

## **2023-24 Tri-County MASH Handbook(My After School Headquarters)**

### **Program Description**

MASH is a child care program for children who are currently enrolled in K through grade 5 at Tri-County. 4-year old pre-school students may be enrolled on a case by case basis. This program offers an after school snack, physical activity and games in a safe supervised setting.

### **Hours of Operation**

School Days from 3:00pm - 5:30 pm

Starting on the First Day of School

Ending on the Last Day of School

### **MASH coordinator**

Mrs. Ann Thompson [thoann@tricity.k12.mn](mailto:thoann@tricity.k12.mn)

### **Enrollment Policies**

1. Completion of the registration forms.
2. Payment of a non-refundable \$20.00 Sign Up Fee/Child (Family Maximum of \$60.00)
3. Signing of the Child Care Contract.

Drop-ins will be accepted each day as space allows. All students, including drop-ins, must have registration forms, sign up fees and contracts on file at least **1 day before** they can attend MASH.

Pre-School Age 4:

They will be considered on a case-by-case basis.

1. If there are openings not filled by K-5 students
2. If the family is already enrolled in the program
3. Consideration of available day care for younger children - parent's choice

## **Absence Notification**

Parents are required to notify MASH staff by 2:00 of the day absent. **You email Mrs. Thompson ([thoann@tricounty.k12.mn.us](mailto:thoann@tricounty.k12.mn.us)) or send her a text (218-478-4116).** It is very important for your child's safety that we know where they are, and if they are going somewhere else after school. This includes if your child is supposed to go to 4H, a birthday party, home with grandparents, etc.

If you contact the office or your child's teacher, please also send a message to Mrs. Thompson, or let the MASH teacher know the day before. If parents have not notified MASH coordinators of a cancellation, and a child says they are to go home, school staff will try to contact the parents. If no contact can be made the child will be sent to MASH and the parents will be charged for the afternoon, even if they pick their child up early.

For the safety of your child, please contact MASH staff for any reason your child will not be at MASH - attending 4H, change of plans, vacation, illness. The office staff is not responsible to contact us. MASH is like daycare and needs to be contacted separately.

## **Advance Notice Attendance Changes/Excused and Unexcused absences**

Upon completed registration parents may sign their students up to attend full-time (School days from 3:00-5:30.) or part-time. Once students are signed up staff will assume they are coming the same number of days and times each month.

## **Fee Payment Policies**

Tri-County MASH operates on the fees paid by the parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. Failure to pay fees will result in your child's termination from the program.

Parents will be charged a \$3.00/hour/child fee to attend. \$3/child is the minimum daily fee.

Parents will receive monthly bills on the first program day of each month for the previous month. The entire payment is due on or before the 10th of each month. Families who have not paid by the 5:30 p.m. on the 10th will not be allowed to participate in MASH until their bill is paid in full.

If a check is returned for non-sufficient funds, there will be a \$30 fee incurred as a result of the returned check. Childcare services will be halted until full payment of tuition and NSF charges has been made.

### **Late Pick Ups**

Parents will be charged \$1.00 for every minute past the closing time of 5:30 PM. For example, if you pick up your child at 5:40 P.M., the late fee will be \$10.00. You **must** pay your late fee when you pick up your child.

After closing time, your child will never be left alone without the supervision of an adult. At 5:35 MASH staff will begin making calls in order to locate you or an authorized person to come and pick up your child. If the staff is unable to reach you or an authorized person by 5:50 they will call the police so that your child can be taken care of until you are able to pick him/her up.

### **Excused Absences**

In order to keep the program working financially, families will be allowed a maximum of 3 “free” excused absences every month. A sick day will be considered an excused absence. After those three, they will be charged \$3 per day.

If an extended absence is requested, parents will be charged \$5/week/child. This must be pre-approved. Examples would be medical absences and maternity leave. This will hold the spot for the child upon their return.

MASH will follow the same COVID guidelines as established by the school. You will not be charged if your child is required to quarantine due to Covid. The required quarantine will not count against your 3 excused absences.

### **Drop Ins**

The MASH program will accept drop-ins if space is available. Please email Mrs. Thompson.

### **Termination Policies**

By Parent: A written notice must be given at least 2 weeks in advance for termination from the program. Full fees will be charged when advance notice is not given.

By Tri-County MASH: Participation in the program may be terminated by the staff for the following reasons:

1. Late or nonpayment of fees.

2. Chronic late pick-up by the parents, or other persons given such responsibility.
3. Failure by parents to abide by the policies/procedures outlined in the handbook.
4. Determination that the program cannot effectively serve the needs of a child, or cope with the child's behavior patterns.
5. Parents who refuse to work cooperatively with the staff.

### **Policy for Departure and Release of Children**

Departure: Sign out your child and be sure the MASH staff knows that your child is leaving. Children must be signed out by a parent or authorized person by 5:30 P.M.

At the time of enrollment, you must provide MASH staff with the names of people who are authorized to pick up your child. It is your responsibility to notify staff of any changes in the names of people authorized to pick up your child. We will release children to authorized persons only. If necessary, photo identification or other official identification, may be requested by the staff prior to releasing your child. If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

**MASH staff must release a child to a non-custodial parent unless documents are provided to us, preventing the release.**

### **Emergency Policies**

1. It is the responsibility of the parent to inform the MASH staff in writing of any health or medical conditions, relative to the child's participation in the program.
2. A child should not be brought to the program if there is evidence of any type of illness, infectious or communicable disease.
3. If a child should become ill while at MASH, the staff will contact the parents or authorized person and request that the child be picked up as soon as possible. It is expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
4. In the event of a medical emergency or accident, a MASH staff person will remain with the injured or sick child at all times while others are being reached. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called. If the parents cannot be reached, staff will take whatever medical measures are necessary, for the care and protection of the child. The MASH staff will inform the Dean of Students of any emergencies or injuries. Accident reports will be completed and kept on file with the school district.
5. Suspected cases of child abuse or neglect will be reported to the proper authorities

## **Sick Children**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until a health care provider has determined the symptoms are not associated with an infectious agent, or there is no longer a threat to the health of other children and/or staff in the child care setting.

Exclude children with any of the following conditions:

**DIARRHEA** Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools).

**VOMITING** Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).

**CONJUNCTIVITIS** Until child has been examined by his/her healthcare provider and until 24 hours after antibiotic treatment begins.

**HEAD LICE** Until first treatment is completed and no live lice are seen.

### **OTHER INFECTIOUS DISEASES**

Consult your local or state health department, or your child's healthcare provider regarding exclusion guidelines for other infections not described. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a childcare setting.

## **Medications**

If a child is prescribed oral or surface medication, which must be taken at MASH, written instructions by a physician or dentist must be provided to the staff. The medication must be in the original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, date prescribed and expiration date, frequency, dosage, directions for use, possible side effects, and name of physician or other licensed authority.

Written authorization is also needed for non-prescription medication (cough syrup, pain relievers, etc.). Staff will hold all medication. Children will not be allowed to have medication in their backpacks, pockets, etc.

## **Inclement Weather**

If severe weather is approaching during MASH hours, and time permits, parents will be called to pick up their children. If danger is imminent, children will be brought to a safe area in the building. Staff will remain with the children until all the children have been

picked up. **MASH will be canceled if school has been canceled or released early due to inclement weather. Please contact the school to inform us where your child should go.**

### **Physical Activity**

Physical activity is an important part of healthy growth and development. As often as possible students will spend time outside. The decision to take children outside will be made on a daily basis by MASH staff. Staff will follow the outdoor recess guidelines published in the Tri-County Student Handbook. It is the parents' responsibility to provide appropriate outdoor clothing throughout the school year. Keep in mind that children may be outdoors for up to 2 hours. A child who is not dressed appropriately will still need to go outside as staff numbers will not permit one-on-one care. The staff are required, by law, to report chronically underdressed children Social Services.

Children who are not feeling well enough to participate in recess or PE during the school day will need to be outside during MASH. Please consider this when you are deciding whether or not your child is too ill or hurt to attend the after school program. In the event of unfavorable weather students will be taken to a gym. If no gym is available MASH staff may have the students participate in games or activities in the cafeteria.

**Supplies:** Tennis shoes and Appropriate outdoor clothing

**Snack** MASH will serve a snack daily, at no additional cost. Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

### **Personal Belongings**

MASH is not responsible for lost or stolen items. Children are strongly recommended **NOT** to bring valuables to the program. **If they do, it is at their own risk..** All items and clothing should be clearly labeled with the child's name, for easy identification.

### **Student Rules**

1. Follow all school rules that are in effect during the day
2. Show respect for materials, other students, and MASH staff

### **Guidance and Discipline Policies**

MASH staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to communicate and solve individual behavior situations, however, Tri-County MASH reserves the right to ask any child to leave the program for his/her own betterment or the welfare of the group. The following are steps that will be taken as a result of negative behavior:

1. MASH staff will discuss the behavior with the child, reiterate rules, and help problem solve how the child can be more responsible. The child may have to take a timeout in order to accomplish these items.
2. Parents will be notified with an incident report.
3. Parents, a MASH Coordinator, and school administrator will be notified with an incident report. Student may talk with the Dean of Students or Principal
4. If the child's behavior does not improve, or if the incident was great (i.e. physically harming another child, continued disrespect, etc.), the parent will be asked to come in for a conference with a MASH coordinator and Dean of Students or Principal.
5. The child is terminated from the MASH program when all of the above steps have not been successful.

