



Parent Handbook
2017-18

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PHILOSOPHY AND GOALS

Bronco Club After School is the result of much needed and requested services for the students of Mustang Public Schools to offer an alternative for parents whose children otherwise would be home alone after school.

Bronco Club (BC), established in 2016, is an organized extension of the school day. The program is self-supporting and located in the Mustang Public Schools elementary and intermediate schools. Our purpose is to provide safe, enjoyable, and affordable out-of-school experiences for students enrolled in grades Kindergarten thru 6th in the Mustang Public School District.

Our goals are:

- To provide 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 students 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 students.
- To provide frequent and open communication with parents to provide support and encourage involvement.

PROGRAM SITES

Mustang Elementary 400 S Mustang Rd 405-256-6369 (Bronco Club) 405-376-2491 (School Office) elementarybroncoclub@mustangps.org	Valley Elementary 29 th and Morgan Rd 405-256-6568 (Bronco Club) 405-324-2541 (School Office) valleybroncoclub@mustangps.org	Lakehoma Elementary 224 S Clear Springs Rd 405-256-6521 (Bronco Club) 405-376-2409 (School Office) lakehomabroncoclub@mustangps.org
Trails Elementary 12025 SW 15 th St 405-256-6527 (Bronco Club) 405-324-0016 (School Office) trailsbroncoclub@mustangps.org	Creek Elementary 10821 SW 15 th St 405-256-6533 (Bronco Club) 405-324-4567 (School Office) creekbroncoclub@mustangps.org	Centennial Elementary 700 S Czech Hall Rd 405-256-6477 (Bronco Club) 405-256-6466 (School Office) centennialbroncoclub@mustangps.org
Prairie View Elementary 9201 SW 59 th St 405-256-6988 (Bronco Club) 405-256-6989 (School Office) prairieviewbroncoclub@mustangps.org	Canyon Ridge Intermediate 3600 S Sara Rd 405-256-6103 (Bronco Club) 405-256-6955 (School Office) canyonridgebroncoclub@mustangps.org	Horizon Intermediate 430 W Forster Dr. 405-256-6986 (Bronco Club) 405-256-6282 (School Office) horizonbroncoclub@mustangps.org
Bronco Club Administration 906 S Heights Dr. 405-256-7843 (Bronco Club Office) 405-376-2461 (Administration Building) broncoclub@mustangps.org	Bronco Club Summer Camp Creek Elementary	

DAYS & HOURS OF OPERATION

The Bronco Club program is held in the cafeteria of participating sites and begins at the end of the school day for 3 hours or less.

Elementary: 2:40 - 5:40pm

Intermediate: 3:10 - 6:00pm

Bronco Club follows the Mustang Public Schools calendar and operates on days when school is in session. The program begins on the first day of school and ends on the last full day of school. Please refer to the school calendar for specific dates.

Bronco Club will offer BC Camps during some of the school breaks. The dates and locations are as follows:

2017-2018 School Year:

October 18-20, 2017 @ Trails Elementary
November 20-22, 2017 @ Trails Elementary
December 18-22, 2017 @ Creek Elementary
March 16 & 19-23, 2018 @ Trails Elementary

2018-19 School Year:

October 17-19, 2018
November 19-22, 2018
December TBD
March 18-22, 2019

INCLEMENT WEATHER

If school is closed for any reason, weather, facility issue, etc., Bronco Club will also be closed for the affected sites. Pre-paid tuition for cancelled day(s) will be credited to the following week.

- Parents must make alternate arrangements for days when Bronco Club is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellations, delays, and early dismissal information. A message concerning school will be made as well as placed on the district's Facebook page and website, www.mustangps.org.

ENROLLMENT POLICIES & PROCEDURES

In order to be eligible to attend Bronco Club After School Program, a child must be toilet-trained and enrolled in Pre-K through Sixth Grade in one of Mustang Public Schools elementary or intermediate schools. Students participate in the BC program at their school of attendance. Bronco Club is not offered at Mustang Education Center. Students may be enrolled for 2, 3, 4, or 5 days per week. **Students must attend the same days each week. If this is abused, Bronco Club reserves the right to charge parents for 5 days and your child may be dismissed from the program.**

A student is considered enrolled in BC only after the non-refundable annual registration fee of \$25 per child has been received, the availability of space has been confirmed, and all required records (enrollment, health records, emergency transportation authorization, etc.) are received. A Medical/Physical Care Plan is required for children with health conditions. BC also requires parents execute the release of liability and hold harmless agreement included in the registration packet as a prerequisite to enrollment. *The \$25 enrollment fee applies to the afterschool program and summer program. A new enrollment fee will be assessed each new school year.

To allow time to process the application and to prepare for the student's arrival, the student will be allowed to start 24 hours after all necessary documents, the enrollment fee and the first week's tuition is received.

Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate disenrollment. Any changes in enrollment information must be communicated to BC immediately so that current information is always on file.

- **TRANSFERS:** Every effort is made to work with families to accommodate their transfer requests throughout the year. Transfers will be granted if space allows at new school site. Transfers will only be considered if student's school of enrollment has changed.

DISCONTINUATION OF ENROLLMENT

A student's enrollment may be discontinued or enrollment may be denied by BC for any of the following reasons:

- Tuition or other fees are more than seven (7) days past due.
- Recurrent late pick-ups or late payments.
- Falsifying information on registration forms or required paperwork.

- BC determines the student is unable to abide by BC's rules, the student's behavior is unsafe or unmanageable, the student is unable to benefit from the program, and/or the program is unable to meet the needs of the student.
- BC determines the behavior of the parent is inappropriate, the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem, and/or the parent is unwilling to accept the resolution of the staff or BC Director.

A student, whose enrollment has been discontinued for any reason, may not seek enrollment without prior approval from the Site Coordinator and the District Director. If a student's enrollment is discontinued due to the behavior of his/her parent, the parent may be precluded from the BC premises and/or from enrolling his/her children in the future, and this decision is entirely at the discretion of BC.

WITHDRAWING & CHANGING DAYS OF ATTENDANCE

Bronco Club must be given a two weeks written notice to withdraw from the program or to change days of attendance. Withdraw/Change forms are available online at www.mustangps.org/BroncoClub.aspx. No refunds will be made for withdrawal from the program. If two weeks notice to withdraw is not given, two weeks' tuition is still required.

Bronco Club must also be given a two weeks written notice to request a change in days of attendance. Changes will be made if space in the program permits.

DROP-IN CARE

Drop-in care comes with a \$25 daily rate, drop-in fees must be paid prior to attendance. Please contact your Site Coordinator by noon the day before you would like your child to attend. Notice is required to allow BC to have needed supplies and snacks, and to make sure the required staff to child ratios are maintained. The first time drop-in care is used parents will need to complete the Drop-in Enrollment Form found online at www.mustangps.org/BroncoClub.aspx. The enrollment form and all fees are required before, or at time of attendance, or you will be called to come pick up your child.

For example, if you need drop-in care on September 12th and again on November 4th you will do the following:
 September 11th: By noon notify the Site Coordinator, send the enrollment form and \$25 cash on or before September 12th.
 November 3rd: By noon notify the Site Coordinator, send \$25 cash on or before November 4th.

TUITION & PAYMENT INFORMATION

A non-refundable enrollment fee of \$25 per child is due at the time of application. Tuition cost is \$12 per day per child. Tuition is due by noon every Monday (including holidays); for example, tuition for the week of Sept. 4-8, 2017 is due by noon on Monday, September 4th. Holidays and other scheduled school days off are not included in the calculation of the weekly rate. There will be credits applied for inclement weather or emergency days when school or after school activities are cancelled. There will not be credits made for days' students are absent.

Tuition payments may be made electronically (our preferred tuition payment method) by registering for an account at <https://ok-mustang.intouchreceipting.com>. You MUST first activate your account through Parent Portal before you can create an InTouch Receipting account. More information and enrollment forms are available online at www.mustangps.org/BroncoClub.aspx. Tuition may also be paid by check or money order, made payable to Bronco Club. Please write your child's name and the site's initials in the memo portion of your check. Cash is also an acceptable form of payment.

Divorced/separated parents are jointly and respectively liable for tuition to BC. Certainly, parents may agree between themselves who will pay what share of tuition, but BC requires a commitment from both parents ensuring tuition is paid to provide for continuity of care for your child/children. By enrolling, you both agree to stay current with tuition and both parents will be informed if tuition is late or overdue.

DELINQUENT TUITION FROM PREVIOUS YEAR

All previously unpaid tuition and fees must be paid by August 1st if a student is to be readmitted into BC.

RECEIPTS & FEDERAL IDENTIFICATION NUMBER

Parents may print tuition receipts online from <https://ok-mustang.intouchrecepting.com>. An annual statement of tuition paid will be distributed as a courtesy to currently enrolled families for tax purposes in late January. Former participants may request a tax receipt by contacting the BC office. If parents pay tuition separately, Bronco Club is not responsible for tracking parent's payments; a statement with total tuition amount will be provided per student. It is up to the parents to determine the dollar amount recorded on tax documents. The Bronco Club federal identification number is 73-0766864.

ADDITIONAL CHARGES

• **LATE PAYMENT FEE:** Tuition payments are due every Monday by noon. A late payment fee of \$15 will be assessed for any payment that is not received by noon each Monday.

If payment is not received by noon the following Monday (payment is one week late), your child will be dismissed from the program until payment and all fees are made. Reinstatement is available only if space is available in the program, the account is paid in full, and an additional \$25 enrollment fee is paid.

• **LATE PICK-UP FEE:** BC staff members have evening responsibilities and are not expected to remain past closing time (5:40pm for elementary, 6:00pm for intermediate); although no child would ever be left unattended. A fee of \$10 will be assessed for each five (5) minute increment a parent is late (e.g. 5:41pm arrival = \$10 fee, 5:46pm arrival = \$20 fee). If a child has not been picked up within 30 minutes of closing and attempts to contact parents and emergency contacts have been unsuccessful, the police and the Department of Human Services may be called. BC reserves the right to suspend and/or terminate enrollment for recurrent late pick-up. The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc. Late pick-up fees must be paid at time of pick-up or your child may not return to BC until all fees are paid.

• **RETURNED CHECK FEE:** A fee of \$25 will be assessed for each returned check or non-sufficient funds notification. The amount of the returned check plus the \$25 fee must be paid by cash or money order. Upon the second occurrence, all future payments must be made with credit/debit card, money order or cash. All non-sufficient payment arrangements must be made with Lorraine Ochoa in the MPS Business Department, 405-376-2461. These payments cannot be made online and must be paid to Mrs. Ochoa.

ATTENDANCE, SIGN IN & SIGN OUT

• **ARRIVAL PROCEDURE:** After school, children are to immediately report to the cafeteria or their designated area to check in with staff. Children are greeted by staff as they arrive and attendance is taken. Bronco Club cannot assume responsibility for a child until he/she has checked in with staff.

• **DEPARTURE PROCEDURE:** The person who picks up the child must inform a staff member they are leaving and sign out on the Google attendance sheet. Each student's family will receive 2 key tags which will need to be presented each time the student is picked up. Additional key tags are available for purchase for \$1.00 each if you need more than 2 or need a replacement tag. At the end of the day, parents are encouraged to help the child transition from BC to home by joining in the conclusion of an activity and/or helping with clean up of the child's area. Parents are responsible for the supervision of their child after sign-out.

• **RELEASE AT PICK-UP:** Children will be released only to those persons specified on the registration form and have a key tag. At least one emergency contact listed on the Child Enrollment and Health Information form must also be listed for

emergency pick-up situations; this person will not need a key tag, but will need to present their photo ID. If a person not listed on the registration form must pick up the child in an emergency situation, parents are to provide an email from the address on file with BC, or a signed note giving the person permission to pick up the child. Phone calls will not be accepted to grant permission. Staff will check 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.

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. Your child's safety is our priority!

Due to the importance of greeting children and hearing about their day, parents are asked to finish phone conversations before entering the building.

•**CUSTODY ISSUES:** All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up his/her child on any day BC is in session and will be permitted to designate others to pick up his/her child from BC - unless BC is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Site Coordinator 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 any day BC is in session and to designate others to pick up the child from BC.

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 to BC supports such a determination.

STAFFING AND SUPERVISION

Bronco Club staff are certified teachers and well-qualified assistants who are committed to providing a warm, supportive environment to enhance the child's self-image. All teachers have a sincere interest in children and complete professional development training each year. Assistants have a minimum of two years' college experience or are high school students who are in good academic standing and come highly recommended by MHS teachers and/or staff.

A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures.

Staff will not exceed the staff to child ratio of 1:18. We desire to provide a higher level of learning and care, to provide quality educational activities and maintain a 1:18 ratio. We intend that no child be left alone or unsupervised with the following exceptions:

- Running errands inside the building (held at a minimum)
- Using the restrooms
- Helping a teacher (with permission)
- A group of no more than four children in grades 5-6, may be engaged in safe activities inside the building without a staff member. A staff member will be able to see or hear the children at all times and will check on them periodically.

HOMEWORK/CURRICULUM

Bronco Club is an academically rich program which appreciates the demands on students and their families and have a commitment to their academic learning. Although BC believes homework is ultimately the student's responsibility, we will provide a block of time for teachers to assist as students complete their work. Our daily schedule includes 30 minutes of quiet time each day for homework or reading. During this time, BC staff will be available to provide some assistance if needed, but cannot be expected to check student's work for accuracy or completeness or to provide individual tutoring for students.

Curriculum is designed to meet the goals of our program, it provides a variety of activities including arts and crafts, sports and games, music, dramatic play, building and transportation, science and discovery, math and literature, fitness and wellness activities, special interest areas, and special events.

DAILY SCHEDULE

The student's daily schedule is flexible enough to provide adaptability, but structured enough to provide predictability for the students. Times may vary at each site, but a typical schedule is:

2:40-3:10	Attendance, snack, bathroom breaks
3:10-3:40	Gym for structured physical activities
3:40-4:10	Outside-Playground
4:10-4:40	Academics
4:40-5:10	Computer Lab
5:10-5:40	Cafeteria/Gym structured activities

OUTDOOR PLAY

Outdoor play periods are required 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. On extreme temperature days, BC will follow district policy. Please see that children are dressed appropriately for indoor and outdoor active play. This includes appropriate shoes, hats, gloves, boots, etc.

SNACK

A snack, which is in compliance with the USDA's approved healthy snack list, will be provided each day. 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, please feel free to send a healthy snack with your child. Snacks served at each site will be adjusted based on student's allergies. Example of snacks served:

Garden Veggie Straws, Slim Jim, Kellogg's Fruity Snacks, Oreo Thin Crisps, Skinny Pop Popcorn, Zoo Animal Crackers, etc.

MOVIES

As per district policy, only G and PG rated movies will be shown to the students. A list of possible movies is provided. Parents must specify their child can watch these movies on the Permission Form. Permission forms are available on-line at www.mustangps.org/BroncoClub.aspx.

CHILD GUIDANCE & MANAGEMENT

All school rules apply during BC. The goal at BC is for students to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding students 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:

- Show respect for people and property.
- Follow good safety practices.

- Follow directions the first time they are given.

School rules will be in effect to provide consistency for the students throughout their day. In addition, Site Coordinators may, at their discretion, provide additional rules for the students to follow.

Students exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with logical consequences. A student who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control. Parents will be informed of their child's behavior at Bronco Club. Should unacceptable behavior continue, the parent will be contacted to pick the child up early without reimbursement of tuition. If the behavior is continuous, the student may be dismissed from the program.

•**INCIDENT REPORTS:** 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 student's inappropriate activity or behavior result in damage to any MPS owned or leased property, BC reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or 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 incident report will be given to the parents and a copy will be sent to the BC office. Please remember it is not acceptable for a parent/guardian to engage in an argument with or threaten BC staff and/or students. 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 will result in disenrollment from the program.

•**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 or her actions, a suspension may be imposed. A parent conference may be required before the student returns to the program. There is no guarantee the student will be allowed to return to the program. Payment will be due for the time a student is suspended. After suspension, if allowed to return to the program and if the student's behavior continues to be inappropriate, the student may be permanently removed from the program.

•**DISENROLLMENT:** If, at any time, BC determines a student is unable to benefit from the program, unable to abide by the rules, or the student's behavior is unsafe or unmanageable, the student's enrollment may be discontinued from the program. In such cases, BC would communicate with the parent/guardian prior to disenrollment. A student whose enrollment has been discontinued from the program, for any reason, may not seek entrance in future years. *(See Discontinuation of Enrollment on page 5 for additional grounds for disenrollment.)*

BULLYING

Bullying behavior will not be tolerated at BC. Certain conditions need to exist to define a situation as bullying. "**Bullying**" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. If it is determined by BC a student is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspension, and/or disenrollment. *(For more information on bullying, please refer to the District Policies and Procedures.)*

ACCIDENTS, EMERGENCIES & SAFETY OF STUDENTS

The safety of students is of greatest concern at Bronco Club. Several procedures have been devised to assure the safety of our students:

- A telephone is available at each site for emergencies (*Phone numbers listed on page 4.*)
- A staff member trained in first aid, communicable diseases, CPR, verbal de-escalation, and child abuse/neglect recognition and prevention is on-site at all times.
- In case of a minor accident/injury, BC staff will administer basic first aid. For a more serious injury, 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, emergency services (911) 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 student whenever a student:
 - has an illness, accident or injury which requires first aid
 - receives a bump or blow to the head
 - is transported by emergency services
 - is involved in an unexpected event which jeopardizes safety
- If transportation is required for an emergency situation, it will be provided by emergency services, school bus, or parents depending on the nature of the emergency.

MANAGEMENT OF ILLNESS

Any student or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend Bronco Club:

- Temperature of 100 degrees or higher
- Diarrhea in the last 24 hours
- Severe coughing causing the face to become red or blue or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain, untreated, infected skin patches, unusual spots or rashes
- Unusually dark urine and/or grey or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty 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 BC, the parent/guardian will be notified to immediately pick up the child. The child will be separated from the group, supervised within sight and hearing of an adult, and made as comfortable as possible until the parent arrives. If the parent does not arrive within one hour after contacted, the late pick-up fee of \$10 per five minutes will be assessed. (*See Late Pick-up Fee Policy on page 7 for details.*)

• **HEAD LICE:** Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition, there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return

to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

•**SKIN DISEASES:** Per the Oklahoma State Department of Health, skin diseases can have many different causes including allergies, skin conditions, infestations and infections. Signs of infection include redness, tenderness, swelling, and in some cases drainage or fever. It is important to prevent the spread of skin infections by keeping the drainage away from other people or surfaces that people may touch.

All skin infections should be covered with clean dry dressings that completely cover the area and successfully contain the drainage. Continue covering the infection site until it is healed. In cases where proper covering cannot be achieved, the student must be removed until the area has healed.

•**OTHER:** Parents should notify BC personnel in writing if there is a temporary health issue which may inhibit the child's typical daily routine (e.g. sprained ankle, injured collar bone, elbow - no running/climbing, getting over illness - no physical activity, etc.). The school office does not communicate these instances to BC. It is the parents' responsibility.

MEDICATION

Due to storage and safety concerns at BC, it is strongly recommended that all medications be administered at home or during the school day. If this is not possible, BC will administer medication only with completion of a Request for Administration of Medication Form. Medication forms are available on-line at www.mustangps.org/BroncoClub.aspx and must be updated annually. Medications must be given directly to the Site Coordinator and will be stored in a designated area inaccessible to the students.

•**SELF-ADMINISTRATION of a MEDICATION:**

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epi-pen).

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parent's/guardian's responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

SPECIAL NEEDS

It is the intent of BC to provide group child care services to all children, without regard to disability. In its program, BC will not, on the basis of handicap, exclude qualified handicapped persons and shall take into account the needs of such persons in determining the aid, benefits, or services to be provided. However, there may be factors that would preclude the enrollment of any child. These factors include, but are not limited to whether:

- The child constitutes a direct threat to the health or safety of him/herself or others;
- The child's participation requires modifications in policies, practices, and procedures that would fundamentally alter the nature, service, program, or activity being offered, or otherwise impose an undue hardship on the operation of the program or activity;
- The child requires district provided transportation, as transportation services are not provided to any child.

Initial enrollment decisions will be based on reasonable judgment concerning the child's participation in a group child care setting. Parents will need to provide all pertinent information regarding the child's special needs, and complete a written medical/physical care plan, if necessary, to assist the staff in the care of the child. Determination of accommodations to meet the special needs of the qualified handicapped child will be made on a case-by-case basis. Initial enrollment may be provisional for a period to be stated by the Coordinator at the time of enrollment and continued enrollment may be reconsidered at any time, for any child.

PARENT PARTICIPATION/COMMUNICATION

Parents are welcome to visit and observe the program at any time, and are encouraged to participate whenever possible in the activities at BC. You may wish to attend and help with various projects, share special interests, or simply observe. When visiting, please notify the Site Coordinator of your presence. The Site Coordinator is available to discuss your child's needs and parents are encouraged to share any thoughts and information about their child at any time. However, due to staff responsibilities and schedules, parents are asked to make an appointment with the Site Coordinator whenever it is necessary to engage in lengthy conversations.

Parents are encouraged to inform BC of any questions, suggestions, or concerns they may have. Concerns should first be addressed with the Site Coordinator. Every effort will be made to resolve it at once. If the situation cannot be resolved on-site, the BC office may be contacted and a conference may be arranged. The Bronco Club Director will make every effort to address concerns and resolve the issue.

To keep parents advised about BC, information may be shared through informal discussions, conferences, emails, newsletters, and/or posted announcements on-site. Parents are encouraged to sign-up for Remind in order to receive timely notifications.

ADDITIONAL INFORMATION

- Unless the parent or legal guardian informs BC, in writing, to the contrary, the parent or legal guardian gives BC 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 art work, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.
- The BC telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the BC staff. Children are not allowed to use personal cell phones or texting or calling without the permission of a BC staff member.
- 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, BC cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at BC only during homework time and on scheduled dates. Please check with your Site Coordinator for more information.
- BC reserves the right to search the child's belongings if the need arises.
- In an effort to provide consistency for the children, the BC staff will have on-going communication with the school staff. By enrolling your child at BC, you consent to this communication.
- A parent may take photos of his/her child at BC events. However, parents may not post any photos from BC events on the internet or social media if they include other children (children for whom you are not the parent or legal

guardian.) Many parents do not wish their child's photo to be on the internet or on social media, and BC respects their wishes.

- Employment of BC staff members by parents for personal child care 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 child and may in no way rely upon BC to make that determination. BC is not responsible in any way for the actions of employees beyond BC program hours or off BC premises. Parents are required to complete a Personal Care Release of Liability form, releasing BC from liability, before a BC staff member begins employment with their family.

THANK YOU

Thank you for choosing Bronco Club as your child care provider. The fact 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; and we will make every effort to see that your family enjoys a positive experience with BC.