



INMAN
AFTER SCHOOL
AFTER SCHOOL CARE FOR *GRADES K-6*
HANDBOOK



BOYS & GIRLS CLUBS
OF HUTCHINSON

ABOUT US

Our Inman After School Program (ASP) is a fully supervised program offering a wide variety of fun-filled activities. A professionally trained staff, under the direction of Inman Recreation commission, will be conducting exciting and educational programs. The mission of the Inman After School Program is to build healthier minds, bodies, and spirits while providing a safe and enriching atmosphere that promotes health, well-being, community, and family. The Inman After School program works to maximize the learning potential of ALL youth in our program while helping them to develop life skills including responsibility, respect, active listening, honesty and striving to achieve their personal best.

HOURS, FEES, REGISTRATION

Registration is open for children K-6th grades.

Hours of Operation are from 3:30- 6:00pm (partial school days will be addressed on an as needed basis).

LOCATION: The primary location for the program is Inman Elementary School Porch Room-Room (Room directly off of the porch area on Maple St). Participants will also utilize other activity areas of the Elementary school including gym, playgrounds, art room and cozy commons.

The program will begin August 21st, 2023 and held Monday through Friday except for holidays and any day Inman elementary schools are not in session.

Forms must be filled out and returned prior to your child(ren) attending the programs.

MEMBERSHIP FEES: \$125/MONTH

PAYMENT IS DUE ON OR BEFORE THE 1st OF EACH MONTH FOR THE UPCOMING MONTH. If payment is not received by the 1st of the month a \$25.00 late fee will be charged. (If the 1st falls on a day the ASP is closed, payment is due no later than 6p.m. the next business day. If payment is not received by the 5th of the month, your child may be removed from the program. A credit card may be kept on file for automatic payments. A receipt will be emailed upon processing payment. Payment must be made prior to your child participating in the After School Program. Refunds will not be issued once a month has begun. Refunds will be issued for pre-paid months only if a refund is requested by the 25th of the prior month. A \$15 processing fee will be applied to all refunds.

SIGN-IN

ASP children will be dismissed from their school classroom and escorted to the ASP classroom. Upon arrival to the program, your child must sign-in with the After School Activity Leaders. The Inman After School Program is not responsible for a child until they sign into the program.

PICK-UP

Activity Leaders will only be allowed to release a child to the parent/guardian or prearranged authorized person(s) (please notify the after school program director if you are going to send someone not on your list to pick up your child). Upon picking up your child, you must check in with staff and sign out your child, as staff may need to inform you about changes to the program, behavior issues, etc. Parents must sign their child/children out daily. The only exception to this is the child designated to walk home from the program. We will not send a child out to a parent. If a participant has not been picked up by 6:00pm, staff will attempt to contact the parent/guardian. If the parent/guardian cannot be reached by 6:15pm, staff will attempt to reach the emergency contacts listed on the child's release form. A late fee of \$5.00 per five (5) minutes will be assessed to anyone arriving after the designated conclusion of the After School Program. On the first incident, a warning will be given (pending time of pick-up). After the first incident, the late fee will be assessed. Late fees are due at the time the child is picked up. If the child is continually picked-up late, the child may be removed from the program.

LATE PICK-UP FEES:

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| 1. 6:01 - 6:05PM | \$5.00 |
| 2. 6:06 - 6:10PM | \$10.00 |
| 3. 6:11 - 6:15PM | \$15.00 |
| 4. 6:16 - 6:20pm | \$20.00 |
| 5. ETC. | |

GENERAL INFORMATION

No child may leave his/her group without permission from Inman ASP Staff for any reason. All children must be supervised, regardless of age. If enrolled in additional Recreation Department programs, you must notify the ASP Director/Staff of the days, times, and duration of the program, otherwise we cannot guarantee their participation. It is recommended children leave all valuable items at home. The Inman ASP is not responsible for lost or damaged items. All participant communication should be done through the Inman Recreation Commission. Children riding bicycles should place their bicycle at the bike rack located at the south side of the school. The Inman Recreation does not provide participant accident insurance. Parents are expected to go over all Inman ASP Discipline Policies and Procedures with their child prior to enrolling them in the program. Please review all the information in this packet and fill out and return all required forms to the Inman Recreation Department at inmanwellness@iwc-irc.org or Inman Wellness Center, 404 South Main, Inman, KS 67546. If you have any questions regarding the After School Program, please call the main office at 620-585-2050.

PROGRAM FORMAT

Weekly activities of the program include STEM program, homework help, AR reading, sports/games, arts/crafts, library/Lego time, and fun with friends. There is snack time at the

beginning of each afternoon when the children first arrive from school. Children are also given an opportunity to complete homework as necessary.

NON-ATTENDANCE

Please notify the Inman ASP prior to school dismissal if your child will not be attending the program that day. To "hold your spot" in the program, the weekly fees must still be paid (regardless of attendance) unless prior approval from the Inman Recreation Administrator is granted.

MEDICATION/ILLNESS/INJURY

Medication will only be dispensed with written consent and instructions from the parent. Any program participant that becomes ill during the program will need to be picked up immediately. In the event of injury, staff will perform the appropriate first aid measures including calling 911 and arranging transportation to the hospital if necessary.

STUDENT CONDUCT

All students enrolled are expected to show respect, follow the rules of the program, and display acceptable behavior. The After School Coordinator will notify parents of inappropriate behavior. If gross misbehavior or a repeated violation of the rules occurs, parents will be required to withdraw their child from the program.

DISCIPLINE POLICY AND MENU OF CONSEQUENCES FOR INMAN ASP

We believe it is important that our students respect their peers and adults. The Inman ASP will follow the same Life Skills that IES embraces. Each Life Skill will be taught, reinforced, and modeled. • Responsibility • Respect • Active Listening • Honesty • Personal Best

Life Skills will all fall into place if we have RESPECT for ourselves and others. Note: Consequences represent discipline options available to staff members. Staff members may consider the significance of the behavior as well as the frequency. If a behavior is repetitious or severe, it may require a stiffer consequence. For example, multiple acts of misconduct. Staff may choose to use a combination of consequences, i.e. natural consequences plus phone call home. The behaviors and consequences provided below are meant as examples of possible actions and disciplinary responses, but this is not meant to be an exhaustive list or to suggest that administrators do not have the discretion to modify a disciplinary response at the administrator's discretion.

Level	Example Behaviors	Example Consequences
One	Running in the halls Bullying Littering Use of inappropriate voice level Other similar behaviors	Verbal warning Natural consequences (Apology, pick up litter, practice walking in the hall) Phone call to parents Behavior Report sent home and signed
Two	Verbal Misconduct-profanity, teasing, threats. Possession and use of disruptive items Physical acts of misconduct-hitting, kitting, pushing, shoving Tampering with school property Other similar behaviors	Natural consequence to rebuild trust— apologies, having parents pick up disruptive items from school, etc. Student/staff/administrator conference Behavior Report sent home and signed
Three	Disrespectful actions to staff— talking back, disrespectful gestures, purposely. not following directions *Other similar behaviors	Natural consequences to rebuild trust. Student/staff/administrator conference Behavior Report Sent home and signed
Four	Stealing school materials or the materials of others Fighting Vandalism of school property Other similar behaviors	Natural consequences (repair, return, or replace property) Student/staff/administrator conference Contact of authorities Consideration of expulsion

BULLYING POLICY When someone says or does something unintentionally hurtful and they do it once, that's Rude. When someone says or does something intentionally hurtful and they do it once, that's Mean and when someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset, that's Bullying. We will follow the same bullying police as specified on the district website at <https://www.usd448.com/>

CARE OF PROPERTY

We have been given permission to house our program in a beautiful school building and campus. The use of the building is a privilege. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be disciplined in accordance with IES and Board of Education policies. The student will also be required to pay a dollar amount including labor costs for repairing the damage. Damages resulting from accidents or horseplay may result in full payments by the student(s) responsible.

CHILD ABUSE/NEGLECT

Kansas law requires all cases of suspected child abuse/neglect be reported to the Kansas Department for Children and Families.

ILLNESS

We do not wish to spread illnesses unnecessarily. Our school policy requires that students remain home for 24 hours after throwing up, having diarrhea and being fever free without the use of fever reducing medications. If a student is diagnosed with influenza, Kansas Department of Health & Environment (KDHE) rules say a child cannot return to school until five days after the onset of the first symptom. In the event of a communicable disease outbreak, such as COVID 19, McPherson County School Nurses work closely with the McPherson County Health Department and will follow the guidelines set forth by them and the CDC.

PLAYGROUND SAFETY

1. Respect other children and the staff on duty at all times. Respect is shown through kind words and actions.
2. Remain seated on swings and swing back and forth only.
3. Remain seated on the merry-go-round. Push no faster than is safe.
3. Only one person may be on the slide at a time, and one other student may be on the ladder. Slide sitting down, and do not swing from the overhead bar. Never go up the slide from the ground.
4. Only two people may be on the large tire swing at a time. Those standing in line waiting for their turn should be a minimum of 10 feet away from the tire swing.
5. Students should not push or pull on each other, although gentle tag is acceptable.
6. Tag should not be played on any playground equipment.
7. Basketball rims or nets should not be hung on.
8. Tackle football is not allowed.
9. Any game being played that causes anger or verbal abuse should not continue.
10. Any fighting will result in loss of recess and an office referral.
11. The use of vulgar language and/or swearing will result in loss of playground times.
12. No play should be conducted around the pre-school building, trees, bushes, or bike rack.
13. Soccer goals should not be hung on or climbed onto.
14. Any ball kicked over the fence cannot be retrieved without the permission of the supervising teacher. Any ball kicked over the fence twice will be put out of play.
15. Students are to line up in an orderly fashion once the staff calls them (either by whistle or shout)