Snow days will be added after May 23rd as needed

July 4 Independence Day
 Aug 3rd Teacher work Day
 Sept 4 Labor Day
 Oct 8-12 Fall Break

Nov 19-23 Thanksgiving Break
 Dec 24-Jan 4 Christmas Break
 Jan 3 Teacher Recordkeeping Day
 Jan 4 Teacher PD Day

Feb 18 President's Day
 March 25-29 Spring Break
 May 24 Teacher recordkeeping Day
 May 27 Memorial Day

Oct 6 1st Qtr.-44 days
 Dec 21 2nd Qtr.-45 days 1st Sem. 89 days
 March 15 3rd Qtr.-48 days
 May 23rd 4th Qtr.-43 days 2nd Sem. 91 days
 Total Teacher Days 185
 Total Student Days 180